FY2025

Unified Work Program

Published May 2024

This report was produced by the West Michigan Metropolitan Transportation Planning Program (WestPlan) with the cooperation of the governments in Muskegon and Northern Ottawa Counties, the Michigan Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration.

WEST MI SHORELINE
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MISSION STATEMENT

The West Michigan Shoreline Regional Development Commission is a federal and state designated regional planning and development agency serving 120 local governments in Lake, Mason, Muskegon, Newaygo, and Oceana counties. The Commission's mission is to "promote and foster regional development in West Michigan through cooperation amongst local governments and regional partners." The general regional goal of the West Michigan Shoreline Regional Development Commission is to provide assistance to member local governments in addressing regional and public policy issues, especially as they pertain to planning and development.

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I. INTRODUCTION

The Unified Planning Work Program (UWP) for the West Michigan Metropolitan Transportation Planning Program (WestPlan), is an outline of the activities and budgets for the fiscal year FY2025 (October 1, 2024, through September 30, 2025). The WestPlan is the metropolitan planning organization (MPO) for Muskegon County and northern Ottawa County. The UWP identifies the various transportation planning activities that are to be undertaken and the estimated budget and schedule for each work item. The UWP identifies the agency or agencies responsible for each work item and the distribution of funding and expenditures among those various agencies.

Disclaimer Statement

The preparation of this report has been financed in part through grant[s] from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program, Section 104(f)] of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policies of the U.S. Department of Transportation.

Separate budget and/or work program documents are prepared annually for local projects involving statewide SPR funds, 49 U.S.C. §5303 funds, 49 U.S.C. §5307 funds, 49 U.S.C. §5313(b) funds, and the Congestion Mitigation and Air Quality (CMAQ) funds. Those documents form the basis of funding approval for those funds.

The UWP has been developed by the WestPlan staff based on continuing studies, the status of activities in the present UWP, and input from the participating agencies and committees. Each year the UWP will be based upon the needs identified in the MPO long range planning document (currently the 2050 Metropolitan Transportation Plan (MTP)) and will describe activities that will bring about achievement of the goals and objectives identified in that plan. All activities and products identified in this document will be managed or completed by WestPlan staff. In certain instances, such as the Traffic Count Program, WestPlan staff will manage the project, but contract the physical work to a private consultant.

The UWP is reviewed and approved by the WestPlan MPO Policy committee. The UWP is then reviewed by the Michigan Department of Transportation (MDOT), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA). The final document is developed with consideration of state and federal comments, as well as public input.

Activities outlined in the current UWP (FY2024) have been completed or are continuing programs that carry over to future years. Any item that has not been completed will be identified in the Final Acceptance Report (FAR).

Previous Work Completed

In FY2024, MPO staff continued to address amendments and modifications to the FY2023-2026 Transportation Improvement Program (TIP). Working with transit and road agencies, staff monitored jobs and updated necessary information into JobNet to ensure that the program continued to move forward. A detailed public involvement process was followed to ensure notifications and input were available for all meetings. Staff also continued to participate in the Interagency Workgroup (IAWG) for air quality conformity purposes prior to project amendments going to committee.

MPO staff continued to work under the 2045 WestPlan Long Range Transportation Plan (LRTP). The plan is monitored and discussed at MPO meetings monthly. In April of 2024, MPO staff completed, and the MPO committees approved, the 2050 Metropolitan Transportation Plan (MTP) which will replace the 2045 LRTP once approved by MDOT and FHWA.

Performance-based planning continued to be an important element to the MPO planning process and MPO staff continued to monitor the targets and meet with peers throughout the state to discuss trends and best practices. MDOT and Unified National Performance were supported by the MPO in FY2024.

MPO meetings occurred in most months of the fiscal year, and MPO staff continued to prepare minutes, agenda items and meeting materials for all WestPlan MPO Technical and Policy committee meetings. MPO staff also continued to work closely with the chairpersons from the MPO Technical and Policy committees to develop agendas and to help run the meetings.

MPO staff continued to work with the West Michigan Trails and Greenways Coalition to develop a regional Non-Motorized Transportation Plan.

MPO staff continued to update the MPO and Regional Non-Motorized Plan, working with local agencies to update where needed, and assist in finding grant money for connecting and extending existing trails.

MPO staff participated in the Michigan Transportation Planning Association (MTPA) meetings and subcommittees.

MPO Staff continued to facilitate discussions for the future structure of the Muskegon Area Transit System (MATS). MATS is pursuing the possibility of developing a transit authority to govern the agency.

MPO staff continued to work with two additional MPOs and the West Michigan Clean Air Coalition. The work continued a partnership of businesses, academic institutions, government agencies, industry, and non-profit organizations in Kent, Ottawa, Muskegon, and Kalamazoo counties, working together to achieve cleaner air in the region through the education and promotion of voluntary emission reduction activities.

II. METROPOLITAN AREA TRANSPORTATION ISSUES

MDOT and statewide MPOs have worked together with federal transportation agencies to provide a continuing, comprehensive, and cooperative (3C) planning process. A successful planning program requires continuous review from federal, state, and local agencies and is an ongoing process. The statewide efforts involved in this review are discussed here, as are the efforts of the MPO to implement portions of the planning process.

The process of redefining the roles, responsibilities, and expectations of all parties is continually addressed through the Michigan Transportation Planning Association (MTPA). This association, which includes all Michigan MPOs, MDOT, FHWA, FTA, Office of Highway Safety Planning (OHSP), and the Michigan Department of Environment Great Lakes and Energy (EGLE), has served as the venue for discussion. The MPO will focus on the following fiscal year 2025 planning emphasis areas.

A. FHWA Planning Emphasis Areas

1. Tackling the Climate Crisis

   - Identifying and addressing issues that relate and contribute to climate change and greenhouse gases are integrated into both Long Range and Short-Term planning within the MPO. Staff will continue to plan for emission reduction through funding sources such as CMAQ, Carbon Reduction, and Transportation Alternatives (TA).

   - Planning staff is researching best practices related to resiliency and sustainability, both of which relate to climate change. Staff will begin discussions with MPO committees regarding a climate change plan.

2. Equity and Justice in Transportation Planning

   - In FY2025, WestPlan MPO staff will work toward developing more robust Environmental Justice procedures in the public outreach process. See the **Environmental Justice** section on page 5 for more detained information.

3. Complete Streets

   - In addition to day-to-day activities regarding complete streets, WestPlan MPO staff began a revamp of its non-motorized traffic count program in FY2024 and will continue in FY2025 and beyond. WestPlan was able to purchase multiple non-motorized traffic counters and will be working with local agencies to coordinate count locations. See **Pedestrian and Bicycle Planning and Transportation** on page 20 for more information.

   - Also, in FY2025 WestPlan MPO staff intends to update the MPO-wide non-motorized plan. See **Non-Motorized Planning** on page 25 for more information.

4. Public Involvement – See **Public Involvement** section on Page 11.

5. Federal Land Management Agency (FLMA) Coordination

   - FY2025, WestPlan MPO staff will continue to work toward better incorporating FLMA agencies to strengthen the consultation process.

6. Data in Transportation Planning - See the **Data and Tools** and **Data Sharing** sections on page 4.

For the two remaining FHWA Planning emphasis areas, Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination and Planning and Environment Linkages (PEL), MPO staff will cooperate with other agencies as needed.

B. MDOT Planning Emphasis Areas

1. Maintenance of the FY2023-2026 TIP
   - incorporation of performance-based planning in project selection
   - correct utilization of GPAs, in alignment with the guidance document (should the MPO utilize GPAs)
   - ensure that the public notification for TIP amendments aligns with the MPO's Public Participation Plan

2. Development of the FY2026-2029 TIP

3. Continued involvement and feedback in JobNet application enhancements.

4. Continue to ensure transit projects are accurately shown in the TIP and fiscally constrained, through coordination with local transit agencies and MDOT Office of Passenger Transportation.

5. Clear identification in the UPWP of the utilization of a minimum of 2.5% of PL funds and any 5303 funds to be utilized on any specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities.

6. As needed, continue to review, evaluate, and update public participation plan (PPP) including consideration of virtual options for public participation.\

7. Ensure compliance with Transportation Performance Measures (TPM) requirements, including working with MDOT on data needed to identify how the MPO is working to meet the adopted targets within the MPO planning area.

8. Enhanced Long Range Plan Coordination between MDOT and MPOs
   - Continuing coordination and collaboration between MTPs and the SLRTP.
   - Discussion of the next series of MTPs and travel demand models being adopted in the next few years. Several MPOs have MTPs that will need to be adopted between November 2026 and June 2028.

- SUTA is coordinating model development for the MPOs with MTPs to be adopted between November 2026 and June 2028 with the MTC4 household travel survey. This will require developing, reviewing, and approving base year socio-economic data in FY24 and FY25 depending on the MTP due date.

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

10. Participate in MDOT's TAP TMA Lean Process Improvement (LPI) and facilitate outreach and implementation of the updated process for project selection and programming.

Data and Tools

MPO staff continues to work with MDOT, local municipalities, and local transit providers to implement Intelligent Transportation Strategies (ITS) into planning and design of future transportation projects. Transit fleets are being equipped with the latest technology which helps provide efficient and accurate service to the users of their service. Road agencies are addressing congestion issues with signal upgrade and optimization projects. MDOT has implemented many ITS related projects along the I-96 and US-31 corridors and connecting trunkline routes. Electronic signs along US-31 and I-96 provide information to travelers about current conditions and alternate routes to use in cases of traffic backups. This information is crucial in northern Ottawa County where the US-31 drawbridge is opened periodically throughout the summer to allow boat traffic along the Grand River.

MPO staff utilize other websites and databases such as the MDOT Open Data portal, HEPGIS, the FEMA Resilience Analysis and Planning Tool, and the US DOT Equitable Transportation Community Explorer.

Data Sharing

MPO staff has been participating in the ongoing Digital Data Agreement discussions with MDOT. The main concern for MPO staff was making sure that our technology support firm was aware of and could meet the safety requirements of the agreement for transportation data housed on WMSRDC computers and drives. Other minor concerns that other agencies also mentioned were how to identify what data is public and what needs to be protected and secured and specifics on deletion of data once it is no longer being used. Group discussions provided clarification on many of the concerns previously raised.

Needs Identification

MPO staff will utilize analysis tools and data to identify needs and aid local decision making. This will improve the needs-based process of planning and help to determine problem areas in the system. However, it is also realized that not all decisions can be made solely on the results of a computer model or a set of management tools. Additional options will remain available for local communities to determine local priorities.

Project Selection Criteria

Each member agency uses a variety of data and different criteria to decipher the highest priority projects for each individual road agency. As projects are submitted by local agencies for consideration in the planning process, MPO committees work together to analyze the projects and collectively select projects to improve and enhance the transportation network in the region. MPO staff will continue to develop a process which is objective at the staff level, but which can be prioritized at the committee level based on local priorities and agency input. MPO staff will continue to work with road agencies in FY2025 to discuss and refine a comprehensive set of criteria that will help in the project selection process.

Financial Plan

Future revenue estimates are developed with guidance from state and federal agencies. While past

projections were focused primarily on federal funds, future efforts will consider the incorporation of state and local sources as well. The financial plan will continue to be developed within the identified constraint. Constraint numbers are based on federal and state revenue estimates.

Public Involvement

MPO staff will continue to work to implement the Public Participation Plan for Transportation Decision Making. MPO staff is continuing its efforts to increase opportunities for the public and transportation interest groups to have access to the transportation planning process. Through these efforts, opportunities for public involvement and all meetings are posted to the WMSRDC website and on social media. The public may comment regarding all aspects of transportation planning. The Public Participation Plan will be updated in FY2025.

Environmental Justice

MPO staff will continue to monitor and enhance the environmental justice procedures which it currently uses. This item is consistent with FHWA's Planning Performance Emphasis Areas (PEAs). In FY2025, WestPlan MPO staff will work toward developing a more robust Environmental Justice process in the public outreach process. The regional commission's Geographic Information System (GIS) Specialist will become more involved at an earlier stage of project selection to better analyze projects for environmental justice findings.

Long-Range Planning

MPO staff has completed the development of the 2050 Metropolitan Transportation Plan (MTP) (formerly known as the Long-Range Transportation Plan (LRTP)). WestPlan MPO committees approved the new document at their April 2024 MPO Meetings. Once approved at the state and federal level, the MPO will use the 2050 plan as its official long range planning guide for the MPO planning area.

Transportation Improvement Program Development

The Transportation Improvement Program (TIP) is the project-specific programming document from which transportation projects are selected for funding. The TIP will continue to include planning process changes in the future, which will include Transportation Performance Based Planning requirements. The TIP is a "living" document, which is continually updated. The current document has been amended several times, with many administrative adjustments as well, which is common. The MPO continues to operate under the FY2023-2026 TIP.

Development of Milestones

Continued progress will be made by the MPO to set and achieve reasonable milestones in the implementation of the planning process. The milestones will be primarily developed, monitored, and utilized by staff of the MPO to manage implementation of the process.

Performance Based Planning

A key feature of the Fixing America's Surface Transportation Act (FAST Act) of December 2015 was the establishment of a performance and outcome-based program, originally introduced through the Moving Ahead for Progress in the 21st Century (MAP-21) Act. The objective of a performance-based program is for states and MPOs to invest resources in projects that collectively will make progress toward the achievement of nationally set goals. 23 CFR 490 outlines the national performance goals for the federal-aid highway program required to be established in seven areas: safety, infrastructure condition, congestion reduction, system reliability, freight movement, environmental sustainability, and reduced project delivery delay. These requirements are continued in the most recent transportation bill, the Infrastructure Investment and Jobs Act (IIJA), also known as the BIL (Bipartisan Infrastructure Law).

Within one year of the U.S. Department of Transportation final rules on performance measures, states are required to set performance targets in support of these measures. Within 180 days of the state setting targets, MPOs are then required to choose to support the statewide targets, or optionally set their own targets. To ensure consistency, each MPO must, to the maximum extent practicable, coordinate with the relevant state and public transportation providers when setting performance targets. Any new TIP or Metropolitan Transportation Plan document or amendment must comply with performance reporting requirements.

The regulations required FHWA to establish final rules on performance measures to address the seven areas in the legislation, resulting in the following areas being identified as measures for the system:

- Pavement condition on the Interstate system and on the remainder of the National Highway System (NHS)
- Performance (system reliability) of the Interstate system and the remainder of the NHS
- Bridge condition on the NHS
- Fatalities and serious injuries, both number and rate per vehicle mile traveled, on all public roads, as well as bicycle and pedestrian fatalities and serious injuries
- Traffic congestion
- On-road mobile source emissions
- Freight movement on the Interstate system

In addition, FTA was charged with developing a rule establishing a strategic and systematic process of operating, maintaining, and improving public capital assets effectively through their life cycle. The Transit Asset Management Final Rule 49 CFR part 625 became effective October 1, 2016, and established four performance measures and to include the establishment of State of Good Repair (SGR) targets for transit agencies. The FTA has also established rulemaking under 49 CFR 673 effective July 19, 2019, for the development of Public Transit Agency Safety Plans (PTASP). The PTASP requires metropolitan transit agencies to develop a PTASP which must include performance targets based on safety performance measures.

MPO staff will continue to work closely with federal and state partners, as well as the MPO Technical and Policy committees to review and update targets and measures for the TIP and LRTP documents. With federal guidance, and discussions with other state and local agencies, MPO staff will continue to work toward developing achievable performance measures that will help with planning for current and future transportation needs in the MPO, as well as satisfy federal requirements. As methods and guidelines are developed, staff will monitor and track changes and successes. MPO staff will continue to work with other MPOs throughout the state to address requirements and develop strategies to incorporate performance-based planning into the MPO process. In addition, the MPO ensured that performance measures were a primary factor in the selection of projects for the TIP.

Urban Area Review

After the U.S. Census Bureau approves the 2020 ACUB boundaries, MDOT staff will prepare informational materials and meet with each MPO in the state. These meetings will consist of jurisdictional agencies proposing and reviewing National Functional Classification (NFC) revisions to the Act 51 certified public roads within their MPO planning boundary. MDOT staff may request materials such as traffic counts, worksheets, maps, local letters of concurrence, signed resolutions, and Act 51 certifications to process the proposed NFC revisions. The proposed revisions will be reviewed by MDOT staff. If MDOT is in concurrence, the proposals would then be submitted to FHWA for final review.

III. PROGRAM MANAGEMENT, ADMINISTRATION, AND ASSISTANCE TO MDOT

Objective

To provide effective management, coordination, and monitoring of the MPO, including the provision of program and financial status accounts which satisfy the requirements of the West Michigan Shoreline Regional Development Commission (WMSRDC) and MDOT, and to assure a continuing, comprehensive, and cooperative transportation planning process conducted by state and the local communities. (Ongoing activity)

Activities

I. Program and staff supervision and coordination to include work scheduling; review of administrative documents and procedures; periodic progress review; and staff selection, monitoring, and training.

II. Staff support for Technical and Policy committees to include preparation of meeting agendas and other arrangements, meeting presentations on applicable transportation planning matters, and the preparation and distribution of meeting minutes.

III. Prepare monthly work program status reports for the funded portions of the work program.

IV. Prepare invoices for payment to WMSRDC, at least quarterly, from the funding source per the contract agreements.

NOTE: The Agency shall monitor expenditures. Where costs are anticipated to exceed the budget for work items, the Agency shall submit a request for a budget amendment. The proposed amendment shall show the current budget, proposed budget, and change amount for each budgeted work item.

V. Prepare an annual Final Acceptance Report (FAR) on the status of the work items in the work program.

VI. Assist the auditors in carrying out general and specific audits of programs.

VII. Public involvement and participation in local committees and task forces, as necessary, to promote the continuing, comprehensive, and cooperative multi-modal transportation planning process and to provide necessary technical assistance.

VIII. Participation in monthly meetings of the statewide MTPA, and subcommittees, as the representative of the MPO.

IX. Prepare the UWP for project activities for FY2026.

X. Process any amendments which may be necessary for the FY2025 UWP.

XI. Attend training sessions for new skills to assist MDOT in implementing the requirements of Title 23 CFR §450.

XII. Work with MDOT, FHWA, MTPA, FTA, and other agencies on the continuing development of a new planning and programming process. Customize and implement portions of the new planning process as appropriate for the area.

Products

I. FY2026 UWP *(WestPlan MPO)*

II. Final Acceptance Report

III. MPO Policy Committee agenda & meeting minutes, as well as associated documents

IV. The following will be submitted to MDOT by WMSRDC for reimbursement of costs incurred in conjunction with the MPO:

A. Disbursement Voucher

B. Itemization of Program Expenses (in terms of work items and cost groups, including charges to direct salaries, other direct costs, fringe benefits, and indirect costs)

C. Tabulations of Progress (by work item, indicating the percent completed and the amount billed in both the current period and to date)

D. Progress Report (brief, but sufficiently detailed, narrative summaries of the nature of activities, results, and products)

V. Amendments to the current UWP (FY2025)

Program Management Budget

PL Federal	FTA 5303 Federal	Local Match for PL	Local Match for Sec 5303	Federal Total	Local Match Total	MPO Total
$39,389	$4,241	$8,734	$940	$43,629	$9,675	$53,305

IV. METROPOLITAN PLANNING DATA ASSISTANCE

A. Air Quality Planning

Objective

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

On October 1, 2015, the United States Environmental Protection Agency (EPA) set the primary and secondary national ambient air quality standard (NAAQS) for ground-level ozone at 70 parts per billion (or 0.070 parts per million). A portion of WestPlan (part of Muskegon County), is designated nonattainment therefore requiring WestPlan to conform existing and future LRTPs and TIPs and amendments. WestPlan will need to do conformity analysis with emission modeling for the 2015 nonattainment area of Muskegon County but for the remainder of the county will do conformity analysis, with no required emission analysis. The portion of WestPlan in Ottawa County is required to do conformity as part of a limited orphan maintenance area for the 1997 ozone NAAQS. Ottawa County is part of the Grand Rapids Limited Orphan Maintenance Area (Ottawa and Kent counties) and must do conformity but does not have to conform to

emission budgets. WestPlan will continue to work with MDOT and neighboring MPOs to conduct conformity for both areas through the MITC-IAWG. (Ongoing activity)

Activities

I. WestPlan will work with and assist MDOT, or conduct on our own, Michigan Transportation Conformity-Interagency Workgroups (MITC-IAWG) and develop regional transportation conformity analysis to ensure projects are consistent with the SIP.

Products

I. Develop project lists to be submitted to MITC-IAWG.

II. Participate in, and if appropriate, conduct MITC-IAWG.

III. Provide assistance, or if appropriate, conduct and develop, regional transportation conformity analysis and document.

IV. Facilitate conformity analysis through committee process.

V. Participate in efforts to ensure regionally significant projects are reviewed.

VI. Conduct public participation for conformity analysis determination.

B. Highway Performance Monitoring System (HPMS)

Objective

Assist MDOT and FHWA by updating sample segment data in accordance with HPMS, the Traffic Monitoring Guide (TMG), and American Association of State Highway Officials (AASHTO) guidelines, as provided by MDOT.

The FAST Act began transitioning transportation agencies to be more performance oriented which means additional requirements to collect data and to standardize data to support national performance measures. This work continues under the IIJA. An element of the legislation is the Model Inventory Roadway Elements (MIRE) Fundamental Data Elements (FDE), which is a required inventory of extensive roadway features and traffic data elements important to safety management, analysis, and decision making.

Provide support to MDOT in the cross-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) as outlined in the FAST Act.

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 (Conduit between local agencies and MDOT/FHWA)

Activities

I. Agency will support MDOT in its federal reporting obligations for the Highway Performance Monitoring System data collection program. Agency will work with the HPMS team to update the sample file (spreadsheet or GIS file) provided by MDOT in September and asked to be returned by April 1 of the reporting year. Agency is asked to review sample sections along the non-trunkline roadway system only for data items that need updating. Agency will attend training as needed. Agency may elect to work with local road agencies as needed to update sample data.

   A. Purpose: MDOT is required to submit HPMS data to fulfill federal reporting requirements under Title 23 U.S.C. §315. HPMS has a variety of uses by FHWA, including reports to Congress, Transportation Performance Measures, apportionment of federal highway funds, Highway Statistics, research, and economic models, among others. MDOT requests MPO assistance with HPMS due to relationships with local road agencies and familiarity with the non-trunkline roadway system.

II. MPO will be prepared for MDOT's annual Non-Trunkline and Local Roads Traffic Count Data Submittal Request and respond to the request in a timely manner for HPMS Reporting to FHWA & the 2026 MIRE FDE Requirement of count based AADTs on all public roads. (Data Management)

   A. Purpose: to ensure that MPOs are made aware of, and are prepared for, the impending data submittal to MDOT that occurs at the end of each calendar year.

III. If the MPO plans to conduct traffic counts, the MPO will notify MDOT where they plan to collect them. If the MPO has capacity for additional count locations, they can coordinate with MDOT to generate a supplemental list of count locations on Non-Trunkline and Local Roads for HPMS Reporting to FHWA & the 2026 MIRE FDE Requirement of count based AADTs on all public roads. (Data Collection)

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

Products

I. Current and future AADT estimates, and a description of the process used.

II. Commercial estimates of single-unit and multi-unit vehicles.

III. Roadway condition and inventory information based on visual review.

C. Metropolitan Traffic Counting Program

Objective

To continue updating traffic volume data and determining Annual Average Daily Traffic (AADT) for strategic locations within the Metropolitan Planning Area, to assist the Michigan Department of Transportation in obtaining supplemental counts. New counts will continue to be focused on federal aid roads. The counts will be collected by an outside consultant, but the project will be managed by MPO staff.

This work will directly benefit MDOT and other local agencies, as it ties directly to other transportation activities performed for MDOT, such as:

1. The HPMS Update, the Needs Study Assistance, and MDOT's Statewide 2300 Zone System Update work items and other projects that utilize modeling analysis.

2. Fulfilling IIJA/BIL requirements.

3. Socio-economic data updates and analysis.

4. Traffic counts are used in Travel Demand Model validation processes.

This work will also benefit the jurisdictions of the Metropolitan Planning Area and the regional agency by making frequently requested traffic information available to public and private agencies, as well as MDOT. All counts will be available online through the Commission's cloud-based traffic count database. In addition to the traditional location counts, the MPO will be undertaking several classification counts. This provides the opportunity for attracting additional growth, and a better-planned environment, while providing supplemental data to MDOT for its various programs.

Activities

I. Maintain traffic count system and program to help MDOT accurately model the transportation system in the WestPlan area.

II. MPO staff will engage a consultant to collect traffic counts at approximately one hundred locations yearly. Five to ten of these will be traffic counts by vehicle class as per request by MDOT staff.

III. Coordinate with various MDOT departments on traffic counting issues.

Products

I. Maintain Metropolitan Planning Area off-trunkline system count program in coordination with local jurisdictions (county road commissions and communities), and with MDOT.

II. Maintain detailed interactive web-based traffic count database on the WMSRDC web page.

III. Contract with consultant to collect traffic counts at approximately one hundred locations. Five to ten of these will be traffic counts by vehicle class as per request by MDOT staff.

D. Public Involvement and Local Technical Assistance

Objective

Assist MDOT in providing the public an opportunity to review and comment on the Statewide Transportation Plan and STIP as required by Title 23 CFR §450. Provide for public involvement in the transportation planning process as it corresponds with the West Michigan Metropolitan Transportation Planning Program Participation and Consultation Plan. Provide technical assistance as requested by the public and local agencies and units of government. (Ongoing activity)

Activities

I. Continually update and maintain a contact list of those persons and organizations within the Metropolitan Planning Area who are in some way interested in, or exert some influence on, transportation issues of all modes. Utilize this contact list for garnering public involvement in the transportation planning process for the WestPlan MPO.

II. Attend and report on activities of appropriate meetings of transportation related interests, and assisting in arranging, hosting, and conducting meetings as MDOT's representative in the metropolitan area, as they relate to the interests of this work program.

III. Inform the public of MPO meetings and any other meetings related to the planning process and allow opportunity for public comment. This process is detailed in the Participation and Consultation Plan.

IV. Provide information to the public concerning the planning process.

V. Provide traffic counts, census information, and other technical assistance to the public, local agencies, and local units of government upon request.

VI. Assist local units of government in technical aspects of grant applications, project submittal, project tracking, data collection, and other items as requested.

Products

I. Maintain and utilize an up-to-date contact list. This mailing list and email distribution list will be submitted to MDOT upon request and is used regularly by WestPlan.

II. Maintain the WMSRDC website where meeting dates and available reports, studies, and plans for review are prominently displayed. The WMSRDC website prominently shows upcoming meeting dates on the homepage and includes graphics or interactive maps that coincide with projects such as the TIP, MTP, or asset management.

III. Ensure up-to-date traffic data is available to interested parties via WMSRDC website and upon request. WestPlan contracts with a consultant that specializes in databases to allow the user better access to traffic counts available in the MPO via the WMSRDC website.

IV. Maintain and update the West Michigan Metropolitan Transportation Planning Program Participation and Consultation Plan. The plan is reviewed by staff annually to ensure effectiveness.

E. Geographic Information Systems (GIS) Data Service

Objective

To provide Geographic Information Systems (GIS) mapping and data services to MDOT, FHWA, and local road agencies. Many of the current transportation programs utilize this type of service. (Ongoing activity)

Activities

I. Create GIS data specific to MTP, TIP, traffic counts, PASER ratings, and pedestrian and bicycle planning projects.

II. Create digital and physical maps with unique GIS data for all projects, planning, and local jurisdiction consumption.

III. Create online maps for use in the field as well as public information.

IV. Attend PASER rating training and collect asset management data and perform analysis.

V. Perform environmental justice analysis for MTP and TIP projects.

VI. Provide environmental mitigation analysis for the MTP.

VII. Work with MPO's environmental program manager for environmental mitigation analysis for MTP.

VIII. Edit and update stored GIS data for dissemination upon project changes.

IX. GIS data, mapping, and planning work for special projects such as pedestrian and bicycle planning projects and the West Michigan Pike.

X. Coordinate and work in conjunction with local county GIS departments to share, edit, and store GIS data.

Products

I. Maps for various transportation projects, reports, and presentations (paper or digital).

II. Support and assistance to local governments.

III. Provide data and meta-data in digital or spreadsheet format.

F. Performance Based Planning

Objective

The objective of a performance-based program is for states and MPOs to invest resources in projects that will collectively make progress toward the achievement of nationally set goals. 23 CFR 490 outlines the national performance goals for the federal-aid highway program required to be established in seven areas: safety, infrastructure condition, congestion reduction, system reliability, freight movement, environmental sustainability, and reduced project delivery delay.

Within one year of the U.S. Department of Transportation final rules on performance measures, states are required to set performance targets in support of these measures. Within 180 days of the state setting targets, MPOs are then required to choose to support the statewide targets, or optionally set their own targets. To ensure consistency, each MPO must, to the maximum extent practicable, coordinate with the relevant state and public transportation providers when setting performance targets. Any new TIP document or amendment must comply with performance reporting requirements as outlined in the IIJA/BIL. (Ongoing activity)

Activities

I. Work with federal, state, and local road agencies, as well as the public to continue to identify and establish performance-based planning strategies.

II. Work with other MPOs, as well as state and federal agencies to define and implement the strategies.

III. Attend training and work sessions geared toward performance-based planning.

IV. Monitor and update measures and targets, as necessary.

Products

I. Strategies and target setting to help with project planning and implementation.

II. Develop data for transportation planning and decision making.

III. Identification of deficiencies in the planning process.

IV. Updated TIP and MTP documents to reflect targets and measures. Including the use of performance measures during project selection.

G. Asset Management

The resources allocated to the Metropolitan/Regional Planning Organization (MPO/RPO) from the Transportation Asset Management Council (TAMC) annual budget shall be utilized to assist in the completion of the TAMC Work Program. <u>All work shall be consistent with the policies and priorities</u>

established by the TAMC. All invoices submitted for reimbursement of Asset Management activities shall utilize Michigan Department of Transportation (MDOT) standard invoice forms and include the required information for processing. The MPO/RPO shall complete the required products and perform tasks according to the timeframes and directives established within TAMC's data collection policies, which can be found on the TAMC website (http://www.michigan.gov/tamc). The MPO/RPO will emphasize these tasks to support the largest PA 51 agencies (agencies that certify a minimum of 100 centerline miles of road) within the planning area when resources are limited. Reimbursement for data collection is provided from the fiscal year of which data was collected only. The fiscal year starts on October 1 and ends on September 30.

Tasks

I. Training Activities
   A. Attendance at TAMC sponsored training seminar(s) is a reimbursable expense for MPO/RPO and PA 51 agencies including:
      - Pavement Surface Evaluation and Rating (PASER)
      - Inventory-based Rating System for unpaved roadways and Culvert Asset Management.
      - Investment Reporting Tool (IRT)
      - Asset Management Plan Development
      - TAMC Conferences

II. Inventory and Condition Data Collection Participation and Coordination
   A. Federal Aid (FA) System:
      1. FA data collection is a reimbursable expense for MPO/RPO and PA 51 agencies.
      2. Organize schedules with PA 51 agencies within MPO/RPO's boundary for participating in FA data collection efforts; ensure all participants of data collection have access to State of Michigan travel reimbursement rates.
      3. Coordinate, participate and facilitate road surface data collection of the FA, per Act 51 agency, in accordance with the TAMC Policy for the Collection of Roadway Condition Data.
      4. The RPO/MPO will reimburse local agencies for FA data collection to PA 51 agencies.
      5. Collect unpaved roadway condition data on approximately half of any unpaved FA eligible roadways using the Inventory Based Rating (IBR) System developed by the Michigan Technological University's (MTU) Center for Technology and Training (CTT).
      6. Consider FA and Non-federal Aid (NFA) data collection on approximately half of the road network together for efficiency in data collection. A best practice is to also collect data on both networks at the same time, reducing travel time and optimizing data collection.

   B. Non-Federal Aid (NFA) System
      1. NFA data collection is a reimbursable expense for MPO/RPO and PA 51 agencies.
      2. 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 will notify the PA 51 agencies of funding available and allocate reimbursements for NFA data collection to PA 51 agencies according to the resources and funding available in the manner that best reflects the priorities of their area and supports the TAMC work.
      3. Coordinate NFA data collection cycles with PA 51 agencies with an emphasis on the top 123 agencies.
      4. Collect unpaved NFA roadway condition data using the Inventory Based

Rating (IBR) System developed by the MTU CTT.

5. Ensure all participants of data collection understand procedures for data sharing with TAMC as well as TAMC Policy for the Collection of Roadway Condition Data.
6. Consider FA and NFA data collection on approximately half of the region road network together for efficiency in data collection. A best practice is to also collect data on both networks at the same time, reducing travel time and optimizing data collection.

C. Culvert Inventory and Condition Data Collection

1. Culvert inventory and condition data collection is a reimbursable expense for MPO/RPO and PA 51 agencies.
2. It is required that the RPO/MPO make a formal call for interest for culvert inventory and 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 will notify the PA 51 agencies of funding available and allocate reimbursements for culvert inventory and data collection to PA 51 agencies according to the resources and funding available in the manner that best reflects the priorities of their area and supports the TAMC work.
3. Coordinate culvert inventory and condition data collection cycles with PA 51 agencies with an emphasis on the top 123 agencies.
4. Ensure all participants of data collection understand procedures for data sharing with TAMC as well as TAMC Policy for Collection of Culvert Inventory and Data Condition.

III. Equipment

A. Ensure rating teams have the necessary tools to complete the FA 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. For system requirements please visit System Requirements | Roadsoft
B. Communicate any equipment needs and purchases with the MDOT Asset Management Section Manager; laptops are eligible for replacement on a three-year cycle only. Requests and invoices should include the year of the last purchase.
C. Coordinate with your MDOT Transportation Service Center (TSC) Regional Pavement Engineer to secure an MDOT vehicle and/or request MDOT staff participation in the collection of FA road data.
D. Ensure the vehicle includes reflective markings and flashing beacon. It is recommended that all rating crew members wear reflective safety vests.

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 NFA Roads.
C. Monitor and report status of data collection efforts to TAMC Coordinator through coordinator calls and/or 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. Technical Assistance

A. Provide technical assistance to PA 51 agencies in using the TAMC reporting tools for

planned and completed infrastructure investments or any other TAMC Work Program Activity.

B. Provide assistance to PA 51 agencies in the development of their Asset Management Plans.
C. Integrate PASER ratings and asset management into project prioritization criteria:
D. Analyze data and develop road preservation scenarios with an emphasis on a mix of fixes vs. worst first.

Required Products

I. PASER data for Federal Aid System submitted to TAMC via the IRT.

II. PASER data for Non-Federal Aid System submitted to TAMC via the IRT.

III. Quarterly or monthly activities reports submitted with invoices to TAMC Coordinator.

IV. Create an Annual Report of Asset Management program activities as well as a summary of annual PASER condition data by local agency, functional classification, and PA 51 Legal System; provide links to the Regional Annual Report on agency website and submit copies to TAMC Coordinator by April 1 of each year.

V. Prepare a draft status report of PA 51 agency Asset Management activities and plans within MPO/RPO boundary by September 30 of each year.

H. Model Inventory Roadway Elements (MIRE)

Objectives

Model Inventory Roadway Elements (MIRE) Fundamental Data Elements (FDE) is a federal reporting requirement for safety roadway data under federal statute §924.17. MPO and local agency participation in the MIRE data collection process is considered part of the requirements in fulfilling Data Collection responsibilities to MDOT.

MPOs are asked to coordinate with their local agencies and MDOT staff to perform annual maintenance and validating (6) data items. The six (6) data items that local agencies and MPO staff will be requested to review will be: Surface type, number of through lanes, access control, median type, facility type, and traffic control.

The review of these data items will be done within Roadsoft. Deliverables to MDOT will be exported from Roadsoft.

Activities

I. Participate and provide support to MDOT in any of their planning efforts for MIRE FDE data collection.

Products

I. The review of these data items will be done within Roadsoft.
II. Deliverables to MDOT will be exported from Roadsoft.

Data Assistance Budget

PL Federal	FTA 5303 Federal	Local Match for PL	Local Match for Sec 5303	Federal Total	Local Match Total	MPO Total
$118,166	$12,722	$26,203	$2,821	$130,888	$29,024	$159,912

V. METROPOLITAN AREA TRANSPORTATION PLANNING

A. Long Range Planning

Objective

MPO staff will maintain the 2050 Metropolitan Transportation Plan for the WestPlan MPO (approved April 2024). The plan is formulated based on transportation needs with consideration to comprehensive long-range land use plans, development objectives, and overall social, economic, environmental, system performance, and energy conservation goals and objectives, and with due consideration to their probable effect on the future development of the MPO urbanized area. Special consideration has been given to existing land use and its relationship to probable future land use based on community comprehensive (or "master") plans, zoning, infrastructure and environmental, energy, and air quality constraints. In Muskegon County, the Muskegon Area-wide Plan (MAP) is the county's master plan. Ottawa County has the Ottawa County Development Plan, which functions as its master plan. The plans will be used as a tool for making transportation decisions throughout the MPO in the coming years.

There is a direct correlation between transportation, land use/zoning, population, and other infrastructure, such as water, sewer, and utilities. It is important to consider the link between transportation and infrastructure, in both terms of past and future development, with relation to expansion of infrastructure. Transportation must be looked at as a major component of planning and future development because it has the most potential for determining what the infrastructure network will look like in the future.

In terms of linking transportation and infrastructure, all forms of transportation must be considered. These include roadways, pedestrians, bike paths, rail (passenger and freight), shipping, and air, among others.

Title 23 CFR §450 Implementation—Planning Considerations: (See also "Short-Range Planning")

Special consideration, under Title 23 CFR §450, will be given to the following planning factors:

- Support the economic vitality of the metropolitan area, especially by enabling global 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 for freight.
- Protect and enhance the environment, promote energy conservation, and improve quality of life; promote consistency between transportation improvements and state/local planned growth and economic development patterns.
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
- Promote efficient system management and operation.

- Emphasize the preservation of the existing transportation system.

Activities

I. Maintain and update data concerning current zoning, existing and expected future land-use, and current and anticipated extensions of infrastructure (especially sewer and water).

II. Update and monitor base, current, and future socio-economic data including population, housing, employment, and economic base data.

III. Update and collect street and highway data, including such data as traffic volumes, road and street characteristics, crash information, multi-modal uses, and capacity information.

IV. Work with local units of government, planning commissions, and other interested stakeholders on transportation and land use issues related to their master plans and implementation activities, especially as they pertain to the community comprehensive or "master" plans, zoning, infrastructure, environmental, energy, air quality constraints, existing and future land use, and planning activities.

V. Update list of major traffic generators and generalized current land use data.

VI. Assist MDOT in maintenance of the Muskegon/northern Ottawa Urbanized Area Model.

VII. Maintain updated projections of urban area economic, demographic, and land use activities consistent with urban development goals and the development of potential transportation demands based on these projected levels of socio-economic activity and through the possible use of GIS methods.

VIII. Identify and address issues that relate and contribute to climate change and greenhouse gases.

IX. Continue to work with local governments and agencies on freight planning, including but not limited to, port planning and development.

X. Continue to work with local government agencies to plan for pedestrian and bicycle planning projects that can coordinate with highway and transit planning.

XI. Port planning and project implementation. MPO staff will recommend port-related involvement on the MPO committees for future planning and project implementation.

XII. Provide support and recommendation, coordination of local review, and committee approval of socio-economic data for use within the Travel Demand Model.

XIII. Coordination of Travel Demand Model activities in accordance with the agreed upon model development schedule and coordination with adjacent MPOs (GVMC & MACC) Travel Demand Model developments.

XIV. WestPlan will continue to coordinate with other MPOs, MDOT, and local agencies on various long-range transportation studies, as needed.

XV. Improve documentation and communication and consideration of environmental consultation agencies.

Products

I. Maintenance of files for update of a Socio-Economic Data Report (showing population, housing units, total employment, retail employment, and vehicle ownership by Traffic Analysis Zone (TAZ) utilizing tables, charts, and other descriptive methods) for approval by Technical and Policy

committees.

II. Assist MDOT in the maintenance of the transportation network model.

III. Continued assistance with Port of Muskegon planning and project implementation.

IV. Participation and data support with partner agencies for long-range transportation needs analysis and/or studies.

B. Short Range Planning

Objective

To identify and prepare short-range plans designed to evaluate existing transportation problems and to determine immediate and near-term improvement opportunities. Special emphasis will be placed on the implementation of elements of the Clean Air Act. As part of the emphasis on emissions reduction (specifically ozone), identify projects that will make better use of the existing transportation system and provide for the efficient movement of people and goods. To obtain information and maintain files of transportation planning data necessary to understand the nature, extent, and distribution of transportation and land use resources and traffic generators to provide an analysis of existing conditions of travel, transportation facilities, and systems management.

Special consideration has been given to existing land use and its relationship to probable future land use based on community comprehensive (or "master") plans, zoning, infrastructure and environmental, energy, and air quality constraints.

In terms of linking transportation and infrastructure, all forms of transportation must be considered. These include roadways, pedestrians, bike paths, rail (passenger and freight), shipping, and air, among others. This may include the use of Planning and Environmental Linkages (PEL) as part of the transportation decision making process (Ongoing activity).

Title 23 CFR §450 Implementation—Planning Considerations: (Also listed under Long Range Planning)

Special consideration, under Title 23 CFR §450, will be given to the following planning factors:

- Support the economic vitality of the metropolitan area, especially by enabling global 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 for freight.
- Protect and enhance the environment, promote energy conservation, and improve quality of life; promote consistency between transportation improvements and state/local planned growth and economic development patterns. In Muskegon County, the Muskegon Area-wide Plan (MAP) is the county's master plan. Ottawa County has the Ottawa County Development Plan, which functions as its master plan.
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
- Promote efficient system management and operation.
- Emphasize the preservation of the existing transportation system.

Activities

I. On a bi-annual basis, development of a staged multi-year program of transportation improvement projects (Transportation Improvement Program, or TIP) consistent with the 2050 Metropolitan Transportation Plan, including assistance to MDOT in conformity determination as part of the requirements of the Clean Air Act.

II. Continuation of efforts to assist local governmental units in the metropolitan area with studies of designated "Corridors of Concern" (thoroughfare corridors which are multi-jurisdictional with high traffic volume and high existing and future development pressures) to determine recommendations for compatible land uses, access controls, and traffic improvements.

III. Work with local units of government and planning commissions on transportation and land use issues related to their master plans as they pertain to community comprehensive or "master" plans, zoning, infrastructure, environmental, energy, air quality constraints, and future land use. This may include the use of Planning and Environmental Linkages (PEL) as part of the transportation decision making process.

IV. Title 23 CFR §450 Implementation and Coordination - Consider Title 23 CFR §450 planning factors and the issues listed in the section above in decision making for short range planning. Assist local governments, road agencies, transit, and others to make decisions based on good forethought and planning as presented in the Title 23 CFR §450 federal legislation.

V. Census Assistance - Implementation of Traffic Analysis Zone definitions. Assist the Census Bureau in workplace coding as appropriate.

VI. Safety Planning - Continue to work with local, state, and federal agencies to identify and address safety concerns with relation to transportation. Information will be used to help in determining local concerns, and how to best address these concerns. Inventory and identification of high accident locations that will be utilized for future project planning.

VII. Climate Change - Identify and address issues that relate and contribute to climate change and greenhouse gases. Continue to plan for emission reduction through funding sources such as CMAQ and Transportation Alternatives (TA).

VIII. Identify, pursue, and prioritize other funding sources that can be utilized for various transportation projects in the MPO.

IX. Begin development of the FY2026-2029 Transportation Improvement Program for approval by October 1, 2025.

Products

I. Revisions and amendments to the FY2023-2026 TIP through the continued use of JobNet.

II. Annual listing of obligated projects for projects listed in the TIP. This will be posted on the WMSRDC website and available to the public.

III. Various short-range, TSM-type studies, corridor, and area studies, etc., as well as other short-range planning items to support the development of the MTP.

IV. Work with MDOT staff to develop forums to discuss current safety issues, data collection methods, and how to incorporate these into the MPO process.

V. Performance Based Planning targets and language revisions as required.

VI. FY2026-2029 TIP

C. Pedestrian and Bicycle Planning and Transportation Alternatives

Objective

Continue to develop and expand pedestrian and bicycle planning for the MPO. Provide continuous updates to current comprehensive plan that was completed for the MPO area. Continue to look for ways to link all types of transportation.

Activities

I. Work with the MPO partners and other community members to address concerns or comments that were derived from the plan and discuss ways to improve the plan.

II. Incorporate the opportunity for recommendations and comments into all aspects of MPO and Regional Planning.

III. Involvement and participation with various MPO partners, as well as other agencies, such as the convention and visitors' bureaus, transit providers, and other interested agencies.

IV. Continue to work with the West Michigan Trails and Greenways Coalition and other regional partners on wayfinding initiatives.

V. Offer members educational opportunities:

A. On the federal Transportation Alternatives Program

B. On the state Transportation Economic Development Fund (Categories A-F)

C. On the State Infrastructure Bank Loan program

D. Assist members with selecting appropriate funding

E. Assist members with completing grant/loan applications

Products

I. A continually updated pedestrian and bicycle plan for the Muskegon/northern Ottawa MPO, which includes an examination of existing pedestrian and bicycle planning facilities within the MPO boundaries and an analysis as to where future investments would make the most sense to make connections.

II. Assistance to member agencies.

Metropolitan Area Transportation Planning Budget

PL Federal	FTA 5303 Federal	Local Match for PL	Local Match for Sec 5303	Federal Total	Local Match Total	MPO Total
$236,322	$25,444	$52,406	$5,642	$261,776	$58,048	$319,824

D. Safe and Accessible Transportation Options

Objective

Planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities.

Activities

I. Work with the MPO partners and other community members to identify planning opportunities related to safe and accessible transportation options, including complete streets.

II. Continue to work with the West Michigan Trails and Greenways Coalition and other regional partners on wayfinding initiatives.

Products

I. Implementation of identified transportation options.

Safe and Accessible Transportation Budget

Federal	FTA 5303 Federal	Local Match	Local Match for Sec 5303	Federal Total	Local Match Total	MPO Total
$10,100	$0	$0	$0	$10,100	$0	$10,100

VI. TRANSIT PLANNING

A. Metropolitan Transit Planning (49 U.S.C. §5303 and U.S.C §5304)

Objective

To develop plans, procedures, and programs to assist the transit providers located in WestPlan MPO. These agencies include the Muskegon Area Transit System (MATS), Harbor Transit Multimodal Transportation System, Pioneer Resources, Agewell Services, and Goodwill Industries. To develop and improve comprehensive public mass transportation systems and to assure a continuing, comprehensive transportation planning process conducted cooperatively by the FTA, the state, and the local communities. (Ongoing activity)

Activities

I. Perform long-range transit planning by such techniques as travel forecasting, data base development and maintenance, systems analysis, sketch planning, system plan development, corridor studies, cost effectiveness studies, feasibility, and location studies, planning for major transportation investments, alternatives analysis, etc. Incorporate transit planning with the MTP.

II. Perform short-range transit planning by such techniques as management analysis of operations, service planning, financial management planning, analysis of alternative fare box policies, ridership and user surveys, vanpool/rideshare analysis and impact, parking management, etc.

III. Perform Title VI monitoring procedures triennially, as required.

IV. Assist with the planning, development, and improvement of transportation services to the elderly and persons with disabilities including service planning, evaluation, coordination, and application.

V. Maintain contact with transportation planners and providers throughout West Michigan to discuss and facilitate public transportation improvements.

Products

I. Assistance with applications for funding.

II. Transit surveys, as needed (on-board user, community-wide, and route surveys).

III. Specialized Services grant application support.

IV. Chair and staffing responsibilities for the Muskegon County Specialized Services Coordinating Council.

V. Continue work related to outcomes from the West Michigan Regional Transit Systems Governance and Organizational Transition Study.

B. Other Transit Planning Activities - Assist with specialized transportation needs

Objective

Continue to be an active member of the Muskegon County Specialized Services Coordinating Committee. This committee was formed to assist seniors and people with disabilities with their transportation needs. It was established in 1988 under PA51, as amended, to improve transportation services to seniors and people with disabilities in Muskegon County.

Work with local agencies and groups regarding their needs for planning assistance for specialized transportation needs. (Ongoing activity)

Activities

I. Chairperson for the Specialized Services Committee which meets bi-monthly.

II. Act as staff to the Specialized Services Committee by scheduling meetings, preparing agendas, and writing minutes of meetings.

III. Provide assistance to transit providers in the metropolitan area, including assessing and analyzing the transportation needs of disabled residents within the Muskegon County/northern Ottawa County area.

IV. Facilitate public participation.

V. Provide updates on state and federal legislation.

Products

I. Human Services/Public Transportation Plan Updates.

II. Planning for transit related projects in the Transportation Improvement Program and the Long-Range Plan.

III. Demographic data support for transit planning.

IV. Meeting agendas and minutes.

Metropolitan Transit Planning Budget

Federal	FTA 5303 Federal	Local Match	Local Match for Sec 5303	Federal Total	Local Match Total	MPO Total
$0	$66,328	$0	$14,708	$66,328	$14,708	$81,036

VII. OTHER METROPOLITAN AREA TRANSPORTATION PLANNING ACTIVITIES

A. Area-Wide Air Quality Improvement Program/Clean Air Action Program

Objective

Promote voluntary emission reduction activities, especially on hot summer days when the weather and wind direction is conducive to the formation of ground-level ozone. This program will also promote similar activities on days when particulate matter air pollution is expected to be high. These efforts will continue to meet the goals of the program that was expanded in Fiscal Year 2009 from a summer seasonal program to a year-round program as particulate matter is a year-round pollutant.

Influence the travel and household behavior of the public to be more air quality friendly. Increase vehicle occupancy and decrease the number of vehicles in the transportation system.

Activities

I. Continue to successfully partner with the West Michigan Clean Air Coalition and others to develop and implement an annual educational marketing campaign for air quality awareness in West Michigan.

II. Continually promote the Michigan EnviroFlash Program. The EnviroFlash Program is a partnership between Michigan Department of Environment, Great Lakes, and Energy (EGLE), and US-EPA that automatically delivers air quality forecasts, as well as Air Quality Action Day notifications, directly to the public.

III. Establish new and maintain existing relationships with media, local business, governments, and community organizations to strengthen the goals of the Area-Wide Air Quality Improvement Program.

IV. Develop and implement localized annual marketing campaign for Muskegon and northern Ottawa counties that will influence the travel behavior of the public to be more air quality friendly.

V. Update the WMSRDC and West Michigan Clean Air Coalition website and social media pages.

Products

I. An annual marketing campaign planned in conjunction with the West Michigan Clean Air Coalition.

II. Clean Air Action kick-off event.

III. Radio and television educational text, production, and purchase of public service announcements.

IV. Social media content including text, graphics, and sponsored advertisements.

V. Television streaming service public service announcements.

VI. On-air radio and television interviews.

VII. Creation, purchasing, and/or printing of promotional items.

VIII. Participation in various community events and activities.

IX. Involvement and participation in various environmental-related organizations and committees.

X. An ever-expanding list of interested citizens who are registered with the EnviroFlash Program.

XI. Press release text and distribution.

Air Quality Improvement Program Budget

CMAQ Federal	FTA 5303 Federal	Local Match	Local Match for Sec 5303	Federal Total	Local Match Total	Project Total
$90,000	$0	$22,500	$0	$90,000	$22,500	$112,500

B. Non-Motorized Planning

Objective

To expand and update the non-motorized plan for the MPO. The plan will examine existing non-motorized facilities within the MPO boundaries and provide guidance on locations for future expansions to the system. The plan will also look at existing transit linkages and make recommendations to improve these connections. The plan will be undertaken by an outside consultant, but the project will be managed by Commission staff.

This work will directly benefit MDOT and other local agencies, as it ties directly to other transportation activities, such as non-motorized mapping, transit planning activities, and local recreation plans.

Activities

I. Work with the MPO partners and other community members to define the scope of the study to be undertaken.

II. Contract with a consultant to perform the study with supervision provided by Commission staff.

III. Oversee and work with the consultant to ensure a quality non-motorized plan for the Muskegon / northern Ottawa MPO.

Products

I. Involvement and participation in various MPO partners, as well as other agencies such as the convention and visitors' bureaus, counties, cities, villages, townships, transit providers, and other interested agencies.

II. A completed non-motorized plan for the Muskegon/northern Ottawa MPO, which includes:

A. An examination of existing non-motorized pathways within the MPO boundaries and an analysis as to where future investments would make the most sense to make connections.

B. An examination of connections of non-motorized trails and connections to transit routes.

C. Incorporation of non-motorized linkages to the Lake Michigan Water Trails.

III. Identify routes within the entire MPO but especially focus on the urban core and the Muskegon Lake lakefront.

IV. Prioritize connectivity with existing regional network and a linear park network.

V. Ensure connectivity within urban core.

VI. Provide cost estimates for completing these routes.

VII. Include high-quality site-specific renderings for each type of active transportation facility along corridors.

VIII. Identify design standards for differing types of facilities.

IX. Identify standards, goals, and locations for "quality of life" amenities that would be integrated into the Greenways and help establish a linear park experience (where applicable)

X. Identify the best model for implementing the plan's recommendations.

XI. Include a robust public outreach process to educate residents, stakeholders, staff, and policymakers on the best-practice.

XII. The Non-Motorized/Greenway Plan Focus Area

A. Determine whether or if brownfield properties along the route could be enhanced or transformed into parkland, review amenities needed for a functional Greenway, integrate the Greenway into the community and ensure equitable access, and review any property needs.
B. Review trail network and identify gaps.
C. Develop a recommend network hierarchy along the that ensures there is an efficient 24-7 priority transportation route with secondary recreational routes.
D. Develop connectivity plans to better integrate the greenway with adjacent neighborhoods.
E. Develop connectivity plan with tributary corridors.
F. Develop conceptual greenway plans along these corridors.

G. Wayfinding
H. Amenities
I. Develop plan for integrating trail with key areas.
J. Review under-utilized sites and develop high-level concepts for improving these sites to serve as nodes along the Greenway.
K. Review expansion opportunities and recommend priority expansion areas.

Non-Motorized Planning Budget

Federal	State Match	Local Match (Non-MPO)	Federal Total	State Match Total	Local Match Total (Non-MPO)	Project Total
$50,000 *(previously unspent balance)*	$0	$55,000 *(estimated)*	$50,000	$0	$55,000	$105,000

VIII. LOW CHART FOR FY2025 METROPOLITAN AREA TRANSPORTATION PLANNING ACTIVITIES

Activities	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.
PROGRAM MANAGEMENT, ADMINISTRATION, AND ASSISTANCE TO MDOT												
MPO Committee Meetings												
Monthly Progress Reports												
Unified Work Program (FY2026)												
Final Acceptance Report												
Metropolitan Planning Data Assistance												
Air Quality Planning												
HPMS Update												
Metropolitan Traffic Counting Program												
Public Inv. & Local Technical Assistance												
GIS Data Service												
Performance Based Planning												
Asset Management												
Model Inventory Roadway Elementrs (MIRE)												
Metropolitan Area Transportation Planning												
Long Range Planning												
Short Range Planning												
Pedestrian and Bicycle/TAP												
Safe and Accessible Transportation												
Transit Planning												
Metropolitan Area Transit Planning												
Other Transit Planning Activities												
Other Planning Activities												
Area-Wide Air Quality Imp. Program												
MPO Non Motorized Plan												

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