

UNIFIED WORK PROGRAM

FY2021

West Michigan Metropolitan Transportation Planning Program

West Michigan Shoreline Regional Development Commission
(WMSRDC)

May 2020

**WEST MICHIGAN SHORELINE
REGIONAL DEVELOPMENT COMMISSION
(WMSRDC)**

The WMSRDC is a regional council of governments representing 127 local governments in the West Michigan counties of Lake, Mason, Muskegon, Newaygo, Oceana, and northern Ottawa.

The mission of WMSRDC is to promote and foster regional development in West Michigan... through cooperation amongst local governments.



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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 October 1, 2020 through September 30, 2021 fiscal year (FY2021). 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 Clean Air Action Program (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 current WestPlan Long-Range Transportation Plan (LRTP), and will describe activities that will bring about achievement of the goals and objectives identified in the LRTP. 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 Technical and Policy committees. 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 in consideration of state and federal comments, as well as public input.

Activities outlined in the current UWP (FY2020) have been completed or are continuing programs that carry over to future years. Any item that has not been completed will be identified under that section.

Previous Work Completed

In FY2020 MPO staff worked on updating and completing the 2045 WestPlan LRTP. MPO committees worked throughout the year on individual sections of the plan, and public input was sought and recorded during the entire process. Projects were selected to put into the travel demand model, and the MPO worked with MDOT and the MPOs from Holland and Grand Rapids to coordinate modeling and air quality models. This coordination process is referred to as the Inter Agency Work Group (IAWG).

Early in the process, MPO staff worked with individual municipalities and road agencies to develop current socio-economic data for use in the models as well. From there, with the current data developed, staff was able to create several analyses to aid with the LRTP. These include: deficiency road segments, environmental justice, environmental mitigation, and future areas of concern. Another key component of the plan is the performance based planning section which is an overview of the state developed targets and how the MPO will help meet the targets on both the highway and transit perspective. The plan was approved by the MPO in April of 2020.

The JobNet transition is complete and the MPO is using the database for all current and future TIP planning. Currently, the FY2020-2023 TIP is approved and amendments continue on a regular basis, as well as administrative modifications. To date, there have been 7 amendments to the FY2020-2023 TIP. MPO staff continues to update projects as needed. MPO staff continues to participate and contribute to JobNet training and policy decisions.

MPO meetings have occurred in each month of the fiscal year, and MPO staff continues to prepare minutes, agenda items and meeting materials for all WestPlan MPO Technical and Policy Committee meetings. MPO staff also continue to work closely with the chairpersons from the MPO Technical and Policy Committees to develop agendas and to help run the meetings. MPO staff continues to work with MDOT and two other MPOs to continue development of a region wide trail way-finding plan for West Michigan.

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

Coordination began in FY2020 between the two transit providers in the MPO. The Muskegon Area Transit System and the Harbor Transit Multi-Modal Transit System have had ongoing discussions about how to enhance and possibly share services between the two counties. The MPO will be assisting the process and is seeking funding, as a work item in this document, for a comprehensive study to look at organizational and service options for the two agencies. This project is ongoing and will continue in to the next fiscal year.

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 the federal transportation agencies to provide a continuing, comprehensive, and cooperative 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 of the 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 continue implementing the elements of the planning process in an orderly way. Specifics of the MPO implementation steps and anticipated areas of focus are discussed here. These areas will be customized, as they develop, in order to work within the MPO program.

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 in 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 to move up and down the Grand River.

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. As per the FHWA's FY2021 Planning Performance Emphasis Areas (PEAs), 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 FY2021 to discuss and develop 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 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.

Environmental Justice: MPO staff will overhaul the environmental justice procedures which it currently uses. This item is consistent with FHWA's FY2021 Planning Performance Emphasis Areas (PEAs). Staff is currently investigating training sessions available during the 2021 fiscal year. The regional commission's Geographic Information System (GIS) Specialist will become more involved at an earlier stage of project selection in order to better analyze projects for environmental justice findings.

Long-Range Planning: MPO staff completed the process of updating the MPO Long Range Plan for the Muskegon/Northern Ottawa area in FY2020. The plan is used as a guideline for transportation decisions in the MPO area. MPO staff will continue to monitor and update the plan as needed.

Transportation Improvement Program Development: The Transportation Improvement Program (TIP) is the project-specific programming document from which transportation projects are selected for funding. Currently, the MPO is working under the FY2020-2023 TIP. 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.

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. MPO staff is investigating project management software to better coordinate project completion timelines.

Performance Based Planning: A key feature of the Fixing America's Surface Transportation Act (FAST Act) of December, 2015 is 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.

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.

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.

As per the FHWA's FY2021 PEAs, 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 the performance based planning in to the MPO process.

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 and comprehensive transportation planning process carried out cooperatively by state and the local communities. (Ongoing activity)

Activities

1. 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.
2. 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.
3. Prepare monthly work program status reports for the funded portions of the work program.
4. 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 of 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.

5. Prepare an annual Final Acceptance Report (FAR) on the status of the work items in the work program.
6. Assist the auditors in carrying out general and specific audits of programs.
7. 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.
8. Participation in monthly meetings of the statewide MTPA, and subcommittees, as the representative of the MPO.
9. Prepare the UWP for project activities for FY2022.
10. Process any amendments which may be necessary for the FY2021 UWP.
11. Attend training sessions for new skills to assist MDOT in implementing the requirements of

Title 23 CFR §450.

12. 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.
13. Review and update Title VI and ADA procedures as discussed at the Pre-UWP meeting as being one of the FHWA's FY2021 PEAs.

Products

1. FY2021 UWP (*WestPlan MPO*)
2. Final Acceptance Report
3. MPO Policy Committee agenda & meeting minutes as well as associated documents
4. 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).
5. Amendments to the current UWP (FY2021)

Program Management Budget

FHWA	FTA	Local	MPO Budget
\$30,280	\$2,784	\$7,332	\$40,396

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 non-attainment and maintenance areas be subject to an air quality conformity determination. The purpose of such determination is to demonstrate that the Long Range Transportation Plan (LRTP) and Transportation Improvement Program (TIP) conform to the intent and purpose of the State Implementation Plan (SIP). The intent of the SIP is to achieve and maintain clean air and meet National Ambient Air Quality Standards (NAAQS). Therefore, for WestPlan, which includes a non-attainment 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) was designated nonattainment therefore requiring WestPlan to conform existing and future LRTPs and TIPs. For clarification, parts of Muskegon County are designated non-attainment while northern Ottawa County is designated attainment.

On April 23, 2018, because of the court case, *South Coast Air Quality Management District v. EPA* (US Environmental Protection Agency) FHWA began requiring WestPlan and other areas in Michigan that were maintenance areas for the 1997 ozone standard to conduct conformity for amendments to TIPs and LRTPs if they contain non-exempt projects. This was later changed to give MPOs until February 16, 2019 to have a conformity analysis in place. To this end WestPlan has been and will continue to work with MDOT and neighboring MPOs to conduct conformity analysis through the MITC-IAWG. (Ongoing activity)

Activities

1. 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

1. Develop project lists to be submitted to MITC-IAWG.
2. Participate in, and if appropriate conduct, MITC-IAWG.
3. Provide assistance, or if appropriate conduct and develop, regional transportation conformity analysis and document.

4. Facilitate conformity analysis through committee process.
5. Participate in efforts to ensure regionally significant projects are reviewed.
6. 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 is transitioning transportation agencies to be more performance oriented which means additional requirements to collect data and to standardize data to support national performance measures. An element of the legislation is the Model Inventory Roadway Elements (MIRE) 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

1. Collect, update, and submit data items for HPMS in conjunction with MDOT's HPMS coordinator.
 - a. Staff will review and update the HPMS database sample segments using MDOT supplied spreadsheets that contain only the data items needing to be updated for each sample in the format provided.
 - b. MPO staff will continue to participate in HPMS training workshops and meetings as they become available.
2. Participate and provide support to MDOT in any of their planning efforts for MIRE FDE

data collection.

3. Provide support to MDOT in the cross agency coordination effort to plan for, gather, and report roadway characteristics.

Products

1. Current and Future AADT estimates and a description of the process used.
2. Commercial estimates of single-unit and multi-unit vehicles.
3. 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 FAST Act 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 a number of 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

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

2. MPO Staff will engage a consultant to will collect traffic counts at approximately 100 locations yearly. 15 - 20 of these will be traffic counts by vehicle class as per request by MDOT staff.
3. Coordinate with various MDOT departments on traffic counting issues.

Products

1. Maintain Metropolitan Planning Area off-trunkline system count program in coordination with local jurisdictions (county road commissions and communities), and with MDOT.
2. Maintain detailed interactive web based traffic count database on the WMSRDC web page.
3. Contract with consultant to collect traffic counts at approximately 100 locations. 15 - 20 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

1. Annually 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.
2. 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.
3. Inform public of meetings of the MPO and any other meetings related to the planning process and allow opportunity for public comment. This process is more detailed in the Participation and Consultation Plan.
4. Provide information to the public concerning the planning process.
5. Provide traffic counts, census information, and other technical assistance to the public, local agencies, and local units of government upon request.
6. Assist local units of government in technical aspects of grant applications, project submittal, project tracking, data collection, and other items as requested.

Products

1. 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.
2. 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, LRTP, or asset management.
3. 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.

4. Maintain and update the West Michigan Metropolitan Transportation Planning Program Participation and Consultation Plan. The plan was revised in FY18 and 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

1. Create GIS data specific to LRTP, TIP, traffic counts, PASER ratings, and non-motorized projects.
2. Create digital and physical maps with unique GIS data for all projects, planning and local jurisdiction consumption.
3. Create online maps for use in the field and public consumption of all projects.
4. Attend PASER rating training and collect asset management data and perform analysis.
5. Perform environmental justice analysis for Long Range Plan and TIP Projects.
6. Provide environmental mitigation analysis for the Long Range Plan.
7. Work with WMSRDC's Environmental Program manager for environmental mitigation analysis for LRTP.
8. Edit and update stored GIS data for dissemination upon project changes.
9. GIS data, mapping and planning work for special projects such as non-motorized projects and the West Michigan Pike.
10. Coordinate and work in conjunction with local county GIS departments to share, edit and store GIS data.

Products

1. Maps for various transportation projects, reports, and presentations (paper or digital).
2. Support and assistance to local governments.
3. 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 FAST Act. (Ongoing activity)

Activities

1. Work with federal, state, and local road agencies, as well as the public to continue to identify and establish performance based planning strategies.
2. Work with other MPOs, as well as state and federal agencies to define and implement the strategies.
3. Attend training and work sessions geared toward performance based planning.
4. Monitor and update measures and targets as necessary.

Products

1. Strategies and target setting to help with project planning and implementation.
2. Develop data for transportation planning and decision making.
3. Identification of deficiencies in the planning process.
4. Updated TIP and LRTP documents to reflect targets and measures.

G. Asset Management

Objective

The resources allocated to the MPO from the Transportation Asset Management Council (TAMC) annual budget shall be utilized to assist in the completion of the TAMC Work Program. All work shall be consistent with the policies and priorities established by the TAMC. All

invoices submitted for reimbursement of Asset Management activities shall utilize MDOT's standard invoice forms and include the required information for processing. The MPO shall complete the required products and perform tasks according to the timeframes and directives established within TAMC's data collection policy. The MPO will emphasize these tasks to support the top 125 Act 51 agencies (agencies that certify under Act 51 a minimum of 100 centerline miles of road) within the planning area when resources are limited. The activities eligible for TAMC reimbursement include the following:

Activities

1. Training Activities

- a. Attendance at training seminar(s) on the use of Pavement Surface Evaluation and Rating (PASER) and inventory-based rating system for unpaved roadways.
- b. Represent MPO/RPO at TAMC-sponsored conferences and seminars, including attending either the spring or fall TAMC Conference.
- c. Attend TAMC-sponsored Investment Reporting Tool (IRT) training seminars.
- d. Attend TAMC-sponsored Asset Management Plan Development training seminars.

2. Data Collection Participation and Coordination

- a. Federal Aid System:
 - i. Organize schedules with Act 51 agencies within MPO/RPO's boundary for participating in Federal Aid data collection efforts; ensure all participants of data collection have access to State of Michigan travel reimbursement rates.
 - ii. Coordinate, participate and facilitate road surface data collection on approximately one-half of the Federal Aid System in accordance with the TAMC Policy for the Collection of Roadway Condition Data on Federal Aid Eligible Roads and Streets.
 - iii. Collect unpaved roadway condition data on approximately half of any unpaved Federal Aid eligible roadways using the inventory-based rating system developed by the Michigan Technological University's Center for Technology and Training.
- b. Non-Federal Aid System:
 - i. The RPO/MPO may allocate reimbursements for Non-Federal Aid data collection to Act 51 agencies according to the resources available to them in the manner that best reflects the priorities of their area and supports the TAMC work.

- ii. Coordinate Non-Federal Aid data collection cycles with Act 51 agencies with an emphasis on the top 125 agencies.
 - iii. Ensure all participants of data collection understand procedures for data sharing with TAMC and TAMC reimbursement policy and procedures for collecting Non-Federal Aid data.
 - iv. Participate and perform with Act 51 agencies on an as-needed basis for the data collection of Non-Federal Aid roads.
 - v. Equipment
 - c. Ensure rating teams have the necessary tools to complete the federal aid data collection activity by maintaining a laptop compatible with the Laptop Data Collector and Roadsoft programs, a functioning Global Positioning System (GPS) unit, and other required hardware in good working order.
 - d. Communicate any equipment needs and purchases with the TAMC Coordinator; laptops are eligible for replacement on a three-year cycle.
3. Data Submission
- a. Develop and maintain technical capability to manage regional RoadSoft databases and the Laptop Data Collector program; maintain a regional RoadSoft database that is accurate and consistent with local agency data sets.
 - b. Coordinate Quality Assurance/Quality Control activities and data submission tasks according to protocols established in TAMC Data Collection Policies for Federal Aid and Non-Federal Aid Roads.
 - c. Monitor and report status of data collection efforts to TAMC Asset Management Coordinator through monthly coordinator calls and/or monthly or quarterly program updates that are mailed with invoices.
 - d. Provide links on agency websites and reports to the TAMC website, interactive maps and dashboards for the dissemination of roadway data.
4. Asset Management Planning
- a. Participate and attend TAMC-sponsored training and workshops in order to provide technical support for Asset Management Plan development activities.
 - b. Provide an annual reporting of the status of Act 51 agency Asset Management Plans and keep abreast of the status of these plans for updates and revision.
 - c. Provide technical assistance and training funds to Act 51 agencies during the development of local Asset Management Plans using TAMC templates when applicable; coordinate these tasks with an emphasis on the Top 125 agencies.

5. Technical Assistance

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

Products:

1. PASER data for Federal Aid System submitted to TAMC via the IRT.
2. PASER data for Non-Federal Aid System submitted to TAMC via the IRT.
3. Quarterly or monthly activities reports submitted with invoices to TAMC Coordinator.
4. Create an annual report of Asset Management Program activities as well as a summary of PASER condition data by local agency, functional classification, and Act 51 Legal System; provide links to the Regional Annual Report on agency website and submit copies to TAMC Coordinator.
5. Prepare a draft status report of Act 51 agency Asset Management activities and plans within MPO/RPO boundary by September 30, 2021

Note: The Asset Management program is funded and administered through the Regional Work Program.

H. Model Inventory Roadway Elements (MIRE)

Model Inventory Roadway Elements (MIRE) Fundamental Data Elements (FDE) is a federal reporting requirement for safety roadway data. MDOT will ask for MPO volunteers to participate and supply input during design specification meetings or interviews. These discussions will look at user needs using technology to collect, access, transfer, and store MIRE FDE data. Some learning, material preparation, optional travel, and meeting time would be potential resources required for planning discussions. As data collection elements are known, some MIRE FDE data collection may begin at the discretion of the MPO.

Activities

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

Products

No products have been identified at this time.

Data Assistance Budget

FHWA	FTA	Local	MPO Budget
\$75,699	\$6,959	\$18,329	\$100,988

V. METROPOLITAN AREA TRANSPORTATION PLANNING

A. Long Range Planning

Objective

MPO staff will maintain the 2045 Long Range Transportation Plan for the WestPlan MPO. (Approved April 2020) The plan is formulated on the basis of 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 their 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 the 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; and 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:

1. Maintain and update data concerning current zoning, existing and expected future land-use, and current and anticipated extensions of infrastructure (especially sewer and water).
2. Update and monitor base, current, and future socio-economic data including population, housing, employment, and economic base data.
3. 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.
5. 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.
6. Update list of major traffic generators and generalized current land use data.
7. Assist MDOT in maintenance of the Muskegon/northern Ottawa Urbanized Area Model.
8. 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.
9. Identify and address issues that relate and contribute to climate change and greenhouse gasses.
10. Continue to work with local governments and agencies on freight planning and more specifically port planning and development.
11. Continue to work with local government agencies to plan for non-motorized projects that can coordinate with highway and transit planning.
12. Port planning and project implementation. MPO staff will recommend port related involvement on the MPO Committees for future planning and project implementation.
13. Provide support and recommendation, coordination of local review, and committee approval of socio-economic data for use within the Travel Demand Model.

14. Coordination of Travel Demand Model activities in accordance to the agreed upon model development schedule and coordination with adjacent MPOs (GVMC & MACC) Travel Demand Model developments.
15. WestPlan will continue to coordinate with other MPOs, MDOT, and local agencies on various long-range transportation studies, as needed.
16. Improve documentation and communication and consideration of environmental consultation agencies.

Products

1. 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.
2. Assist MDOT in the maintenance of the transportation network model.
3. Continued assistance with Port of Muskegon planning and project implementation.
4. 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 the 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. (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; and 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 their 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; and
- Emphasize the preservation of the existing transportation system.

Activities

1. On a bi-annual basis, development of a staged multi-year program of transportation improvement projects (Transportation Improvement Program, or TIP) consistent with the long-range transportation plan, including assistance to MDOT in conformity determination as part of the requirements of the Clean Air Act.
2. 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.
3. 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.
4. 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.

5. Census Assistance - Implementation of Traffic Analysis Zone definitions. Assist the Census Bureau in workplace coding as appropriate.
6. 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.
7. Climate Change - Identify and address issues that relate and contribute to Climate Change and Greenhouse Gasses. Continue to plan for emission reduction through funding sources such as CMAQ and Transportation Alternatives (TA).

Products

1. Revisions and amendments to the FY 2020-2023 TIP through the continued use of JobNet.
2. Annual listing of obligated projects for projects listed in the TIP. This will be posted on the WMSRDC website and available to the public.
3. 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 Long-Range Transportation Plan.
4. Work with MDOT staff to develop forums to discuss current safety issues, data collection methods, and how to incorporate these into the MPO process.
5. Performance Based Planning targets and language revisions as required.

C. Non-Motorized Planning

Objective

Continue to develop and expand non-motorized traffic 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

1. 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.
2. Incorporate recommendations and comments into all aspects of MPO and Regional Planning.

3. 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.

Products

1. A continually updated non-motorized plan for the Muskegon/northern Ottawa MPO, which includes 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.

Metropolitan Area Transportation Planning Budget

FHWA	FTA	Local	MPO Budget
\$196,818	\$18,094	\$47,656	\$262,568

VI. TRANSIT PLANNING

A. Metropolitan Transit Planning (49 U.S.C. §5303 and U.S.C §5313(b))

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 carried out cooperatively by the FTA, the state, and the local communities. (Ongoing activity)

Activities

1. 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 Long Range Transportation Plan.
2. 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.
3. Perform Title VI Monitoring Procedures triennially, as required.
4. Assist with the planning, development, and improvement of transportation services to the elderly and persons with disabilities including service planning, evaluation, coordination, and application.
5. Maintain contact with transportation planners and providers throughout West Michigan to discuss and facilitate public transportation improvements.

Products

1. Assistance with applications for funding.
2. Transit surveys, as needed (on-board user, community-wide, and route surveys).
3. Specialized Services Grant application support.
4. Chairmanship and staffing responsibilities for the Muskegon County Specialized Services Coordinating Council.

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

Objective

Continue to be an active member of the Muskegon County Specialized Services Committee. The Muskegon County Specialized Services Coordinating Committee was formed to assist seniors and persons with disabilities with their transportation needs. The committee 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

1. Chairperson for the Specialized Services Committee which meets bi-monthly.
2. Act as staff to the committee by scheduling meetings, preparing agendas, and writing minutes of meetings.
3. 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.
4. Facilitate public participation.
5. Provide updates on state and federal legislation.

Products

1. Human Services/Public Transportation Plan Updates.
2. Planning for transit related projects in the Transportation Improvement Program and the Long Range Plan.
3. Demographic data support for transit planning.
4. Meeting agendas and minutes.

Metropolitan Transit Planning Budget

FHWA	FTA	Local	MPO Budget
\$0	\$45,539	\$9,655	\$53,193

C. FTA Section 5304 – Harbor Transit Multi-Modal Transportation System

Objective

The goal of the project is to evaluate the Harbor Transit (HT) service territory to determine if HT could introduce and add some fixed routes to the on-demand service. HT feels the need to continue to improve customer service delivery and to assist in reducing overall operating costs per ride. Since 2012 the agency has increased in size from 10.6 square miles to 55 square miles and now serves approximately 45,000 residents within the service territory. HT's goal is to reduce customer waiting time for non paratransit ridership.

Activities

1. Have a third party consultant evaluate the HT service territory using RouteMatch software.
2. Determine which classification of ridership is using the HT service and where they are traveling from point of origin to their designation and a return trip.
3. Perform a survey of ridership as to if they would utilize the fixed route service and establish pricing levels for the service. The target audience would be a portion of ridership that would be served in close proximity to the fixed routes and with the exclusion of anyone eligible for paratransit service.

Products

1. Cost reduction, improved customer service with more predictable wait times.

Harbor Transit Study Budget

FHWA	FTA	State/Local	MPO Budget
\$0	\$64,000	\$16,000	\$0

Note: This project will not be included in the MPO budget

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 general public to be more air quality friendly.

Increase vehicle occupancy and decrease the number of vehicles in the transportation system.

Activities

1. 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.
2. 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.
3. 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.
4. Develop and implement localized annual marketing campaign for Muskegon and Ottawa County that will influence the travel behavior of the public to be more air quality friendly.
5. Integrate social distancing guidelines that may be in place due to the COVID-19 into previously promoted clean air action activities.
6. Continue to partner with Muskegon Area Smart Commute through shared marketing.
7. Make updates to the West Michigan Clean Air Coalition website and social media pages.

Products

1. An annual marketing campaign planned in conjunction with the West Michigan Clean Air Coalition.
2. Clean Air Action kick-off event.
3. Radio and television educational text, production, and purchase of public service announcements.
4. Social media content including text, graphics, and sponsored advertisements.
5. Television streaming service public service announcements.
6. On-air radio and television interviews.
7. Creation, purchasing, and/or printing of promotional items.
8. Participation in various community events and activities.
9. Involvement and participation in various environmental-related organizations and committees.
10. An ever expanding list of interested citizens who are registered with the EnviroFlash Program.
11. Press release text and distribution.

Air Quality Improvement Program Budget

FHWA	FTA	Local	MPO Budget
\$100,000	\$0	\$25,000	\$125,000

B. West Michigan Wayfinding Signage Guide (Non-Motorized)

Objective

To develop, with assistance from the Grand Valley Metropolitan Council, the Macatawa Area Coordinating Council, the West Michigan Trails and Greenways Coalition, MDOT, the Michigan Department of Natural Resources, and local trails and friends groups, a consistent and unified framework for regional trail and pathway signage in West Michigan.

Activities

1. Participation on Regional Trail Wayfinding Task Force to assist in planning and development of a recommended framework and language for wayfinding signage on regional non-motorized facilities and trails.

Products

1. Recommendations for options and guidelines for regional wayfinding signage.
2. Assistance with RFP for consultant to develop a guide and plan for this project.
3. Wayfinding strategies and guidelines incorporated into MPO planning process with relation to highway and non-motorized projects.

Funding

Note: There is no funding associated with this project at this time, if funding is established it will be amended at a later date.