

UNIFIED PLANNING WORK PROGRAM

Fiscal Year 2018

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The Grand Valley Metropolitan Council

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INTRODUCTION

The FY2018 Unified Planning Work Program (UPWP) of the Grand Valley Metropolitan Council (GVMC) defines federal and state transportation planning requirements and related tasks to be accomplished in and for the Grand Rapids Metropolitan Area, regardless of funding sources or responsible agencies during the Fiscal Year beginning October 1, 2017 and ending September 30, 2018. The FY2018 UPWP incorporates in one document all federally assisted state, regional, and local transportation planning activities proposed to be undertaken in the region during the fiscal year. The program provides a process for the coordination and collaboration of transportation planning activities in the study area, and is required as a basis and condition for all federal funding assistance for transportation planning. The Grand Valley Metropolitan Council became the MPO in January 1992.

The UPWP includes the budget for all federally assisted transportation planning activities that will be undertaken by its Transportation Division, the Interurban Transit Partnership (ITP) and the Michigan Department of Transportation (MDOT). It must be submitted annually to the sponsoring federal agencies prior to October 1st. This is consistent with Section 134 Title 23, USC, Title 49, Section 613.1, "The Statewide Transportation Planning; Metropolitan Transportation Planning; Final Rule" of Wednesday, February 14, 2007 (Federal Register), Moving Ahead for Progress in the 21st Century (MAP-21), and Fixing America's Surface Transportation Act (FAST Act) .

The activities undertaken by the GVMC transportation department principally relate to overall transportation program management and fulfillment of federal requirements under MAP-21/FAST Act, and state mandated requirements. The priorities/activities for the GVMC transportation department are severely restricted and prescribed by federal and state law requirements.

The cornerstone of MAP-21/FAST Act highway/transit programs is the gradual transition to a performance and outcome-based program in an effort to increase accountability and efficiency in the way federal transportation dollars are spent. The intention is that, under this performance-based planning program, states/MPOs will invest resources in projects that help to achieve individual performance targets and collectively will make progress toward national goals.

Funding for all MPO activities is provided by the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and the MPO members on an 80/20 split. The 20% local match is mandated by federal law in order for any MPO to receive transportation planning funds. The local match assessed to the 34 participating member agencies is based on a fair share process. The agencies appoint representatives to the Technical and Policy Committees. See Appendix F for members list. Recommendations from these agencies are sent to GVMC, according to the Rules of Procedure. See Figures 1 and 2.

figure 1

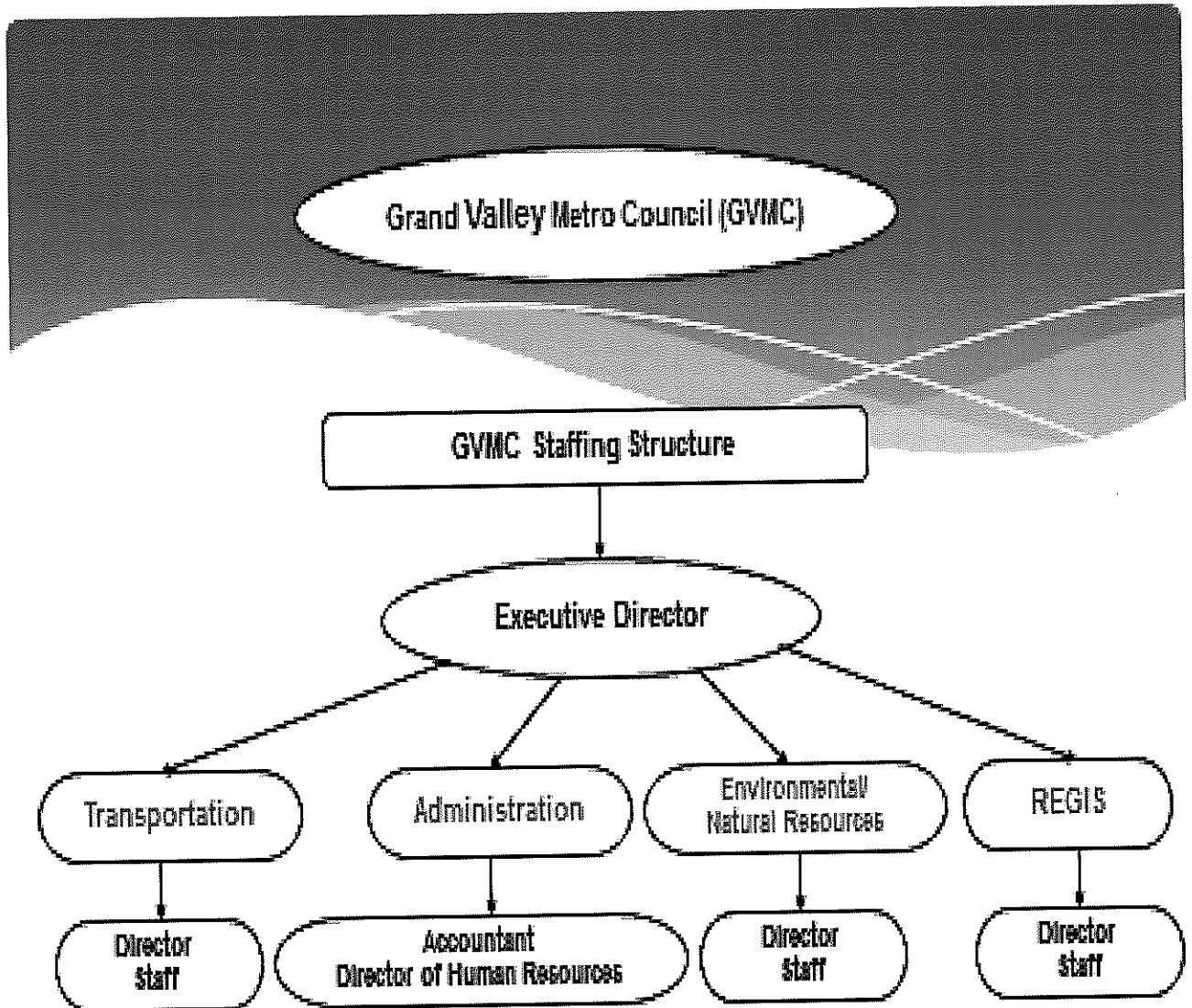
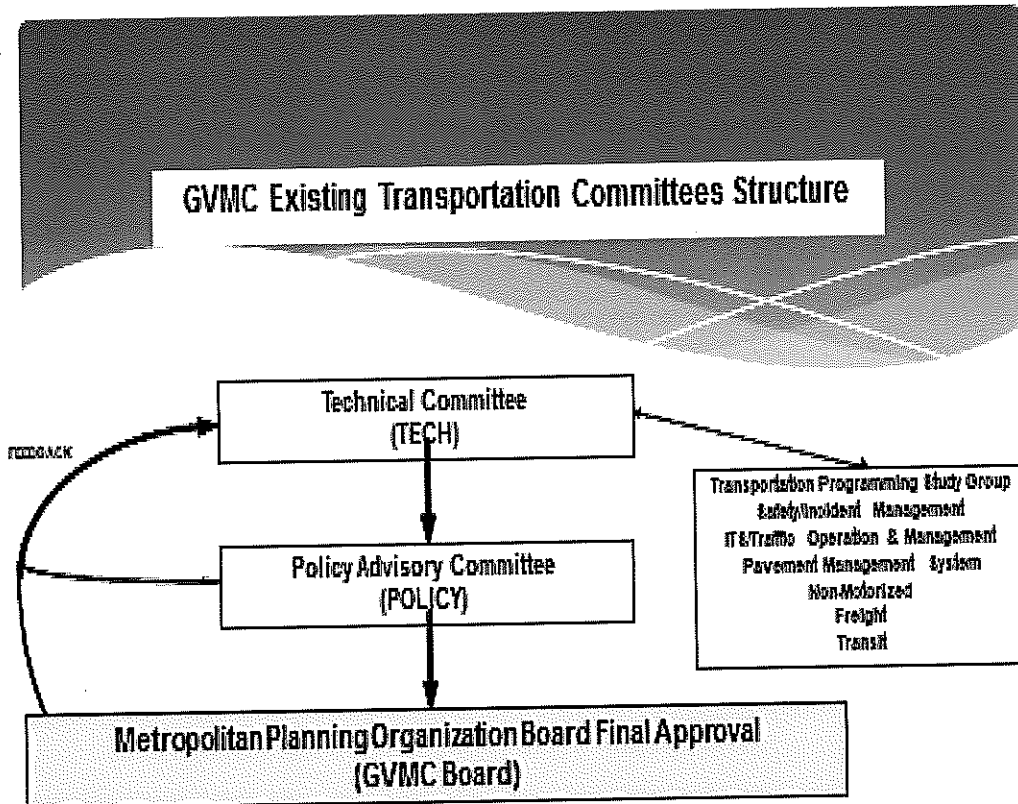


Figure 2



ITP is a separate transit authority that has responsibility for providing public transportation. Its mission statement is "to provide for the mobility of people through a family of highly valued transportation services."

The study area boundaries expanded in June of 1992 to include all of Kent County and four urban townships in Ottawa County. This designation was consistent with the requirements of the 1990 Clean Air Act Amendments (CAAA) and the 1991 Intermodal Surface Transportation Efficiency Act (ISTEA). All future transportation plans must now include the area contained within the Metropolitan Area Boundary (MAB).

GVMC and ITP coordinate activities to carry out the federally mandated transportation planning process within the MAB. The activities undertaken in the GVMC Program principally relate to overall program management and fulfillment of federally and state mandated requirements. Other regionally significant activities take place with the cooperation of other participating agencies. GVMC staff provides technical assistance to member communities as needed. Coordination between other modes such as transit, rail freight, rail passenger, airport development and non-motorized transportation are also part of the program responsibilities.

ITP activities, as the region's primary transit provider, target service improvements to the

existing transit system as well as promotion of innovative ridesharing alternatives through the Rideshare Program.

MAP-21, which became effective October 1, 2012, made some important modifications to the metropolitan planning process, primarily requiring metropolitan planning organizations (MPOs) to establish and use a performance-based approach to transportation decision making and development of transportation plans. The FAST Act, which became effective December 4, 2015, continues with the same planning requirements. This work program has been developed to comply with anticipated changes regarding metropolitan planning as called for in MAP-21 and the FAST Act. However, in June 2014, the USDOT issued a notice of proposed rule regarding metropolitan and statewide planning that will provide specific guidance for the UPWP. Once these planning regulations are final, the activities in the UPWP will be revised and amended as necessary.

In MAP-21/FAST Act, the metropolitan transportation planning processes are continued and enhanced to incorporate performance goals, measures, and targets into the process of identifying needed transportation improvements and project selection. Public involvement remains a hallmark of the planning process. Requirements for a long-range plan and a short-term transportation improvement plan (TIP) continue, with the long-range plan to incorporate performance plans required by the Act for specific programs. The Metropolitan Transportation Plan must describe the performance measures and targets used in assessing system performance and progress in achieving the performance targets. The TIP must also be developed to make progress toward established performance targets and include a description of the anticipated achievements.

Statutory citation(s): MAP-21 §§1106, 1112-1113, 1201-1203; 23 USC 119, 134-135, 148-150

The Metropolitan Planning program under FAST Act provides funding for the integration of transportation planning processes in the MPOs into a unified metropolitan transportation planning process, culminating in the preparation of a multimodal transportation metropolitan plan for the MPO. Title 23 of the United States Code, section 134(f) (revised in SAFETEA-LU section 6001(h)) describes Federal Planning Factors issued by Congress to emphasize planning factors from a national perspective. Under the FAST Act and MAP-21 these planning factors remain unchanged. The increased focus level and activities regarding these issues is the result to the MAP-21/FAST Act identified eight broad planning factors. The MPO must consider these factors when developing plans and annual programs. The GVMC transportation planning activities and budget are developed to address these factors and other state and federal requirements. The eight planning factors (for both metro and statewide planning) are as follows:

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- Increase the safety of the transportation system for motorized and non-motorized users;
- Increase the security of the transportation system for motorized and non-motorized users;
- Increase the accessibility and mobility of people and for freight;

- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- Promote efficient system management and operation, and
- Emphasize the preservation of the existing transportation system.

Each of these factors is addressed through various work program tasks selected for FY2018, as shown below:

Table 1

Planning Factor/Task	Economic Vitality	Increase Safety	System Security	Accessibility	Protect Environment	Integration of System	Efficiency	System Preservation
Database Management	x	x		x	x	x	x	x
Long Range Planning	x	x	x	x	x	x	x	x
Short Range Planning	x	x	x	x	x	x	x	x
Transportation Management Systems	x	x	x	x	x	x	x	x
Program Coordination	x	x	x	x	x	x	x	x
Integrated Asset Management Program	x	x	x		x	x	x	x

This fiscal year, GVMC will be participating in the creation of a regional database of underground utility location and additional pertinent data to eventually be used in the development of an asset management process and database system that includes roads, water, sewer and storm water assets. This is part of a pilot program to provide recommendations for implementing a comprehensive, statewide asset management program.

Five years after enactment of MAP-21, the Secretary is to provide to the Congress reports evaluating the overall effectiveness of performance-based planning and the effectiveness of the process in each State and for each MPO. The UPWP outlines the objectives and products resulting from transportation planning work tasks, as well as anticipated task funding and estimated Staff hours.

In addition to the planning factors under MAP-21/FAST Act, the following federal planning emphasis areas were also considered during the development of the UPWP. These planning areas are described below:

Planning Areas of Emphasis

1. MAP-21/FAST Act Implementation: Develop and implement performance based planning measures and targets that will help assess the performance of strategies aimed to improve the conditions and functionality of the transportation system.
2. Planning & Environmental Linkages: Consider environmental, community, and economic goals early in the planning process. Use the information, analysis, and products developed during planning to inform the environmental process.
3. Models of Regional Planning Cooperation: Promote cooperation and coordination across City, County, and State boundaries where appropriate to ensure a regional approach to transportation planning.
4. Livability: Integrate the livability principles of more transportation choices, equitable, affordable housing, enhanced economic competitiveness, support for existing communities, coordinated policies, leveraging investments, and valuing communities and neighborhoods into the transportation planning process.
5. Climate Change & Extreme Weather: Address climate change mitigation and adaptation in the planning process.
6. Freight: Coordinate with MDOT, engage public and private stakeholders representing all modes of freight to integrate freight planning into the existing transportation planning process.
7. Planning for Operations: Activities that take place within the context of an agency, jurisdiction, and/or regional entity with the intent of establishing and carrying out plans, policies, and procedures that enable and improve the management and operation of transportation systems.
8. Sustainability: Satisfy the functional requirements for development and economic growth while striving to enhance the natural environment and reduce consumption of natural resources.
9. Environmental Justice: Identify and address adverse environmental and public health effects placed on minorities and low-income groups as a result of programs, policies, and activities.
10. Public Health: Address ways to mitigate negative health impacts of transportation such as reducing air pollution, prevent traffic injuries or deaths and encouraging multimodal transportation options such as walking or biking.
11. Access to Essential Services: Identify transportation connectivity gaps in access to essential services.

Each of these areas is addressed through various work program tasks/subtasks included for FY2018, as shown below:

<u>Planning Areas Of Emphasis</u>	Map-21/Fast Act Implementation	Planning & Environmental linkage	Models of Regional Cooperation	Livability	Climate Change & extreme Weather	Freight	Planning for Operations	Sustain
<u>UWP Planning Task</u>								
<u>Database Management</u>								
Land Use Coordination/Demographic & Economic Projections	√	√	√	√	√	√	√	√
Traffic Volumes & Physical Conditions	√	√	√		√	√	√	√
GIS System Maintenance & Update	√	√	√	√	√	√	√	√
<u>Long range Planning</u>								
Travel Demand/Air Quality Modeling	√	√	√		√	√	√	
2040 Metropolitan Transportation Plan	√	√	√	√	√	√	√	√
<u>Short Range Planning</u>								
Transportation Improvement Program	√		√	√	√	√	√	√
Technical Assistance	√	√	√	√	√	√	√	√
Clean Air Action! Program	√		√	√	√			√
Intelligent Transportation System	√		√	√	√		√	
Non_Motorized Planning	√		√	√	√			√
Safety Conscious Planning	√		√	√		√	√	
<u>Transportation Management Systems</u>								
Pavement Management System	√	√	√			√	√	
Congestion Management System	√	√	√	√	√	√	√	√
Asset Management	√	√	√			√	√	
<u>Program Coordination</u>								
Administration	√	√	√	√	√	√	√	√
<u>Development of Integrated Asset Management Program</u>								
	√	√	√	√		√	√	√

In order to meet MAP-21/FAST Act requirements, the transportation annual budget contains funding for the following eight work tasks:

DATABASE MANAGEMENT- Listing the work tasks needed to monitor and analyze area travel characteristics and factors affecting travel such as socio-economic and land use data, transportation system data, and environmental issues and concerns. Priorities include data collection and analysis, monitoring, and GIS capabilities development and update.

LONG RANGE PLANNING- Identifying transportation system planning tasks related to the development of a sustainable multimodal transportation system. Priorities include the development/update of the Metropolitan Transportation Plan (MTP), identification of long range needs, developing multimodal investment strategies and project prioritization processes, air quality conformity, environmental justice, environmental mitigation, consultation, and updating and maintaining of the travel demand model. Staff will also update the 2040 MTP to confirm with performance based planning and programming as required by MAP 21/FAST Act.

SHORT RANGE PLANNING- Identifying transportation system planning tasks related to short range transportation systems planning. Priorities include the development/update of the Transportation Improvement Program (TIP), providing technical assistance to MPO members, Intelligent Transportation System (ITS) planning, Management and Operations, Freight planning, Safety planning, Security, non-motorized planning, public participation, and managing the Clean Air Action Program.

TRANSPORTATION MANAGEMENT SYSTEMS- Listing the work tasks needed to monitor area travel characteristics and factors affecting congestion and pavement conditions. Priorities include collecting transportation system data and analysis, coordination with MDOT and local transportation providers, development of congestion and pavement investment plans, maintenance of the congestion management process, development of an asset management system, and implementation and monitoring of ITS solutions as a part of operation and management requirements. GVMC is also involved in a statewide effort to develop, collect data, and implement Michigan's Asset Management System. GVMC incorporation with MDOT, FHWA, FTA, and ITP will work toward identifying data needs for developing performance indicators and measures for assessing/monitoring and reporting the condition of the multimodal transportation system as required by MAP-21/FAST Act.

RIDESHARING- Identifying work plans to meet the goals of business transportation services. Priorities include providing information options to the single occupant vehicles, promoting shared ride arrangements and assistance to employers and organizations, conducting ride share promotions, and developing employee transportation programs.

SPECIAL SERVICES PLANNING- Identifying transportation system planning tasks related to short and long range public transportation planning. The ADA Planning/Compliance task is to plan, implement and maintain policies, procedures and training methods for maintaining transit related American with Disabilities Act (ADA) awareness and Federal Transit Administration (FTA) compliance. ITP, with assistance from local agencies and consultants, as well as the disabled community, will review current procedures to ensure continued federal compliance with the ADA. The Community Outreach task is to consistently, clearly, and transparently communicate services and benefits of the Rapid with various stakeholder groups, riders, and the community at large. It will include at least one ridership survey and one community attitudes survey. Other tasks include administrative program support for continued progress in the Rapid's studies and evaluation of transit projects; Short range Planning to update the Regional Geographic Information System (REGIS) database; and Transit Asset Management Plan Development to study and evaluate the Transit Asset Management (TAM) State of Good Repair

SGR regulations that have been implemented by the FTA.

PROGRAM COORDINATION- Describing task functions required to manage the transportation planning process on a continual basis, including program administration, development, review, and reporting. Priorities include the UPWP, public involvement, environmental justice, environmental mitigation, Title IV, timely submittal of documents, MPO scheduled meetings, and coordination with all MPO member units. Provide a platform to encourage and support regional cooperation and consolidation of regional transportation services.

DEVELOPMENT OF AN INTEGRATED ASSET MANAGEMENT PROGRAM – Developing a regional database of underground utility location and additional pertinent data to eventually be used in the development of an asset management process and database system that includes roads, water, sewer and storm water assets. This is part of a pilot program to provide recommendations for implementing a comprehensive, statewide asset management program. The project leverages state funds with available federal funds to be able to provide a larger impact by enhancing and increasing the level of data we are able to retrieve for the study area.

In addition to a brief description of objectives and work products, the UPWP identifies financial participation of funding agencies, and responsible agencies associated with each task. In this way the UPWP becomes the basis for documenting federal, state, and local participation in the continuing, cooperative, and comprehensive GVMC transportation planning process. The UPWP is approved by the Federal Highway Administration (FHWA) and is used to monitor the expenditure of FHWA PL funds (PL), Congestion Mitigation Air Quality Program (CMAQ) funds, Surface Transportation Program (STP) funds, and Federal Transit Administration (FTA) Sections 5303 and 5307 funds. This UPWP also serves as an indispensable management tool, enabling the GVMC to manage and administer its planning responsibilities with available program revenues.

MAJOR TRANSPORTATION ISSUES

The metropolitan planning process establishes a cooperative, continuous, and comprehensive framework for making transportation investment decisions in metropolitan areas. Local elected officials, in cooperation with the State and transit agencies, are responsible for determining the best mix of transportation investments to meet metropolitan transportation needs. MPOs are responsible for developing and adopting the Metropolitan Transportation Plan (MTP), the Transportation Improvement Program (TIP) and the UPWP.

The FY2018 UPWP is governed by federal and state mandates from the 1990 CAAA, Sec 134 Title 23, USC, Title VI Civil Rights Act, and the Americans with Disabilities Act. Specific examples of planning activities are explained in the following program items: Traffic Volume and Physical Condition, Pavement Management System, Congestion Management System, Freight Planning, Asset Management System, Intelligent Highway System, Safety Planning, Air Quality Planning, Public Involvement/Environmental Justice, Land Use and Sustainability Coordination, Special Services Planning, Americans with Disabilities Accessibility Training & Compliance, and Public Information and Training.

An important and strategic process for transit is implementing the Long Range Public Transportation Plan recommendations as adopted by ITP and recognized by GVMC for improving public transportation, as included in the Metropolitan Transportation Plan. The charge of ITP's Board and the community leaders is to coordinate public transit initiatives, seek public input, build public awareness and support, and ensure that transit initiatives can be done.

The budget includes funding for implementation of a public participation program in compliance with MAP-21/FAST Act. A public participation and consultation plan that allows for early public information in the Transportation Improvement Program and the Metropolitan Transportation Plan were developed by GVMC previously. GVMC will also address Environmental Justice and transportation accessibility, as well as develop/update a process to reach out to minorities and low income families to provide them better mobility and accessibility to the transportation system in compliance with Title VI of the 1964 Civil Rights Act (42 U.S.C 2000d-1), and MAP-21/FAST Act planning regulations.

The budget also includes funding for a non-motorized planning program, in compliance with MAP-21/FAST Act. GVMC's non-motorized plan will be updated to allow for early project development and funding through the Metropolitan Transportation Planning process and the Transportation Improvement Program.

The budget also includes funding for implementation of a safety conscious planning program, in compliance with MAP-21/FAST Act. GVMC's safety improvement plan will be updated to allow for early project development and funding through the Metropolitan Transportation Planning process and the Transportation Improvement Program.

GVMC will continue its responsibility to upgrade and maintain the travel demand and the air quality models. This task will include maintaining up-to-date traffic information that covers the federal aid system. The task also includes developing and updating a mode split model which will provide GVMC with multi-model travel demand forecasting capabilities. GVMC will maintain the Motor Vehicles Emissions Simulation model (MOVES20xx). The task will include collecting data, and for testing the accuracy of the MOVES20xx model.

GVMC will participate in studies identified in the 2040 Metropolitan Transportation Plan. These studies will be undertaken cooperatively with MDOT and the Transit Agencies. Staff will perform the technical work with the travel demand forecasting model. GVMC staff will also

provide transportation data for needs studies in accordance with the Planning and Environmental Linkages (PEL) process. GVMC will continue its involvement with existing and proposed ITP public transportation corridor studies.

GVMC staff will work closely with local officials, interest groups, state, and federal transportation partners to further integrate freight planning into the transportation planning process. Staff will work with stakeholders to inventory and monitor freight routes and intermodal facilities within the metropolitan area. Staff will also monitor freight related issues/needs and seek input from freight stakeholders on how to best integrate freight planning into the existing transportation process.

GVMC, through the transportation committees, will continue participation in enhancing/implementing the Revised Planning Process developed jointly with MDOT and the Federal Highway Administration (FHWA). The implementation process is a cooperative partnership with MDOT, FHWA, and the Transit Agencies.

GVMC, through the transportation committees, will continue participation in developing and implementing of Intelligent Transportation Systems (ITS) jointly with the MDOT and the Federal Highway Administration (FHWA). The implementation process is a cooperative partnership with MDOT, FHWA, and the local transportation providers.

GVMC staff will continue to provide technical assistance to its member units of government. Perform travel demand forecasting for analysis of impacts to existing and future development on congestions and air quality.

Many program items that are part of the continuing administration and management of the program remain unchanged.

GVMC, through the transportation committees and in coordination with ITP, MDOT, FHWA, and the public, will maintain and update as needed the 2040 Metropolitan Transportation Plan to confirm with MAP-21/FAST Act performance planning and programming.

GVMC, through the transportation committees and in coordination with ITP, MDOT, and FHWA and the public, will maintain and update, as needed, the MAP-21/FAST Act compliant FY2017-2020 Transportation Improvement Program (TIP).

THE REVISED PLANNING PROCESS

The Revised Planning Process developed jointly with the MDOT and the Federal Highway Administration (FHWA) was adopted by GVMC in 1998. GVMC staff along with MDOT and all transportation providers within the metropolitan area boundary have worked very diligently to implement this process given the tremendous amount of fundamental changes that had to take place in the way we do transportation planning. Since ISTEA was enacted the MPO has embarked on the development of planning tools and processes to achieve this task. GVMC has developed a pavement and congestion management system to help prioritize projects based on need. GVMC also developed and maintains the travel demand forecasting model for existing and future travel demand forecasts and analyses. The travel demand model output is then utilized to predict existing and future congestion (i.e. TIP). The management systems are then used to develop short and long range transportation investment strategies and hence short range investment plans. The process also allowed GVMC staff to communicate and coordinate more often and on a regular basis with the state and other transportation providers. The process emphasis is on early involvement in the development stages by local transportation providers and the public. The process also requires that the MPO and the state develop a financially constrained Metropolitan Transportation Plan and TIP. Most planning tasks in the UPWP are designed to help GVMC staff continue the implementation and practice of the process. GVMC staff, along with the transportation committees, state, and FHWA, will continue to seek improvements to the process where deemed needed (see Appendix A, page 50).

The MPO staff and committees will continue to integrate planning processes used by MDOT, ITP, and GVMC as called for by the Revised Planning Process. The MPO staff will schedule a series of meetings, if needed, with MDOT, FHWA, ITP and the transportation committees to review the status of implementing the Revised Planning Process. These meetings will review what has been implemented to-date and what steps need to be taken to successfully complete the implementation of each step of the Revised Planning Process.

The MPO staff, along with participating agencies, will review the process during the fiscal year and will make needed changes to meet MAP-21/FAST Act requirements.

The UPWP work tasks, where applicable, will assess status, identify changes, actions needed, budget, and staff times to successfully implement the process.

JUSTIFICATION FOR THE LEVEL OF PLANNING EFFORT DESIGNATED IN THE UPWP

The level of planning effort for the GVMC MPO is driven by the 2040 MTP and operational planning needs of the various transportation operating agencies. The MTP addresses numerous state and federal requirements, among which are, MAP-21/FAST Act, various statutes from the state and federal level, the Revised Planning Process and Performance Based Planning and Programming, the Americans with Disabilities Act, responses to Certification Findings by FHWA, and Michigan Department of Transportation (MDOT). Staff time and resources are focused to address issues such as intermodal planning, congestion management, pavement management, safety planning, transit planning and concerns, ITS, traffic operations, freight transportation planning, environmental justice, air quality, environmental quality, non-motorized, and needs of the transportation disadvantaged.

The Metropolitan Planning program under MAP-21/FAST Act provides funding for the integration of transportation planning processes in the MPOs into a unified metropolitan transportation planning process, culminating in the preparation of a multimodal transportation plan for the MPO. Title 23 of the United States Code, section 134(f) (revised in SAFETEA-LU section 6001(h)) describes Federal Planning Factors issued by Congress to emphasize planning factors from a national perspective. Under MAP-21/FAST Act these planning factors remain unchanged. The increased focus level and activities regarding these issues is the result to the MAP-21/FAST Act identified eight broad planning factors. The MPO must consider these factors when developing plans and annual programs. The GVMC transportation budget is developed to address these factors and other state and federal requirements.

Table 2 depicts MAP-21 planning areas and the applicable UPWP tasks.

Table 2- MAP-21/FAST Act PLANNING - UPWP Work TASK MATRIX

Planning Factor UPWP Task	Economic Vitality	Increase Safety	System Security	Accessibility	Protect Environment	Integration of System	Efficiency	System Preservation
Land Use Coord./Demographic/ Economic Pro.	X	X	X	X	X	X	X	X
Traffic Volume & Physical C.	X	X		X	X	X	X	X
Geographic Info. System	X	X	X	X	X	X	X	X
Travel Demand Model/AQ	X	X	X	X	X	X	X	X
Metropolitan Transportation Plan Development/Update	X	X	X	X	X	X	X	X
Transportation Improvement Program Update	X	X	X	X	X	X	X	X
Technical Assistance	X	X	X	X	X	X	X	X
Clean Air Action Program	X	X		X	X		X	
Intelligent Transportation System	X	X	X	X	X	X	X	X
Non-Motorized Planning	X	X		X	X	X	X	X
Safety Conscious Planning	X	X	X			X	X	X
Pavement Management Sys.	X			X		X	X	X
Congestion Management Sys.	X	X	X	X	X	X	X	X
Asset Management	X			X		X	X	X
Rideshare	X			X	X	X	X	
ADA Planning/Compliance	X	X	X	X	X	X		
Administrative Program Support	X	X	X	X	X	X	X	
Community Outreach	X	X	X	X	X	X	X	
Human Resources Planning	X	X	X	X		X	X	
Short Range Plan	X	X		X		X	X	
Transit Asset Management Plan Development	X	X	X	X		X	X	X
Administration	X	X	X	X	X	X	X	X
Integrated Asset Mgmt. Program	X	X		X	X	X	X	X

INTERURBAN TRANSIT PARTNERSHIP (ITP)

ITP will continue to expand the Rideshare (Task 5.0) efforts. ITP staff will continue to assist employers in developing and implementing rideshare programs, contribute strategies and materials to employers to promote ITP services; research, analyze and recommend solutions to employee transportation problems; develop Employee Transportation Programs for interested employers; and provide ongoing assistance to employers who currently promote ITP services. Ridesharing services will also be promoted to the general public.

Public transportation short range planning will guide the provision of effective and efficient services through analysis of service needs, performance, and alternative strategies for service over the next five years. Short range planning funds will be used to update the REGIS system, which is used as a database for bus stops, bus routes, transit amenities and other major projects.

Special Services Planning will include

- **ADA planning and Compliance:** To plan, implement and maintain policies, procedures and training methods for maintaining transit related American with Disabilities Act (ADA) awareness and Federal Transit Administration (FTA) compliance. Staff, with assistance from local agencies and consultants, as well as the disabled community, will be involved in this process.
- **Administration Program Support:** The objective is for continued progress in the Rapid's studies and evaluation of transit projects. Studies relating to management, operations, safety courses, economic feasibility, ADA regulations and Title VI compliance. Industry conferences and seminars to remain current with the continuous updates to transit industry regulations set by the FTA.
- **Community Outreach:** The objective is to consistently, clearly, and transparently communicate services and benefits of The Rapid with various stakeholder groups, riders, and the community at large. ITP Staff will conduct one ridership survey and one community attitudes survey. Additional surveys and focus groups may also be completed, depending on needs and findings. Using their messaging strategy, staff will be undertaking several strategies to understand and proactively reach out to the community.
- **Human Resources Planning:** To continue Human Resource plans and goals by developing trainings which include EEO annual leadership update, continued advanced diversity and harassment training for all staff, recruitment strategies and updates, management training for new management/supervisory staff, HR policies and procedures training for all staff, continuation of the wellness program, implement wellness initiatives program encouraging employees to get onboard and see their primary physician, ongoing ergonomics updates and training, benefit strategies, and investment counseling. Consultant assistance in reaching, ACA, EEO and Diversity goals which are required by FTA/EEOC. The research on harassment, diversity, EEO and Civil Rights initiatives which are constantly changing and must be kept up-to-date in order to keep policies and procedures current and accurate (ADA, Civil Rights, EEOC), updates to handbooks, training of staff and leadership teams and keeping the company apprised of new diversity initiatives in order to remain committed to delivering a fair and pleasurable work environment at The Rapid.
- **Transit Asset Management Plan Development:** The objective is to study and evaluate the Transit Asset Management (TAM)/State of Good Repair (SGR) regulations that have been implemented by the Federal Transit Administration (FTA) in order to remain compliant with the required standards.

ITP will participate in the development and updating of the Metropolitan Transportation Plan and Transportation Improvement Program in cooperation with GVMC and MDOT. ITP will also participate in the development of the Unified Planning Work Program which will enable ITP staff to develop an annual program of planning activities for inclusion in the GVMC Unified Planning Work Program for the Grand Valley Metropolitan Area.

FUNDING SOURCES FOR FY2017-2018 PLANNING ACTIVITIES

All work, including MPO staff time and consultant studies, listed in the UPWP are funded by one or more of the following funding sources.

FHWA Planning grant funds (also known as "PL" or metropolitan planning funds)

Federal planning funds can be used for up to 81.85 percent of a project, with a required 18.15 percent match typically provided by local governments.

FHWA State Planning and Research (SPR) grant funds

SPR funds are federal dollars from the State Planning & Research Program administered by the Michigan Department of Transportation. Some SPR funds may be allocated to the MPO to help with planning studies. A 20 percent match is required that is provided by MDOT.

FTA Section 5303 and 5307 grant funds

Section 5303 funds are federal funds designated for transit planning and research activities. Up to 80 percent federal funds can be used for a project. The remaining 20 percent match is typically provided by local governments.

FHWA Surface Transportation Program (STP) funds

Federal STP funds can be used for up to 81.85 percent of a project, with a required 18.15 percent match typically provided by local governments.

FHWA Congestion Mitigation/Air Quality Program (CMAQ) funds

Federal CMAQ funds can be used for up to 80 percent of a project, with a required 20 percent match typically provided by local governments.

Local matching funds

All federal grant funds require at least an 18.15 percent non-federal match. The MPO receives funding from member jurisdictions on a proportionate fair share basis using population distributions published by the most recent decennial census, and lane miles as defined by the national highway functional classification network approved by MDOT and FHWA.

<u>GVMC FY2017-18 MPO Revenue Estimates</u>	
STP-U	\$150,000
CMAQ	\$80,000
SECTION-5303	\$0.00
PL-112	\$1,426,392
SPR	\$50,000
State Asset Management	\$25,000
Local Match Required	\$369,591
TOTAL	\$2,100,983

FUNDING ESTIMATES BY AGENCY FOR FY2017-2018 PLANNING ACTIVITIES

GVMC

For FY2018, GVMC will continue to receive planning assistance funds from the Federal Highway Administration (FHWA PL Funds). In addition, GVMC will receive funds from the Federal Transit Administration (FTA Section 5303), Surface Transportation Program (STP), Congestion Mitigation Air Quality Program (CMAQ), and local funding for matching federal funds as set by law.

FHWA PL Funds: These planning assistance funds continue to be the dominant form of funding for the GVMC transportation program. The FY2018 appropriation is estimated at **\$1,426,392** which includes **\$305,014** of funds unspent from previous years. The FTA Section 5303 planning funds are flexed to PL funds. The match is based on the 81.85/18.15 federal matching requirements.

FTA Section 5303 Funds: FTA funds have been added or flexed to FHWA PL planning funds.

STP Funds: A total of **\$149,990** is budgeted for FY2018 which does not include unspent funds from FY2017. STP monies are provided on an 81.85/18.15 matching basis, with 18.15 percent of the total cost from non-federal sources.

SPR Funds: A total of **\$50,000** of SPR funds are budgeted for FY2018. SPR funds are 100% matched by the state.

CMAQ Funds: A total of **\$79,901** is budgeted for FY2018 which does not include carry over funds from FY2017. GVMC will use CMAQ funds to support the Clean Air Action Program. CMAQ monies are provided, for this fiscal year, on an 80/20 matching basis, with 20 percent of the total cost from non-federal sources.

MTF Funds: A total of **\$25,000** of MTF funds are budgeted for FY2018. MTF funds are provided at 100% by the state.

Indirect allocation costs which include items like administration salaries, rent, computer equipment and supplies, amount to **\$794,092**.

The Grand Valley Metropolitan Council MPO members will provide local match funds (**\$369,591**) for the related MPO activities specified in this document.

ITP

The upcoming fiscal year, FY2018, ITP has programmed funds for UPWP activities from three different sources: FTA Section 5307, the Michigan Department of Transportation Funds, and the Congestion Mitigation/Air Quality (CMAQ) program. Additional information concerning section 5307 funds is provided below.

FTA Section 5307 Funds: FTA permits the use of Section 5307 funds not designated for operating assistance to supplement other funding in support of planning activities. For FY2018 **\$406,680** is budgeted from Section 5307. All Section 5307 funds programmed for FY2018 UPWP activities will be needed to complete this work, and no carryover monies from the FY2017 program will be available for use in FY2018.

Section 5307 funds must be matched with a 20 percent non-federal share. For FY2018, **\$101,670** will be provided from MDOT funds for planning work.

Ridesharing: Continuation of rideshare services and funding are included in the FY2018 UPWP under the RIDEFINDER program. A total budget of **\$150,000** has been allocated to support rideshare services. The funding for this program is 100% federal. ITP will utilize these funds to operate the BTS program in-house.

1.0 DATABASE MANAGEMENT

1.1 Land Use Coordination/Demographic and Economic Projections

Objective

To more effectively link land use decision-making and transportation planning throughout the region. These linkages are intended to bring about a region-wide consensus for sustainable development and to support the basic elements of livability, environmental protection/enhancement, economic vitality, and performance measures in accordance with MAP- 21/FAST Act. This work item includes monitoring community development, collecting demographic and development information, and maintaining up-to-date Traffic Analysis Zone (TAZ) records, as well as providing information to local units of government officials and the public as requested. Data will be used as input to long and short-range planning needs studies in compliance with the Planning and Environmental Linkages (PEL) process. Staff will use the Regional Geographic Information System (REGIS) to store and graphically display the data. This activity will provide data to the travel demand model used which is the core of the transportation planning process.

Procedures and Tasks

Land Use Coordination: Tasks which will be undertaken by GVMC staff include the development and adoption of a formalized process to coordinate regional land use and transportation; ongoing meetings with GVMC membership to coordinate local plans and policies related to land use and transportation; updating socio-economic (SE) land use data for use in the travel demand model, scenario planning, etc.; and through collaboration with REGIS, contribute to the development of a regional zoning and future land use geodatabase. Staff may also review regional land use changes stimulated by transportation investments and transportation investments stimulated by regional land use changes, with the goal of ensuring better integration of transportation planning and land use. These tasks support multiple national planning factors included in MAP-21/FAST Act legislation.

Demographic and Economic Projections: Maintaining accurate demographic and environmental information for the metropolitan area is an ongoing activity of GVMC. Through ongoing research and identification of relevant data sources staff will perform this task using primarily GIS as a data analysis and storage tool. Staff will also collect land use plans throughout the MPO to update any changes that may be occurring at the local level that impact the growth rates for the transportation system. Some data sources include the U.S. Census Bureau for the latest population data, Neilson data for Employment statistics, and REMI data for future projections. TAZ data will be updated as necessary and maintained in a computerized geographical information data base management system. This will allow TAZ demographic and employment projections for the MPO study area to be used in various transportation planning studies for estimating future traffic volumes trends. This information will provide regional input for area-wide and sub-area data for the travel demand model for traffic impact studies.

Products

- Documented, formalized process for land use and transportation coordination.
- Updated socio-economic data for use in the travel demand model.
- Regional zoning/land use geodatabase.
- Data for the 2045 MTP will be collected and updated to include information on 2015 base year information for traffic counts, households, population, employment, travel time, and multi modal trip statistics.

- Maps, charts and reports of census and TAZ data will be presented to GVMC committees and other interested parties.
- GIS data layers will also be made available to our MPO members for use in planning needs studies throughout the MPO study area.

Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	\$0.00	Person Weeks	29.50
PL-112	\$93,454.29	Salaries	\$30,380.33
CMAQ	\$0.00	Fringes	\$11,162.46
MDOT-SPR	\$0.00	Direct Cost	\$25,000.00
FTA-Sec 5303	\$0.00	Indirect Cost	\$47,634.72
GVMC-Match	\$20,723.22	Contractual-SPR	N/a
IIP-Match	N/A	Contractual-STP	N/a
STP-FLEX	N/A	Contractual-PL-112	N/a
		Contractual-Sec-5303	N/a
TOTAL	\$114,177.51	TOTAL	\$114,177.51

Task Timeline

Activity/Product	Timeline
Census Data Update	May
Census Data Files for Public Use	June
GIS Data Layers	Year Long Activity

1.2 Traffic Volumes and Physical Conditions

Objectives

To monitor existing traffic volumes on the federal aid roadway system throughout the GVMC study area for use in project development in accordance with the PEL process. Scheduling traffic data collection, providing technical assistance, and maintaining traffic data files are part of this work item. Respond to requests from the public and the MPO members for traffic count information. Provide technical assistance to local units of government with processing and storing traffic data. Data collection efforts within this task also include the Highway Performance Monitoring System (HPMS), which is used for national trends and for air quality conformity monitoring. Furthermore, the data collected will support the development of technical analysis tools as required by the Revised Planning Process.

Procedures and Tasks

Monitoring existing traffic volumes and preparing future traffic volume projections are the major activities under this work item. GVMC will maintain current and historic traffic counts in GIS databases & files through our online application at <http://gvmc.ms2soft.com>. This allows for easier access to available information for our members and the public and an efficient means of analyzing existing and future traffic trends. The GVMC will provide traffic count data to MDOT for the HPMS submittal annually and as needed for studies. Staff will review and update the HPMS database sample segments using MDOT supplied spreadsheet that contain only the data items needing to be updated for each sample in the format provided and attend HPMS training workshops in the Lansing area that the MDOT HPMS coordinator will be hosting. Staff will provide support to MDOT in the a-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), Moving Ahead for Progress in the 21st Century Act (MAP-21), and Fixing America's Surface Transportation Act (FAST Act). Support will include outreach, training and education, data coordination with local agencies, data compilation and data load, transfer, and/or reporting. Data will also be provided through the Regional Geographic Information System (REGIS) for its members. Traffic counting supply purchases will also be made by staff annually to ensure continued success and accuracy of the counts coordinated for collection by our jurisdictional members. Staff will also participate and provide support to MDOT in any of their planning efforts for MIRE FDE data collection.

Products

- Traffic counts collected for 1/3 of the MPO area.
- Annual HPMS and traffic count reports.
- Comprehensive update of the MS2Soft traffic count database and REGIS dataset.
- Counting supplies purchase for our MPO members.

Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	\$0.00	Person Weeks	10.50
PL-112	\$36,972.49	Salaries	\$10,278.44
CMAQ	\$0.00	Fringes	\$3,776.55
MDOT-SPR	\$0.00	Direct Cost	\$15,000.00
FTA-Sec 5303	\$0.00	Indirect Cost	\$16,116.05
GVMC- Match	\$8,198.54	Contractual-SPR	N/a
ITP-Match	N/A	Contractual-STP	\$0.00
STP-FLEX	N/A	Contractual-PL-112	N/a
		Contractual-Sec-5303	N/a
TOTAL	\$45,171.04	TOTAL	\$45,171.04

Task Timeline

Activity/Product	Timeline
Data Collection	April Thru October
Traffic Data Report	November
HPMS Report	February
Attendance at MDOT HPMS training workshops	Year-Round

1.3 Transportation Geographic Information System Maintenance & Update

Objectives

The primary objective of this work item is designed to update and expand the GVMC database for the Transportation Geographic Information System (TGIS) developed in 1997. The TGIS incorporates all of the transportation-related databases into a TransCad/GIS platform. The objective of this work item will be to verify that the data in the TGIS is current and as up to date as the data itself. In addition, additional information will be added to the TGIS under this work item, such as data for the pavement and congestion management systems, and other various transportation variables. Staff will also work with the Regional Geographic Information System (REGIS) department to develop, build, and input all transportation data and planning tools for the Grand Rapids metro area into the REGIS system. This activity will provide mapping data and manage the transportation system as a technical tool used in the Revised Planning Process. Provide mapping capabilities for all members for use in needs studies.

Procedures and Tasks

The procedures used to update the TGIS will be to manually update each of the records in the GIS databases for accuracy as necessary. Staff will meet with various agencies and REGIS staff to develop a comprehensive database and planning applications/interfaces for our MPO and its members. GVMC will coordinate annually with REGIS to update pavement management data, traffic count data, and SE data among other datasets on the regional GIS system.

Products

- An up to date TGIS database and GIS data layers to be used in everyday planning activities.
- Provide data to our members upon request in GIS format for transportation related study needs.
- Maps and Reports utilizing GIS software and analytical tools.

Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	\$35,400.13	Person Weeks	20.60
PL-112	\$60,234.40	Salaries	\$19,960.41
CMAQ	\$0.00	Fringes	\$7,333.93
MDOT-SPR	\$0.00	Direct Cost	\$15,000.00
FTA-Sec 5303	\$0.00	Indirect Cost	\$31,296.86
GVMC-Match	\$21,206.68	Contractual-SPR	N/a
IIP-Match	N/A	Contractual-STP	\$43,250.00
STP-FLEX	N/A	Contractual-PL-112	N/a
		Contractual-Sec-5303	N/a
TOTAL	\$116,841.20	TOTAL	\$116,841.20

Task Timeline

Activity/Product	Timeline
GIS Database Update	Year Long Activity
REGIS Database Update	Monthly

2.0 LONG RANGE PLANNING

2.1 Travel Demand/Air Quality Modeling

Objective

To continuously increase the accuracy of the travel demand and the air quality forecasting models by updating the input data with current up-to-date information, and performing validation and simulation runs. GVMC will use the model to monitor/analyze system performance due to the impacts of capacity improvement projects.

Develop mode split forecasting capabilities for GVMC and ITP to use in the update/development of the 2040 Metropolitan Transportation Plans.

Procedures and Tasks

GVMC has selected the consultant Caliper to update the Travel Demand Model, which will add to the existing model time-of-day (TOD), mode choice and commercial truck module that meets the needs of the GVMC area.

Use revised Census data to refine trip purposes, generation rates and trip lengths. Perform speed studies to verify model speeds and input into the Air Quality model if it's necessary. Produce summaries of the results and validation report.

Products

- A technical report which will describe the process used in expanding, updating, and validating the model.
- A technical report detailing the model results.
- A technical report detailing system performance based on adopted performance measures by the MPO.
- Plots and other displays of the network.

Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	\$0.00	Person Weeks	28.50
PL-112	\$148,169.63	Salaries	\$39,526.81
CMAQ	\$0.00	Fringes	\$14,523.09
MDOT-SPR	\$50,000.00	Direct Cost	\$15,000.00
FTA-Sec 5303	\$0.00	Indirect Cost	\$61,975.91
GVMC-Match	\$32,856.19	Contractual-SPR	\$50,000.00
ITP-Match	N/A	Contractual-STP	N/a
STP-FLEX	N/A	Contractual-PL-112	\$50,000.00
		Contractual-Sec-5303	N/a
TOTAL	\$231,025.82	TOTAL	\$231,025.82

Task Timeline

Activity/Product	Timeline
Technical Report	October
Update MOU	October
Maps & Data	Year Long Activity
Air Quality Data	Year Long Activity
Travel Model Improvement Needs Report	January

2.2 2040 Metropolitan Transportation Plan

Objectives

To maintain the 2040 Metropolitan Transportation Plan (MTP), to incorporate updates/modifications related to motorized and non-motorized transportation plans, freight movement, congestion management and pavement management plans, transit, and ensure compliance with all federal performance measures. The 2040 MTP provides an opportunity to develop cost effective solutions and performance measures to improve accessibility, mobility, and to address transportation system deficiencies identified in the MTP in compliance with MAP-21/FAST Act requirements. The MTP document will guide the MPO activities and investments in the improvement/development of a sustainable multimodal transportation system. Work closely with local officials to further integrate and monitor freight issues within the metropolitan area.

Procedures and Tasks

Use 2010 Census and S.E. data and land use master plans to refine/update the travel demand model and air quality data files. The data will be developed or updated jointly by staff and GVMC members. Staff will use the travel demand model along with other related data to update/develop and maintain multi-modal transportation deficiencies and needs list. Staff will work with MDOT and ITP to integrate all planning efforts to develop a unified planning process to develop/update the MTP according to MAP-21/FAST Act requirements. MPO staff in coordination with our state and federal transportation partners will update the MTP to become MAP-21/FAST Act complaint based on the latest performance based planning measures requirements. MPO staff will conduct environmental justice (EJ) analyses and consultation in support of the federal fundamental EJ principles and in accordance with the GVMC Public Participation Plan. MPO staff will review and update the Public Participation Plan, Title VI Plan, the Limited English Proficiency (LEP) Plan, and work to expand and improve the consultation process.

Products

- An up-to-date 2040 Metropolitan Transportation Plan/updates report that will identify all revisions/amendments needed in the plan for programming future Transportation Improvement Programs.
- A summary report for wide distribution.
- A technical report that documents the process and findings.
- 2040 MTP performance measure, up-to-date financial/revenue estimates.
- An up-to-date 2040 MTP transportation deficiencies list.
- Monitoring report of the MTP implementation and benefits.
- Revised Public Participation Plan
- Revised Title VI Plan
- Revised Limited English Proficiency Plan (LEP)
- Expanded consultation process
- An up-to-date Freight Plan incorporating MDOT's updated Freight Plan
- A map and report that demonstrate the National Highway Freight Network (FN), critical urban/rural FN, GVMC regional FN and GVMC locally designated freight routes created with assistance with MDOT staff and local jurisdictions

Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	\$0.00	Person Weeks	21.20
PL-112	\$67,741.12	Salaries	\$23,084.83
GMAQ	\$0.00	Fringes	\$8,481.92
MDOT-SPR	\$0.00	Direct Cost	\$15,000.00
FTA-Sec 5303	\$0.00	Indirect Cost	\$36,195.77
GVMC- Match	\$15,021.40	Contractual-SPR	N/a
ITP-Match	N/A	Contractual-STP	N/a
STP-FLEX	N/A	Contractual-PL-112	N/a
		Contractual-Sec-5303	N/a
TOTAL	\$82,762.52	TOTAL	\$82,762.52

Task Timeline

Activity/Product	Timeline
MTP Update/Amendment	Year Long Activity
MTP Process Update	Year Long Activity
MTP Performance Measures & Financial Estimates	Year Long Activity
Deficiency Update	Year Long Activity
Revised Public Participation Plan	Year Long Activity
Revised Title VI Plan	Year Long Activity
Revised Limited English Proficiency Plan (LEP)	Year Long Activity
Annual Summary Report	October
MTP Implementation and Monitoring Report	November
An Up-To-Date Freight Plan	Year Long Activity
Freight Map and Report	Year Long Activity

3.0 SHORT RANGE PLANNING

3.1 Transportation Improvement Program (TIP)

Objectives

The GVMC, in cooperation with ITP, MDOT, FHWA, and FTA, will maintain and update, as needed, the FY2017-2020 Transportation Improvement Program (TIP) as required by MAP-21/FAST Act.

Procedures and Tasks

GVMC staff will work with MDOT, ITP, and FHWA to amend/modify the 2017-2020 TIP during FY2018. GVMC staff will monitor the progress of FY2018 projects throughout the year to assure that federal funds returned to the area will be spent in a timely manner.

GVMC and Transit Authority staff will review annual capital equipment and facilities needs in relation to previous and current programs, including short-range transit planning efforts. Operating assistance projects will be based on projected service levels and funding requirements. MPO staff will conduct environmental justice (EJ) analyses and consultation in support of the federal fundamental EJ principles and in accordance with the GVMC Public Participation Plan. MPO staff will review and update the Public Participation Plan, Title VI Plan, the Limited English Proficiency (LEP) Plan, and work to expand and improve the consultation process.

Products

- An up-to-date four-year FY2017-2020 TIP of local and state transportation projects, which includes roadway and public transportation operating and capital assistance projects, in compliance with (MAP-21/FAST Act).
- Annual listing of FY2018 TIP projects according to MAP-21/FAST Act.

Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	\$0.00	Person Weeks	35.20
PL-112	\$108,586.20	Salaries	\$40,085.19
CMAQ	\$0.00	Fringes	\$14,728.26
MDOT-SPR	\$0.00	Direct Cost	\$15,000.00
FTA-Sec 5303	\$0.00	Indirect Cost	\$62,851.43
GVMC-Match	\$24,078.67	Contractual-SPR	N/a
ITP-Match	N/A	Contractual-STP	N/a
STP-FLEX	N/A	Contractual-PL-112	N/a
		Contractual-Sec-5303	N/a
TOTAL	\$132,664.87	TOTAL	\$132,664.87

Task Timeline

Activity/Product	Timeline
TIP Updates	Bi-Monthly
Annual Listings of TIP Projects	December
Revised Public Participation Plan	Year Long Activity
Revised Title VI Plan	Year Long Activity
Revised Limited English Proficiency Plan (LEP)	Year Long Activity

3.2 Technical Assistance

Objectives

Provide technical assistance to GVMC member communities and MDOT as requested, to improve traffic flow and safety and/or to assess the traffic impact of proposed developments on major corridors. Review and respond to air quality conformity guidelines being issued by the EPA and state MDEQ. Participate in the US-131/I-96 Corridor Study (Planning and Environmental Linkages (PEL) Analysis). Coordinate with local officials and the area chambers of commerce to identify and monitor freight needs and routes. Conduct activities needed to proactively address rulemakings and guidance resulting from the enactment of MAP-21/FAST Act.

Procedures and Tasks

Technical assistance is a long standing service provided by GVMC. This service has typically consisted of traffic impact studies, level of service analysis along corridors and/or intersections, site plan review assistance, and air quality planning. MPO staff will work closely with local officials and interest groups to inventory and monitor freight routes and intermodal facilities within the metropolitan area. Input from freight stakeholders will be sought by MPO staff to address freight needs. Staff will work closely with MDOT, FHWA, and MPO members on the US-131/I-96 corridor study applying the PEL process recommended by FHWA. Staff will continue to monitor implementation of MAP-21/FAST Act. Convene and facilitate meetings of Technical and Policy Committees and other interested stakeholders, as appropriate, to review activities related to said implementation. Produce technical memorandums and processes that communicate how to address MAP-21/FAST Act planning requirements

GVMC staff will be involved in the following tasks:

- A - Corridor Advisory Boards
- B - Air Quality Planning
- C- WESTRAIN
- D- Updating the transportation planning process to address MAP-21/FAST Act requirements
- E- US-131/I-96 Corridor Study.

Products

- Documentation related to services provided will be described and included in monthly progress reports.
- Policies practice, and procedures document reflecting the new performance based planning and programming process as required by MAP-21/FAST Act.

Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	\$0.00	Person Weeks	37.50
PL-112	\$92,992.13	Salaries	\$38,704.78
GMAQ	\$0.00	Fringes	\$14,221.06
MDOT-SPR	\$0.00	Direct Cost	\$0.00
FTA-Sec 5303	\$0.00	Indirect Cost	\$60,687.02
GVMC- Match	\$20,620.73	Contractual-SPR	\$0.00
ITP-Match	N/A	Contractual-STP	N/a
STP-FLEX	N/A	Contractual-PL-112	\$0.00
		Contractual-Sec-5303	\$0.00
TOTAL	\$113,612.86	TOTAL	\$113,612.86

Task Timeline

Activity/Product	Timeline
Committee Meetings	Quarterly
Report of Services provided	Monthly
Performance Measures Development and Updates	Year Long Activity

3.3 Clean Air Action Program

Objectives

This activity is designed to provide public education and information regarding climate change and reduction of greenhouse mobile emissions. The program is designed to encourage voluntary actions to help maintain seasonal ozone air quality levels and annual fine particulate matter standards in Kent and Ottawa Counties.

To supplement GVMC/MDOT/MDEQ ongoing activities and responsibilities with regard to air quality planning under the Clean Air Act Amendments of 1990, and MAP-21/FAST Act.

Procedures and Tasks

Tasks which will be undertaken by GVMC staff and consultants are:

- educational information programs for local governments, business and industry
- educational information programs for K-12 curriculum
- media relations to help notify the public of Clean Air Action Days
- contract with media outlets to promote public education to help get the Clean Air Action message out correctly
- when Action Days are called, coordinate with ITP regarding free bus rides and the WMTOC to get notices up on the DMS signs on the highway
- attending community events to promote the program
- website and phone hotline maintenance
- rotating the display between member jurisdictions and other organizations

Products

- Public service announcements, advertising, promotion of ridesharing and use of public transit as well as other emission reduction activities, and a variety of products related to public education materials will be produced by consultants.
- Staff will produce a summary of activities undertaken during the previous year.

Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	\$0.00	Person Weeks	25.00
PL-112	\$0.00	Salaries	\$24,243.77
CMAQ	\$80,131.55	Fringes	\$8,907.74
MDOT-SPR	\$0.00	Direct Cost	\$4,000.00
FTA-Sec 5303	\$0.00	Indirect Cost	\$38,012.93
GVMC-Match	\$20,032.89	Contractual-SPR	N/a
ITP-Match	N/A	Contractual-CMAQ	\$25,000.00
STP-FLEX	N/A	Contractual-PL-112	N/a
		Contractual-Sec-5303	N/a
TOTAL	\$100,164.43	TOTAL	\$100,164.43

Task Timeline

Activity/Product	Timeline
Media Campaign	June
Whitecaps and Other Promotional Events	Year-round
Promotional Materials Development and Ordering	April
Rotating the display	Year-round

3.4 Intelligent Transportation System (ITS)

Objectives

To develop and implement ITS technologies according to the regional ITS deployment plan. Develop and evaluate ITS implementation strategies in the area. This will be a comprehensive approach for state and major local roads.

Procedures and Tasks

An ITS committee, made up of representatives from all affected local units of government, will lead an effort to update, coordinate, and implement the area's ITS deployment plan. Establish a framework and formal institutional agreements that will lead to a higher level of integration and coordination among agencies responsible for ITS operations in the region. Monitor the implementation progress as recommended by the ITS deployment plan.

Products

ITS status report developed by staff that will provide a list of projects to reduce congestion and to better manage traffic within the GVMC study area. ITS traffic report provided by MDOT.

Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	\$0.00	Person Weeks	1.00
PL-112	\$5,941.85	Salaries	\$2,473.09
GVAO	\$0.00	Fringes	\$908.67
MDOT-SPR	\$0.00	Direct Cost	\$0.00
PTA-Sec 5303	\$0.00	Indirect Cost	\$3,877.67
GVMC-Match	\$1,317.59	Contractual-SPR	\$0.00
ITP-Match	N/A	Contractual-STP	\$0.00
STP-FLEX	N/A	Contractual-PL-112	N/a
		Contractual-Sec-5303	N/a
TOTAL	\$7,259.43	TOTAL	\$7,259.43

Task Timeline

Activity/Product	Timeline
ITS Status Report	December
ITS MDOT Report	Monthly

3.5 Non-Motorized Planning

Objectives

This planning activity is designed to help promote and enhance non-motorized activities within the MPO planning process. To develop/update a non-motorized plan (bike and pedestrian) as a part of the Metropolitan Transportation Plan. To supplement GVMC ongoing activities and responsibilities with regard to multi-modal transportation planning in accordance with MAP-21/FAST Act.

Procedures and Tasks

Tasks which will be undertaken by GVMC include

- Educational information programs for local governments
- Update of existing plans and project lists
- Development and adoption of uniform standards in accordance with existing local, state, and national standards; including the study of regional non-motorized wayfinding needs and uniform standards that can be applied to address these needs

Products

- An up-to-date regional bicycle and pedestrian plan.
- An up-to-date list of proposed projects.

Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	\$0.00	Person Weeks	18.50
PL-112	\$45,693.08	Salaries	\$19,018.17
GMAO	\$0.00	Fringes	\$6,987.73
MDOT-SPR	\$0.00	Direct Cost	\$0.00
FTA-Sec 5303	\$0.00	Indirect Cost	\$29,819.48
GVMC-Match	\$10,132.31	Contractual-SPR	N/a
ITP-Match	N/A	Contractual-STP	N/a
STP-FLEX	N/A	Contractual-PL-112	N/a
		Contractual-Sec-5303	N/a
TOTAL	\$55,825.38	TOTAL	\$55,825.38

Task Timeline

Activity/Product	Timeline
Committee Meetings	As Needed
Updated/Amended Plan	October
Up-To-Date Project List	On Going Activity

3.6 Safety Conscious Planning

Objectives

MAP-21 requires that the metropolitan planning process shall provide for consideration of projects and strategies that will increase the safety and security of the transportation system for motorized and non-motorized users. Safety Conscious Planning (SCP) implies a proactive approach to the prevention of accidents and unsafe transportation conditions by establishing inherently safe transportation networks. SCP achieves road safety improvements through small, but measurable changes, targeted at the whole network. The short-term objective is to integrate safety considerations into the transportation planning processes at all levels, such as the Transportation Improvement Program (TIP) developed by the Metropolitan Planning Organizations (MPOs). There should also be consideration of safety objectives in the longer range, 20 year plans that the MPO prepares.

Procedures and Tasks

Each MPO is to develop a safety profile for integrating safety planning into the metropolitan planning process. GVMC will develop a safety plan to identify the region's key safety needs and guide investment decisions to reduce fatalities and serious injuries (including pedestrian and bicyclist) on the region's highway network. The next phase is to actually identify the best method for area-wide integration.

1. Work with FHWA, MDOT and other member agencies to identify goals and performance measures.
2. Develop the process and timetable for integrating the goals and new performance measures into the project identification and selection process.
3. Develop a performance report and submit it to MDOT in a timely manner

Planning Relationships

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

Products

- Safety Plan Document
- Identification and mapping of high crash locations
- Safety goals and safety performance measures

Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	\$0.00	Person Weeks	11.75
PL-112	\$48,395.63	Salaries	\$15,032.93
GMAQ	\$0.00	Fringes	\$5,523.46
MDOT-SPR	\$0.00	Direct Cost	\$15,000.00
FTA-Sec 5303	\$0.00	Indirect Cost	\$23,570.83
GVMC- Match	\$10,731.59	Contractual-SPR	N/a
ITP-Match	N/A	Contractual-STP	N/a
STP-FLEX	N/A	Contractual-PL-112	N/a
		Contractual-Sec-5303	N/a
TOTAL	\$59,127.22	TOTAL	\$59,127.22

Task Timeline

Activity/Product	Timeline
Safety Profile	December
Identification and Mapping of High Crash Locations	On Going Activity
Safety Goals and Monitoring	Year Long Activity

4.0 TRANSPORTATION MANAGEMENT SYSTEMS

4.1 Pavement Management System

Objective

The GVMC Pavement Management System is an essential tool in implementing the Revised Planning Process. The Pavement Management System will be updated for GVMC member agencies which will cover all the federal aid roadway system. The system will allow the local units of government to develop pavement maintenance strategies and priorities for the federal aid system.

This activity will provide the tools and data to prioritize resurfacing and reconstruction projects for the federal aid system as required by the Revised Planning Process.

Procedures and Tasks

GVMC staff and member agencies will review pavement management systems data collected by GVMC staff utilizing the Pavement Data Collection Van. After this review, this information will then be the basis for developing some pavement management system priorities with the MPO concurrence. Staff will upgrade the computer hardware and software as needed to complete this task. The GVMC Transportation Department will contract the services of the Data Collection Van from the Metro Council. All expenses associated with the data collection regarding equipment rental and overhead are included under contractual budget.

Products

- Pavement management data collected by staff for the federal aid system
- Deficiency and monitoring report produced by staff
- Procedural guidelines, and a priority needs list produced by staff.
- System condition goals(s); System condition performance measure(s)

Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	\$57,295.00	Person Weeks	33.00
PL-112	\$98,553.90	Salaries	\$34,206.23
GMAO	\$0.00	Fringes	\$12,568.19
MDOT-SPR	\$0.00	Direct Cost	\$20,000.00
FTA-Sec 5303	\$0.00	Indirect Cost	\$53,633.53
GVMC-Match	\$34,559.04	Contractual-SPR	N/a
IIP-Match	N/A	Contractual-STP	\$70,000.00
STP-FLEX	N/A	Contractual-PL-112	N/a
		Contractual-Sec-5303	N/a
TOTAL	\$190,407.95	TOTAL	\$190,407.95

Task Timeline

<u>Activity/Product</u>	<u>Timeline</u>
Data Collection	April Thru September
Pavement Deficiency Data Report	December
Needs List	December
System Condition Goals and Performance Report	January-February

4.2 Congestion Management System

Objective

Update and maintain the Congestion Management Process for GVMC member agencies using the information/data collected by the GVMC. Congestion Management Process is required by MAP-21/FAST Act for TMAs. The GVMC Congestion Management Process is an essential tool in implementing the Revised Planning Process. The Process will allow the local units of government to develop congestion mitigation strategies and prioritize the improvements on the federal aid system. GVMC will also seek to introduce and implement Intelligent Highway System (ITS) solutions/projects according to the ITS deployment plan developed for the region.

This activity will provide the tools and data to prioritize expand and widen projects, as well as improving intersections traffic flow as required by the Revised Planning Process. MPO staff will work closely with local officials and interest groups to inventory and monitor freight routes and intermodal facilities within the metropolitan area.

Procedures and Tasks

GVMC staff will work in close coordination with MDOT staff in the implementation of the new performance measures and updating of the congestion management Process for the GVMC region. According to the requirements by FHWA, GVMC will develop a performance measure report and submit it to MDOT in a timely manner. GVMC will continue to contract with the local agencies to collect traffic count data, including speeds and vehicle classification, covering the federal aid system.

Products

- Congestion management data files
- Congestion Management Process Report
- Traffic studies performed by staff
- Travel times and delays data analysis by staff
- Freight routes Map Updates
- System operation goals(s); System operation performance measure(s)
- Monitoring reports

Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	\$57,295.00	Person Weeks	24.60
PL-112	\$81,119.08	Salaries	\$26,949.58
GVAO	\$0.00	Fringes	\$9,901.92
MDOT-SPR	\$0.00	Direct Cost	\$20,000.00
FTA-Sec 5303	\$0.00	Indirect Cost	\$42,255.50
GVMC-Match	\$30,692.92	Contractual-SPR	N/a
ITP-Match	N/A	Contractual-STP	\$70,000.00
STP-FLEX	N/A	Contractual-PL-112	N/a
		Contractual-Sec-5303	N/a
TOTAL	\$169,107.00	TOTAL	\$169,107.00

Task Timeline

<u>Activity/Product</u>	<u>Timeline</u>
Data Files and Updates	On Going
Traffic Studies	As Requested
Traffic Data Collection	Monthly
Freight Routes Mapping and Updates	On Going Activity
System Goals and Performance measures	On Going Activity
Monitoring Reports	Quarterly

4.3 Asset Management

Objective

The resources allocated to the Metropolitan/Regional Planning Organization (MPO/RPO) from the Transportation Asset Management Council (TAMC) annual budget shall be utilized to assist in the completion of the TAMC Work Program. All work shall be consistent with the policies and priorities established by the TAMC. All invoices submitted for reimbursement of Asset Management activities shall utilize Michigan Department of Transportation (MDOT) standard invoice forms and include the required information for processing. The MPO/RPO shall complete the required products and perform tasks according to the timeframes and directives established within TAMC's data collection policies, which are located on the TAMC website (<http://tamc.mcgi.state.mi.us/TAMC/#/aboutus>). The MPO/RPO will emphasize these tasks to support the top 125 Public Act 51 agencies (agencies that certify under Public Act 51 a minimum of 100 centerline miles of road) within the planning area when resources are limited. The activities eligible for TAMC reimbursement are listed below.

Activities

I. Training Activities

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

II. Data Collection Participation and Coordination

A. Federal Aid System:

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

B. Non-Federal Aid System:

1. The RPO/MPO may allocate reimbursements for Non-Federal Aid data collection to Public Act 51 agencies according to the resources available to them in the manner that best reflects the priorities of their area and supports the TAMC work.
2. Coordinate Non-Federal Aid data collection cycles with Public Act 51 agencies with an emphasis on the top 125 agencies.
3. Ensure all participants of data collection understand procedures for

data sharing with TAMC as well as TAMC policy and procedures for collecting Non-Federal Aid data.

4. Participate and perform data collection with Public Act 51 agencies on an as-needed basis for the data collection of Non-Federal Aid roads when requested.

III. Equipment

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

IV. Data Submission

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

V. Asset Management Planning

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

VI. Technical Assistance

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

Products

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

Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	\$0.00	Person Weeks	5.40
PL-112	\$0.00	Salaries	\$6,054.69
GMAQ	\$0.00	Fringes	\$2,224.64
MDOT-SPR	\$24,999.77	Direct Cost	\$7,227.00
FTA-Sec 5303	\$0.00	Indirect Cost	\$9,493.44
GVMC- Match	\$0.00	Contractual-SPR	N/a
IIP-Match	N/A	Contractual-STP	N/a
STP-FLEX	N/A	Contractual-PL-112	N/a
		Contractual-Sec-5303	N/a
TOTAL	\$24,999.77	TOTAL	\$24,999.77

Task Timeline

Activity/Product	Timeline
RoadSoft Files	October
Data Collection	April Thru September
Pavement Deficiency Data Report	December
Needs List	December
Projects List	January

5.0 RIDESHARING

5.1 Business Transportation Services

Objectives

The Rideshare program at The Rapid is named Business Transportation Services. The goal of Business Transportation Services is to provide alternative commute options to those driving in single occupant vehicles. The primary objective is to promote and implement ridesharing arrangements with vanpools and carpools. Individuals are matched to form shared ride arrangements and assistance is provided to employers and organizations to conduct rideshare promotions and develop employee transportation programs. The results are reduced commuting costs, reduced traffic congestion, reduced parking needs, reduced fuel consumption, and reduced air pollution.

Procedures and Tasks

Business Transportation Services offers a variety of options which include designing customized transportation programs for employees. Staff continues to outreach through targeted marketing campaigns that include mailings, presentations to area companies, and development and distribution of marketing materials that promote the benefits of vanpooling and carpooling. Staff also advertises and answers a phone line for individuals to obtain information of vanpooling and carpooling.

Products

Business Transportation Services provides free carpooling information and matching on The Rapid's on-line carpooling website entitled GreenRide, which is accessed by a link on www.ridetherapid.org. Registration is open to area residents and is free. Information on park-and-ride lots, transit services, and other resources are available at www.ridetherapid.org and www.wmrideshare.org. Area employers have also purchased an enhanced version of this program that allows for greater functionality. The Rapid also operates a vanpool program entitled RapidVan, where commuters can share rides for greatly reduced costs over the single automobile. Quarterly reports are submitted to MDOT describing the activities and projects of the program in extensive detail. Quarterly reports are also submitted to the Rapid Board. An annual report is given to the TIP Committee of the Metropolitan Planning Organization.

Budget

Funding Source	Funding Amount	Performing Agency - <i>The Rapid</i>	
100% Federal		Contractual	\$30,000
FTA- CMAQ	\$150,000	Direct	\$120,000
TOTAL	\$150,000	TOTAL	\$150,000

6.0 SPECIAL SERVICES PLANNING

6.1 ADA Planning/Compliance – Special Services

Objectives

To plan implement and maintain policies, procedures and training methods for maintaining transit related American with Disabilities Act (ADA) awareness and Federal Transit Administration (FTA) compliance.

Procedures and Tasks

Staff, with assistance from local agencies and consultants, as well as the disabled community, will review current procedures to ensure continued federal compliance with the Americans with Disabilities Act. Procedures include ongoing monitoring and review process for all ADA applications, as well as staff training and education. Disability Advocates of Kent County (DAKC) performs all ADA application eligibility reviews. The consultant is a Registered Occupational Therapist (OTR) who makes the initial review of all ADA applications and who follows-up with the applicant or medical/rehab professional if necessary. DAKC make recommendations for which applicants will be seen for an in-person assessment.

Product

The product will be a program that meets the requirements of the ADA eligibility process to insure that ADA applications are reviewed and processed in accordance with local and federal guidelines.

Budget

Funding Agency	Funding Amount	Financing Agency	IIP/The Rapid
FTA Section 5307	\$55,160	Contractual	\$55,160
WDOT Match	\$13,790	Direct	\$13,790
TOTAL	\$68,950	TOTAL	\$68,950

6.2 Community Outreach

Objectives

The objective is to consistently, clearly, and transparently communicate services and benefits of The Rapid with various stakeholder groups, riders, and the community at large. We will be doing at least one ridership survey and one community attitudes survey. Additional surveys and focus groups may also be completed, depending on needs and findings. Using our messaging strategy, we will be undertaking several strategies to understand and proactively reach out to the community.

Procedures and Tasks

Using both in-house resources and consultant assistance, The Rapid will develop outreach products designed to attract choice riders, provide transparent and comprehensive information to stakeholders and the community, and promote the benefits of public transportation to growing healthy, vibrant communities.

Products

This funding will be used to conduct surveys, community newsletter and produce materials for the public outreach programs.

Budget

Funding Agency	Funding Amount	Performing Agency ITP/The Rapid	
FTA-Section 5307	\$72,000	Contractual	\$72,000
IDOT Match	\$18,000	Direct	\$18,000
TOTAL	\$90,000	TOTAL	\$90,000

6.3 Administration Program Support

Objectives

The objective is for continued progress in The Rapid's studies and evaluation of transit projects. Studies relating to management, operations, safety courses, economic feasibility, Americans with Disabilities Act (ADA) regulations and Title VI compliance. Staff attendance at industry seminars and workshops, including American Public Transit Agency (APTA) conferences, to remain current and compliant with the continuous updates to transit industry regulations set by the Federal Transit Administration (FTA).

Procedures and Tasks

Administrative support, operator instructors, supervisors and third-party consultants, will assist in developing programs as indicated above.

Products

With the focus on transit-related subjects, including planning, safety, security, supervision, risk management, and transit leadership improvement, with consultant help, staff can provide a working document that explains how to remain current with the FTA regulations and compliances.

Budget

Funding Agency	Funding Amount	Performing Agency-IIP/The Rapid	
FTA – Section 5307	\$ 95,520	Contractual	\$ 95,520
MDOT Match	\$ 23,880	Direct	\$ 23,880
TOTAL	\$119,400	TOTAL	\$119,400

6.4 Human Resources Planning

Objectives

To continue Human Resource plans and goals by developing trainings which include EEO annual leadership update, continued advanced diversity and harassment training for all staff, recruitment strategies and updates, management training for new management/supervisory staff, HR policies and procedures training for all staff, continuation of the wellness program, implement wellness initiatives program encouraging employees to get onboard and see their primary physician, ongoing ergonomics updates and training, benefit strategies, and investment counseling. Consultant assistance in reaching, ACA, EEO and Diversity goals which are required by FTA/EEOC. The research on harassment, diversity, EEO and Civil Rights initiatives which are constantly changing and must be kept up-to-date in order to keep policies and procedures current and accurate (ADA, Civil Rights, EEOC), updates to handbooks, training of staff and leadership teams and keeping the company apprised of new diversity initiatives in order to remain committed to delivering a fair and pleasurable work environment at The Rapid.

Procedures and Tasks

Human Resource staff, along with consultants and other agencies, will assist in developing training programs as indicated above. The above areas of training provide The Rapid staff important tools useful in developing ways to keep current or become informed of changes in the workplace, including safety issues; mental health and wellness issues; control benefit costs, employee hiring and retention; and ways to diversify the culture of the organization.

Products

Training provides better health and morale in employees resulting in an organizational culture that values differences and common goals. The continuation of training through wellness initiatives has resulted in cost savings in healthcare premiums and provided an increase in healthcare options available.

Budget

Funding Agency	Funding Amount	Penning Agency	HP/The Rapid
FTA-Section 6307	\$120,000	Contractual	\$120,000
MIDOT Match	\$30,000	Direct	\$30,000
TOTAL	\$150,000	TOTAL	\$150,000

6.5 Short Range Plan

Objectives

The objective of these funds will be to update the Regional Geographic Information System (REGIS) database for data analysis which is used extensively by The Rapid for route planning.

Procedures and Tasks

Funding will be used for the updating of the REGIS system. The REGIS system is used as a database for bus stops, bus routes, transit amenities and other major projects. Fees and dues are paid for GVMC and REGIS to perform data updates and upgrades. This data is integral to The Rapid's planning activities.

Products

Update of the REGIS system used for transit planning.

Budget

Funding Agency	Funding Amount	Funding Agency IIP/The Rapid	
FIA Section 6307	\$ 32,000	Contractual	\$ 32,000
MIDOT	\$ 8,000	Direct	\$ 8,000
TOTAL	\$ 40,000	TOTAL	\$ 40,000

6.6 Transit Asset Management Plan Development

Objectives

The objective is to study and evaluate the Transit Asset Management (TAM)/State of Good Repair (SGR) regulations that have been implemented by the Federal Transit Administration (FTA) in order to remain compliant with the required standards.

Procedures and Tasks

Staff, along with consultant assistance, will plan and develop The Rapid's TAM/SGR Plan. Recommendations will be made for analysis of data needs, analysis of current reporting capabilities, and determination of data reporting enhancements that will be needed along with assistance with the successful implementation of the final TAM/SGR plan.

Products

The product will be a plan for the development and maintenance of the TAM Plan.

Budget

Funding Agency	Funding Amount	Performing Agency	IRP/The Rapid
FTA-Section 5307	\$ 32,000	Contractual	\$ 32,000
MDOT	\$ 8,000	Direct	\$ 8,000
TOTAL	\$ 40,000	TOTAL	\$ 40,000

7.0 PROGRAM COORDINATION

7.1 Administration

Objectives

Direct staff planning efforts under the FY2018 Unified Planning Work Program, provide reports on program activities and expenditures to the ITP Board, Metro Council, GVMC transportation Committees, MDOT, and FTA. This task is directed to developing an annual program of planning activities which is in conformity with funding agencies' requirements and addresses local issues and priorities. Provide a platform to encourage regional cooperation and consolidation of transportation services in order to achieve savings and be more efficient.

Procedures and Tasks

Work within this task includes:

- Preparation of monthly progress and billing reports to MDOT on PL-112, FTA Section 5303, STP-U, SPR, and CMAQ funded planning activities.
- Provision of reports on program work to the ITP Board and GVMC Committees.
- Participation in meetings and processing of correspondence with MDOT and FTA related to oversight of the planning program.
- Participation in meetings throughout the MPO study area to facilitate regional cooperation and consolidation of transportation services.
- Educating MPO members and stakeholders about the MAP-21/FAST Act planning requirements and benefits
- Directing the implementation of MPA-21/FAST Act planning requirements.

ITP and GVMC will jointly identify issues and planning activities in consultation with MDOT, FHWA, and FTA. Draft task descriptions and budgets will be prepared for review by the ITP Board, GVMC Committees, GVMC Board, and funding agencies. Comments will be incorporated in the final 2018 UPWP.

Products

Progress reports, year-end report, and other documentation will be completed for Metro Council's PL Funds, STP-U, CMAQ, and Section 5303 grants administered by MDOT. As indicated in the Work Program budget for this task, administrative charges will be made as separate line items within each grant budget. Attendance at workshops, seminars, and conferences will be reported to MDOT, and Metro Council Committees. Hold meetings to address and educate committee members on MAP-21/FAST Act planning requirements, and implementation process.

A GVMC/ITP Unified Work Program for FY2019 will be completed, adopted by Metro Council, and provided to the funding agencies (FHWA/FTA/MDOT) for approval.

Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	\$0.00	Person Weeks	52.70
PL-112	\$293,047.15	Salaries	\$113,454.00
GMAQ	\$0.00	Fringes	\$41,685.71
MDOT-SPR	\$0.00	Direct Cost	\$25,000.00
FTA-Sec 5303	\$0.00	Indirect Cost	\$177,889.79
GVMC- Match	\$64,982.36	Contractual-SPR	N/a
ITP-Match	N/A	Contractual-STP	N/a
STP-FLEX	N/A	Contractual-PL-112	N/a
		Contractual-Sec-5303	N/a
TOTAL	\$358,029.51	TOTAL	\$358,029.51

Task Timeline

Activity/Product	Timeline
Progress Reports	Monthly
Committee Meeting	Monthly
UPWP Development	February Thru May
Billings	Monthly

8.0 Development of an Integrated Asset Management Program

8.1 Development of an Integrated Asset Management Program

Purpose/Outcome

The purpose of the task is to begin to develop a regional data base of underground utility location and additional pertinent data to eventually be used in the development of an asset management process and database system that includes roads, water, sewer and storm water assets. GVMC was selected by Governor Snyder as one of the pilot programs to provide recommendations for implementing a comprehensive, statewide asset management program. This work is consistent with the recently released 21st Century Infrastructure Commission Report. It is also consistent with GVMC efforts to promote coordinated and strategic investment in the regions infrastructure systems. The project leverages state funds with available federal funds to be able to provide a larger impact by enhancing and increasing the level of data we are able to retrieve for the study area.

Procedures and Tasks

The pilot will help formulate recommendations on how the state can establish a statewide integrated asset management system that will safeguard Michigan residents and reduce costs for communities and users. In the conduct of this work, GVMC, with the Michigan Department of Transportation and other state agencies and local units of government and utilities will:

- Identify a statewide, regional reporting process and structure to plan, analyze, and coordinate infrastructure across assets and jurisdictions at the regional level that would create the framework for a statewide asset management system.
- Identify focus areas of transportation, water, sewer, and storm water assets. Broadband and energy utilities also will be included in discussions and the pilot process.
- Identify, define, and inventory existing and needed infrastructure asset data and data elements (condition, material, age, remaining service life, ownership, planned investment, etc.).
- Establish common data standards necessary for asset management, including the useful life of various assets, method of condition assessment for each asset class, desired level of service, and other key data elements.
- Identify criteria for a database system that enable consistent tracking and assessment, including the collection, management, integration, interoperability, and analysis of relevant data.
- Ensure security and delivery of data to protect public health and safety.

In the future, we envision the reporting process and the inventory of assets will assist in fulfilling the Resiliency Planning Factor from the FAST-Act by identifying areas of concern for the road system and inform decision makers of where other critical infrastructure needs are located. This information can then be integrated into our project prioritization processes for future Regional Transportation Plans, Transportation Improvement Programs and Asset Management Plans.

Products

1. Final report documenting the findings
2. Compilation of existing database and maps of transportation and underground utilities into one comprehensive database
3. Documentation of asset management process
4. Identification of best practices in integrated asset management
5. Identify data collection strategy
6. Identify asset training needs and costs
7. Integration of underground utility condition with Roadsoft pavement condition data

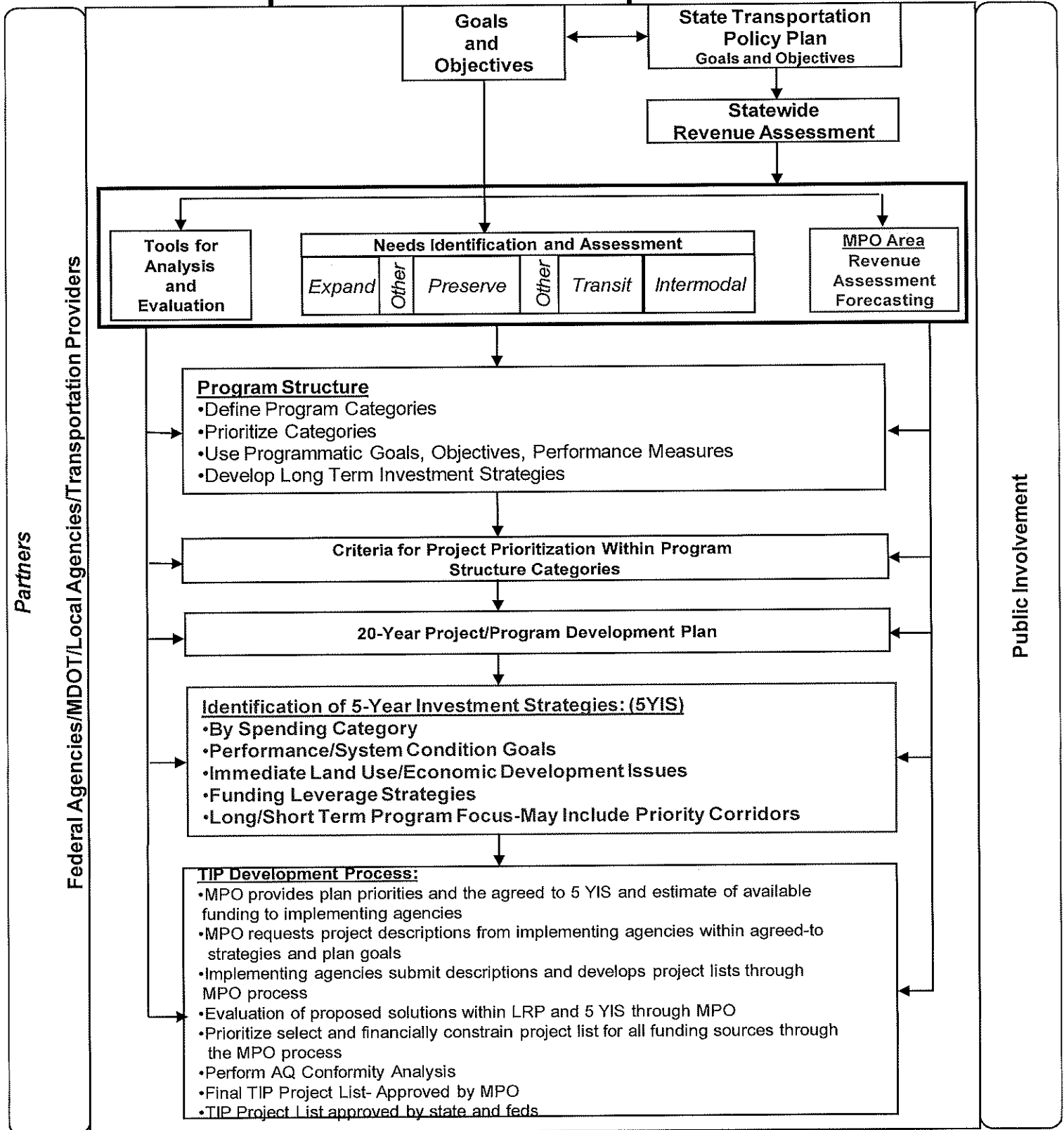
Funding Source	Funding Amount	Performing Agency - GVMC	
STP	\$0.00	Person Weeks	112.50
PL-112	\$245,491.33	Salaries	\$63,000.00
CMAQ	\$0.00	Fringes	\$23,147.70
MDOT-SPR	\$0.00	Direct Cost	\$50,000.00
FIA-Sec-5303	\$0.00	Indirect Cost	\$98,780.62
GVMC-Match	\$54,436.99	Contractual-SPR	N/a
IIP-Match	N/A	Contractual-STP	N/a
STP-FLEX	N/A	Contractual-PL-112	\$65,000.00
		Contractual-Sec-5303	N/a
TOTAL	\$299,928.33	TOTAL	\$299,928.33

Task Timeline

Activity/Product	Timeline
Final report documenting the findings	Ongoing
Compilation of existing database and maps of transportation and underground utilities into one comprehensive database	Ongoing
Documentation of asset management process	Ongoing
Identification of best practices in integrated asset management	Ongoing
Identify data collection strategy	Ongoing
Identify asset training needs and costs	Ongoing
Integration of underground utility condition with Roadsoft pavement condition data	Ongoing

MPO Forum

Transportation Plan Development Process



Appendix B

BUDGET BY PERFORMING AGENCY

GRAND VALLEY METROPOLITAN COUNCIL/TRANSPORTATION DIVISION
 FY2017-2018 UNIFIED PLANNING WORK PROGRAM

Work Item	GVMC EXPENDITURES					GVMC REVENUES									
	CONTRACT	SALARY	FRINGES	DIRECT	INDIR. ALLOC.	TOTAL	STP	PL SEC-112	CMQA	SPR MTF	SEC-593	LOCAL MATCH	TOTAL		
1.0 DATA BASE MANAGEMENT															
1.1 Land Use Coordination/Demographic & Economic Projections	0	30,380	11,162	25,000	47,635	114,177.51	0	93,454	0	0	0	20,723	114,177.51		
1.2 Traffic Volumes & Physical Conditions	0	10,278	3,777	15,000	16,116	45,171.04	0	36,972	0	0	0	8,199	45,171.04		
Contractual Services	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00		
1.3 Geographic Information System Maintenance & Update	0	19,960	7,334	15,000	31,297	73,591.20	0	60,234	0	0	0	13,357	73,591.20		
Contractual Services	0	43,250	0	0	0	43,250.00	0	0	0	0	0	7,850	43,250.00		
SUBTOTAL		43,250	60,619	22,273	95,048	276,189.75	35,400	190,661	0	0	0	50,128	276,189.75		
2.0 LONG RANGE PLANNING															
2.1 Travel Demand/Air Quality Modeling	0	39,527	14,523	15,000	61,976	131,025.82	0	107,245	0	0	0	23,781	131,025.82		
Contractual Services	100,000	0	0	0	0	100,000.00	0	40,925	0	50,000	0	9,075	100,000.00		
2.2 2040 Metropolitan Transportation Plan Development/Update	0	23,085	8,487	15,000	36,196	82,762.52	0	67,741	0	0	0	15,021	82,762.52		
SUBTOTAL	100,000	62,612	23,005	30,000	98,172	313,788.33	0	215,911	0	50,000	0	47,878	313,788.33		
3.0 SHORT RANGE PLANNING															
3.1 Transportation Improvement Program (TIP)	0	40,085	14,728	15,000	62,851	132,664.87	0	108,586	0	0	0	24,079	132,664.87		
3.2 Technical Assistance	0	38,705	14,221	0	60,687	113,612.86	0	92,992	0	0	0	20,621	113,612.86		
Contractual Services	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00		
3.3 Clean Air Action Program	0	24,244	8,908	4,500	38,013	75,664.43	0	60,532	0	0	0	15,133	75,664.43		
Contractual Services	25,000	0	0	0	0	25,000.00	0	0	0	20,000	0	5,000	25,000.00		
3.4 Intelligent Transportation System (ITS)	0	2,473	909	0	3,878	7,259.43	0	5,942	0	0	0	1,318	7,259.43		
Contractual Services	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00		
3.5 Non-Motorized Planning	0	19,018	6,988	0	28,819	55,825.38	0	45,693	0	0	0	10,132	55,825.38		
Contractual Services	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00		
3.6 Safety Conscious Planning	0	15,033	5,523	15,000	23,571	59,127.22	0	48,386	0	0	0	10,732	59,127.22		
SUBTOTAL	25,000	139,558	51,277	34,500	218,819	469,164.21	0	301,609	80,532	0	0	87,014	469,164.21		
4.0 TRANSPORTATION MANAGEMENT SYSTEMS															
4.1 Pavement Management System	0	34,206	12,568	20,000	53,634	120,407.95	0	98,554	0	0	0	21,854	120,407.95		
Contractual Services	70,000	0	0	0	0	70,000.00	0	57,295	0	0	0	12,705	70,000.00		
4.2 Congestion Management System	0	26,950	9,902	20,000	42,255	99,107.00	0	81,119	0	0	0	17,988	99,107.00		
Contractual Services	70,000	0	0	0	0	70,000.00	0	57,295	0	0	0	12,705	70,000.00		
4.3 Asset Management	0	6,035	2,225	7,227	9,493	24,989.77	0	25,000	0	0	0	0	25,000		
SUBTOTAL	140,000	67,211	24,695	47,227	105,382	384,514.72	114,590	179,673	0	25,000	0	65,252	384,514.72		
5.0 RIDESHARING															
5.1 RideShare	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00		
SUBTOTAL	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00		
6.0 SPECIAL SERVICES PLANNING															
6.1 ADA Compliance	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00		
6.2 Community Outreach	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00		
6.3 Administrative Program Support	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00		
6.4 Human Resources Planning	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00		
6.5 Short Range Plan	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00		
6.6 Transit Asset Management Plan Development	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00		
6.7	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00		
6.8	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00		
SUBTOTAL	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00		
7.0 PROGRAM COORDINATION															
7.1 Administration	0	113,454	41,686	25,000	177,890	358,029.51	0	293,047	0	0	0	64,982	358,029.51		
SUBTOTAL	0	113,454	41,686	25,000	177,890	358,029.51	0	293,047	0	0	0	64,982	358,029.51		
8.0 Land Use Planning															
8.1 Development Of Air Coordinated Asset Management System	0	63,000	23,148	50,000	98,781	234,928.33	0	192,289	0	0	0	42,639	234,928.33		
Contractual Services	65,000	0	0	0	0	65,000.00	0	53,203	0	0	0	11,798	65,000.00		
SUBTOTAL	65,000	63,000	23,148	50,000	98,781	299,928.33	0	245,491	0	0	0	54,437	299,928.33		
TOTALS	373,250	506,463	186,083	241,727	794,092	2,101,604.84	149,990	1,426,392	80,532	25,000	0	369,691	2,101,604.84		

GRAND VALLEY METROPOLITAN COUNCIL/TRANSPORTATION DIVISION
FY2017-2018 UNIFIED PLANNING WORK PROGRAM

Work Item	CONTRACT	I/T P EXPENDITURES			TOTAL	CHAG	CMAQ MATCH	I/T P REVENUES			CTF MATCH	TTP MATCH	TOTAL
		SALARY	FRINGES	DIRECT				FTA SEC 5339	FTA SEC 26(f)	FTA SEC 5307			
1.0 DATA BASE MANAGEMENT													
1.1 Land Use Coordination/Demographic & Economic Projections	0	0	0	0	0	0	0	0	0	0	0	0	
1.2 Traffic Volumes & Physical Conditions	0	0	0	0	0	0	0	0	0	0	0	0	
Contractual Services	0	0	0	0	0	0	0	0	0	0	0	0	
1.3 Geographic Information System Maintenance & Update	0	0	0	0	0	0	0	0	0	0	0	0	
Contractual Services	0	0	0	0	0	0	0	0	0	0	0	0	
SUBTOTAL	0	0	0	0	0	0	0	0	0	0	0	0	
2.0 LONG RANGE PLANNING													
2.1 Travel Demand/Air Quality Modeling	0	0	0	0	0	0	0	0	0	0	0	0	
Contractual Services	0	0	0	0	0	0	0	0	0	0	0	0	
2.2 2040 Metropolitan Transportation Plan Development/Update	0	0	0	0	0	0	0	0	0	0	0	0	
Contractual Services	0	0	0	0	0	0	0	0	0	0	0	0	
SUBTOTAL	0	0	0	0	0	0	0	0	0	0	0	0	
3.0 SHORT RANGE PLANNING													
3.1 Transportation Improvement Program (TIP)	0	0	0	0	0	0	0	0	0	0	0	0	
3.2 Technical Assistance	0	0	0	0	0	0	0	0	0	0	0	0	
Contractual Services	0	0	0	0	0	0	0	0	0	0	0	0	
3.3 Clean Air Action Program	0	0	0	0	0	0	0	0	0	0	0	0	
Contractual Services	0	0	0	0	0	0	0	0	0	0	0	0	
3.4 Intelligent Transportation System (ITS)	0	0	0	0	0	0	0	0	0	0	0	0	
Contractual Services	0	0	0	0	0	0	0	0	0	0	0	0	
3.5 Non-Motorized Planning	0	0	0	0	0	0	0	0	0	0	0	0	
Contractual Services	0	0	0	0	0	0	0	0	0	0	0	0	
3.6 Safety Conscious Planning	0	0	0	0	0	0	0	0	0	0	0	0	
SUBTOTAL	0	0	0	0	0	0	0	0	0	0	0	0	
4.0 TRANSPORTATION MANAGEMENT SYSTEMS													
4.1 Pavement Management System	0	0	0	0	0	0	0	0	0	0	0	0	
Contractual Services	0	0	0	0	0	0	0	0	0	0	0	0	
4.2 Congestion Management System	0	0	0	0	0	0	0	0	0	0	0	0	
Contractual Services	0	0	0	0	0	0	0	0	0	0	0	0	
4.3 Asset Management**	0	0	0	0	0	0	0	0	0	0	0	0	
SUBTOTAL	0	0	0	0	0	0	0	0	0	0	0	0	
5.0 RIDESHARING													
5.1 Rideshare	30,000	0	0	120,000	150,000	150,000	0	0	0	0	0	150,000	
SUBTOTAL	30,000	0	0	120,000	150,000	150,000	0	0	0	0	0	150,000	
6.0 SPECIAL SERVICES PLANNING													
6.1 ADA Compliance	55,160	0	0	13,790	68,950	0	0	0	0	0	0	68,950	
6.2 Community Outreach	72,000	0	0	18,000	90,000	0	0	0	0	0	0	90,000	
6.3 Administrative Program Support	95,520	0	0	23,880	119,400	0	0	0	0	0	0	119,400	
6.4 Human Resource Planning	120,000	0	0	30,000	150,000	0	0	0	0	0	0	150,000	
6.5 Short Range Plan	32,000	0	0	8,000	40,000	0	0	0	0	0	0	40,000	
6.6 Transit Asset Management Plan Development	32,000	0	0	8,000	40,000	0	0	0	0	0	0	40,000	
6.7	0	0	0	0	0	0	0	0	0	0	0	0	
6.8	0	0	0	0	0	0	0	0	0	0	0	0	
SUBTOTAL	406,680	0	0	101,670	508,350	0	0	0	0	0	0	508,350	
7.0 PROGRAM COORDINATION													
7.1 Administration	0	0	0	0	0	0	0	0	0	0	0	0	
SUBTOTAL	0	0	0	0	0	0	0	0	0	0	0	0	
8.0 Land Use Planning													
8.1 Development Of An Coordinated Asset Management System	0	0	0	0	0	0	0	0	0	0	0	0	
Contractual Services	0	0	0	0	0	0	0	0	0	0	0	0	
SUBTOTAL	0	0	0	0	0	0	0	0	0	0	0	0	
TOTALS	436,680	0	0	221,670	658,350	150,000	0	0	0	0	0	658,350	

GRAND VALLEY METROPOLITAN COUNCIL/TRANSPORTATION DIVISION
 FY2017-2018 UNIFIED PLANNING WORK PROGRAM

Work Item	MIDOT		MIDOT		AGENCY
	EXPENDITURES	SPR	REVENUES MATCH	TOTAL	
1.0 DATA BASE MANAGEMENT					
1.1 Land Use Coordination/Demographic & Economic Projections	2,500	2,000	500	2,500	116,678
1.2 Traffic Volumes & Physical Conditions	0	0	0	0	45,171
Contractual Services	0	0	0	0	0
1.3 Geographic Information System Maintenance & Update	1,000	800	200	1,000	73,591
Contractual Services	3,500	2,800	700	3,500	44,250
SUBTOTAL					279,690
2.0 LONG RANGE PLANNING					
2.1 Travel Demand/Air Quality Modeling	17,700	14,160	3,540	17,700	148,726
Contractual Services	0	0	0	0	100,000
2.2 2040 Metropolitan Transportation Plan Development/Update	10,000	8,000	2,000	10,000	92,763
SUBTOTAL	27,700	22,160	5,540	27,700	341,488
3.0 SHORT RANGE PLANNING					
3.1 Transportation Improvement Program (TIP)	6,500	5,200	1,300	6,500	139,165
3.2 Technical Assistance	6,500	5,200	1,300	6,500	120,113
Contractual Services	0	0	0	0	0
3.3 Clean Air Action Program	0	0	0	0	75,164
Contractual Services	0	0	0	0	25,000
3.4 Intelligent Transportation System (ITS)	10,000	8,000	2,000	10,000	17,259
Contractual Services	0	0	0	0	0
3.5 Non-Motorized Planning	6,500	5,200	1,300	6,500	62,325
Contractual Services	0	0	0	0	0
3.6 Safety Conscious Planning	0	0	0	0	59,127
SUBTOTAL	29,500	23,600	5,900	29,500	498,154
4.0 TRANSPORTATION MANAGEMENT SYSTEMS					
4.1 Pavement Management System	3,500	2,800	700	3,500	123,908
Contractual Services	0	0	0	0	70,000
4.2 Congestion Management System	3,000	2,400	600	3,000	102,107
Contractual Services	0	0	0	0	70,000
4.3 Asset Management**	0	0	0	0	25,000
SUBTOTAL	6,500	5,200	1,300	6,500	391,015
5.0 RIDESHARING					
5.1 Rideshare	0	0	0	0	150,000
SUBTOTAL	0	0	0	0	150,000
6.0 SPECIAL SERVICES PLANNING					
6.1 ADA Compliance	0	0	0	0	68,950
6.2 Community Outreach	0	0	0	0	90,000
6.3 Administrative Program Support	0	0	0	0	119,400
6.4 Human Resource Planning	0	0	0	0	150,000
6.5 Short Range Plan	0	0	0	0	40,000
6.6 Transit Asset Management Plan Development	0	0	0	0	40,000
6.7	0	0	0	0	0
6.8	0	0	0	0	0
SUBTOTAL	0	0	0	0	508,350
7.0 PROGRAM COORDINATION					
7.1 Administration	20,000	16,000	4,000	20,000	378,030
SUBTOTAL	20,000	16,000	4,000	20,000	378,030
8.0 Land Use Planning					
8.1 Development Of An Coordinated Asset Management System	5,000	4,000	1,000	5,000	239,928
Contractual Services	0	0	0	0	65,000
SUBTOTAL	5,000	4,000	1,000	5,000	304,928
TOTALS	92,200	73,760	18,440	92,200	2,851,655

RESOLUTION OF APPROVAL FOR FY2018 UNIFIED PLANNING WORK PROGRAM

Resolution of the Grand Valley Metropolitan Council approving the Unified Planning Work Program for the Fiscal Year 2018

WHEREAS the Grand Valley Metropolitan Council, as of January 1, 1992, is the designated Metropolitan Planning Organization (MPO) according to the provisions of title 23 of the U.S. Code, Section 135; and

WHEREAS the 3C urban transportation planning process for the Grand Rapids urbanized area has been certified according to the requirements of 23 CFR 450.114 (c); and

NOW, THEREFORE, BE IT RESOLVED that the Grand Valley Metropolitan Council adopt the Unified Planning Work Program for Fiscal Year 2018.



GVMC Executive Director, John Weiss

9/1/2017

Date

Appendix D


Grand Valley Metro Council

Metropolitan Transportation Planning Process Certification

In accordance with 23 CFR 450.334, the Michigan Department of Transportation and the Grand Valley Metropolitan Council the Metropolitan Planning Organization for the Grand Rapids urbanized area hereby certify that the transportation planning process is addressing the major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

- I. 49 U.S.C. Section 5303, 23 U.S.C. 134, and 23 CFR part 405.334;
- II. Title VI of the Civil Rights Act of 1964 and the Title VI Assurance executed by each State under 23 U.S.C. 324 and 29 U.S.C. 794;
- III. Section 1101 of the Transportation Equity Act for the 21st Century (Pub. L. 105-178) regarding the involvement of disadvantaged business enterprises in the FHWA and the FTA funded project (Sec. 105(f), Pub. L. 97-424, 96 Stat. 2100, 49 CFR part 23);
- IV. The provisions of the Americans with Disabilities Act of 1990 (Pub. L. 101-336, 104 Stat. 327, as amended) and the U.S. DOT implementing regulation;
- V. The provision of 49 CFR part 20 regarding restrictions on influencing certain activities; and
- VI. Sections 174 and 176(c) and (d) of the Clean Air Act as amended (42 U.S.C. 7504, 7506(c) and (d)). (Note--only for Metropolitan Planning Organizations with non-attainment and/or maintenance areas within the metropolitan planning area boundary).

Grand Valley Metropolitan Council
Metropolitan Planning Organization



John Weiss

Executive Director

Title

6.1.2017

Date

Michigan Department of Transportation

Signature

Title

Date

Appendix E

CERTIFICATE OF INDIRECT COSTS

This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal for the fiscal year starting October 1, 2017 to establish billing or final indirect costs rates for fiscal year ending September 30, 2018 are allowable in accordance with the requirements of the Federal award(s) to which they apply and 2 CFR part 225, Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A 87). Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

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

I declare that the foregoing is true and correct.

Governmental Unit: **Grand Valley Metropolitan Council**

Signature: _____

Name of Official: **John Weiss**

Title: **Executive Director**

Date of Execution: **06/06/2016**

Appendix F

MPO Technical & Policy Committee Membership List

Ada Township

Policy Committee Representative: George Haga (ghaga@adatownshipmi.com)

Technical Committee Representative: Jim Ferro (jferro@adatownshipmi.com)

7330 Thornapple River Dr.—PO Box 370

Ada, Michigan 49301

Phone (616) 676-9191

Algoma Township

Policy Committee Representative: Kevin Green (supervisor@algotatwp.org)

Technical Committee Representative: Kevin Green

10531 Algoma NE

Rockford, Michigan 49341

Phone (616) 866 -1583

Allendale Township

Policy Committee Representative: Adam Elenbaas (supervisor@allendale-twp.org)

Technical Committee Representative: Adam Elenbaas

6676 Lake Michigan Drive, PO Box 539

Allendale, Michigan 49401

Phone (616) 895-6295

Alpine Township

Policy Committee Representative: Greg Madura (g.madura@alpinetwp.org)

Technical Committee Representative: Sue Becker (s.becker@alpinetwp.org)

5255 Alpine Ave NW

Comstock Park, Michigan 49341

Phone (616) 784-1262

Byron Township

Policy Committee Representative: Tom Hooker (tomhooker@byrontownship.org)

Technical Committee Representative: Tom Hooker

8085 Byron Center SW

Byron Center, Michigan 49315

Phone (616) 878-1222

Caledonia Township

Policy Committee Representative: Bryan Harrison (bharrison@caledoniatownship.org)

Tim Bradshaw - alternate

Technical Committee Representative: Tim Bradshaw (bradshawt@ci.kentwood.mi.us)

8495 Woodland Forest

Alto, Michigan 49302

Phone (616) 891-0070

Cannon Township

Policy Committee Representative: Terry Brod (tbrod@cannontwp.org)

Technical Committee Representative: Terry Brod

6878 Belding Rd.

Rockford, Michigan 49341

Phone (616) 874-6966

Cascade Township

Policy Committee Representative: Ben Swayze (bswayze@cascadetwp.com)

Steve Peterson-alternate

Technical Committee Representative: Steve Peterson (speterson@cascadetwp.com)

Ben Swayze-alternate

2865 Thornhills SE

Grand Rapids, MI 49546

Phone (616) 949-1500

Cedar Springs, City of

Policy Committee Representative: Mike Womack (manager@cityofcedarsprings.org)

Technical Committee Representative: Tom Stressman (dpw@cityofcedarsprings.org)

66 S. Main St.—PO Box 310

Cedar Springs, Michigan 49319

Phone (616) 696-1330

Courtland Township

Policy Committee Representative: Chuck Porter (cporter@courtlandtwp.org)

Technical Committee Representative: Matt McConnon (matt@rockfordambulance.com)

7450 14 Mile Rd.

Rockford, Michigan 49341

Phone (616) 866-0622

East Grand Rapids, City of

Policy Committee Representative: Doug LaFave (dlafave@eastgr.org)

Brian Donovan - alternate (bdonovan@eastgr.org)

Technical Committee Representative: Doug LaFave

Brian Donovan - alternate

750 Lakeside Dr. SE

East Grand Rapids, Michigan 49506

Phone (616) 940-4817

Gaines Charter Township

Policy Committee Representative: Robert DeWard (robert.deward@gainestownship.org)

Technical Committee Representative: Tim Haagsma (thaagsma@kentcountyroads.net)

8555 Kalamazoo Ave

Caledonia, Michigan 49316

Phone (616) 698-6640

Georgetown Township

Policy Committee Representative: Rod Weersing (rweersing@georgetown-mi.gov)

Technical Committee Representative: Rod Weersing

1515 Baldwin St. PO Box 769
Jenison, Michigan 49429
Phone (616) 457-2340

Gerald R. Ford International Airport

Policy Committee Representative: Tom Ecklund (tecklund@grr.org)

Technical Committee Representative: Roy Hawkins (rhawkins@grr.org)

5500 - 44th St. SE
Grand Rapids, Michigan 49512
Phone (616) 233-6000

Grand Rapids, City of

Policy Committee Representative: Eric DeLong (edelong@grcity.us)

Mark DeClercq- alternate (mdeclercq@grcity.us)

Technical Committee Representative: Rick DeVries (rdevries@grcity.us)

Chris Zull (czull@grcity.us)

300 Monroe Ave. NW
Grand Rapids, Michigan 49503
Phone (616) 456-3060

Grand Rapids Township

Policy Committee Representative: Mike DeVries (mdevries@grandrapdstwp.org)

Technical Committee Representative: Mike DeVries

1836 E. Beltline Ave. NE
Grand Rapids, Michigan 49505
Phone (616) 361-7391

Grandville, City of

Policy Committee Representative: Ken Krombeen (krombeenk@cityofgrandville.com)

Technical Committee Representative: Todd Wibright (wibrightt@cityofgrandville.com)

3195 Wilson Ave. SW
Grandville, Michigan 49418
Phone (616) 531-3030

Hudsonville, City of

Policy Committee Representative: Jim Holtrop (jholtrop@hudsonville.org)

Technical Committee Representative: Dan Strikwerda (dstrikwe@hudsonville.org)

3275 Central Blvd.
Hudsonville, Michigan 49426
Phone (616) 669-0200

Interurban Transit Partnership – The Rapid

Policy Committee Representative: Peter Varga (pvarga@ridetherapid.org)
Technical Committee Representative: Rod Ghearing (rghearing@ridetherapid.org)
Liz Schelling - alternate (lschelling@ridetherapid.org)

300 Ellsworth
Grand Rapids, Michigan 49503
Phone (616) 456-7514

Jamestown Township

Policy Committee Representative: Gail Altman (Altman_gail@yahoo.com)
Technical Committee Representative: Ken Bergwerff (kbergwerff@twp.jamestown.mi.us)

2380 Riley St.
Hudsonville, MI 49426
Phone (616) 896-8376

Kent County Board of Commissioners

Policy Committee Representative: Dave Bulkowski (dave@davebulkowski.com)
Technical Committee Representative: Wayne Harrall (wharrall@kentcountyroads.net)

300 Monroe Ave. NW
Grand Rapids, Michigan 49503
Phone (616) 336-3550

Kent County Road Commission

Policy Committee Representative: Steve Warren (swarren@kentcountyroads.net)
Technical Committee Representative: Steve Warren

1500 Scribner
Grand Rapids, Michigan 49504
Phone (616) 242-6960

Kentwood, City of

Policy Committee Representative: Terry Schweitzer (schweitt@ci.kentwood.mi.us)
Tim Bradshaw – alternate
Technical Committee Representative: Tim Bradshaw (bradshawt@ci.kentwood.mi.us)
Terry Schweitzer - alternate

4900 Breton
Kentwood, Michigan 49518
Phone (616) 554-0770

Lowell, City of

Policy Committee Representative: Mike Burns (mburns@ci.lowell.mi.us)
Dennis Kent-alternate (kentd@michigan.gov)
Technical Committee Representative: Mike Burns

Dennis Kent-alternate
301 E. Main St.
Lowell, Michigan 49331
Phone (616) 897-8457

Lowell Township

Policy Committee Representative: Member awaiting appointment
Technical Committee Representative: Member awaiting appointment
2910 Alden Nash Ave SE
Lowell, MI 49331
Phone (616) 897-7600

Michigan Department of Transportation

Policy Committee Representative: John Lanum (Lanumj@michigan.gov)
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