

**GVMC**

**UNIFIED PLANNING  
WORK PROGRAM**

**Fiscal Year 2017**

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**Fiscal Year 2017**

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## **INTRODUCTION**

The FY2017 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, 2016 and ending September 30, 2017. The FY2017 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*

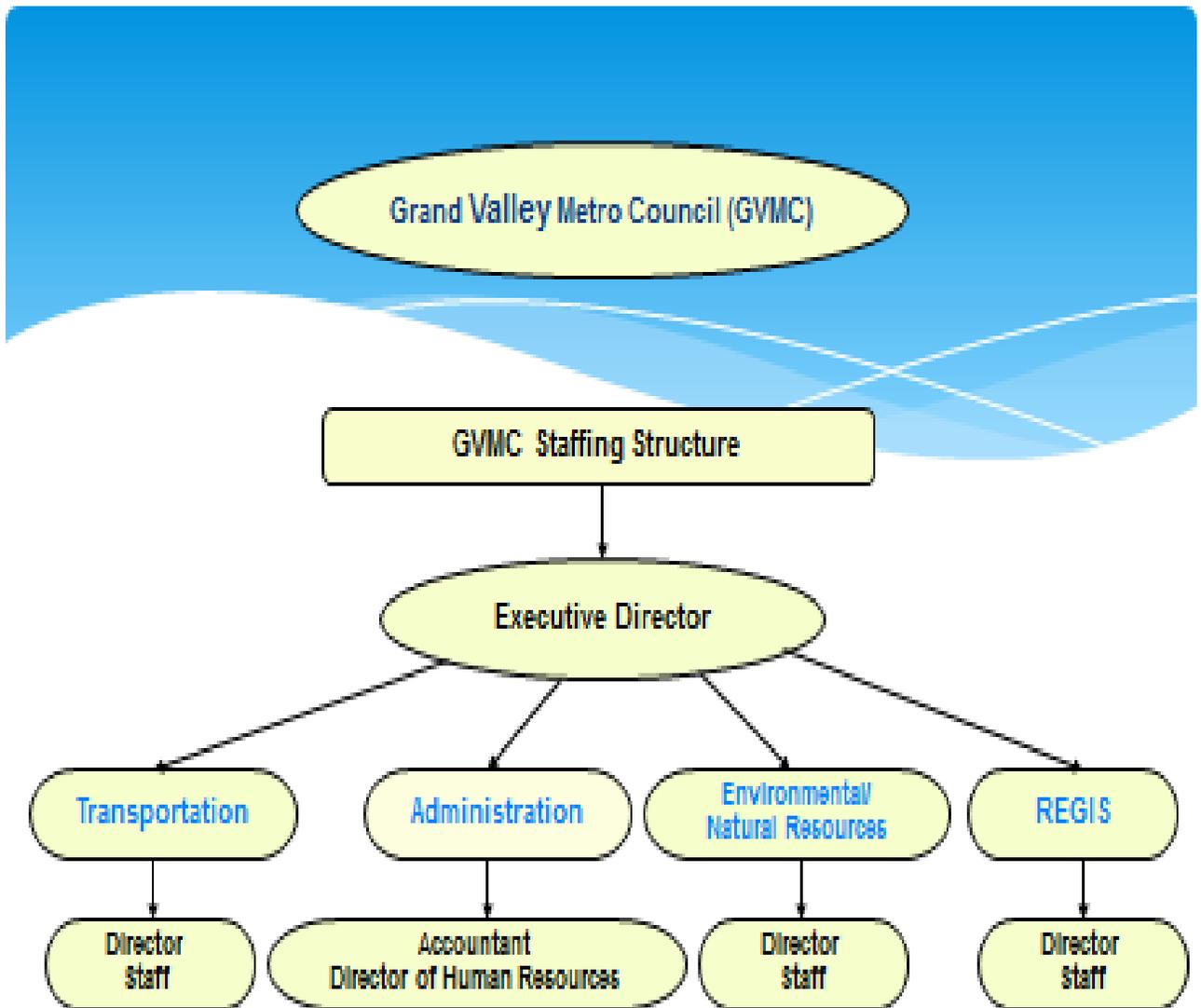
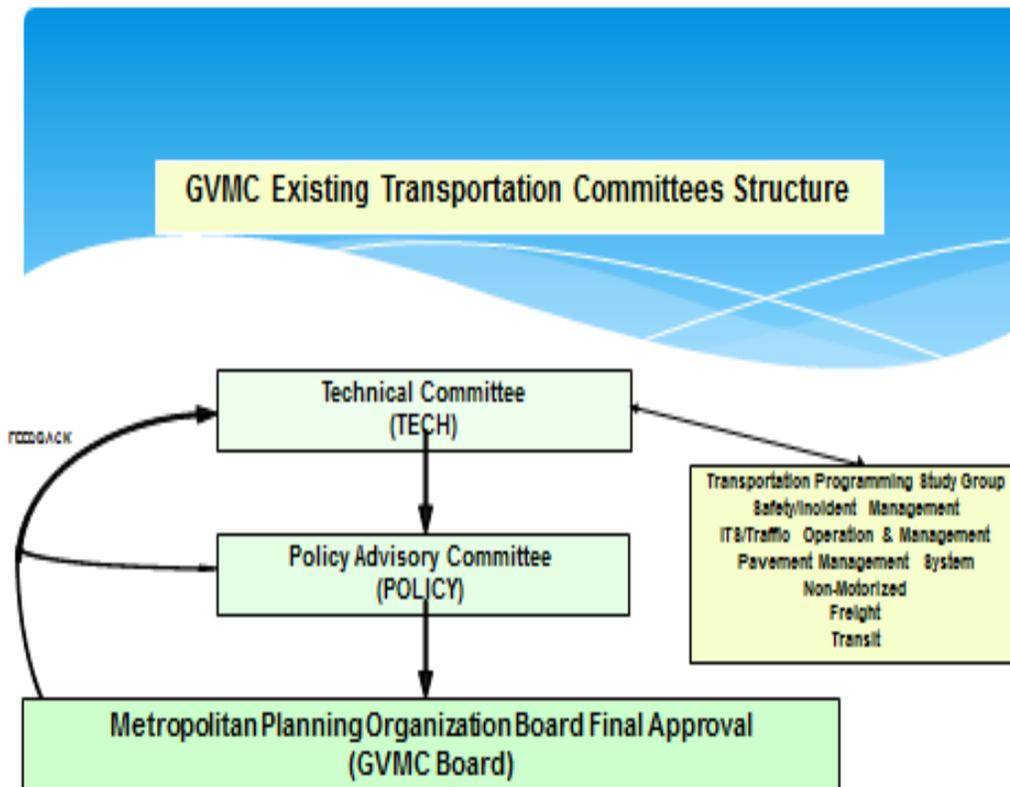


Figure 2



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 the 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 FY2017, 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
Land Use & Transportation Coordination	x	x	X	x	x	x	x	x

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, preventing 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 FY2017, as shown below:

**Planning Areas Of Emphasis**

	Map-21/Fast Act Implementation	Planning & Environmental linkage	Models of Regional Cooperation	Livability	Climate Change & extreme Weather	Freight	Planning for Operations	Sustainability	Environmental Justice	Public Health	Access to Essential Services
<b><u>UWP Planning Task</u></b>											
<b><u>Database Management</u></b>											
Demographic & Economic Projections	√	√	√			√	√		√		√
Traffic Volumes & Physical Conditions	√	√	√			√	√				
GIS System Maintenance & Update	√	√	√	√	√	√	√	√	√	√	√
<b><u>Long range Planning</u></b>											
Travel Demand/Air Quality Modeling	√	√	√		√	√	√		√		√
2040 Metropolitan Transportation Plan	√	√	√	√	√	√	√	√	√	√	√
<b><u>Short Range Planning</u></b>											
Transportation Improvement Program	√		√	√	√	√	√	√	√	√	√
Technical Assistance	√	√	√	√	√	√	√	√	√	√	√
Clean Air Action! Program	√		√	√	√			√		√	
Intelligent Transportation System	√		√	√	√	√	√				√
Non_Motorized Planning	√		√	√	√			√		√	√
Safety Conscious Planning	√		√	√		√	√			√	
<b><u>Transportation Management Systems</u></b>											
Pavement Management System	√	√	√			√	√				
Congestion Management System	√	√	√	√	√	√	√	√	√	√	√
Asset Management	√	√	√			√	√				
<b><u>Ride Sharing Program</u></b>											
Rideshare			√	√	√			√		√	√
<b><u>Special Services Planning</u></b>											
ADA Compliance			√	√	√			√		√	√
Community Outreach				√	√			√		√	√
Administrative Program Support	√							√			
Website Development	√			√	√		√	√	√	√	√
Enterprise Asset Management	√										
Human Resources Planning	√								√		
Phone System Development											
Share Point Development											
<b><u>Program Coordination</u></b>											
Administration	√	√	√	√	√	√	√	√	√	√	√
<b><u>Land Use Planning</u></b>											
Land Use Coordination	√	√	√	√	√	√	√	√	√	√	√

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 compliance. ITP will complete a community attitudes survey, using that feedback to help determine the best way to improve service quality while focusing on sustainability of the service. Community Outreach task is to do research that will lead to insights into community perceptions, customer perceptions, ridership patterns, and other key information that will drive our community outreach and information campaigns. Other tasks include studies relating to management, operations, safety courses, economic feasibility, ADA regulations and Title VI compliance, Security/safety and training for staff, Enhancement of human resource software, and Community Outreach program.

**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.

**LAND USE & TRANSPORTATION COORDINATION –** To identify and undertake activities to more effectively link land use decision-making throughout the region with the creation and adoption of the Metropolitan Transportation Plan and to guide elements chosen in the Transportation Improvement Plan to achieve the goals of livability as defined by the MPO members, and of a sustainable multimodal transportation system. The scope of this activity is limited to the MPO study area. Priorities include educating the MPO members about livability standards and climate change, Committee meetings to coordinate land use decisions with transportation investments, public meetings to review the progress being made, emphasis on successful efforts “best practice” and encouragement of local government’s participation, generating reports to Metro Council, socio-economic data updates, and public education and information.

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 FY2017 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 conform 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.

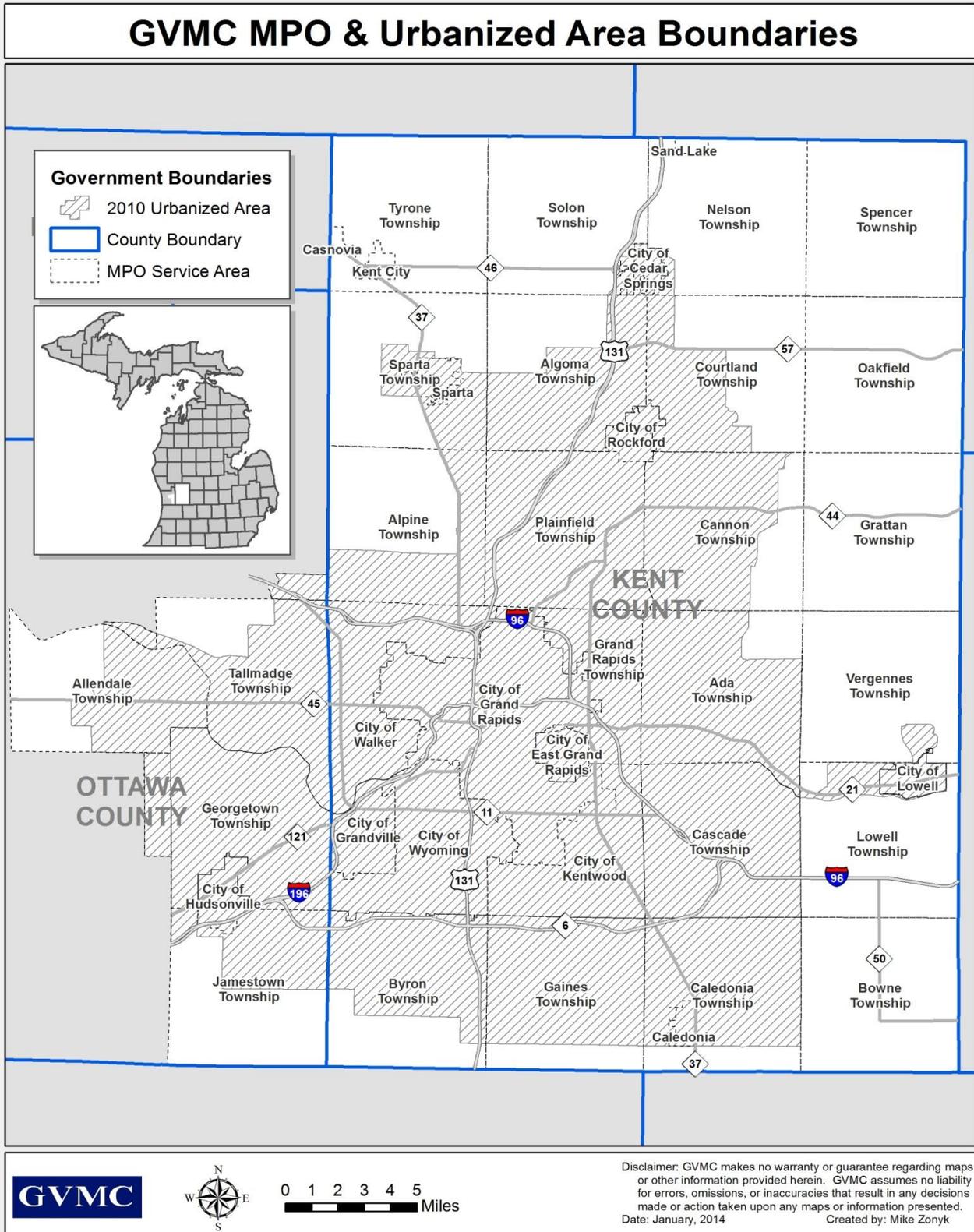
The Metropolitan Planning program under MAP-21/FAST Act provides funding for the integration of transportation planning processes in the MPOs into a unified metropolitan transportation planning process, culminating in the preparation of a multimodal transportation plan for the MPO. Title 23 of the United 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
Demographic/Economic Pro.	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		
Community Outreach	x	x	x	x	x	x	x	
Administrative Program Support	x	x	x	x	x	x	x	
Website Development	x	x	x	x	x	x	x	
Enterprise Asset Management	x	x	x			x	x	
Human Resources Planning	x	x	x	x		x	x	
Phone System Development						x	x	
Share Point Development						x	x	
Administration	x	x	x	x	x	x	x	x
Land Use Coordination	x	x	x	x	x	x	x	x

**GVMC Study Area Map**



## **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 marketing 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. In addition to employer marketing, ridesharing services will also be marketed to the general public. A telephone survey of rideshare database applicants will also be administered in FY2017 along with post match surveys to determine participation rates of program activities.

ITP's long range planning effort will continue during this fiscal year. The Public Transportation Tomorrow Committee will continue to act as an advisory and coordinating body to guide in the implementation of the long range public transportation plans and visions for the metro area. Taking concepts from the Long Range Public Transportation Plan and coordinating with the GVMC Metropolitan Transportation Plan, ITP will continue to create and evaluate visions of what a multi-modal transportation system will look like and how it will impact mobility and development of the Grand Rapids region well into the 21st century.

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. ITP will update the current Short Range Public Transportation Plan. This task will also involve planning for any service changes in linehaul and paratransit services. This will include evaluation of current services and ridership development of standards of measures. New service expansion alternatives will be developed as appropriate. A financial plan will be developed for the use of federal/state/local funds over a five year period. ITP will continue to work with the Grand Rapids Public Schools to ensure that the highest quality of service will be provided to students as well as to the general public.

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 compliance.
- Community outreach: The objective is to do research that will lead to insights into community perceptions, customer perceptions, ridership patterns, and other key information that will drive our community outreach and information campaigns. We will then use that research to shape messages that convey the benefits of public transportation to the community, build a cohesive communications strategy around key messages, and produce materials that carry out the strategy.
- Administrative 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 of REGIS and FTA regulations and compliances.
- Website Development & Digital Communications: To continually research, develop, and implement new tools for digital system information, e-communications, and customer feedback.
- Enterprise Asset Management (EAM): is to study and fully utilize the EAM's core functionality and advanced modules and features. Creating efficiency in PM (preventive maintenance) inspections, FTA and NTD reporting, inventory management and various tools for management networking.
- 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, ongoing ergonomics updates and training, benefit strategies, and investment counseling. Consultant assistance in reaching 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*.

- Phone System Development: to study and develop specifications for a phone system from the different company departments, create RFP and identify vendors to use for a new phone system. Special emphasis will be placed on call center development.
- SharePoint Development: to study and evaluate to be able to fully utilize our Microsoft SharePoint software to its fullest capacity. Such as to store, organize, share, and access information from almost any electronic device.

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 FY2016-2017 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 18.185 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.

<b><u>GVMC FY2015-16 MPO Revenue Estimates</u></b>	
STP-U	\$150,000
CMAQ	\$80,000
SECTION-5303	\$0.00
PL-112	\$1,099,391
SPR	\$50,000
State Asset Management	\$20,000
Local Match Required	\$307,864
<b>TOTAL</b>	<b>\$1,707,256</b>

## **Funding Estimates by Agency for FY2016-2017 Planning Activities**

### **GVMC**

For FY2017, 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 FY2017 appropriation is estimated at **\$1,099,391** which does not include funds unspent from FY2016. For fiscal year 2016, **\$827,889** is programmed from PL Funds. The increase in PL funds is due to flexing FTA Section 5303 funds to FHWA 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 FY2017 which does not include unspent funds from FY2016. 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 FY2017. SPR funds are 100% matched by the state.

**CMAQ Funds:** A total of **\$79,942** is budgeted for FY2017 which does not include carry over funds from FY2016. 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 **\$20,000** of MTF funds are budgeted for FY2017. 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 **\$525,625**.

The Grand Valley Metropolitan Council MPO members will provide local match funds (**\$307,864**) for the related MPO activities specified in this document.

## ITP

The upcoming fiscal year, FY2017, 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 FY2017 **\$525,240** is budgeted from Section 5307. All Section 5307 funds programmed for FY2017 UPWP activities will be needed to complete this work, and no carryover monies from the FY2016 program will be available for use in FY2017.

Section 5307 funds must be matched with a 20 percent non-federal share. For FY2017, **\$120,060** will be provided from MDOT funds for planning work.

**Ridesharing:** Continuation of rideshare services and funding are included in the FY2017 UPWP under the RIDEFINDER program. A total budget of **\$143,000** 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 Demographic and Economic Projections

#### Objective

Monitoring community development, collecting demographic and development information, and maintaining up-to-date Traffic Analysis Zone (TAZ) records are the primary purpose of this work item. To provide information to local units of government officials and the public as requested. Use the data 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, technical tool, used in the Revised Planning Process.

#### Procedures and Tasks

Maintaining accurate demographic, development, and environmental information for the metropolitan area is an ongoing activity of GVMC. Staff will collect land use plans throughout the MPO study area, and collect data from the U.S. Census Bureau to assess the latest population data. TAZ data will be updated as necessary and maintained in a computerized geographical information data base management system.

#### Products

Imported Census data, TAZ demographic and employment projections for the MPO study area, SE data set for the MPO members and general public for use in various studies for estimating future traffic volumes trends. This information will also provide input for area-wide and sub-area data for the travel demand model for traffic impact studies. Maps, charts and reports of census and TAZ data will be presented to GVMC committees and other interested parties. GIS data layers for use in planning needs studies throughout the MPO study area.

#### Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	\$0.00	Person Weeks	15.25
PL-112	\$28,483.99	Salaries	\$13,253.98
CMAQ	\$0.00	Fringes	\$4,604.75
MDOT-SPR	\$0.00	Direct Cost	\$0.00
FTA-Sec 5303	\$0.00	Indirect Cost	\$16,941.50
GVMC- Match	\$6,316.24	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
<b>TOTAL</b>	<b>\$34,800.23</b>	<b>TOTAL</b>	<b>\$34,800.23</b>

#### 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 data files as part of the transportation data system we currently maintain. This allows for easier access to available information and an efficient means of analyzing existing and future traffic trends. The GVMC will provide traffic count data to MDOT for the HPMS submittal and needs studies. Staff will use the Regional Geographic Information System (REGIS) to store and maintain the data collected for general use.

### Products

Traffic volume and physical condition report, traffic data files to several GVMC work items, such as: the Travel Demand Model, TIP, Technical Assistance, and HPMS. Also, information collected this year will be incorporated into a comprehensive update of the traffic count map.

### Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	\$0.00	Person Weeks	12.85
PL-112	\$47,836.76	Salaries	\$12,737.61
CMAQ	\$0.00	Fringes	\$4,425.35
MDOT-SPR	\$0.00	Direct Cost	\$25,000.00
FTA-Sec 5303	\$0.00	Indirect Cost	\$16,281.46
GVMC- Match	\$10,607.66	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
<b>TOTAL</b>	<b>\$58,444.42</b>	<b>TOTAL</b>	<b>\$58,444.42</b>

### Task Timeline

<u>Activity/Product</u>	<u>Timeline</u>
Data Collection	April Thru October
Traffic Data Report	November
HPMS Report	February

### 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 Division (REGIS) to develop, build, and input all transportation data and planning tools for the Grand Rapids Metro Area into the REGIS system. Staff will coordinate efforts with REGIS staff to convert and digitize all transportation-related data and maps to the REGIS platform (ARCGIS). 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 check each of the links in the database for accuracy when compared to the stand-alone transportation databases. Traffic Count Data, socio-economic data, and other pertinent data will be checked and verified as it changes or as time allows for existing data. Staff will meet with various agencies and REGIS to develop a comprehensive database and planning applications/interfaces for the MPO. GVMC will contract with REGIS to update pavement management data, traffic count data, and SE data on the regional GIS system.

#### Products

- An up to date TGIS database to be used in everyday planning activities.
- A REGIS database, which will provide GIS data covering for the entire MPO area.

#### Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	\$35,400.13	Person Weeks	29.00
PL-112	\$88,235.66	Salaries	\$27,727.17
CMAQ	\$0.00	Fringes	\$9,633.08
MDOT-SPR	\$0.00	Direct Cost	\$35,000.00
FTA-Sec 5303	\$0.00	Indirect Cost	\$35,441.41
GVMC- Match	\$27,415.88	Contractual-SPR	N/a
ITP-Match	N/A	Contractual-STP	\$43,250.00
STP-FLEX	N/A	Contractual-PL-112	N/a
		Contractual-Sec-5303	N/a
<b>TOTAL</b>	<b>\$151,051.66</b>	<b>TOTAL</b>	<b>\$151,051.66</b>

#### 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. The GVMC will fully incorporate MOVES2014 emissions model and its subsequent updates into the conformity process. GVMC will use the model to monitor/analyze system performance due to the impacts of capacity improvement projects.

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

#### Procedures and Tasks

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

Attend MOVES2014 training, testing of the MOVES2014 model, collect emissions data for use with MOVES2014, potential SIP budget revision, and air quality findings when required for TIP and Plan amendments.

Continue discussions with MDOT to begin the update of GVMC model.

#### Products

- A technical memorandum which will describe the process used in expanding, maintaining, 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.
- Fully incorporated MOVES2014 emission model into the conformity process.
- A technical report detailing Travel Model Improvement needs.

#### Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	\$0.00	Person Weeks	27.00
PL-112	\$102,462.62	Salaries	\$36,251.46
CMAQ	\$0.00	Fringes	\$12,594.62
MDOT-SPR	\$0.00	Direct Cost	\$15,000.00
FTA-Sec 5303	\$0.00	Indirect Cost	\$46,337.33
GVMC- Match	\$22,720.79	Contractual-SPR	N/a
ITP-Match	N/A	Contractual-STP	N/a
STP-FLEX	N/A	Contractual-PL-112	\$15,000.00
		Contractual-Sec-5303	N/a
<b>TOTAL</b>	<b>\$125,183.41</b>	<b>TOTAL</b>	<b>\$125,183.41</b>

### **Task Timeline**

<b><u>Activity/Product</u></b>	<b><u>Timeline</u></b>
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 develop/update 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, and transit. 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 compliant based on the latest performance based planning measures requirements. MPO staff will use up-to-date 2040 MTP data and information to conduct an environmental justice transportation accessibility analysis.

### 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
- A technical memorandum that documents the accessibility analysis process and findings.

**Budget**

<b>Funding Source</b>	<b>Funding Amount</b>	<b>Performing Agency - GVMC</b>	
STP	\$0.00	Person Weeks	22.60
PL-112	\$54,043.66	Salaries	\$23,242.94
CMAQ	\$0.00	Fringes	\$8,075.15
MDOT-SPR	\$0.00	Direct Cost	\$5,000.00
FTA-Sec 5303	\$0.00	Indirect Cost	\$29,709.59
GVMC- Match	\$11,984.03	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
<b>TOTAL</b>	<b>\$66,027.69</b>	<b>TOTAL</b>	<b>\$66,027.69</b>

**Task Timeline**

<b>Activity/Product</b>	<b>Timeline</b>
<b>MTP Update/Amendment</b>	Year Long Activity
<b>Annual Summary Report</b>	October
<b>MTP Process Update</b>	Year Long Activity
<b>MTP Performance Measures &amp; financial Estimates</b>	Year Long Activity
<b>Deficiency Update</b>	Year Long Activity
<b>MTP Implementation and Monitoring Report</b>	November
<b>Accessibility Analysis Technical Memorandum</b>	September

### 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 the 2017-2020 TIP during FY2017. GVMC staff will monitor the progress of FY2017 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.

##### 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 FY2016 TIP projects according to MAP-21/FAST Act.

##### Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	\$0.00	Person Weeks	31.35
PL-112	\$74,332.06	Salaries	\$33,635.55
CMAQ	\$0.00	Fringes	\$11,685.79
MDOT-SPR	\$0.00	Direct Cost	\$2,500.00
FTA-Sec 5303	\$0.00	Indirect Cost	\$42,993.63
GVMC- Match	\$16,482.92	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
<b>TOTAL</b>	<b>\$90,814.98</b>	<b>TOTAL</b>	<b>\$90,814.98</b>

##### Task Timeline

<u>Activity/Product</u>	<u>Timeline</u>
TIP Updates	Bi-Monthly
Annual Listings of TIP Projects	December

## 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 Grand Rapids downtown traffic impact and circulation study. 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. 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
  - 1 - East Beltline Land Use Advisory Committee
  - 2 - 28th Street Corridor Development Committee
- B - Air Quality Planning
- C- WESTRAIN
- D- Updating the transportation planning process to address MAP-21/FAST Act requirements.

### 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**

<b>Funding Source</b>	<b>Funding Amount</b>	<b>Performing Agency - GVMC</b>	
STP	\$0.00	Person Weeks	45.55
PL-112	\$136,212.59	Salaries	\$44,338.59
CMAQ	\$0.00	Fringes	\$15,404.29
MDOT-SPR	\$50,000.00	Direct Cost	\$50,000.00
FTA-Sec 5303	\$0.00	Indirect Cost	\$56,674.46
GVMC- Match	\$30,204.75	Contractual-SPR	\$50,000.00
ITP-Match	N/A	Contractual-STP	N/a
STP-FLEX	N/A	Contractual-PL-112	\$0.00
		Contractual-Sec-5303	\$0.00
<b>TOTAL</b>	<b>\$216,417.34</b>	<b>TOTAL</b>	<b>\$216,417.34</b>

**Task Timeline**

<b><u>Activity/Product</u></b>	<b><u>Timeline</u></b>
<b>Committee Meetings</b>	Quarterly
<b>Report of Services provided</b>	Monthly
<b>Performance Measures Development and Updates</b>	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 and information. The program is designed to encourage voluntary actions to help maintain seasonal ozone air quality 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 message out correctly
- website maintenance

#### 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	23.00
PL-112	\$0.00	Salaries	\$21,618.94
CMAQ	\$79,940.00	Fringes	\$7,510.94
MDOT-SPR	\$0.00	Direct Cost	\$18,350.00
FTA-Sec 5303	\$0.00	Indirect Cost	\$27,445.53
GVMC- Match	\$19,985.00	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
<b>TOTAL</b>	<b>\$99,925.41</b>	<b>TOTAL</b>	<b>\$99,925.41</b>

#### Task Timeline

Activity/Product	Timeline
Media Campaign	June
Whitecap and Other Promotional Events	June
Promotional Materials Development and Ordering	April

### 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	0.00
PL-112	\$4,092.50	Salaries	\$0.00
CMAQ	\$0.00	Fringes	\$0.00
MDOT-SPR	\$0.00	Direct Cost	\$5,000.00
FTA-Sec 5303	\$0.00	Indirect Cost	\$0.00
GVMC- Match	\$907.50	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
<b>TOTAL</b>	<b>\$5,000.00</b>	<b>TOTAL</b>	<b>\$5,000.00</b>

#### 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 to MAP-21/FAST Act.

#### Procedures and Tasks

Tasks which will be undertaken by GVMC are:

- Educational information programs for local governments
- Update of existing plans
- Development and adoption of uniform standards in accordance with existing local, state, and national standards.
- Public survey to determine the level of interest among the public.

#### 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	12.00
PL-112	\$26,740.28	Salaries	\$11,300.03
CMAQ	\$0.00	Fringes	\$3,925.90
MDOT-SPR	\$0.00	Direct Cost	\$3,000.00
FTA-Sec 5303	\$0.00	Indirect Cost	\$14,443.92
GVMC- Match	\$5,929.58	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
<b>TOTAL</b>	<b>\$32,669.86</b>	<b>TOTAL</b>	<b>\$32,669.86</b>

#### Task Timeline

Activity/Product	Timeline
Committee Meetings	Quarterly
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 and to hold a safety forum as a starting point for integrating safety conscious planning into the metropolitan planning process. The next phase is to actually identify the best method for area-wide integration.

1. Attendance at a 1 day training seminar on the systematic and organized approach to safety conscious planning.
2. Work with member agencies to identify goals and performance measures.
3. Develop the process and timetable for integrating the goals and performance measures into the project identification and selection process.

#### PLANNING RELATIONSHIPS:

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

#### PRODUCTS:

- Safety profile
- Identification and mapping of high crash locations
- Safety goals(s); safety performance measure(s)
- Integration timetable

**Budget**

<b>Funding Source</b>	<b>Funding Amount</b>	<b>Performing Agency - GVMC</b>	
STP	\$0.00	Person Weeks	6.95
PL-112	\$21,107.86	Salaries	\$8,069.82
CMAQ	\$0.00	Fringes	\$2,803.65
MDOT-SPR	\$0.00	Direct Cost	\$4,600.00
FTA-Sec 5303	\$0.00	Indirect Cost	\$10,315.00
GVMC- Match	\$4,680.61	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
<b>TOTAL</b>	<b>\$25,788.47</b>	<b>TOTAL</b>	<b>\$25,788.47</b>

**Task Timeline**

<b><u>Activity/Product</u></b>	<b><u>Timeline</u></b>
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	25.25
PL-112	\$85,342.04	Salaries	\$26,380.73
CMAQ	\$0.00	Fringes	\$9,165.30
MDOT-SPR	\$0.00	Direct Cost	\$35,000.00
FTA-Sec 5303	\$0.00	Indirect Cost	\$33,720.37
GVMC- Match	\$31,629.35	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
<b>TOTAL</b>	<b>\$174,266.39</b>	<b>TOTAL</b>	<b>\$174,266.39</b>

### **Task Timeline**

<b><u>Activity/Product</u></b>	<b><u>Timeline</u></b>
<b>Data Collection</b>	April Thru September
<b>Pavement Deficiency Data Report</b>	December
<b>Needs List</b>	December
<b>System Condition Goals and Performance Report</b>	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 and updating of the congestion management Process/ITS for the GVMC region. Staff will upgrade computer hardware and software as needed to complete this task. GVMC will continue to contract with the local agencies to collect traffic count data, including speeds and vehicle classification, covering the federal aid system. GVMC will perform travel time studies to update speeds in the travel demand model.

### Products

- Congestion management data files
- Traffic studies performed by staff
- Travel times and delays data collected 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	20.10
PL-112	\$81,321.07	Salaries	\$22,605.42
CMAQ	\$0.00	Fringes	\$7,853.66
MDOT-SPR	\$0.00	Direct Cost	\$40,000.00
FTA-Sec 5303	\$0.00	Indirect Cost	\$28,894.70
GVMC- Match	\$30,737.71	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
<b>TOTAL</b>	<b>\$169,353.78</b>	<b>TOTAL</b>	<b>\$169,353.78</b>

### **Task Timeline**

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

### 4.3 Asset Management

#### Objective

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

#### Activities

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

#### Products

- Road network loaded into RoadSoft.
- PASER data collected on federal-aid eligible roads in the region.
- Web based or other public display of PASER ratings.
- Report on PASER and other roadway data and transportation project completion information for the region.
- List of projects for three (3) years (regardless of funding source) for all Act 51 agencies in the region.
- Quarterly reports submitted to MDOT Asset Management Coordinator.

#### Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	\$0.00	Person Weeks	5.30
PL-112	\$0.00	Salaries	\$5,789.37
CMAQ	\$0.00	Fringes	\$2,011.37
MDOT-SPR	\$20,000.83	Direct Cost	\$4,800.00
FTA-Sec 5303	\$0.00	Indirect Cost	\$7,400.09
GVMC- Match	\$0.00	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
<b>TOTAL</b>	<b>\$20,000.83</b>	<b>TOTAL</b>	<b>\$20,000.83</b>

### **Task Timeline**

<b><u>Activity/Product</u></b>	<b><u>Timeline</u></b>
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 Interurban Transit Partnership 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](http://www.ridetherapid.org). Registration is open to area residents and is free. Information on park and ride lots and transit services and other resources are available at [www.wmrideshare.org](http://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 ITP Board. An annual report is given to the TIP Committee of the Metropolitan Planning Organization.

#### **Budget**

<b><u>Funding Agency</u></b> <b>100% Federal</b>		<b><u>Performing Agency</u></b> <b>ITP/<i>The Rapid</i></b>	
FTA- CMAQ	\$143,000	Contractual	\$ 30,000
		Direct	\$113,000
TOTAL	\$143,000	TOTAL	\$143,000

## 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 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 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 makes 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 ensure that ADA applications are reviewed and processed in accordance with local and federal guidelines.

#### Budget

<u>Funding Agency</u>		<u>Performing Agency</u> <i>ITP/The Rapid</i>	
FTA-Section 5307	\$53,560	Contractual	\$53,560
MDOT Match	<u>\$13,390</u>	Direct	<u>\$13,390</u>
TOTAL	\$66,950	TOTAL	\$66,950

## 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, a community newsletter, and produce materials for the public advertising programs.

### Budget

<u>Funding Agency</u>		<u>Performing Agency- ITP/<i>The Rapid</i></u>	
FTA-Section 5307	\$72,000	Contractual	\$72,000
MDOT Match	<u>\$18,000</u>	Direct	<u>\$18,000</u>
TOTAL	\$90,000	TOTAL	\$90,000

### 6.3 Administrative Program Support

#### Objectives

The objective is for continued progress in *The Rapid's* studies and evaluation of transit education and industry projects. Studies relating to management, operations, safety courses, economic feasibility, ADA regulations and Title VI compliance. Industry conferences, seminars and workshops to remain current with the continuous updates of the Michigan Public Transit Association, American Public Transportation Association and FTA regulations and compliances.

#### Procedures and Tasks

Administrative support, operator instructors, supervisors, project managers 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

<u>Funding Agency</u>		<u>Performing Agency</u> <i>ITP/The Rapid</i>	
FTA – Section 5307	\$97,080	Contractual	\$97,080
MDOT Match	<u>\$24,270</u>	Direct	<u>\$24,270</u>
TOTAL	\$121,350	TOTAL	\$121,350

## 6.4 WEB SITE DEVELOPMENT & DIGITAL COMMUNICATIONS

### Objectives

As people conduct more and more of their daily lives on their smartphones, we recognize the need to continually research, develop, and implement new tools for digital system information, e-communications, and customer feedback.

### Procedures and Tasks

Using consultant assistance and in-house resources, we will prepare and integrate data, design interfaces and content that allow for seamless communications with customers and the community. We will also use consultant assistance to map digital communications surrounding The Rapid to analyze and understand opinion and service feedback to continuously improve communications and service offerings.

### Products

A strong digital outreach and suite of tools to better connect customers with key information; data analysis to drive communications strategy; and leverage technology to provide multiple ways to interact with customers, stake holders, and the community.

### Budget

<u>Funding Agency</u>		<u>Performing Agency- ITP/<i>The Rapid</i></u>	
FTA-Section 5307	\$56,000	Contractual	\$65,000
MDOT Match	<u>\$14,000</u>	Direct	<u>\$5,000</u>
TOTAL	\$70,000	TOTAL	\$70,000

## 6.5 ENTERPRISE ASSET MANAGEMENT (EAM)

### Objectives

The objective is to study and fully utilize the EAM's core functionality and advanced modules and features. Creating efficiency in PM (preventive maintenance) inspections, FTA and NTD reporting, inventory management and various tools for management networking.

### Procedures and Tasks

With consultant help develop on-site training and support focused on the needs of *The Rapid's* asset management system. Improving and creating PM inspection checklist, asset management and replacement planning. Develop project management oversight and execute the project plan.

### Products

The training will allow staff to more efficiently use the EAM software and to produce inspection checklists, equipment reports, state of good repair information, efficient inventory management, and on time performance reports.

### Budget

<u>Funding Agency</u>		<u>Performing Agency</u> <i>ITP/The Rapid</i>	
FTA Section 5307	\$13,600	Contractual	\$13,600
MDOT CTF	<u>\$3,400</u>	Direct	<u>\$3,400</u>
TOTAL	\$17,000	TOTAL	\$17,000

## 6.6 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, ongoing ergonomics updates and training, benefit strategies, and investment counseling. Consultant assistance in reaching 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

<u>Funding Agency</u>		<u>Performing Agency- ITP/<i>The Rapid</i></u>	
FTA-Section 5307	\$80,000	Contractual	\$80,000
MDOT	<u>\$20,000</u>	Direct	<u>\$20,000</u>
TOTAL	\$100,000	TOTAL	\$100,000

## 6.7 PHONE SYSTEM DEVELOPMENT

### Objectives

The objective is to study and develop specifications for a phone system from the different company departments, create RFP and identify vendors to use for a new phone system. Special emphasis will be placed on call center development.

### Procedures and Tasks

Using consultant assistance, *The Rapid* will develop an RFP based on staff interviews, analysis of the current call center, projected growth, Interactive Voice Response (IVR) requirements and calling requirements. This study will identify vendors and assist in the developing, vetting and assistance with the RFP.

### Products

An RFP for the purchase of a new phone system will be produced that will include specifications to accommodate individual phone needs and growth to provide a more efficient call center for better overall customer service.

### Budget

<u>Funding Agency</u>		<u>Performing Agency- ITP/<i>The Rapid</i></u>	
FTA-Section 5307	\$ 48,000	Contractual	\$48,000
MDOT Match	<u>\$12,000</u>	Direct	<u>\$12,000</u>
TOTAL	\$60,000	TOTAL	\$60,000

## 6.8 SHARE POINT DEVELOPMENT

### Objectives

The objective is to study and evaluate to be able to fully utilize our Microsoft SharePoint software to its fullest capacity, such as to store, organize, share, and access information from almost any electronic device. With the help of consultants we will evaluate how a local SharePoint collaboration site would be most beneficial to our organization.

### Procedures and Tasks

Using consultant assistance, we will configure administrative options, develop specifications based on department interviews, integrate any third-party products deemed valuable as a result of interviews, and develop templates, interfaces and customizations as needed. Consultant help will be required with assisting in the process of deployment and troubleshooting problems.

### Products

With consultant help we will develop a SharePoint screen with file collaboration and the ability to integrate with email and the phone system. Templates and dashboards will be developed with the necessary tools to migrate documents and media.

### Budget

<u>Funding Agency</u>		<u>Performing Agency- ITP/The Rapid</u>	
FTA-Section 5307	\$96,000	Contractual	\$96,000
MDOT Match	<u>\$24,000</u>	Direct	<u>\$24,000</u>
TOTAL	\$120,000	TOTAL	\$120,000

## **7.0 PROGRAM COORDINATION**

### **7.1 Administration**

#### **Objectives**

Direct staff planning efforts under the FY2017 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 MAP-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 FY2018 will be completed, adopted by Metro Council, and provided to the funding agencies (FHWA/FTA/MDOT) for approval.

**Budget**

<b>Funding Source</b>	<b>Funding Amount</b>	<b>Performing Agency - GVMC</b>	
STP	\$0.00	Person Weeks	58.00
PL-112	\$264,514.13	Salaries	\$113,560.48
CMAQ	\$0.00	Fringes	\$39,453.62
MDOT-SPR	\$0.00	Direct Cost	\$25,000.00
FTA-Sec 5303	\$0.00	Indirect Cost	\$145,155.26
GVMC- Match	\$58,655.24	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
<b>TOTAL</b>	<b>\$323,169.36</b>	<b>TOTAL</b>	<b>\$323,169.36</b>

**Task Timeline**

<b><u>Activity/Product</u></b>	<b><u>Timeline</u></b>
Progress Reports	Monthly
Committee Meeting	Monthly
UPWP Development	February Thru May
Billings	Monthly

## 8.0 LAND USE MONITORING & TRANSPORTATION COORDINATION

### Objective

To educate the MPO committees and communities on issues related to Livability and Climate Change. These activities are conducted to more effectively link land use decision-making throughout the region with the creation and adoption of the Metropolitan Transportation Plan. These linkages are intended to bring about a region-wide consensus or regional plan for sustainable development and to promote the basic elements of livability, climate change and performance measures as part of the Metropolitan Transportation Plan Improvements. This geographic scope of activity is limited to the MPO boundary area.

### Procedures and Tasks

GVMC staff uses a region-wide approach (through a sub-regional planning process) to establish new consensus land use patterns in the metropolitan area which address regional livability and sustainability concerns, including transportation and transit, housing, economy and employment, water and sewer, energy conservation and alternatives, and environmental quality and health issues associated with air and water quality. These land use patterns are developed through facilitated area-wide meetings engaging a broad spectrum of stakeholders including officials, leaders and advocates in local planning, transportation, environment, affordable housing, business and industry, neighborhoods and communities, and others. The resulting plan is known as the Metropolitan Development Framework and forms the basis for local planning coordination among regional communities and is used as a basis for regional decision-making for transportation and other pertinent public infrastructure such as sewer and water and similar public facilities.

### Products

- Metropolitan Development Framework (MDF) Plan offering a regional consensus based on sustainable development practices and the principles of livability.
- Ongoing meetings with GVMC membership to coordinate local existing and planning with the MDF Plan and the Metropolitan Transportation Plan. This element provides critical socio-economic data inputs for the MTP.
- SE Data for the travel demand model.
- Ongoing collaboration with local transportation entities and governmental units to provide examples, case studies and development scenarios with transit oriented development.
- Engagement with other agencies or associations or collaborative organizations supporting sustainability practices and the principles of livability throughout the region.

### Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	\$0.00	Person Weeks	12.50
PL-112	\$84,666.79	Salaries	\$10,832.16
CMAQ	\$0.00	Fringes	\$3,763.35
MDOT-SPR	\$0.00	Direct Cost	\$0.00
FTA-Sec 5303	\$0.00	Indirect Cost	\$13,845.89
GVMC- Match	\$29,606.78	Contractual-SPR	N/a
ITP-Match	N/A	Contractual-STP	N/a
STP-FLEX	N/A	Contractual-PL-112	\$85,832.16
		Contractual-Sec-5303	N/a

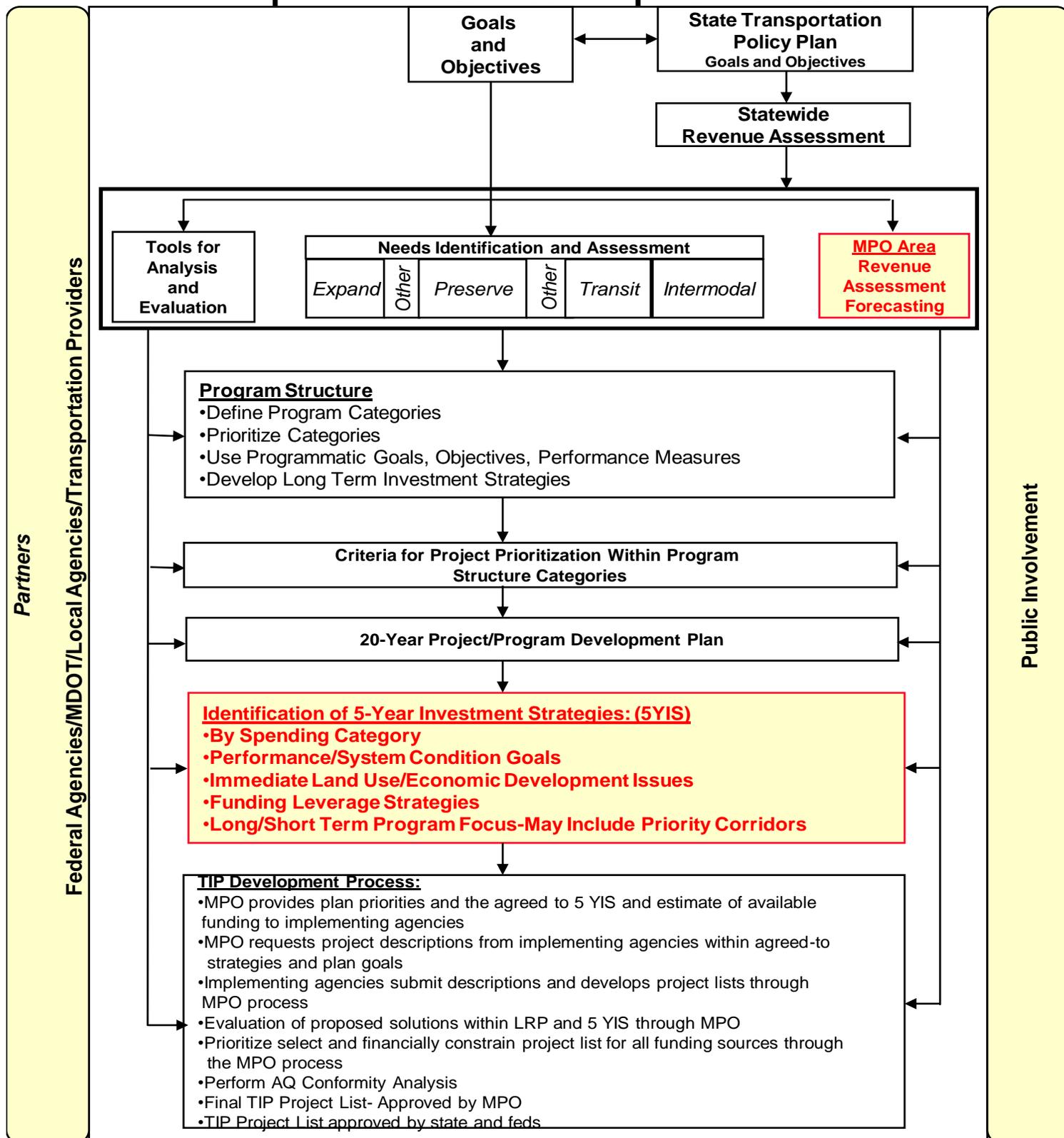
<b>TOTAL</b>	<b>\$114,273.57</b>	<b>TOTAL</b>	<b>\$114,273.57</b>
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**Task Timeline**

<b><u>Activity/Product</u></b>	<b><u>Timeline</u></b>
<b>MDF Plan</b>	On Going Activity
<b>Land Use Up-to-Date Files</b>	October
<b>Collaboration and Engagement with MPO Members</b>	Year Long Activity

## MPO Forum

### Transportation Plan Development Process



**Appendix B**

**BUDGET BY PERFORMING AGENCY**

GRAND VALLEY METROPOLITAN COUNCIL/TRANSPORTATION DIVISION  
 FY2016-2017 UNIFIED PLANNING WORK PROGRAM

Work Item	GVMC EXPENDITURES					TOTAL
	CONTRACT	SALARY	FRINGES	DIRECT	INDIR. ALLOC.	
<b>1.0 DATA BASE MANAGEMENT</b>						
1.1 Demographic & Economic Projections	0	13,471	4,680	0	17,101	35,252.30
1.2 Traffic Volumes & Physical Conditions	0	12,992	4,514	20,000	16,494	53,999.52
Contractual Services	0	0	0	0	0	0.00
1.3 Geographic Information System Maintenance & Update	0	29,164	10,132	30,000	37,024	106,320.70
Contractual Services	43,250	0	0	0	0	43,250.00
	<b>SUBTOTAL</b>	<b>43,250</b>	<b>55,627</b>	<b>19,326</b>	<b>50,000</b>	<b>238,822.53</b>
<b>2.0 LONG RANGE PLANNING</b>						
2.1 Travel Demand/Air Quality Modeling	0	36,429	12,656	0	46,247	95,332.17
Contractual Services	100,000	0	0	0	0	100,000.00
2.2 2040 Metropolitan Transportation Plan Development/Update	0	23,623	8,207	5,000	29,990	66,820.26
	<b>SUBTOTAL</b>	<b>100,000</b>	<b>60,052</b>	<b>20,864</b>	<b>5,000</b>	<b>262,152.43</b>
<b>3.0 SHORT RANGE PLANNING</b>						
3.1 Transportation Improvement Program (TIP)	0	33,716	11,714	2,500	42,802	90,731.44
3.2 Technical Assistance	0	44,918	15,605	33,000	57,024	150,546.81
Contractual Services	25,000	0	0	0	0	25,000.00
3.3 Clean Air Action Program	0	21,619	7,511	18,350	27,446	74,925.41
Contractual Services	25,000	0	0	0	0	25,000.00
3.4 Intelligent Transportation System (ITS)	0	0	0	5,000	0	5,000.00
Contractual Services	0	0	0	0	0	0.00
3.5 Non_Motorized Planning	0	11,751	4,083	3,000	14,918	33,751.71
Contractual Services	0	0	0	0	0	0.00
3.6 Safety Conscious Planning	0	8,086	2,809	3,500	10,265	24,660.11
	<b>SUBTOTAL</b>	<b>50,000</b>	<b>120,089</b>	<b>41,722</b>	<b>65,350</b>	<b>429,615.48</b>
<b>4.0 TRANSPORTATION MANAGEMENT SYSTEMS</b>						
4.1 Pavement Management System	0	26,599	9,241	35,000	33,768	104,607.57
Contractual Services	70,000	0	0	0	0	70,000.00
4.2 Congestion Management System	0	22,956	7,975	40,000	29,143	100,074.43
Contractual Services	70,000	0	0	0	0	70,000.00
4.3 Asset Management***	0	5,898	2,049	4,800	7,488	20,235.85
	<b>SUBTOTAL</b>	<b>140,000</b>	<b>55,453</b>	<b>19,266</b>	<b>79,800</b>	<b>364,917.84</b>
<b>5.0 RIDESHARING</b>						
5.1 Rideshare	0	0	0	0	0	0.00
	<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
<b>6.0 SPECIAL SERVICES PLANNING</b>						
6.1 ADA Compliance	0	0	0	0	0	0.00
6.2 Community Outreach	0	0	0	0	0	0.00
6.3 Administrative Program Support	0	0	0	0	0	0.00
6.4 Website Development	0	0	0	0	0	0.00
6.5 Enterprise Asset Management	0	0	0	0	0	0.00
6.6 Human Resource Planning	0	0	0	0	0	0.00
6.7 Phone System Development	0	0	0	0	0	0.00
6.8 Share Point Development	0	0	0	0	0	0.00
	<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>7.0 PROGRAM COORDINATION</b>						
7.1 Administration	0	113,560	39,454	25,000	144,167	322,180.62
	<b>SUBTOTAL</b>	<b>0</b>	<b>113,560</b>	<b>39,454</b>	<b>25,000</b>	<b>322,180.62</b>
<b>8.0 Land Use Planning</b>						
8.1 Land Use Coordination	0	10,960	3,808	0	13,914	28,682.36
Contractual Services	75,000	0	0	0	0	75,000.00
	<b>SUBTOTAL</b>	<b>75,000</b>	<b>10,960</b>	<b>3,808</b>	<b>0</b>	<b>103,682.36</b>
			<b>FRINGE RATE =</b>		<b>34.74%</b>	
			<b>INDIRECT ALLOCATION RATE =</b>		<b>94.22%</b>	
	<b>TOTALS</b>	<b>408,250</b>	<b>415,742</b>	<b>144,439</b>	<b>225,150</b>	<b>1,721,371.25</b>

GRAND VALLEY METROPOLITAN COUNCIL/TRANSPORTATION DIVISION  
 FY2016-2017 UNIFIED PLANNING WORK PROGRAM

Work Item	GVMC REVENUES						TOTAL
	STP	PL SEC-112	CMAQ	SPR MTF	FTA SEC-5303	LOCAL MATCH	
<b>1.0 DATA BASE MANAGEMENT</b>							
1.1 Demographic & Economic Projections	0	28,854	0	0	0	6,398	35,252.30
1.2 Traffic Volumes & Physical Conditions	0	44,199	0	0	0	9,801	53,999.52
Contractual Services	0	0	0	0	0	0	0.00
1.3 Geographic Information System Maintenance & Update	0	87,024	0	0	0	19,297	106,320.70
Contractual Services	35,400	0	0	0	0	7,850	43,250.00
<b>SUBTOTAL</b>	<b>35,400</b>	<b>160,076</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>43,346</b>	<b>238,822.53</b>
<b>2.0 LONG RANGE PLANNING</b>							
2.1 Travel Demand/Air Quality Modeling	0	78,029	0	0	0	17,303	95,332.17
Contractual Services	0	50,000	0	50,000	0	0	100,000.00
2.2 2040 Metropolitan Transportation Plan Development/Update	0	54,692	0	0	0	12,128	66,820.26
<b>SUBTOTAL</b>	<b>0</b>	<b>182,722</b>	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>29,431</b>	<b>262,152.43</b>
<b>3.0 SHORT RANGE PLANNING</b>							
3.1 Transportation Improvement Program (TIP)	0	74,264	0	0	0	16,468	90,731.44
3.2 Technical Assistance	0	123,223	0	0	0	27,324	150,546.81
Contractual Services	0	0	0	25,000	0	0	25,000.00
3.3 Clean Air Action Program	0	0	59,940	0	0	14,985	74,925.41
Contractual Services	0	0	20,000	0	0	5,000	25,000.00
3.4 Intelligent Transportation System (ITS)	0	4,093	0	0	0	908	5,000.00
Contractual Services	0	0	0	0	0	0	0.00
3.5 Non_Motorized Planning	0	27,626	0	0	0	6,126	33,751.71
Contractual Services	0	0	0	0	0	0	0.00
3.6 Safety Conscious Planning	0	20,184	0	0	0	4,476	24,660.11
<b>SUBTOTAL</b>	<b>0</b>	<b>249,389</b>	<b>79,940</b>	<b>25,000</b>	<b>0</b>	<b>75,286</b>	<b>429,615.48</b>
<b>4.0 TRANSPORTATION MANAGEMENT SYSTEMS</b>							
4.1 Pavement Management System	0	85,621	0	0	0	18,986	104,607.57
Contractual Services	57,295	0	0	0	0	12,705	70,000.00
4.2 Congestion Management System	0	81,911	0	0	0	18,164	100,074.43
Contractual Services	57,295	0	0	0	0	12,705	70,000.00
4.3 Asset Management***	0	0	0	20,236	0	(0)	20,235.85
<b>SUBTOTAL</b>	<b>114,590</b>	<b>167,532</b>	<b>0</b>	<b>20,236</b>	<b>0</b>	<b>62,560</b>	<b>364,917.84</b>
<b>5.0 RIDESHARING</b>							
5.1 Rideshare	0	0	0	0	0	0	0.00
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
<b>6.0 SPECIAL SERVICES PLANNING</b>							
6.1 ADA Compliance	0	0	0	0	0	0	0.00
6.2 Community Outreach	0	0	0	0	0	0	0.00
6.3 Administrative Program Support	0	0	0	0	0	0	0.00
6.4 Website Development	0	0	0	0	0	0	0.00
6.5 Enterprise Asset Management	0	0	0	0	0	0	0.00
6.6 Human Resource Planning	0	0	0	0	0	0	0.00
6.7 Phone System Development	0	0	0	0	0	0	0.00
6.8 Share Point Development	0	0	0	0	0	0	0.00
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>7.0 PROGRAM COORDINATION</b>							
7.1 Administration	0	263,705	0	0	0	58,476	322,180.62
<b>SUBTOTAL</b>	<b>0</b>	<b>263,705</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>58,476</b>	<b>322,180.62</b>
<b>8.0 Land Use Planning</b>							
8.1 Land Use Coordination	0	23,477	0	0	0	5,206	28,682.36
Contractual Services	0	61,388	0	0	0	13,613	75,000.00
<b>SUBTOTAL</b>	<b>0</b>	<b>84,864</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18,818</b>	<b>103,682.36</b>
<b>TOTALS</b>	<b>149,990</b>	<b>1,108,288</b>	<b>79,940</b>	<b>20,236</b>	<b>0</b>	<b>287,917</b>	<b>1,721,371.25</b>

GRAND VALLEY METROPOLITAN COUNCIL/TRANSPORTATION DIVISION  
 FY2016-2017 UNIFIED PLANNING WORK PROGRAM

Work Item	ITP EXPENDITURES				TOTAL
	CONTRACT	SALARY	FRINGES	DIRECT	
<b>1.0 DATA BASE MANAGEMENT</b>					
1.1 Demographic & Economic Projections	0	0	0	0	0
1.2 Traffic Volumes & Physical Conditions	0	0	0	0	0
Contractual Services	0	0	0	0	0
1.3 Geographic Information System Maintenance & Update	0	0	0	0	0
Contractual Services	0	0	0	0	0
	<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>2.0 LONG RANGE PLANNING</b>					
2.1 Travel Demand/Air Quality Modeling	0	0	0	0	0
2.2 2040 Metropolitan Transportation Plan Development/Update	0	0	0	0	0
	<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>3.0 SHORT RANGE PLANNING</b>					
3.1 Transportation Improvement Program (TIP)	0	0	0	0	0
3.2 Technical Assistance	0	0	0	0	0
Contractual Services					
3.3 Clean Air Action! Program	0	0	0	0	0
Contractual Services	0	0	0	0	0
3.4 Intelligent Transportation System (ITS)	0	0	0	0	0
Contractual Services	0	0	0	0	0
3.5 Non_Motorized Planning	0	0	0	0	0
Contractual Services	0	0	0	0	0
3.6 Safety Conscious Planning					
	<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>4.0 TRANSPORTATION MANAGEMENT SYSTEMS</b>					
4.1 Pavement Management System	0	0	0	0	0
Contractual Services	0	0	0	0	0
4.2 Congestion Management System	0	0	0	0	0
Contractual Services	0	0	0	0	0
4.3 Asset Management***					
	<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>5.0 RIDESHARING</b>					
5.1 Rideshare	30,000	0	0	113,000	143,000
	<b>SUBTOTAL</b>	<b>30,000</b>	<b>0</b>	<b>113,000</b>	<b>143,000</b>
<b>6.0 SPECIAL SERVICES PLANNING</b>					
6.1 ADA Compliance	53,560	0	0	13,390	66,950
6.2 Community Outreach	72,000	0	0	18,000	90,000
6.3 Administrative Program Support	97,080	0	0	24,270	121,350
6.4 Website Development	65,000	0	0	5,000	70,000
6.5 Enterprise Asset Management	13,600	0	0	3,400	17,000
6.6 Human Resource Planning	80,000	0	0	20,000	100,000
6.7 Phone System Development	48,000	0	0	12,000	60,000
6.8 Share Point Development	96,000	0	0	24,000	120,000
	<b>SUBTOTAL</b>	<b>525,240</b>	<b>0</b>	<b>120,060</b>	<b>645,300</b>
<b>7.0 PROGRAM COORDINATION</b>					
7.1 Administration	0	0	0	0	0
	<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>8.0 Land Use Planning</b>					
8.1 Land Use Coordination	0	0	0	0	0
Contractual Services	0	0	0	0	0
	<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTALS</b>	<b>555,240</b>	<b>0</b>	<b>233,060</b>	<b>788,300</b>

GRAND VALLEY METROPOLITAN COUNCIL/TRANSPORTATION DIVISION  
 FY2016-2017 UNIFIED PLANNING WORK PROGRAM

Work Item	ITP REVENUES						CTF MATCH	ITP MATCH	TOTAL
	CMAQ	CMAQ MATCH	FTA SEC 5339	FTA-5339 MATCH	FTA SEC 28(c)	FTA SEC 5307			
<b>1.0 DATA BASE MANAGEMENT</b>									
1.1 Demographic & Economic Projections	0	0	0	0	0	0	0	0	0
1.2 Traffic Volumes & Physical Conditions	0	0	0	0	0	0	0	0	0
Contractual Services	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
Contractual Services	0	0	0	0	0	0	0	0	0
SUBTOTAL	0	0	0	0	0	0	0	0	0
<b>2.0 LONG RANGE PLANNING</b>									
2.1 Travel Demand/Air Quality Modeling	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
SUBTOTAL	0	0	0	0	0	0	0	0	0
<b>3.0 SHORT RANGE PLANNING</b>									
3.1 Transportation Improvement Program (TIP)	0	0	0	0	0	0	0	0	0
3.2 Technical Assistance	0	0	0	0	0	0	0	0	0
Contractual Services	0	0	0	0	0	0	0	0	0
3.3 Clean Air Action/ Program	0	0	0	0	0	0	0	0	0
Contractual Services	0	0	0	0	0	0	0	0	0
3.4 Intelligent Transportation System (ITS)	0	0	0	0	0	0	0	0	0
Contractual Services	0	0	0	0	0	0	0	0	0
3.5 Non_Motorized Planning	0	0	0	0	0	0	0	0	0
Contractual Services	0	0	0	0	0	0	0	0	0
3.6 Safety Conscious Planning	0	0	0	0	0	0	0	0	0
SUBTOTAL	0	0	0	0	0	0	0	0	0
<b>4.0 TRANSPORTATION MANAGEMENT SYSTEMS</b>									
4.1 Pavement Management System	0	0	0	0	0	0	0	0	0
Contractual Services	0	0	0	0	0	0	0	0	0
4.2 Congestion Management System	0	0	0	0	0	0	0	0	0
Contractual Services	0	0	0	0	0	0	0	0	0
4.3 Asset Management***	0	0	0	0	0	0	0	0	0
SUBTOTAL	0	0	0	0	0	0	0	0	0
<b>5.0 RIDESHARING</b>									
5.1 Rideshare	143,000	0	0	0	0	0	0	0	143,000
SUBTOTAL	143,000	0	0	0	0	0	0	0	143,000
<b>6.0 SPECIAL SERVICES PLANNING</b>									
6.1 ADA Compliance	0	0	0	0	0	53,660	13,390	0	66,950
6.2 Community Outreach	0	0	0	0	0	72,000	18,000	0	90,000
6.3 Administrative Program Support	0	0	0	0	0	97,080	24,270	0	121,350
6.4 Website Development	0	0	0	0	0	56,000	14,000	0	70,000
6.5 Enterprise Asset Management	0	0	0	0	0	13,600	3,400	0	17,000
6.6 Human Resource Planning	0	0	0	0	0	80,000	20,000	0	100,000
6.7 Phone System Development	0	0	0	0	0	48,000	12,000	0	60,000
6.8 Share Point Development	0	0	0	0	0	96,000	24,000	0	120,000
SUBTOTAL	0	0	0	0	0	516,240	129,060	0	645,300
<b>7.0 PROGRAM COORDINATION</b>									
7.1 Administration	0	0	0	0	0	0	0	0	0
SUBTOTAL	0	0	0	0	0	0	0	0	0
<b>8.0 Land Use Planning</b>									
8.1 Land Use Coordination	0	0	0	0	0	0	0	0	0
Contractual Services	0	0	0	0	0	0	0	0	0
SUBTOTAL	0	0	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>143,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>516,240</b>	<b>129,060</b>	<b>0</b>	<b>788,300</b>

GRAND VALLEY METROPOLITAN COUNCIL/TRANSPORTATION DIVISION  
 FY2016-2017 UNIFIED PLANNING WORK PROGRAM

Work Item	MDOT		MDOT		TOTAL	AGENCY GRAND TOTAL
	EXPENDITURES	SPR	REVENUES MATCH			
<b>1.0 DATA BASE MANAGEMENT</b>						
1.1 Demographic & Economic Projections	2,500	2,000	500		2,500	37,300
1.2 Traffic Volumes & Physical Conditions	0	0	0		0	58,444
Contractual Services	0	0	0		0	0
1.3 Geographic Information System Maintenance & Update	0	0	0		0	107,802
Contractual Services	1,000	800	200		1,000	44,250
	<b>SUBTOTAL</b>	<b>3,500</b>	<b>2,800</b>	<b>700</b>	<b>3,500</b>	<b>247,796</b>
<b>2.0 LONG RANGE PLANNING</b>						
2.1 Travel Demand/Air Quality Modeling	17,700	14,160	3,540		17,700	142,883
2.2 2040 Metropolitan Transportation Plan Development/Update	10,000	8,000	2,000		10,000	76,028
	<b>SUBTOTAL</b>	<b>27,700</b>	<b>22,160</b>	<b>5,540</b>	<b>27,700</b>	<b>218,911</b>
<b>3.0 SHORT RANGE PLANNING</b>						
3.1 Transportation Improvement Program (TIP)	6,500	5,200	1,300		6,500	97,315
3.2 Technical Assistance	6,500	5,200	1,300		6,500	172,917
Contractual Services	0	0	0		0	50,000
3.3 Clean Air Action! Program	0	0	0		0	74,927
Contractual Services	0	0	0		0	25,000
3.4 Intelligent Transportation System (ITS)	10,000	8,000	2,000		10,000	15,000
Contractual Services	0	0	0		0	0
3.5 Non_Motorized Planning	6,500	5,200	1,300		6,500	39,170
Contractual Services	0	0	0		0	0
3.6 Safety Conscious Planning	0	0	0		0	25,788
	<b>SUBTOTAL</b>	<b>29,500</b>	<b>23,600</b>	<b>5,900</b>	<b>29,500</b>	<b>500,118</b>
<b>4.0 TRANSPORTATION MANAGEMENT SYSTEMS</b>						
4.1 Pavement Management System	3,500	2,800	700		3,500	107,766
Contractual Services	0	0	0		0	70,000
4.2 Congestion Management System	3,000	2,400	600		3,000	102,354
Contractual Services	0	0	0		0	70,000
4.3 Asset Management***	0	0	0		0	20,001
	<b>SUBTOTAL</b>	<b>6,500</b>	<b>5,200</b>	<b>1,300</b>	<b>6,500</b>	<b>370,121</b>
<b>5.0 RIDESHARING</b>						
5.1 Rideshare	0	0	0		0	143,000
	<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>143,000</b>
<b>6.0 SPECIAL SERVICES PLANNING</b>						
6.1 ADA Compliance	0	0	0		0	66,950
6.2 Community Outreach	0	0	0		0	90,000
6.3 Administrative Program Support	0	0	0		0	121,350
6.4 Website Development	0	0	0		0	70,000
6.5 Enterprise Asset Management	0	0	0		0	17,000
6.6 Human Resource Planning	0	0	0		0	100,000
6.7 Phone System Development	0	0	0		0	60,000
6.8 Share Point Development	0	0	0		0	120,000
	<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>645,300</b>
<b>7.0 PROGRAM COORDINATION</b>						
7.1 Administration	20,000	16,000	4,000		20,000	343,169
	<b>SUBTOTAL</b>	<b>20,000</b>	<b>16,000</b>	<b>4,000</b>	<b>20,000</b>	<b>343,169</b>
<b>8.0 Land Use Planning</b>						
8.1 Land Use Coordination	5,000	4,000	1,000		5,000	33,441
Contractual Services	0	0	0		0	85,832
	<b>SUBTOTAL</b>	<b>5,000</b>	<b>4,000</b>	<b>1,000</b>	<b>5,000</b>	<b>119,274</b>
	<b>TOTALS</b>	<b>92,200</b>	<b>73,760</b>	<b>18,440</b>	<b>92,200</b>	<b>2,587,689</b>

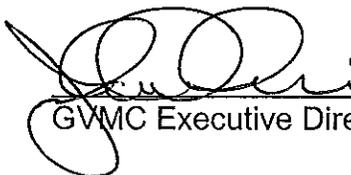
## RESOLUTION OF APPROVAL FOR FY2017 UNIFIED PLANNING WORK PROGRAM

Resolution of the Grand Valley Metropolitan Council approving the Unified Planning Work Program for the Fiscal Year 2017

**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 2017.

  
\_\_\_\_\_  
GVMC Executive Director, John Weiss

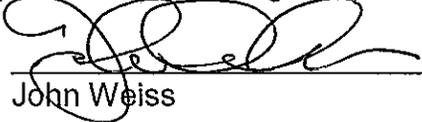
6.2.2016  
Date

## 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

6.2.2016  
\_\_\_\_\_  
Date

Michigan Department of Transportation

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Appendix E**

**CERTIFICATE OF INDIRECT COSTS**

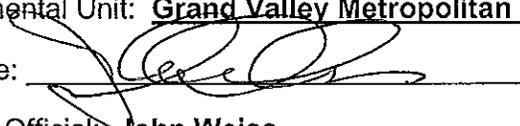
This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal for the fiscal year starting October 1, 2016 to establish billing or final indirect costs rates for fiscal year ending September 30, 2017 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 **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: Dennis Hoemke (supervisor@algotatwp.org)*

*Technical Committee Representative: Dennis Hoemke*

10531 Algoma NE

Rockford, Michigan 49341

Phone (616) 866 -1583

#### **Allendale Township**

*Policy Committee Representative: Jerry Alkema (jalkema@altelco.net)*

*Technical Committee Representative: Jerry Alkema*

6676 Lake Michigan Drive, PO Box 539

Allendale, Michigan 49401

Phone (616) 895-6295

#### **Alpine Township**

*Policy Committee Representative: Alex Arends (a.arends@alpinetwp.org)*

*Technical Committee Representative: Alex Arends*

5255 Alpine Ave NW

Comstock Park, Michigan 49341

Phone (616) 784-1262

#### **Byron Township**

*Policy Committee Representative: Audrey Nevins Weiss (anevins2003@aol.com)*

*Technical Committee Representative: Audrey Nevins Weiss*

8085 Byron Center SW

Byron Center, Michigan 49315

Phone (616) 878-1222

#### **Caledonia Township**

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

*Technical Committee Representative:*

8495 Woodland Forest

Alto, Michigan 49302

Phone (616) 891-0070

**Caledonia, Village of**

*Policy Committee Representative:*

*Technical Committee Representative: Sandy Ayres (sandy@villageofcaledonia.org)*

250 Maple

Caledonia, MI 49316

Phone (616) 891-9384

**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: Thad Taylor (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: Don Hilton, Sr. (don.hilton@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: Brian Ryks (bryks@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@grandrapidstwp.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: Ron Carr (carr@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)*  
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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: Dave Pasquale (dpasquale@ci.lowell.mi.us)*

*Dennis Kent-alternate (kentd@michigan.gov)*

*Technical Committee Representative: Ron Woods (rwoods@ci.lowell.mi.us)*

*Dennis Kent-alternate*

301 E. Main St.

Lowell, Michigan 49331

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**Michigan Department of Transportation**

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

*Technical Committee Representative: Darrell Harden (hardend1@michigan.gov)*

Van Wagoner Building

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Lansing, MI 48909

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**Nelson Township**

*Policy Committee Representative: Tom Noreen (supervisor@nelsontownship.org)*

*Technical Committee Representative: Tom Noreen*

2 Maple Street— PO Box 109

Sand Lake, MI 49343

Phone (616) 636-5332

**Ottawa County Board of Commissioners**

*Policy Committee Representative: Jim Holtvluwer (jholtvluwer@miottawa.org)*

*Technical Committee Representative: Jim Holtvluwer*

12220 Fillmore Street, Room 310

West Olive, Michigan 49460

Phone (616) 669-6523

**Ottawa County Road Commission**

*Policy Committee Representative: Jim Miedema (jmiedema46@gmail.com)*

*Tim Grifhorst - alternate (tgrifhorst@aol.com)*

*Technical Committee Representative: Brett Laughlin (BALaughlin@ottawacorc.com)*

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**Plainfield Charter Township**

*Policy Committee Representative: Cameron Van Wyngarden*

*(vanwyngardenc@plainfieldchartertp.org)*

*Technical Committee Representative: Bill Fischer (fischerb@plainfieldchartertp.org)*

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Belmont, Michigan 49306

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**Rockford, City of**

*Policy Committee Representative: Jamie Davies (jdavies@rockford.mi.us)*  
*Technical Committee Representative: Phil Vincent (pvincent@rockford.mi.us)*  
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**Sand Lake, Village of**

*Policy Committee Representative: Roger Towsley (no email)*  
*Technical Committee Representative: Roger Towsley*  
2 East Maple St.  
Post Office Box 139  
Sand Lake, Michigan 49343  
Phone (616) 636-8854

**Sparta, Village of**

*Policy Committee Representative: Julius Suchy (jsuchy@spartami.org)*  
*Technical Committee Representative: Julius Suchy*  
160 E. Division Street  
Sparta, Michigan 49345  
Phone: (616) 887-8863

**Tallmadge Township**

*Policy Committee Representative: Toby Van Ess (tvaness@tallmadge.com)*  
*Technical Committee Representative: Toby Van Ess*  
0-1451 Leonard St. NW  
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**Walker, City of**

*Policy Committee Representative: Darrel Schmalzel(dschmalz@ci.walker.mi.us)*  
*Technical Committee Representative: Scott Connors (sconnors@ci.walker.mi.us)*  
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**Wyoming, City of**

*Policy Committee Representatives: Rich Pastoor (pastoor@wyomingmi.gov)*  
*Jack Poll (pollj@wyomingmi.gov)*  
*Technical Committee Representative: Bill Dooley (dooleyb@wyomingmi.gov)*  
*Tim Cochran (cochran@wyomingmi.gov)*  
1155 28<sup>th</sup> Street – PO Box 905  
Grand Rapids, Michigan 49509  
Phone (616) 530-7226