The Grand Valley Metropolitan Council

UNIFIED PLANNING WORK PROGRAM

Fiscal Year 2019

Proposed May, 2018 *Submitted June, 2018*

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Credit/Disclaimer Statement

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

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Introduction

The FY2019 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, 2018 and ending September 30, 2019. The FY2019 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), 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 the 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 the 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.

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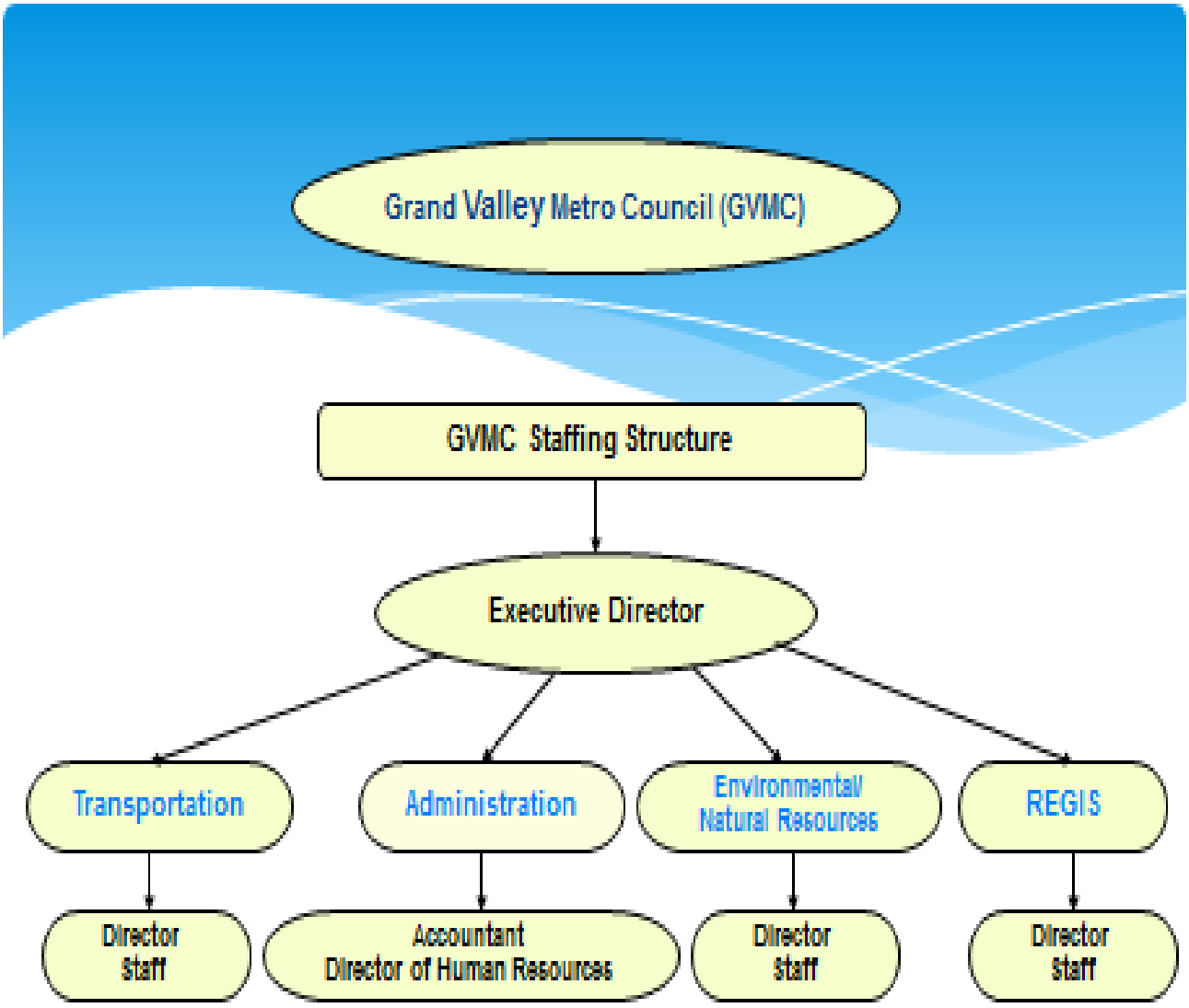
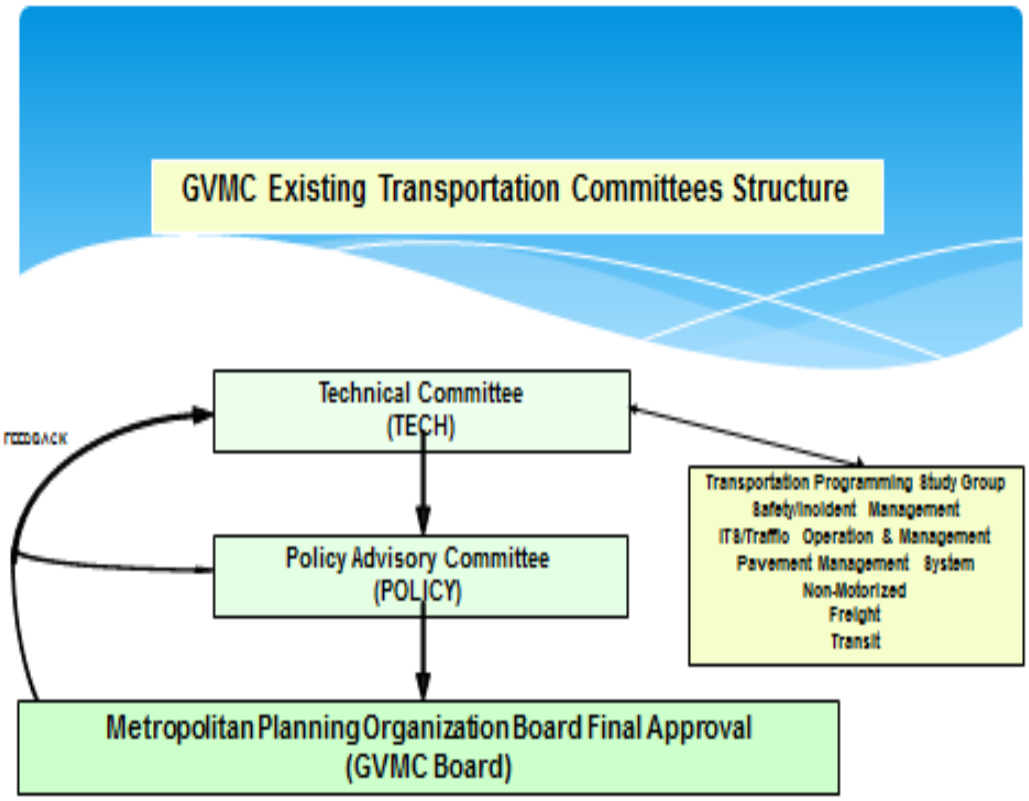
Figure 1


Grand Valley Metro Council (GVMC)
GVMC Staffing Structure
Executive Director
Transportation
Administration
Environmental/ Natural Resources
REGIS
Director Staff
Accountant Director of Human Resources
Director Staff
Director Staff



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.

The activities of ITP, 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 changes regarding metropolitan planning called for in the FAST Act, as stated in the Final Rule on Statewide and Nonmetropolitan Transportation Planning and Metropolitan Transportation Planning, which was published in the Federal Register on May 27, 2016.

In the 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 Program (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): FAST ACT §§1106, 1112-1113, 1201-1203; 23 USC 119, 134-135, 148-150

The Metropolitan Planning program under FAST Act provides funding for the integration of transportation planning processes in the MPOs into a unified metropolitan transportation planning process, culminating in the preparation of a multimodal transportation metropolitan plan for the MPO. Title 23 of the United States Code, section 134(f) (revised in SAFETEA-LU section 6001(h)), describes Federal Planning Factors issued by Congress to emphasize planning factors from a national perspective. Under the FAST Act, the original eight planning factors remain unchanged, and two new planning factors have been added: (1) improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation and (2) enhance travel and tourism. The increased focus level and activities regarding these issues is the result to the FAST Act identified ten 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 ten 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

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- 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

- Emphasize the preservation of the existing transportation system

- Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation

- Enhance travel and tourism

Each of these factors is addressed through various work program tasks selected for FY2019, as shown in Table 2 on page 21:

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 the FAST Act, several federal planning emphasis areas were also considered during the development of the UPWP. These planning areas are described below:

FY 2019 Michigan Planning Program Emphasis Areas

1. Performance-Based Planning and Programming
    a. Stay engaged in Michigan initiatives and national training opportunities
    b. Incorporate performance measures and targets into goals and objectives
    c. Document expected benefit of projects in TIPs and LRTPs and how they will contribute to accomplishing performance targets
    d. Evaluate the benefits/performance of TIP and LRTP projects to determine progress toward performance goals

2. Long Range Transportation Planning

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a. Meet requirements of new performance measure planning regulations
b. Improve documentation and consideration of environmental consultation with outside environmental agencies including federal, state, and local partners
c. Advance Environmental Justice analysis, as needed, such as the inclusion of accessibility measures

3. TIP Improvements
    a. Meet requirements of new performance measures
    b. Streamline the TIP development, project prioritization, and amendment process to more efficiently deliver the program
    c. Work cooperatively to implement the next phase of JobNet development

Each of these areas is addressed through various work program tasks/subtasks included for FY2019, as shown below:

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Table 1

Planning Emphasis Area/UPWP Planning Task	Performance-Based Planning	Long Range Transportation Planning	TIP Improvements
Demographic & Economic Projections		x	
Traffic Volumes & Physical Conditions	x	x	x
GIS System Maintenance & Update		x	
Travel Demand/Air Quality Modeling	x	x	
2040 Metropolitan Transportation Plan	x	x	
Transportation Improvement Program	x		x
Technical Assistance	x	x	x
Clean Air Action! Program		x	
Freight Planning	x	x	x
Nonmotorized Planning	x	x	x
Safety Conscious Planning	x	x	x
Pavement Management System	x	x	x
Congestion Management System	x	x	x
Asset Management	x	x	x
Administration	x	x	x
Land Use Monitoring and Coordination		x	

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In order to meet 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 conform with performance-based planning and programming as required by the 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, in cooperation 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 the FAST Act.

RIDESHARING - Providing 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.

PLANNING PROJECTS - 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

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maintaining transit related American with Disabilities Act (ADA) awareness and Federal Transit Administration (FTA) compliance. ITP, with assistance from local agencies and consultants, as well as the disabled community, will review current procedures to ensure continued federal compliance with the ADA.

The Program Support Administration Task is for continued progress in the Rapid's studies and evaluation of transit and other multi-modal projects. It includes studies relating to management, operations, safety, economic feasibility, procurement, ADA regulations , Disadvantaged Business Enterprise (DBE), Equal Employment Opportunity (EEO), Title VI Compliance, asset management, Federal Transit Administration (FTA) regulations and the Triennial Review Process.

The objective of the Comprehensive Operational Analysis (COA) task is to conduct a Comprehensive Operational Analysis (COA) on the Rapid services. A COA is a thorough review of all transit services to determine inefficiencies and more effective ways to deliver services. In addition, the Align Transit Improvement Study has outlined several service priorities that are folded into the Rapid's Short Range Plan. This COA will review all of The Rapid's services to determine the best cost-effective service delivery options while simultaneously delivering improvements as outlined in the Short Range Plan where possible.

Other tasks include short range planning to update The Rapid's Short Range Transportation Plan, which includes refining the recommendations of the Align Transit Study to be ready for project development and/or implementation, and Human Resources Planning, which will 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, succession planning, management training for new management/supervisory staff, HR policies and procedures training for staff, ongoing ergonomics updates and training, benefit strategies, wellness initiatives and investment counseling.

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. This task will also provide a platform to encourage and support regional cooperation and consolidation of regional transportation services.

LAND USE MONITORING AND TRANSPORTATION COORDINATION - Linking land use decision-making and transportation planning throughout the region in a more effective way. Priorities include monitoring the development of local land use and transportation plans and coordinating with regional partners; updating land use related socio-economic data for use in the travel demand model (TDM); ongoing meetings with GVMC membership to coordinate local plans and policies related to land use and transportation with the intention of bringing about region-wide consensus for sustainable development and providing support for the basic elements of livability, environmental protection/enhancement, economic viability and performance measures; updating socio-economic (SE) land use data for use in the travel demand model; scenario planning;

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other long- and short-range planning needs studies in compliance with the Planning and Environmental Linkages (PEL) process; and collaborating with REGIS to contribute to the maintenance of the regional zoning and future land use geodatabases.

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.

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Major Transportation Priorities

GVMC

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 FY2019 UPWP is governed by federal and state mandates from the 1990 Clean Air Act Amendments (CAAA); Sec 134 Title 23, USC (Metropolitan Transportation Planning); Title VI of the Civil Rights Act; and the Americans with Disabilities Act. Specific planning activities are explained in each of the program items contained in this document.

This year's budget includes funding for the development of several new and/or updated documents, including the FY2020-2023 TIP and the initial stages of the 2045 MTP, which will be finalized and adopted in FY2020. GVMC's nonmotorized plan will also be updated to allow for early project development and funding through the Metropolitan Transportation Planning process and the Transportation Improvement Program. As part of the development of these documents, the budget includes funding for implementing a revised public participation plan and enhanced consultation process in compliance with the FAST Act. In addition, GVMC will address Environmental Justice and transportation accessibility, as well as develop/update processes 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 FAST Act planning regulations.

GVMC staff will work closely with local officials, interest groups, and state and federal transportation partners to further integrate freight planning into the transportation planning process and develop a freight plan. Staff will collaborate 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 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. GVMC will maintain the current Motor Vehicles Emissions Simulation (MOVES) model, MOVES2014a. The task will include collecting data and testing the accuracy of the MOVES2014a model. Staff will also run a travel demand model deficiencies analysis and perform travel demand forecasting for analysis of impacts of existing and future development on congestion and air quality.

GVMC will participate in studies identified in the 2040 Metropolitan Transportation Plan. These studies will be undertaken cooperatively with MDOT and the Transit Agencies.

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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 studies.

GVMC, through the transportation committees, will continue participation in enhancing/implementing the 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.

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 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 FAST Act compliant FY2017-2020 Transportation Improvement Program (TIP).

Interurban Transit Partnership (ITP)

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.

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

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

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Planning Projects will include:

- ADA Planning/Compliance: The objective is to plan, implement and maintain policies, procedures and training methods for maintaining transit related American with Disabilities Act (ADA) awareness and Federal Transit Administration (FTA) compliance. Staff, with assistance from local agencies and consultants, as well as the disabled community, will review current procedures to ensure continued federal compliance with the Americans with Disabilities Act.
- Program Support Administration: The objective is for continued progress in The Rapid's studies and evaluation of transit and other multi-modal projects. Studies relating to management, operations, safety, economic feasibility, procurement, American with Disabilities Act (ADA) regulations, Disadvantaged Business Enterprise (DBE), Equal Employment Opportunity (EEO), Title VI compliance, asset management, Federal Transit Administration (FTA) regulations and the Triennial Review process. Staff attendance at various industry conferences and workshops including American Public Transportation Association (APTA) and Michigan Public Transportation Association (MPTA) seminars to remain current with the continuous updates in the transit industry and compliant with the regulations set by the FTA as well as accepted industry practice.
- Comprehensive Operational Analysis (COA): The objective of these funds will be to conduct a Comprehensive Operational Analysis (COA) on The Rapid services. A COA is a thorough review of all transit services to determine inefficiencies and more effective ways to deliver services. In addition, the Align Transit Improvement Study has outlined several service priorities that are folded into the Rapid's Short Range Plan. This COA will review all of The Rapid's services to determine the best cost-effective service delivery options while simultaneously delivering improvements as outlined in the Short Range Plan where possible.
- 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, succession planning, management training for new management/supervisory staff, HR policies and procedures training for staff, ongoing ergonomics updates and training, benefit strategies, wellness initiatives and investment counseling. Consultant assistance in reaching EEO and Diversity goals which are required by FTA/EEOC. Continued 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.
- Short Range Transportation Plan: The objective of these funds will be to update The Rapid's Short Range Transportation Plan. This includes refining the recommendations of the Align Transit Study to be ready for project development and/or implementation. Possible activities include the refinement of service recommendations, potential 3rd BRT, enhanced bus, and/or limited-stop express bus along corridors to be determined by the Corridor Selection and Refinement Study. The refinement process will position The Rapid to enter into project development and will create a plan for implementation. Also included in this plan

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update are REGIS dues for data analysis and consultant assistance.

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.

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The Planning Process

The 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 64).

The MPO staff and committees will continue to integrate planning processes used by MDOT, ITP, and GVMC as called for by the 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 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 planning process.

The MPO staff, along with participating agencies, will review the process during the fiscal year and will make needed changes to meet 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.

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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, the FAST Act, various statutes from the state and federal level, the 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 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 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, the original eight planning factors remain unchanged, and two new planning factors have been added: (1) improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation and (2) enhance travel and tourism. \

The increased focus level and activities regarding these issues are the result to the FAST Act identified ten 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 FAST Act planning areas and the applicable UPWP tasks.

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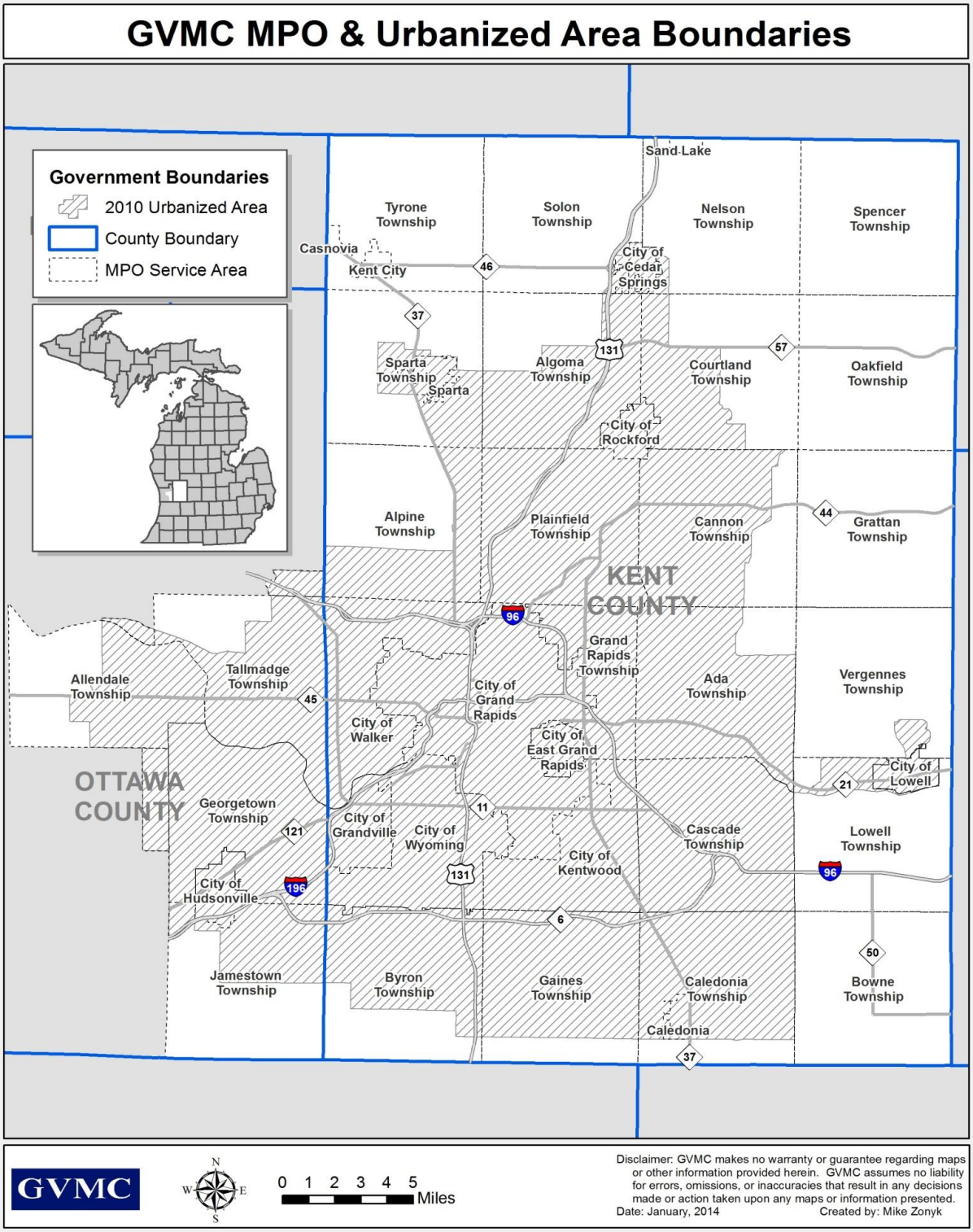
Table 2- FAST ACT PLANNING - UPWP WORK TASK MATRIX

Planning Factor UPWP Task	Economic Vitality	Increase Safety	System Security	Accessibility	Protect Environment	Integration of System	Efficiency	System Preservation	Resiliency & Reliability	Travel and Tourism
Land Use Coord. Demographic/Economic Pro.	x	x	x	x	x	x	x	x	x	x
Traffic Volume & Physical C.	x	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	x	x
Transportation Improvement Program Update	x	x	x	x	x	x	x	x	x	x
Technical Assistance	x	x	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	x	x
Safety Conscious Planning	x	x	x			x	x	x	x	x
Pavement Management Sys.	x			x		x	x	x	x	x
Congestion Management Sys.	x	x	x	x	x	x	x	x	x	
Asset Management	x			x		x	x	x	x	
Rideshare	x			x	x	x	x		x	
ADA Planning/Compliance	x	x	x	x	x	x				
Program Support Administration	x	x	x	x	x	x	x			
Comprehensive Operational Analysis (COA)	x	x	x	x	x	x	x		x	
Human Resources Planning	x	x	x	x		x	x			
Short Range Plan	x	x		x		x	x			
Administration	x	x	x	x	x	x	x	x		
Land Use and Transportation Coordination	x	x	x	x	x	x	x	x	x	x

GVMC Study Area Map



Funding Sources for FY2018-2019 Planning Activities

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

FHWA Planning grant funds (also known as "PL" or metropolitan planning funds)
Federal planning funds can be used for up to 81.85 percent of a project, with a required 18.15 percent match typically provided by local governments.

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

FTA Section 5303 and 5307 grant funds
Section 5303 funds are federal funds designated for transit planning and research activities. Up to 80 percent federal funds can be used for a project. The remaining 20 percent match is typically provided by local governments.

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

FHWA Congestion Mitigation/Air Quality Program (CMAQ) funds
Federal CMAQ funds can be used for up to 80 percent of a project, with a required 20 percent match typically provided by local governments.

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

GVMC FY2018-19 MPO Revenue Estimates	
STP-U	$150,000
CMAQ	$80,000
SECTION-5303	$0.00
PL-112	$1,134,212
SPR	$0.00
State Asset Management	$25,000
Local Match Required	$305,402
TOTAL	$1,694,614

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Funding Estimates by Agency for FY2018-2019 Planning Activities

GVMC

For FY2019, 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 FY2019 appropriation is estimated at $1,134,212, which does not include any previously obligated unspent funding. The FTA Section 5303 planning funds are flexed to PL funds. The match is based on the 81.85/18.15 federal matching requirements.

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

STP Funds: A total of $150,000 is budgeted for FY2019 which does not include unspent funds from FY2018. 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 $0 SPR funds are budgeted for FY2019. SPR funds are 100% matched by the state.

CMAQ Funds: A total of $80,000 is budgeted for FY2019 which does not include carry over funds from FY2018. GVMC will use CMAQ funds to support the Clean Air Action Program. CMAQ monies are provided, for this fiscal year, on an 80/20 matching basis, with 20 percent of the total cost from non-federal sources.

MTF Funds: A total of $25,000 of MTF funds are budgeted for FY2019. 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 $600,216.

The Grand Valley Metropolitan Council MPO members will provide local match funds ($305,402) for the related MPO activities specified in this document.

ITP

The upcoming fiscal year, FY2019, ITP has programmed funds for UPWP activities from two different sources: FTA Section 5307 and the Congestion Mitigation/Air Quality (CMAQ) program. Additional information concerning section 5307 funds is provided below.

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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 FY2019 $821,950 is budgeted from Section 5307. All Section 5307 funds programmed for FY2019 UPWP activities will be needed to complete this work, and no carryover monies from the FY2018 program will be available for use in FY2019.

Section 5307 funds must be matched with a 20 percent non-federal share. For FY2019, $164,390 will be provided from MDOT funds for planning work.

Ridesharing: Continuation of rideshare services and funding are included in the FY2019 UPWP. A total budget of $157,575 has been allocated to support rideshare services. The funding for this program is 100% federal. ITP will utilize these funds to operate the West Michigan Rideshare program in-house.

Proposed FY 2019 Unified Planning Work Program Projects

Description	**Total Costs**
Section 5307	
ADA Compliance	$66,950
Program Support Administration	$60,000
Comprehensive Operational Analysis	$500,000
Human Resource Planning	$100,000
Short Range Transportation Plan	$95,000
Total	**$821,950**
CMAQ	
Ridesharing	$157,575
Total	**$157,575**

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1.0 Database Management

1.1 Demographic and Economic Projections

Objectives

- Monitor community development, collect demographic and development information, and maintain up-to-date Traffic Analysis Zone (TAZ) records.
- Provide information to local units of government officials and the public as requested.
- Provide data to the travel demand model.

Procedures and Tasks

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

Task/Product Timeline

Activity/Product	Timeline
Census Data Update	As Released
GIS Data Layers	Year Long Activity
Maps, charts and reports of census and TAZ data to be presented to GVMC committees and other interested parties.	January

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Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	$0.00	Person Weeks	9.25
PL-112	$31,180.63	Salaries	$8,500.94
CMAQ	$0.00	Fringes	$3,165.95
MDOT-SPR	$0.00	Direct Cost	$15,000.00
FTA-Sec 5303	$0.00	Indirect Cost	$11,427.96
GVMC- Match	$6,914.21	Contractual-SPR	N/a
ITP-Match	N/A	Contractual-STP	N/a
STP-FLEX	N/A	Contractual-PL-112	N/a
		Contractual-Sec-5303	N/a
TOTAL	$38,094.85	TOTAL	$38,094.85

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1.2 Traffic Volumes and Physical Conditions

Objectives

- 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.
- Schedule traffic data collection, provide technical assistance, and maintain traffic data files.
- 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.
- Collect Highway Performance Monitoring System (HPMS) data, which is used for national trends and for air quality conformity monitoring.
- Use the data collected to support the development of technical analysis tools as required by the planning process.

Procedures and Tasks

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

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Product/Task Timeline

Activity/Product	Timeline
Data Collection	April Thru October
Traffic Data Report	January
HPMS Report	May
Attendance at MDOT HPMS training workshops	Year Long Activity
Comprehensive update of the MS2Soft traffic count database and REGIS dataset.	November
Counting supplies purchase for our MPO members.	March

Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	$0.00	Person Weeks	9.10
PL-112	$32,181.09	Salaries	$8,950.85
CMAQ	$0.00	Fringes	$3,333.51
MDOT-SPR	$0.00	Direct Cost	$15,000.00
FTA-Sec 5303	$0.00	Indirect Cost	$12,032.79
GVMC- Match	$7,136.06	Contractual-SPR	N/a
ITP-Match	N/A	Contractual-STP	$0.00
STP-FLEX	N/A	Contractual-PL-112	N/a
		Contractual-Sec-5303	N/a
TOTAL	$39,317.16	TOTAL	$39,317.16

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1.3 Transportation Geographic Information System Maintenance & Update

Objectives

- *Primary objective:* update and expand the GVMC database for the Transportation Geographic Information System (TGIS) developed in 1997, which incorporates all of the transportation-related databases into a TransCad/GIS platform.
- Verify that the data in the TGIS is current and as up-to-date as the data itself.
- Add additional information to the TGIS under this work item, such as data for the pavement and congestion management systems, and other various transportation variables.
- Work with the Regional Geographic Information System (REGIS) department to develop, build, and input all transportation data and planning tools for the Grand Rapids metro area into the REGIS system.
- Provide mapping data and manage the transportation system as a technical tool used in the planning process.
- Provide mapping capabilities for all members for use in needs studies.

Procedures and Tasks

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

Task Timeline

Activity/Product	Timeline
GIS Database Update	Year Long Activity
REGIS Database Update	Monthly
Provide data, maps and reports to our members upon request in GIS format for transportation related study needs.	As Needed

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Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	$35,400.13	Person Weeks	19.50
PL-112	$59,230.06	Salaries	$19,274.62
CMAQ	$0.00	Fringes	$7,178.33
MDOT-SPR	$0.00	Direct Cost	$20,000.00
FTA-Sec 5303	$0.00	Indirect Cost	$25,911.21
GVMC- Match	$20,983.97	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
TOTAL	$115,614.16	TOTAL	$115,614.16

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2.0 Long Range Planning

2.1 Travel Demand/Air Quality Modeling

Objectives

- 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 perform validation and simulation runs.
- Use the model to monitor/analyze system performance due to the impacts of capacity-related projects, and transportation investment/land use scenarios.
- Perform Travel Demand Modeling tasks associated with the development of the 2045 MTP.

Procedures and Tasks

In preparation of the adoption of the 2045 MTP in 2020, GVMC staff will ensure the travel demand model is up to date with current and future socioeconomic and network conditions. Staff will also use the TDM to run base year and future year analyses for the Plan.

As part of routine model maintenance, staff will use revised Census data to refine trip purposes, generation rates and trip lengths; perform speed studies to verify model speeds and input into the Air Quality model if it's necessary; and produce summaries of the results and validation report.

Task/Product Timeline

Activity/Product	Timeline
Technical Report describing the process used in expanding, updating, and validating the model.	October
A technical report detailing system performance based on adopted performance measures by the MPO.	September
Maps & Data	Year Long Activity
Air Quality Data	Year Long Activity

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Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	$0.00	Person Weeks	30.00
PL-112	$120,160.61	Salaries	$42,381.37
CMAQ	$0.00	Fringes	$15,783.83
MDOT-SPR	$3,333.33	Direct Cost	$25,000.00
FTA-Sec 5303	$0.00	Indirect Cost	$56,974.01
GVMC- Match	$31,645.27	Contractual-SPR	$3,333.33
ITP-Match	N/A	Contractual-STP	N/a
STP-FLEX	N/A	Contractual-PL-112	-$40,000.00
		Contractual-Sec-5303	N/a
TOTAL	$155,139.21	TOTAL	$103,472.54

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2.2 2040 Metropolitan Transportation Plan

Objectives

- Maintain the 2040 Metropolitan Transportation Plan (MTP).
- Develop the 2045 MTP
- Incorporate updates/modifications related to motorized and non-motorized transportation plans, freight movement, congestion management and pavement management plans, transit, and ensure compliance with all federal performance measures.

Procedures and Tasks

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 FAST Act requirements. The MTP document will guide the MPO activities and investments in the improvement/development of a sustainable multimodal transportation system.

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 a multi-modal transportation deficiencies and needs list. MPO staff, in coordination with our state and federal transportation partners, will update the 2040 MTP to become FAST Act compliant based on the latest performance-based planning requirements. Staff will work with MDOT and ITP to integrate all planning efforts to develop a unified planning process and begin to develop the 2045 MTP according to FAST Act requirements. MPO staff will conduct environmental justice (EJ) analyses and consultation in support of the federal fundamental EJ principles and in accordance with the GVMC Public Participation Plan. MPO staff will review and update the Public Participation Plan and work to expand and improve the consultation process.

Task Timeline

Activity/Product	Timeline
MTP Update/Amendment	Year Long Activity
MTP Process Update	Year Long Activity
MTP Performance Measures & Financial Estimates	Year Long Activity
An up-to-date 2040 MTP transportation deficiencies list.	Year Long Activity
Revised Public Participation Plan	December
Annual Summary Report	October
Monitoring report of the MTP implementation and benefits.	November
An up-to-date 2040 Metropolitan Transportation Plan/updates report that will	Year Long Activity

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identify all revisions/amendments needed in the plan for programming future Transportation Improvement Programs.	
A technical report that documents the process and findings.	Year Long Activity
Expanded consultation process	Year Long Activity
Environmental Justice analyses and consultation	Year Long Activity
2045 MTP deficiencies list	Year Long Activity
2045 MTP performance measure, financial/revenue estimates.	Year Long Activity
2045 MTP meetings and Land Use data for 2015, 2020, 2025, 2035 and 2045	Year Long Activity

Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	$0.00	Person Weeks	26.50
PL-112	$82,141.58	Salaries	$29,578.17
CMAQ	$0.00	Fringes	$11,015.62
MDOT-SPR	$0.00	Direct Cost	$20,000.00
FTA-Sec 5303	$0.00	Indirect Cost	$39,762.45
GVMC- Match	$18,214.66	Contractual-SPR	N/a
ITP-Match	N/A	Contractual-STP	N/a
STP-FLEX	N/A	Contractual-PL-112	N/a
		Contractual-Sec-5303	N/a
TOTAL	$100,356.24	TOTAL	$100,356.24

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3.0 Short Range Planning

3.1 Transportation Improvement Program (TIP)

Objective

- Maintain and update, as needed, the FY2017-2020 Transportation Improvement Program (TIP) as required by the FAST Act in cooperation with ITP, MDOT, FHWA, and FTA, and develop the FY2020-2023 TIP.

Procedures and Tasks

GVMC staff will work with MDOT, ITP, and FHWA to amend/modify the 2017-2020 TIP during FY2019. GVMC staff will monitor the progress of FY2019 projects throughout the year to assure that federal funds returned to the area will be spent in a timely manner.

GVMC and Transit Authority staff will review annual capital equipment and facilities needs in relation to previous and current programs, including short-range transit planning efforts. Operating assistance projects will be based on projected service levels and funding requirements.

MPO staff, in coordination with our state and federal transportation partners, will update the FY2017-2020 TIP to assure continued FAST Act compliance based on the latest performance-based planning requirements.

MPO staff will conduct environmental justice (EJ) analyses and consultation in support of the federal fundamental EJ principles and in accordance with the GVMC Public Participation Plan. MPO staff will review and update the Public Participation Plan and work to expand and improve the consultation process.

Task Timeline

Activity/Product	Timeline
TIP Updates	Bi-Monthly
Annual listing of FY2019 TIP projects according to the FAST Act.	December
Revised Public Participation Plan	Year Long Activity
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 the FAST Act.	Year Long Activity
A new FY2020-2023 TIP	Year Long Activity

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Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
Funding Source	Funding Amount	Performing Agency - GVMC	
STP	$0.00	Person Weeks	36.70
PL-112	$115,776.14	Salaries	$43,047.59
CMAQ	$0.00	Fringes	$16,031.95
MDOT-SPR	$0.00	Direct Cost	$24,500.00
FTA-Sec 5303	$0.00	Indirect Cost	$57,869.62
GVMC- Match	$25,673.02	Contractual-SPR	N/a
ITP-Match	N/A	Contractual-STP	N/a
STP-FLEX	N/A	Contractual-PL-112	N/a
		Contractual-Sec-5303	N/a
TOTAL	$141,449.17	TOTAL	$141,449.17

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3.2 Technical Assistance

Objectives

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

Procedures and Tasks

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

GVMC staff will be involved in the following tasks:

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

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Task Timeline

Activity/Product	Timeline
Committee Meetings	Quarterly
Report of Services Provided	Monthly
Performance Measures Development and Updates	Year Long Activity
Documentation related to services provided will be described and included in monthly progress reports.	Year Long Activity
Policies, practice, and procedures document reflecting the new performance-based planning and programming process as required by the FAST Act.	Year Long Activity
Provide trainings to our members as requested	As needed
Four Corners Study	Year Long Activity

Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	$0.00	Person Weeks	33.00
PL-112	$76,590.92	Salaries	$34,443.74
CMAQ	$0.00	Fringes	$12,827.67
MDOT-SPR	$0.00	Direct Cost	$0.00
FTA-Sec 5303	$0.00	Indirect Cost	$46,303.32
GVMC- Match	$16,983.81	Contractual-SPR	$0.00
ITP-Match	N/A	Contractual-STP	N/a
STP-FLEX	N/A	Contractual-PL-112	$0.00
		Contractual-Sec-5303	$0.00
TOTAL	$93,574.73	TOTAL	$93,574.73

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3.3 Clean Air Action Program

Objectives

- Provide public education and information regarding climate change and reduction of greenhouse mobile emissions.
- Encourage voluntary actions to help maintain seasonal ozone air quality levels and annual fine particulate matter standards in Kent and Ottawa Counties.
- Supplement GVMC/MDOT/MDEQ ongoing activities and responsibilities with regard to air quality planning under the Clean Air Act Amendments of 1990, and the FAST Act.

Procedures and Tasks

In order to educate the West Michigan community about the Clean Air Action program and air quality issues, GVMC staff and consultants will:

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

Products Timeline

Activity/Product	Timeline
Media Campaign	June
Whitecaps and Other Promotional Events	Year-round
Promotional Materials Development and Ordering	April
Rotating the display	Year-round
Summary of activities undertaken during the previous year	September

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Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	$0.00	Person Weeks	23.00
PL-112	$0.00	Salaries	$22,104.66
CMAQ	$80,042.12	Fringes	$8,232.30
MDOT-SPR	$0.00	Direct Cost	$15,000.00
FTA-Sec 5303	$0.00	Indirect Cost	$29,715.68
GVMC- Match	$20,010.53	Contractual-SPR	N/a
ITP-Match	N/A	Contractual-CMAQ	$25,000.00
STP-FLEX	N/A	Contractual-PL-112	N/a
		Contractual-Sec-5303	N/a
TOTAL	$100,052.64	TOTAL	$100,052.64

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3.4 Freight

Objectives

- Work closely with local officials and interest groups to inventory and integrate freight routes and intermodal facilities within the metropolitan area
- Monitor freight issues within the metropolitan area
- Assess freight movement and reliability to comply with FAST ACT requirements, including performance-based planning requirements

Procedures and Tasks

According to FAST Act requirements, recipients of Federal-aid highway funds are required to make transportation investments to achieve performance targets that make progress toward a number of national goals. One of these goals is for freight movement and economic vitality, specifically *"To improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development."*[1]

To meet this goal, GVMC Staff will work closely with the Grand Rapids Chamber of Commerce transportation ("freight") committee, MDOT, local officials, and other interest groups to develop a regional freight plan. Staff will also monitor regional freight movement and reliability to comply with FAST Act requirements and in support of performance-based planning requirements. Staff will also determine ways to provide freight data and information to members during the project selection process.

Product/Task Timeline

Activity/Product	Timeline
An up-to-date Freight Plan incorporating MDOT's updated Freight Plan	Year Long Activity
A map and report that demonstrate the National Highway Freight Network (FN), critical urban/rural FN, GVMC regional FN and GVMC locally designated freight routes created with assistance with MDOT staff and local jurisdictions	Year Long Activity

[1] https://www.fhwa.dot.gov/tpm/about/goals.cfm

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Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	$0.00	Person Weeks	6.00
PL-112	$38,819.62	Salaries	$8,255.39
CMAQ	$0.00	Fringes	$3,074.50
MDOT-SPR	$0.00	Direct Cost	$25,000.00
FTA-Sec 5303	$0.00	Indirect Cost	$11,097.86
GVMC- Match	$8,608.14	Contractual-SPR	$0.00
ITP-Match	N/A	Contractual-STP	$0.00
STP-FLEX	N/A	Contractual-PL-112	N/a
		Contractual-Sec-5303	N/a
TOTAL	$47,427.76	TOTAL	$47,427.76

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3.5 Nonmotorized Planning

Objectives

- Help promote and enhance non-motorized activities within the MPO planning process.
- Develop/update the nonmotorized plan (bike and pedestrian) as a part of the Metropolitan Transportation Plan.
- Supplement GVMC ongoing activities and responsibilities with regard to multi-model transportation planning in accordance with the FAST Act.

Procedures and Tasks

Tasks which will be undertaken by GVMC will include educational information programs for local governments; updating the nonmotorized plan and project list, with the involvement of regional nonmotorized stakeholders and the Nonmotorized Subcommittee; and researching/developing uniform standards in accordance with existing local, state, and national standards; including the study of regional non-motorized wayfinding needs and uniform standards that can be applied to address these needs.

Task Timeline

Activity/Product	Timeline
Nonmotorized Subcommittee Meetings	As Needed
An up-to-date regional bicycle and pedestrian plan	September
Up-to-date project list	Year Long Activity

Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	$0.00	Person Weeks	17.60
PL-112	$41,256.98	Salaries	$18,553.70
CMAQ	$0.00	Fringes	$6,909.84
MDOT-SPR	$0.00	Direct Cost	$0.00
FTA-Sec 5303	$0.00	Indirect Cost	$24,942.05
GVMC- Match	$9,148.61	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
TOTAL	$50,405.59	TOTAL	$50,405.59

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3.6 Safety Conscious Planning

Objectives

- Provide for consideration of projects and strategies that will increase the safety and security of the transportation system for motorized and non-motorized users per FAST ACT requirements
- Establish inherently safe transportation networks through Safety Conscious Planning (SCP), which implies a proactive approach to the prevention of accidents and unsafe transportation conditions
- Achieve road safety improvements through small, but measurable changes, targeted at the whole network
- Integrate safety considerations into the transportation planning processes at all levels, such as the Transportation Improvement Program (TIP), and consider safety objectives in the MTP.

Procedures and Tasks

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

Staff will continue to work with FHWA, MDOT and other member agencies to identify goals and performance targets. Staff will also continue to develop and refine the process for integrating safety considerations into the project identification and selection process, prepare regional safety data to provide to members to assist them in taking action on federally-required safety performance targets, and develop a performance report and submit it to MDOT in a timely manner.

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

Task/Products Timeline

Activity/Product	Timeline
Safety Profile	December
Identification and Mapping of High Crash Locations	Ongoing Activity
Safety goals, performance measures, targets, and monitoring	Year Long Activity
Safety Plan Document	Year Long Activity

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Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	$0.00	Person Weeks	11.75
PL-112	$54,846.60	Salaries	$15,462.89
CMAQ	$0.00	Fringes	$5,758.75
MDOT-SPR	$0.00	Direct Cost	$25,000.00
FTA-Sec 5303	$0.00	Indirect Cost	$20,787.03
GVMC- Match	$12,162.07	Contractual-SPR	N/a
ITP-Match	N/A	Contractual-STP	N/a
STP-FLEX	N/A	Contractual-PL-112	N/a
		Contractual-Sec-5303	N/a
TOTAL	$67,008.67	TOTAL	$67,008.67

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4.0 Transportation Management Systems

4.1 Pavement Management System

Objectives

- Update the Pavement Management System for GVMC member agencies which will cover all the federal aid roadway system.
- Provide the tools and data to prioritize resurfacing and reconstruction projects for the federal aid system.
- Coordinate with State and Federal partners on the implementation of pavement performance measures and targets.

Procedures and Tasks

The GVMC Pavement Management System is an essential tool in implementing the regional planning process. The system will allow the local units of government to develop pavement maintenance strategies and priorities for the federal aid system. 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.

Staff will also coordinate with MDOT and federal partners to implement pavement performance measures and develop and present data on pavement performance measures to the MPO committees to assist in taking action on pavement performance targets and to incorporate these performance measures into the project evaluation process.

Task/Product Timeline

Activity/Product	Timeline
Pavement management data collected by staff for the federal aid system	April Thru September
Deficiency and monitoring report produced by staff	February-March
Procedural guidelines, and a priority needs list produced by staff	December
System condition goals(s); System condition performance measure(s)	January-February

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Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	$57,295.00	Person Weeks	34.50
PL-112	$102,293.66	Salaries	$36,800.34
CMAQ	$0.00	Fringes	$13,705.32
MDOT-SPR	$0.00	Direct Cost	$25,000.00
FTA-Sec 5303	$0.00	Indirect Cost	$49,471.33
GVMC- Match	$35,388.32	Contractual-SPR	N/a
ITP-Match	N/A	Contractual-STP	$70,000.00
STP-FLEX	N/A	Contractual-PL-112	N/a
		Contractual-Sec-5303	N/a
TOTAL	$194,976.99	TOTAL	$194,976.99

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4.2 Congestion Management System

Objectives

- Update and maintain the Congestion Management Process for GVMC member agencies required by the FAST Act using the information/data collected by the GVMC, MDOT and other available sources.
- Allow the local units of government to develop congestion mitigation strategies and prioritize the improvements on the federal aid system.
- Develop and implement Intelligent Highway System (ITS) solutions/projects according to the ITS deployment plan developed for the region, and develop and evaluate ITS implementation strategies in the region.

Procedures and Tasks

GVMC staff will work in close coordination with MDOT staff in the implementation of the new performance measures and updating of the congestion management process for the GVMC region. According to the requirements by FHWA, GVMC will develop a performance measure report and submit it to MDOT in a timely manner. GVMC will continue to contract with the local agencies to collect traffic count data, including speeds and vehicle classification, covering the federal aid system, and will provide tools and data to prioritize any proposed expand/widen projects, as well as improve intersection traffic flow. The GVMC Congestion Management Process is an essential tool in implementing the regional planning process.

Task/Products Timeline

Activity/Product	Timeline
Congestion Management Data Files and Updates	Ongoing
Traffic Data Collection	Monthly
System Operation Goals and performance measures	Ongoing Activity
Congestion Management Process Report	September
ITS Status Report	December

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Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	$57,295.00	Person Weeks	22.60
PL-112	$77,014.58	Salaries	$25,432.06
CMAQ	$0.00	Fringes	$9,471.51
MDOT-SPR	$0.00	Direct Cost	$25,000.00
FTA-Sec 5303	$0.00	Indirect Cost	$34,188.76
GVMC- Match	$29,782.76	Contractual-SPR	N/a
ITP-Match	N/A	Contractual-STP	$70,000.00
STP-FLEX	N/A	Contractual-PL-112	N/a
		Contractual-Sec-5303	N/a
TOTAL	$164,092.33	TOTAL	$164,092.33

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4.3 Asset Management

Objective

- Use the resources allocated to the Metropolitan Planning Organization (MPO) from the Transportation Asset Management Council (TAMC) annual budget to assist in the completion of the TAMC Work Program.

Procedures and Tasks

The resources allocated to the Metropolitan Planning Organization (MPO) from the Transportation Asset Management Council (TAMC) annual budget shall be utilized to assist in the completion of the TAMC Work Program. Staff will Prepare a draft status report of Public Act 51 agency Asset Management activities and plans within MPO boundary by September 30 of each year and will create an Annual Report of Asset Management program activities as well as a summary of annual PASER condition data by local agency, functional classification, and Public Act 51 Legal System; provide links to the Regional Annual Report on agency website; and submit copies to the TAMC Coordinator by April 1 of each year.

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

Eligible Activities

- Training Activities
    - Attendance at training seminar(s) on the use of Pavement Surface Evaluation and Rating (PASER) and Inventory-based Rating System for unpaved roadways.
    - Represent MPO/RPO at TAMC-sponsored conferences and seminars, including attending either the Spring or Fall TAMC Conference.
    - Attend TAMC-sponsored Investment Reporting Tool (IRT) training seminars.
    - Attend TAMC-sponsored Asset Management Plan Development training seminars.
- Data Collection Participation and Coordination
    - Federal Aid System:
        - Organize schedules with Public Act 51 agencies within MPO/RPO's boundary for participating in Federal Aid data collection efforts; ensure all participants of data collection have access to State of Michigan travel reimbursement rates.

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        - Coordinate, participate and facilitate road surface data collection on approximately one-half of the Federal Aid System in accordance with the TAMC Policy for the Collection of Roadway Condition Data on Federal Aid Eligible Roads and Streets.
        - Collect unpaved roadway condition data on approximately half of any unpaved Federal Aid eligible roadways using the Inventory-based Rating System developed by the Michigan Technological University's Center for Technology and Training.
    - Non-Federal Aid System:
        - The RPO/MPO may allocate reimbursements for Non-Federal Aid data collection to Public Act 51 agencies according to the resources available to them in the manner that best reflects the priorities of their area and supports the TAMC work.
        - Coordinate Non-Federal Aid data collection cycles with Public Act 51 agencies with an emphasis on the top 125 agencies.
        - Ensure all participants of data collection understand procedures for data sharing with TAMC as well as TAMC policy and procedures for collecting Non-Federal Aid data.
        - Participate and perform data collection with Public Act 51 agencies on an as-needed basis for the data collection of Non-Federal Aid roads when requested.
- Equipment
    - Ensure rating teams have the necessary tools to complete the federal aid data collection activity by maintaining a laptop compatible with the Laptop Data Collector and Roadsoft programs, a functioning Global Positioning System (GPS) unit, and other required hardware in good working order.
    - Communicate any equipment needs and purchases with the TAMC Coordinator; laptops are eligible for replacement on a three-year cycle.
- Data Submission
    - Develop and maintain technical capability to manage regional Roadsoft databases and the Laptop Data Collector program; maintain a regional Roadsoft database that is accurate and consistent with local agency data sets.
    - Coordinate Quality Assurance/Quality Control activities and data submission tasks according to protocols established in TAMC Data Collection Policies for Federal Aid and Non-Federal Aid Roads.
    - Monitor and report status of data collection efforts to TAMC Asset Management Coordinator through monthly coordinator calls and/or monthly or quarterly program updates that are mailed with invoices.
    - Provide links on agency websites and reports to the TAMC website, interactive maps and dashboards for the dissemination of roadway data.
- Asset Management Planning
    - Participate and attend TAMC-sponsored training and workshops in order to provide technical support for Asset Management Plan development activities.
    - Provide an annual reporting of the status of Public Act 51 agency Asset Management Plans and keep abreast of the status of these plans for

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updates and revision.
    - Provide technical assistance and training funds to Public Act 51 agencies during the development of local Asset Management Plans using TAMC templates when applicable; coordinate these tasks with an emphasis on the Top 125 agencies.
- Technical Assistance
    - Provide technical assistance to local agencies in using the TAMC reporting tools for planned and completed infrastructure investments or any other TAMC Work Program Activity.
    - Integrate PASER ratings and asset management into project selection criteria:
        - Analyze data and develop road preservation scenarios.
        - Analyze performance of implemented projects.

Task/Product Timeline

Activity/Product	Timeline
RoadSoft Files	October
Data Collection	April Thru September
PASER data for Federal Aid System submitted to TAMC via the IRT.	December
PASER data for Non-Federal Aid System submitted to TAMC via the IRT.	December
Annual Report of Asset Management program activities and summary of annual PASER condition data	February-March
Draft status report of Public Act 51 agency Asset Management activities and plans within MPO boundary	September

Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	$0.00	Person Weeks	5.40
PL-112	$0.00	Salaries	$6,236.30
CMAQ	$0.00	Fringes	$2,322.55
MDOT-SPR	$24,342.42	Direct Cost	$7,400.00
FTA-Sec 5303	$0.00	Indirect Cost	$8,383.57
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
TOTAL	$24,342.42	TOTAL	$24,342.42

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5.0 Ridesharing

5.1 West Michigan Rideshare program

Objectives

The Rideshare program at The Rapid is named the West Michigan Rideshare program. The goal of the West Michigan Rideshare program 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

The West Michigan Rideshare program 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 answers a phone line for individuals to obtain information of vanpooling and carpooling.

Products

The West Michigan Rideshare program provides free carpooling information and matching on The Rapid's on-line carpooling website entitled GreenRide, which is accessed by a link on www.ridetherapid.org. Registration is open to area residents and is free. Information on park-and-ride lots, transit services, and other resources are available at www.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

Funding Agency	Funding Amount	Performing Agency-ITP/The Rapid	
FTA- CMAQ	$157,575	Contractual	$ 31,515
		Direct	$126,060
TOTAL	$157,575	TOTAL	$157,575

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6.0 Planning Projects

6.1 ADA Planning/Compliance

ADA PLANNING/COMPLIANCE
Objectives

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

Procedures and Tasks

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

Product

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

Budget

Funding Agency	Funding Amount	Performing Agency-ITP/The Rapid	
FTA-Section 5307	$53,560	Contractual	$53,560
MDOT	$13,390	Direct	$13,390
TOTAL	$66,950	TOTAL	$66,950

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6.2 Comprehensive Operational Analysis (COA)

Objectives

The objective of these funds will be to conduct a Comprehensive Operational Analysis (COA) on The Rapid services. A COA is a thorough review of all transit services to determine inefficiencies and more effective ways to deliver services. In addition, the Align Transit Improvement Study has outlined several service priorities that are folded into the Rapid's Short Range Plan. This COA will review all of The Rapid's services to determine the best cost-effective service delivery options while simultaneously delivering improvements as outlined in the Short Range Plan where possible.

Procedures and Tasks

- Ridership projections
- Review of current operating metrics
- Capital cost refinement
- Operating cost refinements
- Ridership Impact
- COA Implementation plan
- Short Range Plan update
- Service Plan Development
- Public Outreach

Products

This COA will include two deliverables. The first is a set of recommendations based on the study. The second is an implementation plan.

Budget

Funding Agency	Funding Amount	Performing Agency-ITP/The Rapid	
FTA Section 5307	$ 400,000	Contractual	$ 500,000
MDOT	$ 100,000	Direct	$
TOTAL	$ 500,000	TOTAL	$ 500,000

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6.3 Program Support Administration

Objectives

The objective is for continued progress in The Rapid's studies and evaluation of transit and other multi-modal projects. Studies relating to management, operations, safety, economic feasibility, procurement, American with Disabilities Act (ADA) regulations, Disadvantaged Business Enterprise (DBE), Equal Employment Opportunity (EEO), Title VI compliance, asset management, Federal Transit Administration (FTA) regulations and the Triennial Review process. Staff attendance at various industry conferences and workshops including American Public Transportation Association (APTA) and Michigan Public Transportation Association (MPTA) seminars to remain current with the continuous updates in the transit industry and compliant with the regulations set by the FTA as well as accepted industry practice.

Procedures and Tasks

Administrative support, operator instructors, supervisors and third-party consultants, will assist in developing programs as indicated above relating to transit and remaining compliant with industry standards and FTA regulations.

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 industry practices.

Budget

Funding Agency	Funding Amount	Performing Agency-ITP/The Rapid	
FTA-Section 5307	$48,000	Contractual	$48,000
MDOT	$12,000	Direct	$12,000
TOTAL	$60,000	TOTAL	$60,000

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6.4 Human Resources Planning

Objectives

To continue Human Resource plans and goals by developing trainings which include EEO annual leadership update, continued advanced diversity and harassment training for all staff, recruitment strategies and updates, succession planning, management training for new management/supervisory staff, HR policies and procedures training for staff, ongoing ergonomics updates and training, benefit strategies, wellness initiatives and investment counseling. Consultant assistance in reaching EEO and Diversity goals which are required by FTA/EEOC. Continued 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 and in employees thus a more fruitful workplace resulting in an organizational culture that values differences and common goals.

Budget

Funding Agency	Funding Amount	Performing Agency-ITP/The Rapid	
FTA-Section 5307	$ 80,000	Contractual	$ 80,000
MDOT	$ 20,000	Direct	$ 20,000
TOTAL	$ 100,000	TOTAL	$ 100,000

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6.5 Short Range Transportation Plan

Objectives

The objective of these funds will be to update The Rapid's Short Range Transportation Plan. This includes refining the recommendations of the Align Transit Study to be ready for project development and/or implementation. Possible activities include the refinement of service recommendations, potential 3rd BRT, enhanced bus, and/or limited-stop express bus along corridors to be determined by the Corridor Selection and Refinement Study. The refinement process will position The Rapid to enter into project development and will create a plan for implementation. Also included in this plan update are REGIS dues for data analysis and consultant assistance.

Procedures and Tasks

- Ridership projections
- Refined operating metrics
- Capital unit-cost refinements
- Operating cost refinements
- Documentation for FTA Capital Improvement Grant (CIG) submittal
- Update to the Rapid Transit Master Plan (TMP)
- Submittal into the Transportation Improvement Plan (TIP)
- Implementation plan
- Short Range Plan update

Products

The deliverable will be documentation needed for project development and a plan for implementation of the refined transit investment recommendations as well as an updated Short Range Plan.

Budget

Funding Agency	Funding Amount	Performing Agency-ITP/The Rapid	
FTA Section 5307	$ 76,000	Contractual	$ 76,000
MDOT	$ 19,000	Direct	$ 19,000
TOTAL	$ 95,000	TOTAL	$ 95,000

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7.0 Program Coordination

7.1 Administration

Objectives

- Direct staff planning efforts under the FY2019 Unified Planning Work Program.
- Provide reports on program activities and expenditures to the ITP Board, Metro Council, GVMC transportation Committees, MDOT, and FTA.
- Provide a platform to encourage regional cooperation and consolidation of transportation services in order to achieve savings and be more efficient.

Procedures and Tasks

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. 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 FAST Act planning requirements and benefits.
- Directing the implementation of 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 2019 UPWP.

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

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Product/Task Timeline

Activity/Product	Timeline
Progress Reports	Monthly
Year-End Report	September
Committee Meeting	Monthly
UPWP Development	February Thru May
Billings	Monthly
Hold meetings to address and educate committee members on FAST Act planning requirements, and implementation process.	As needed

Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	$0.00	Person Weeks	53.30
PL-112	$274,348.36	Salaries	$118,960.29
CMAQ	$0.00	Fringes	$44,303.65
MDOT-SPR	$0.00	Direct Cost	$12,000.00
FTA-Sec 5303	$0.00	Indirect Cost	$159,920.37
GVMC- Match	$60,835.95	Contractual-SPR	N/a
ITP-Match	N/A	Contractual-STP	N/a
STP-FLEX	N/A	Contractual-PL-112	N/a
		Contractual-Sec-5303	N/a
TOTAL	$335,184.31	TOTAL	$335,184.31

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8.0 Land Use Monitoring and Transportation Coordination

Objectives

- Link land use decision-making and transportation planning throughout the region in a more effective way, through monitoring the development of local land use and transportation plans and coordinating with regional partners.
- Update land use related socio-economic data for use in the travel demand model (TDM).

Procedures and Tasks

Tasks which will be undertaken by GVMC staff include ongoing meetings with GVMC membership to coordinate local plans and policies related to land use and transportation with the intention of bringing about region-wide consensus for sustainable development and providing support for the basic elements of livability, environmental protection/enhancement, economic viability and performance measures. Staff will also be involved in updating socio-economic (SE) land use data for use in the travel demand model, scenario planning, and other long- and short-range planning needs studies in compliance with the Planning and Environmental Linkages (PEL) process; and through collaboration with REGIS, contribute to the maintenance of the regional zoning and future land use geodatabases. Staff may also review regional land use changes stimulated by transportation investments and transportation investments stimulated by regional land use changes, with the goal of ensuring better integration of transportation planning and land use. These tasks support multiple national planning factors included in MAP-21/FAST Act legislation.

Task/Products Timeline

Activity/Product	Timeline
Engagement and Coordination with MPO Members	Ongoing
Up-to-date Land Use SE Data	October-November
Land Use TDM Scenario Development	October-March

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Funding Source	Funding Amount	Performing Agency - GVMC	
STP	$0.00	Person Weeks	9.25
PL-112	$31,180.63	Salaries	$8,500.94
CMAQ	$0.00	Fringes	$3,165.95
MDOT-SPR	$0.00	Direct Cost	$15,000.00
FTA-Sec 5303	$0.00	Indirect Cost	$11,427.96
GVMC- Match	$6,914.21	Contractual-SPR	N/a
ITP-Match	N/A	Contractual-STP	N/a
STP-FLEX	N/A	Contractual-PL-112	$0.00
		Contractual-Sec-5303	N/a
TOTAL	$38,094.85	TOTAL	$38,094.85

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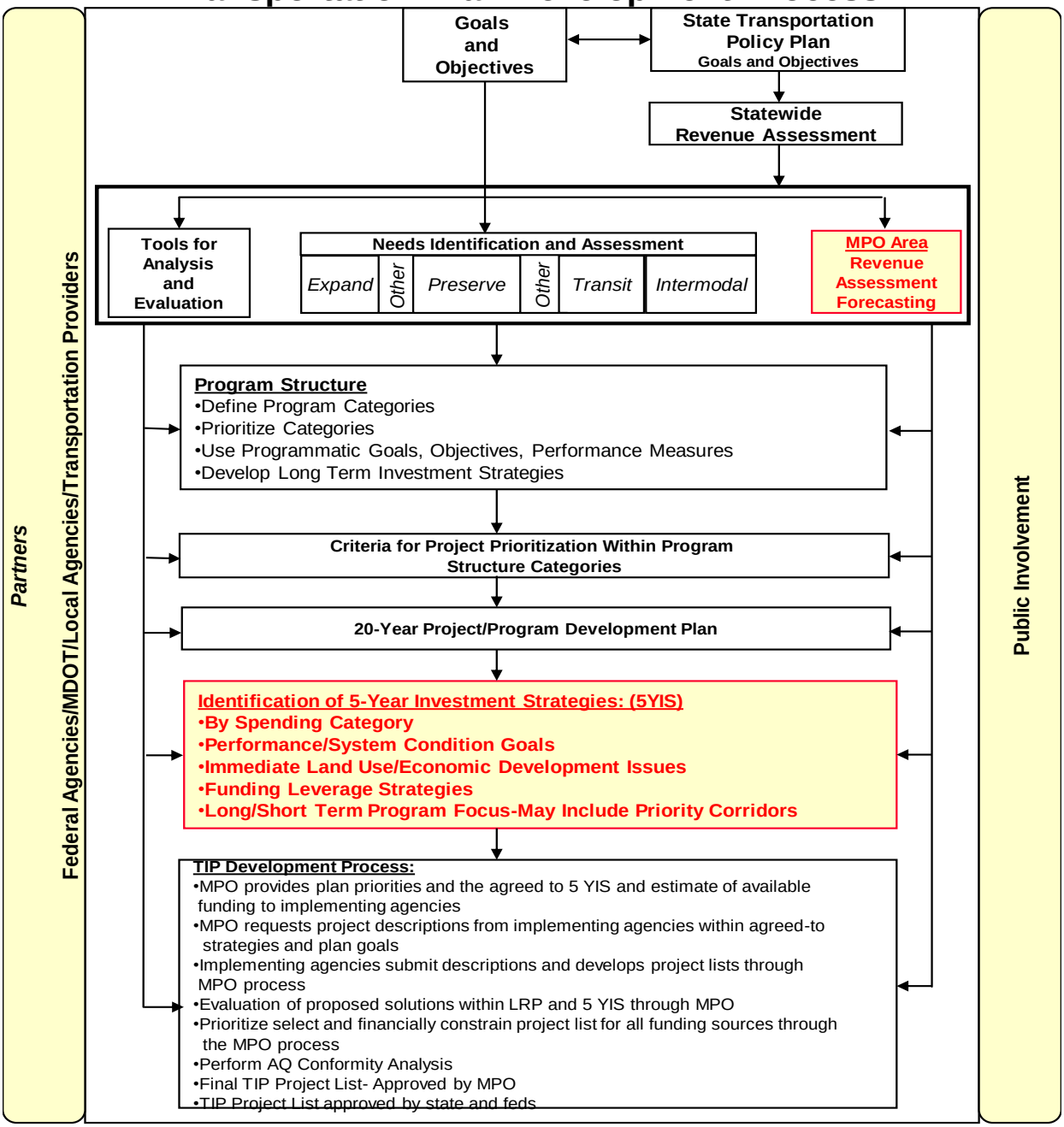
Appendix A: The Planning Process

MPO Forum

Transportation Plan Development Process



Appendix B: Budget by Performing Agency

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GRAND VALLEY METROPOLITAN COUNCIL/TRANSPORTATION DIVISION
FY2018-2019 UNIFIED PLANNING WORK PROGRAM

	Work Item		GVMC EXPENDITURES						GVMC REVENUES						
			CONTRACT	SALARY	FRINGES	DIRECT	INDIR. ALLOC.	TOTAL	STP	PL SEC-112	CMAQ	SPR MTF	FTA SEC-5303	LOCAL MATCH	TOTAL
1.0	**DATA BASE MANAGEMENT**														
1.1	Demographic & Economic Projections		0	8,501	3,166	15,000	11,428	38,094.85	0	31,181	0	0	0	6,914	**38,094.85**
1.2	Traffic Volumes & Physical Conditions		0	8,951	3,334	15,000	12,033	39,317.16	0	32,181	0	0	0	7,136	**39,317.16**
	Contractual Services		0	0	0	0	0	0.00	0	0	0	0	0	0	**0.00**
1.3	Geographic Information System Maintenance & Update		0	19,275	7,178	20,000	25,911	72,364.16	0	59,230	0	0	0	13,134	**72,364.16**
	Contractual Services		43,250	0	0	0	0	43,250.00	35,400	0	0	0	0	7,850	**43,250.00**
		SUBTOTAL	**43,250**	**36,726**	**13,678**	**50,000**	**49,372**	**193,026.16**	**35,400**	**122,592**	**0**	**0**	**0**	**35,034**	**193,026.16**
2.0	**L0NG RANGE PLANNING**														
2.1	Travel Demand/Air Quality Modeling		0	42,381	15,784	25,000	56,974	140,139.21	0	114,704	0	0	0	25,435	**140,139.21**
	Contractual Services		10,000	0	0	5,000	0	15,000.00	0	5,457	0	3,333	0	6,210	**15,000.00**
2.2	2040 Metropolitan Transportation Plan Development/Update		0	29,578	11,016	20,000	39,762	100,356.24	0	82,142	0	0	0	18,215	**100,356.24**
		SUBTOTAL	**10,000**	**71,960**	**26,799**	**50,000**	**96,736**	**255,495.45**	**0**	**202,302**	**0**	**3,333**	**0**	**49,860**	**255,495.45**
3.0	**SHORT RANGE PLANNING**														
3.1	Transportation Improvement Program (TIP)		0	43,048	16,032	24,500	57,870	141,449.17	0	115,776	0	0	0	25,673	**141,449.17**
3.2	Technical Assistance		0	34,444	12,828	0	46,303	93,574.73	0	76,591	0	0	0	16,984	**93,574.73**
	Contractual Services		0	0	0	0	0	0.00	0	0	0	0	0	0	**0.00**
3.3	Clean Air Action! Program		0	22,105	8,232	15,000	29,716	75,052.64	0	0	60,042	0	0	15,011	**75,052.64**
	Contractual Services		25,000	0	0	0	0	25,000.00	0	0	20,000	0	0	5,000	**25,000.00**
3.4	Freight		0	8,255	3,075	25,000	11,098	47,427.76	0	38,820	0	0	0	8,608	**47,427.76**
	Contractual Services		0	0	0	0	0	0.00	0	0	0	0	0	0	**0.00**
3.5	Non_Motorized Planning		0	18,554	6,910	0	24,942	50,405.59	0	41,257	0	0	0	9,149	**50,405.59**
	Contractual Services		0	0	0	0	0	0.00	0	0	0	0	0	0	**0.00**
3.6	Safety Conscious Planning		0	15,463	5,759	25,000	20,787	67,008.67	0	54,847	0	0	0	12,162	**67,008.67**
		SUBTOTAL	**25,000**	**141,868**	**52,835**	**89,500**	**190,716**	**499,918.56**	**0**	**327,290**	**80,042**	**0**	**0**	**92,586**	**499,918.56**
4.0	**TRANSPORTATION MANAGEMENT SYSTEMS**														
4.1	Pavement Management System		0	36,800	13,705	25,000	49,471	124,976.99	0	102,294	0	0	0	22,683	**124,976.99**
	Contractual Services		70,000	0	0	0	0	70,000.00	57,295	0	0	0	0	12,705	**70,000.00**
4.2	Congestion Management System		0	25,432	9,472	25,000	34,189	94,092.33	0	77,015	0	0	0	17,078	**94,092.33**
	Contractual Services		70,000	0	0	0	0	70,000.00	57,295	0	0	0	0	12,705	**70,000.00**
4.3	Asset Management***		0	6,236	2,323	7,400	8,384	24,342.42	0	0	0	24,342	0	0	**24,342.42**
		SUBTOTAL	**140,000**	**68,469**	**25,499**	**57,400**	**92,044**	**383,411.74**	**114,590**	**179,308**	**0**	**24,342**	**0**	**65,171**	**383,411.74**
5.0	**RIDESHARING**														
5.1	Rideshare		0	0	0	0	0	0.00	0	0	0	0	0	0	**0.00**
		SUBTOTAL	**0**	**0**	**0**	**0**	**0**	**0.00**	**0**	**0**	**0**	**0**	**0**	**0**	**0.00**
6.0	**SPECIAL SERVICES PLANNING**														
6.1	ADA Compliance		0	0	0	0	0	0.00	0	0	0	0	0	0	**0.00**
6.2	Administrative Program Support		0	0	0	0	0	0.00	0	0	0	0	0	0	**0.00**
6.3	Comprehensive Operational Analysis		0	0	0	0	0	0.00	0	0	0	0	0	0	**0.00**
6.4	Human Resource Planning		0	0	0	0	0	0.00	0	0	0	0	0	0	**0.00**
6.5	Short Range Plan		0	0	0	0	0	0.00	0	0	0	0	0	0	**0.00**
6.6	0		0	0	0	0	0	0.00	0	0	0	0	0	0	**0.00**
6.7			0	0	0	0	0	0.00	0	0	0	0	0	0	**0.00**
6.8			0	0	0	0	0	0.00	0	0	0	0	0	0	**0.00**
		SUBTOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
7.0	**PROGRAM COORDINATION**														
7.1	Administration		0	118,960	44,304	12,000	159,920	335,184.31	0	274,348	0	0	0	60,836	**335,184.31**
		SUBTOTAL	**0**	**118,960**	**44,304**	**12,000**	**159,920**	**335,184.31**	**0**	**274,348**	**0**	**0**	**0**	**60,836**	**335,184.31**
8.0	**COORDINATED ASSET MANAGEMENT**														
8.1	Land Use Coordination		0	8,501	3,166	15,000	11,428	38,094.85	0	31,181	0	0	0	6,914	**38,094.85**
	Contractual Services		0	0	0	0	0	0.00	0	0	0	0	0	0	**0.00**
		SUBTOTAL	**0**	**8,501**	**3,166**	**15,000**	**11,428**	**38,094.85**	**0**	**31,181**	**0**	**0**	**0**	**6,914**	**38,094.85**
				FRINGE RATE =			**37.24%**								
				INDIRECT ALLOCATION RATE			**97.95%**					**SPR**	**3,333**		
		TOTALS	**218,250**	**446,484**	**166,281**	**273,900**	**600,216**	**1,705,131.07**	**149,990**	**1,137,021**	**80,042**	**24,342**	**0**	**310,402**	**1,705,131.07**

***** MDOT will provide MTF fund of $20,000 for the Asset Management Program.**
***** Clean Air Action Program is at 80/20.**

** Actual Local Match Required is $253

Indirect Rate Distribution

GRAND VALLEY METROPOLITAN COUNCIL/TRANSPORTATION DIVISION
FY2018-2019 UNIFIED PLANNING WORK PROGRAM

				ITP EXPENDITURES					ITP REVENUES									
	Work Item		CONTRAC	SALARY	FRINGES	DIRECT	TOTAL		CMAQ	CMAQ MATCH	FTA SEC 5339	FTA-5339 MATCH	FTA SEC 26(c)	FTA SEC 5307	CTF MATCH	ITP MATCH	TOTAL
1.0	**DATA BASE MANAGEMENT**																
1.1	Demographic & Economic Projections		0	0	0	0	0		0	0	0	0	0	0	0	0	0
1.2	Traffic Volumes & Physical Conditions		0	0	0	0	0		0	0	0	0	0	0	0	0	0
	Contractual Services		0	0	0	0	0		0	0	0	0	0	0	0	0	0
1.3	Geographic Information System Maintenance & Update		0	0	0	0	0		0	0	0	0	0	0	0	0	0
	Contractual Services		0	0	0	0	0		0	0	0	0	0	0	0	0	0
		SUBTOTAL	**0**	**0**	**0**	**0**	**0**		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
2.0	**L0NG RANGE PLANNING**																
2.1	Travel Demand/Air Quality Modeling		0	0	0	0	0		0	0	0	0	0	0	0	0	0
	Contractual Services								0	0	0	0	0	0	0	0	0
2.2	2040 Metropolitan Transportation Plan Development/Update		0	0	0	0	0		0	0	0	0	0	0	0	0	0
		SUBTOTAL	**0**	**0**	**0**	**0**	**0**		**0**	**0**	**0**		**0**	**0**	**0**	**0**	**0**
3.0	**SHORT RANGE PLANNING**																
3.1	Transportation Improvement Program (TIP)		0	0	0	0	0		0	0	0	0	0	0	0	0	0
3.2	Technical Assistance		0	0	0	0	0		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	0	0	0	0	0
	Contractual Services		0	0	0	0	0		0	0	0	0	0	0	0	0	0
3.4	Freight		0	0	0	0	0		0	0	0	0	0	0	0	0	0
	Contractual Services		0	0	0	0	0		0	0	0	0	0	0	0	0	0
3.5	Non_Motorized Planning		0	0	0	0	0		0	0	0	0	0	0	0	0	0
	Contractual Services		0	0	0	0	0		0	0	0	0	0	0	0	0	0
3.6	Safety Conscious Planning																
		SUBTOTAL	**0**	**0**	**0**	**0**	**0**		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
4.0	**TRANSPORTATION MANAGEMENT SYSTEMS**																
4.1	Pavement Management System		0	0	0	0	0		0	0	0	0	0	0	0	0	0
	Contractual Services		0	0	0	0	0		0	0	0	0	0	0	0	0	0
4.2	Congestion Management System		0	0	0	0	0		0	0	0	0	0	0	0	0	0
	Contractual Services		0	0	0	0	0		0	0	0	0	0	0	0	0	0
4.3	Asset Management***																
		SUBTOTAL	**0**	**0**	**0**	**0**	**0**		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
5.0	**RIDESHARING**																
5.1	Rideshare		31,515	0	0	126,060	157,575		157,575	0	0	0		0	0	0	157,575
		SUBTOTAL	**31,515**	**0**	**0**	**126,060**	**157,575**		**157,575**	**0**	**0**	**0**		**0**	**0**	**0**	**157,575**
6.0	**SPECIAL SERVICES PLANNING**																
6.1	ADA Compliance		53,560	0	0	13,390	66,950		0	0	0	0	0	53,560	13,390	0	66,950
6.2	Administrative Program Support		48,000	0	0	12,000	60,000		0	0	0	0	0	48,000	12,000	0	60,000
6.3	Comprehensive Operational Analysis		500,000	0	0	0	500,000		0	0	0	0	0	400,000	100,000	0	500,000
6.4	Human Resource Planning		80,000	0	0	20,000	100,000		0	0	0	0	0	80,000	20,000	0	100,000
6.5	Short Range Plan		76,000	0	0	19,000	95,000		0	0	0	0	0	76,000	19,000	0	95,000
6.6	0		0	0	0	0	0		0	0	0	0	0	0	0	0	0
6.7			0	0	0	0	0		0	0	0	0	0	0	0	0	0
6.8			0	0	0	0	0		0	0	0	0	0	0	0	0	0
		SUBTOTAL	**757,560**	**0**	**0**	**64,390**	**821,950**		**0**	**0**	**0**	**0**	**0**	**657,560**	**164,390**	**0**	**821,950**
7.0	**PROGRAM COORDINATION**																
7.1	Administration		0	0	0	0	0		0	0	0	0	0	0	0	0	0
		SUBTOTAL	**0**	**0**	**0**	**0**	**0**		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
8.0	**COORDINATED ASSET MANAGEMENT**																
8.1	Land Use Coordination		0	0	0	0	0		0	0	0	0	0	0	0	0	0
	Contractual Services		0	0	0	0	0										
		SUBTOTAL	**0**	**0**	**0**	**0**	**0**		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
		TOTALS	**789,075**	**0**	**0**	**190,450**	**979,525**		**157,575**	**0**	**0**	**0**	**0**	**657,560**	**164,390**	**0**	**979,525**

***** MDOT will provide MTF fund of $20,000 for the Asset Management Program.**
***** Clean Air Action Program is at 80/20.**

Indirect Rate Distribution

GRAND VALLEY METROPOLITAN COUNCIL/TRANSPORTATION DIVISION
FY2018-2019 UNIFIED PLANNING WORK PROGRAM

	Work Item		MDOT EXPENDITURES	MDOT REVENUES SPR	MDOT REVENUES MATCH	MDOT REVENUES TOTAL	AGENCY GRAND TOTAL	Total Expenditures Dollars	Total Revenues Dollars
1.0	**DATA BASE MANAGEMENT**								
1.1	Demographic & Economic Projections		2,500	2,000	500	2,500	40,595		
1.2	Traffic Volumes & Physical Conditions		0	0	0	0	39,317		
	Contractual Services		0	0	0	0	0		
1.3	Geographic Information System Maintenance & Update		0	0	0	0	72,364		
	Contractual Services		1,000	800	200	1,000	44,250		
		SUBTOTAL	**3,500**	**2,800**	**700**	**3,500**	**196,526**	**196,526**	**196,526**
2.0	**L0NG RANGE PLANNING**								
2.1	Travel Demand/Air Quality Modeling		17,700	14,160	3,540	17,700	157,839		
	Contractual Services		0	0	0	0	15,000		
2.2	2040 Metropolitan Transportation Plan Development/Update		10,000	8,000	2,000	10,000	110,356		
		SUBTOTAL	27,700	**22,160**	**5,540**	**27,700**	**283,195**	**283,195**	**283,195**
3.0	**SHORT RANGE PLANNING**								
3.1	Transportation Improvement Program (TIP)		6,500	5,200	1,300	6,500	147,949		
3.2	Technical Assistance		6,500	5,200	1,300	6,500	100,075		
	Contractual Services		0	0	0	0	0		
3.3	Clean Air Action! Program		0	0	0	0	75,053		
	Contractual Services		0	0	0	0	25,000		
3.4	Freight		10,000	8,000	2,000	10,000	57,428		
	Contractual Services		0	0	0	0	0		
3.5	Non_Motorized Planning		6,500	5,200	1,300	6,500	56,906		
	Contractual Services		0	0	0	0	0		
3.6	Safety Conscious Planning		0	0	0	0	67,009		
		SUBTOTAL	**29,500**	**23,600**	**5,900**	**29,500**	**529,419**	**529,419**	**529,419**
4.0	**TRANSPORTATION MANAGEMENT SYSTEMS**								
4.1	Pavement Management System		3,500	2,800	700	3,500	128,477		
	Contractual Services		0	0	0	0	70,000		
4.2	Congestion Management System		3,000	2,400	600	3,000	97,092		
	Contractual Services		0	0	0	0	70,000		
4.3	Asset Management***		0	0	0	0	24,342		
		SUBTOTAL	6,500	**5,200**	**1,300**	**6,500**	**389,912**	**389,912**	**389,912**
5.0	**RIDESHARING**								
5.1	Rideshare		0	0	0	0	157,575		
		SUBTOTAL	0	0	0	0	**157,575**	**157,575**	**157,575**
6.0	**SPECIAL SERVICES PLANNING**								
6.1	ADA Compliance		0	0	0	0	66,950		
6.2	Administrative Program Support		0	0	0	0	60,000		
6.3	Comprehensive Operational Analysis		0	0	0	0	500,000		
6.4	Human Resource Planning		0	0	0	0	100,000		
6.5	Short Range Plan		0	0	0	0	95,000		
6.6	0		0	0	0	0	0		
6.7			0	0	0	0	0		
6.8			0	0	0	0	0		
		SUBTOTAL	**0**	**0**	**0**	**0**	**821,950**	**821,950**	**821,950**
7.0	**PROGRAM COORDINATION**								
7.1	Administration		20,000	16,000	4,000	20,000	355,184		
		SUBTOTAL	20,000	**16,000**	**4,000**	**20,000**	**355,184**	**355,184**	**355,184**
8.0	**COORDINATED ASSET MANAGEMENT**								
8.1	Land Use Coordination		5,000	4,000	1,000	5,000	43,095		
	Contractual Services		0	0	0	0	0		
		SUBTOTAL	5,000	**4,000**	**1,000**	**5,000**	**43,095**	**43,095**	**43,095**
		TOTALS	**92,200**	**73,760**	**18,440**	**92,200**	**2,776,856**	**2,776,856**	**2,776,856**

***** MDOT will provide MTF fund of $20,000 for the Asset Management Program.**
***** Clean Air Action Program is at 80/20.**

Indirect Rate Distribution

Appendix C: FY2019 UPWP RESOLUTION

RESOLUTION OF APPROVAL FOR
FY2019 UNIFIED PLANNING WORK PROGRAM

Resolution of the Grand Valley Metropolitan Council approving the Unified Planning Work Program for the Fiscal Year 2019

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 2019.

GVMC Executive Director, John Weiss

6/7/18
Date

Appendix D: Grand Valley Metropolitan 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	Michigan Department of Transportation
John Weiss	Signature
Executive Director Title	Title
6/7/18 Date	Date

Appendix E: COST ALLOCATION PLAN CERTIFICATION

I hereby certify the information contained in the Indirect Cost Proposal for the Grand Valley Metropolitan Council for the fiscal year ending September 30, 2019 and which is attached to this certification, is prepared in conformance with the requirements of CFR 200 and 2 CFR Part 225 - COST PRINCIPLES FOR STATE, LOCAL, AND INDIAN TRIBAL GOVERNMENTS, and the implementing instructions contained in Guide OASC- IO. I further certify: (1) that no costs other than those to be incurred by the grantee/contractor or allocated to the grantee/contractor are included in the indirect cost proposal, and that such proposed costs are allowable under the governing cost principles, (2) that the same costs that are proposed as indirect costs have not been included as direct costs, (3) that similar types of costs will be accorded consistent accounting treatment, and (4) that the information provided by the grantee/contractor which was used as a basis for this provisional rate proposal presented herein is materially accurate.

John Weiss, Executive Director
Grand Valley Metropolitan Council

6/7/18
Date

Appendix F: MPO Technical & Policy Committee Membership List

Ada Township
Policy Committee Representative: George Haga (ghaga@adatownshipmi.com)
Technical Committee Representative: Jim Ferro (jferro@adatownshipmi.com)
7330 Thornapple River Dr.—PO Box 370
Ada, Michigan 49301
Phone (616) 676-9191

Algoma Township
Policy Committee Representative: Kevin Green (supervisor@algomatwp.org)
Technical Committee Representative: Kevin Green
10531 Algoma NE
Rockford, Michigan 49341
Phone (616) 866 -1583

Allendale Township
Policy Committee Representative: Adam Elenbaas (supervisor@allendale-twp.org)
Technical Committee Representative: Adam Elenbaas
6676 Lake Michigan Drive, PO Box 539
Allendale, Michigan 49401
Phone (616) 895-6295

Alpine Township
Policy Committee Representative: Greg Madura (g.madura@alpinetwp.org)
Technical Committee Representative: Sue Becker (s.becker@alpinetwp.org)
5255 Alpine Ave NW
Comstock Park, Michigan 49341
Phone (616) 784-1262

Byron Township
Policy Committee Representative: Tom Hooker (tomhooker@byrontownship.org)
Technical Committee Representative: Tom Hooker
8085 Byron Center SW
Byron Center, Michigan 49315
Phone (616) 878-1222

Caledonia Township
Policy Committee Representative: Bryan Harrison (bharrison@caledoniatownship.org)
Tim Bradshaw - alternate
Technical Committee Representative: Tim Bradshaw (bradshawt@ci.kentwood.mi.us)
8495 Woodland Forest
Alto, Michigan 49302
Phone (616) 891-0070

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Cannon Township
Policy Committee Representative: Terry Brod (tbrod@cannontwp.org)
Technical Committee Representative: Terry Brod
6878 Belding Rd.
Rockford, Michigan 49341
Phone (616) 874-6966

Cascade Township
Policy Committee Representative: Ben Swayze (bswayze@cascadetwp.com)
Steve Peterson-alternate
Technical Committee Representative: Steve Peterson (speterson@cascadetwp.com)
Ben Swayze-alternate
2865 Thornhills SE
Grand Rapids, MI 49546
Phone (616) 949-1500

Cedar Springs, City of
Policy Committee Representative: Mike Womack (manager@cityofcedarsprings.org)
David Ducat-alternate
Technical Committee Representative: David Ducat (dpw@cityofcedarsprings.org)
66 S. Main St.—PO Box 310
Cedar Springs, Michigan 49319
Phone (616) 696-1330

Courtland Township
Policy Committee Representative: Member awaiting appointment
Technical Committee Representative: Matt McConnon (mattmcconnon@gmail.com)
7450 14 Mile Rd.
Rockford, Michigan 49341
Phone (616) 866-0622

East Grand Rapids, City of
Policy Committee Representative: Doug LaFave (dlafave@eastgr.org)
Brian Donovan - alternate (bdonovan@eastgr.org)
Technical Committee Representative: Doug LaFave
Brian Donovan - alternate
750 Lakeside Dr. SE
East Grand Rapids, Michigan 49506
Phone (616) 940-4817

Gaines Charter Township
Policy Committee Representative: Robert DeWard (robert.deward@gainestownship.org)
Technical Committee Representative: Tim Haagsma (thaagsma@kentcountyroads.net)
8555 Kalamazoo Ave
Caledonia, Michigan 49316
Phone (616) 698-6640

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Georgetown Township
Policy Committee Representative: Rod Weersing (rweersing@georgetown-mi.gov)
Technical Committee Representative: Rod Weersing
1515 Baldwin St. PO Box 769
Jenison, Michigan 49429
Phone (616) 457-2340

Gerald R. Ford International Airport
Policy Committee Representative: Tom Ecklund (tecklund@grr.org)
Technical Committee Representative: Roy Hawkins (rhawkins@grr.org)
5500 - 44th St. SE
Grand Rapids, Michigan 49512
Phone (616) 233-6000

Grand Rapids, City of
Policy Committee Representative: Eric DeLong (edelong@grcity.us)
Jeff McCaul- alternate (jmccaul@grand-rapids.mi.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: Charles Sundblad (sundbladc@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

DRAFT

Interurban Transit Partnership – The Rapid
Policy Committee Representative: Peter Varga (pvarga@ridetherapid.org)
Technical Committee Representative: Liz Schelling (lschelling@ridetherapid.org)
Conrad Venema – alternate (cvenema@ridetherapid.org)
300 Ellsworth
Grand Rapids, Michigan 49503
Phone (616) 456-7514

Jamestown Township
Policy Committee Representative: Gail Altman (Altman_gail@yahoo.com)
Technical Committee Representative: Ken Bergwerff (kbergwerff@twp.jamestown.mi.us)
2380 Riley St.
Hudsonville, MI 49426
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Kent County Board of Commissioners
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