



GRAND VALLEY METROPOLITAN COUNCIL

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**POLICY COMMITTEE MEETING**

**Wednesday, May 19, 2021**

**9:30 AM**

**REMOTE MEETING USING ZOOM**

<https://zoom.us/j/98852958404?pwd=Y0I5UjZlYlllcDhRcTcwMzZlVlMxZz09>

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**AGENDA**

- I. **ROLL CALL AND INTRODUCTIONS**
- II. **APPROVAL OF MINUTES**—**ACTION:** Policy Committee meeting minutes dated April 21, 2021.  
**Please refer to Item II: Attachment A**
- III. **OPPORTUNITY FOR PUBLIC COMMENT**
- IV. **TIP AMENDMENTS**—**ACTION:** On behalf of MDOT and Kentwood amendments/modifications to the FY2020-2023 TIP are being requested.  
**Please refer to Item IV: Attachment A and Attachment B**
- V. **POLICIES AND PRACTICES UPDATE**—**ACTION:** The Committee will be asked to review and take action on GVMC's updated Policies and Practices document. This precedes the 2023-2026 TIP development.  
**Please refer to Item V: Attachment A**
- VI. **DRAFT PUBLIC PARTICIPATION PLAN**—**ACTION:** The Committee will be asked to approve the draft Public Participation Plan.  
**Please refer to Item VI: Attachment A**
- VII. **OTHER BUSINESS**
- VIII. **ADJOURNMENT**

**MINUTES**

**Grand Valley Metropolitan Council  
Transportation Division  
POLICY COMMITTEE MEETING  
Wednesday, April 21, 2021  
Video Conference**

Schweitzer, Policy Committee chair, called the meeting to order at 9:32 am. All members announced their names, the jurisdiction they were representing, and the location they were calling from, as instructed prior to the meeting and in accordance with the Open Meetings Act and amendments. Participants were also notified that the meeting was being recorded.

**I. ROLL CALL AND INTRODUCTIONS**

**Voting Members Present**

Tim Bradshaw		Caledonia Twp.
Terry Brod		Cannon Township
Dave Datema		Tallmadge Township
Karyn Ferrick		City of Grand Rapids
Don Mayle		MDOT
Mike Burns		City of Lowell
Doug LaFave		City of East Grand Rapids
Melissa LaGrand		Kent County
Josh Naramore		City of Grand Rapids
Casey Ries		GFIAA
Darrel Schmalzel	<i>Proxy for Ken Krombeen</i>	City of Walker/Grandville
Terry Schweitzer ( <i>Chair</i> )		City of Kentwood
Dan Strikwerda		City of Hudsonville
Julius Suchy		Ada Township
Jeff Thornton		Village of Caledonia
Cameron Van Wyngarden		Plainfield Township
Steve Warren		Kent County Road Commission
Rod Weersing		Georgetown Township
Kevin Wisselink		ITP-The Rapid
Mike Womack		City of Cedar Springs

**Staff and Non-Voting Guests Present**

Brad Doane	GVMC Staff
Andrea Faber	GVMC Staff
Jeff Franklin	MDOT
Laurel Joseph	GVMC Staff
Dennis Kent	MDOT
Tyler Kent	MDOT
Rick Sprague	KCRC
George Yang	GVMC Staff
Mike Zonyk	GVMC Staff

**Voting Members Not Present**

Mike Burns	City of Lowell
Dan Burrill	City of Wyoming
Jamie Davies	City of Rockford
Mike DeVries	Grand Rapids Township
Robert DeWard	Gaines Charter Township
Adam Elenbaas	Allendale Township
Shay Gallagher	Village of Sparta
Rachel Gokey	Village of Sand Lake
Kevin Green	Algoma Township
Jerry Hale	Lowell Township
Bryan Harrison	Caledonia Charter Township
Jim Holtvluwer	Ottawa County
Ken Krombeen	City of Grandville
Greg Madura	Alpine Township
Matt McConnon	Courtland Township
Jim Miedema	Ottawa County Road Commission
Tom Noreen	Nelson Township
Rob Postema	City of Wyoming
Ben Swayze	Cascade Charter Township
Don Tillema	Byron Township
Laurie VanHaitsma	Jamestown Township

**II. APPROVAL OF MINUTES**

Schweitzer entertained a motion to approve both the January 20, 2021 Policy Minutes and the Joint Tech/Policy Minutes from February 18, 2021.

**MOTION by Naramore, SUPPORT by Brod, to approve both Committee minutes for Policy from January 20, 2021 and the joint meeting minutes from February 18, 2021. MOTION CARRIED UNANIMOUSLY.**

**III. OPPORTUNITY FOR PUBLIC COMMENT**

Schweitzer instructed members of the public to raise their hand by clicking the hand icon if they wished to provide comment verbally. No comments were received by the public or committee members.

**IV. TIP AMENDMENTS**

**Referring to Item IV: Attachment A,** Joseph introduced the TIP amendments that were being requested, which are as follows:

- MDOT requested the amendments/modifications to the TIP project list in the pending projects summary in the agenda.

Dennis Kent provided additional information about MDOT’s requested amendments/modifications including a I-196 project that extends through two MPO’s which is a cost increase for maintaining traffic and provided some detail and discussion with Schweitzer about the STIP exempt list.

- Kent County Road Commission requested a couple of cost changes for Burton Street and 7 Mile Road along with an Ottawa County bridge. This required a GPA change required due to the change in budget for 2023.
- Staff also presented on behalf of the Caledonia for Kinsey Street needed for a cost increase, the City of Grand Rapids for some TAP funds that now have a conditional commitment for the Grand River Edges project, and the Rapid and the Hope Network has some changes which triggered a GPA amendment for Transit Capital.
- The City of Grand Rapids had a couple of more specific amendments. They requested to modify a few projects on the illustrative list and for Division Avenue to clarify the scopes and cost estimates of these projects.
- The Kent County Road Commission was requesting to increase the cost for the local portion of a couple of projects which would not affect the federal amounts.
- On behalf of the City of Lowell, they are requested to modify a fiscal 2022 project pertaining to small urban project award they have received for Monroe St.

Schweitzer entertained a motion to approve the requested amendments/modifications to the FY2020-2023 TIP.

**MOTION by Naramore, SUPPORT by Wisselink, to approve the TIP amendments requested for the MDOT, the KCRC, the Village of Caledonia, the RAPID, the Hope Network, the City of Grand Rapids, and the City of Lowell. MOTION CARRIED UNANIMOUSLY by roll call vote.**

**V. STP-URBAN AND HIP FUNDING RECOMMENDATIONS**

Joseph presented the TPSG Subcommittees’ recommendations for programing FY2021 STP-Urban that was turned back from Grandville, some HIP funding from the general 2021 HIP funds, and a large chunk of HIP COVID relief funds we received as an MPO.

The HIP projects to use the funds available were addressed in a spreadsheet and opened for questions by Joseph commending the cooperative and collaborative effort that our region was able to accomplish when bringing forward the regional needs.

Naramore also commended staff and the group for the regional collaboration to be able to come together to

**MOTION by Naramore, SUPPORT by Warren, to approve the recommended allocations of the Technical & TPSG committees for these funds. MOTION CARRIED UNANIMOUSLY by roll call vote.**

**VI. PROPOSED FY2022 UNIFIED PLANNING WORK PROGRAM (UPWP) ACTIVITIES AND BUDGET**

Joseph presented on the UPWP by giving a summary of the document functioning as the coordinated budget and financial management tool for the year. Collaboration and input from the members to develop next year's program were commended. Two major studies pointed out to be included for next year were the Regional Transportation Demand and the Airport Access Plan studies. Other proposals in the UPWP include the nonmotorized traffic count program, the beginning development of the next TIP, a new pavement condition van, a new performance monitoring sub task, and implementation needs pertinent to the 2045 MTP.

Naramore had some questions pertaining to the total budget allocation and if the Rapid would be willing to do some performance reporting and its relation to the TDM study. There were also some changes to the injustice roadmap and changing the analytical work behind it and if GVMC was planning to take these into consideration.

Joseph replied with some information on the environmental justice accessibility analysis and is interested in working in incorporating some analysis in our practices moving forward.

Wisselink replied by saying yes there can be some performance reporting to this group and can incorporate the findings as part of the TDM study.

Schweitzer entertained a motion to approve the UPWP as presented for FY2022.

**MOTION by Naramore, SUPPORT by Ries, to approve the Unified Planning Work Program (UPWP) for FY2022. MOTION CARRIED UNANIMOUSLY by roll call vote.**

**VII. OTHER BUSINESS**

Zonyk provided information regarding updates on two web mapping applications available on GVMC's website. The first application being the 2021 Construction Map, and the second being an interactive Crash Map that allows for trend analysis.

Tyler Kent provided information on the National Work Zone Awareness Week. It's a virtual event hosted by MDOT and more information can be found at [NATIONAL WORK ZONE AWARENESS WEEK - Home \(nwzaw.org\)](https://www.nwzaw.org).

Dennis Kent provided information on the annual call for Federal Grants as part of the RAISE program with the formal announcement coming out on April 26<sup>th</sup>. More details can be found at [About RAISE Grants | US Department of Transportation](https://www.transportation.gov/raise) with each Agency able to submit up to 3 projects. Much of the criteria is the same with a more urban focus along with poverty and equity. Kent also provided some information on some earmark funds the region has submitted for Fruit Ridge.

Ries wanted to commend and stress the success of our region and how West Michigan is responding tremendously following the continued hardships of COVID-19 and appreciated the groups focus on addressing some needs of the area around the Airport.

Legrand also appreciated the comments from Ries and pointed out that comfort and safety of our west Michigan residents along with willingness to travel can be helped if we continue to share the message and destigmatized the vaccination so things can move in the right direction toward normalcy.

#### **VIII. ADJOURNMENT**

Schweitzer adjourned the April 21, 2021 Policy Committee meeting at 10:48 am.



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**MEMORANDUM**

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**DATE:** May 12, 2021  
**TO:** Policy Committee  
**FROM:** Laurel Joseph, Director of Transportation Planning  
**RE:** **FY2020-2023 Transportation Improvement Program**

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On behalf of MDOT and Kentwood the following amendments/modifications to the FY2020-2023 TIP are being requested. Here are the specific requests:

- MDOT is requesting the amendments/modifications to the TIP project list in the attached pending projects summary. MDOT is also requesting committee review of the S/TIP exempt project list. Many of the projects on this S/TIP exempt list have been reviewed by the Committees in the past, but MDOT staff may highlight a few of note during the meeting (please see attachments).
- Staff with the City of Kentwood is requesting additional Committee review and approval of the movement of TAP funding from their 52<sup>nd</sup> Street Trail project to the FY2022 Burton Street mill and fill and NM pathway project that was recently approved for programming by Committees in April (please see Attachment B for additional details).

If you have any questions, please do not hesitate to contact me at (616) 776-7610.

FY 2020-2023 Transportation Improvement Program  
May 2021 Amendments/Modifications

Fiscal Year	Job#	GPA Type	Responsible Agency	Project Name	Limits	Length	Primary Work Type	Project Description	Phase	Phase Status	Fed Amount	State Amount	Local Amount	Total Amount	Federal Amendment Type
2022	201133	S/TIP Line items	MDOT	I-196	48th Avenue to 32nd Avenue	6.865	Reconstruction	Reconstruction	CON	Programmed	\$27,419	\$18,251,582	\$0	\$18,279,000	Phase Budget equal or over 24%,State to Federal
2021	201136	S/TIP Line items	MDOT	I-196	48th Avenue to 32nd Avenue	7.330	Traffic Safety	Shoulder Widening and Median Crossovers for Maintenance of Traffic	CON	Programmed	\$1,282,680	\$142,520	\$0	\$1,425,200	
2022	210038	S/TIP Line items	MDOT	I-196	I-196 over the Grand River and Market Avenue	0.000	Bridge Replacement	Bridge Replacement	CON	Programmed	\$100,000	\$38,500,000	\$0	\$38,600,000	State to Federal
2023	210072	S/TIP Line items	MDOT	US-131	From Allegan/Kent County Line north to 76th Street	4.038	Reconstruction	Reconstruction, Add Weave/Merge Lanes	CON	Programmed	\$100,000	\$39,900,000	\$0	\$40,000,000	State to Federal
2022	204815	Trunkline Traffic Operations And Safety	MDOT	US-131	6 locations in Kent County	4.200	ITS Applications	ITS camera and VDS installation	CON	Programmed	\$959,804	\$212,834	\$0	\$1,172,638	GPA over or over 25%

May 2021 - Pending GPAs

Fiscal Year	MPO	Job Type	GPA Name	GPA Status	Threshold Amount	Total Usage Amount	Total Proposed Amount
2022	GVMC	Trunkline	Trunkline Traffic Operations And Safety	Proposed	\$2,747,031	\$3,919,669	\$889,557





## S/TIP EXEMPT - REVERSIBLE JOBS

Date: 04/28/2021

Fiscal Year(s) : 2021, 2022, 2023

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Fiscal Year	Job Type	Job #	MPO	County	Responsible Agency	Project Name	Limits	Length	Primary Work Type	Project Description	AC/ACC	ACC Year(s)	Phase	Phase Status	S/TIP Cycle	S/TIP Status	Fed Authorized Amount	Total Authorized Amount	Fed Estimated Amount	Total Estimated Amount	Cost To Date	Fund Source	Schedule Obligation Date	Actual Obligation Date	Schedule Let Date	Actual Let Date	Comments
2021	Trunkline	200582	Grand Valley Metropolitan Council (GVMC)	Kent	MDOT	I-196 W	M-11 east to Market Ave	4.454	Road Capital Preventive Maintenance	Paver Placed Surface Seal			PE	Active	20-23	A	\$0	\$25,000	\$0	\$25,000	\$7,254	M	11/30/2020	12/17/2020	12/03/2021		
2021	Trunkline	200816	Grand Valley Metropolitan Council (GVMC)	Kent	MDOT	I-96	From Cascade Road east to M-11	3.025	Road Rehabilitation	Two Course Asphalt Resurfacing			PE	Programmed	20-23	A	\$0	\$0	\$0	\$75,000	\$0	M	03/15/2021		11/04/2022		
2021	Trunkline	201133	Grand Valley Metropolitan Council (GVMC)	Ottawa	MDOT	I-196	48th Avenue to 32nd Avenue	6.865	Reconstruction	Reconstruction			ROW	Programmed	20-23	A	\$0	\$0	\$0	\$30,000	\$0	M	04/20/2021		12/03/2021		
2021	Trunkline	201305	Grand Valley Metropolitan Council (GVMC)	Kent	MDOT	I-96	Fruit Ridge Road Over I-96	0.000	Bridge Rehabilitation	Deep Overlay			PES	Active	20-23	A	\$0	\$160,042	\$0	\$160,042	\$153	M	10/15/2020	01/21/2021	09/02/2022		
2021	Trunkline	201305	Grand Valley Metropolitan Council (GVMC)	Kent	MDOT	I-96	Fruit Ridge Road Over I-96	0.000	Bridge Rehabilitation	Deep Overlay			PE	Active	20-23	A	\$0	\$46,654	\$0	\$46,654	\$0	M	10/15/2020	01/21/2021	09/02/2022		
2021	Trunkline	204412	Grand Valley Metropolitan Council (GVMC)	Kent	MDOT	I-96	under Segwun Ave SE, Lowell Township, Kent County	0.000	Bridge Rehabilitation	Shallow overlay and substructure repair.			PES	Programmed	20-23	A	\$0	\$0	\$0	\$90,505	\$0	M	01/08/2021		10/06/2023		
2021	Trunkline	204412	Grand Valley Metropolitan Council (GVMC)	Kent	MDOT	I-96	under Segwun Ave SE, Lowell Township, Kent County	0.000	Bridge Rehabilitation	Shallow overlay and substructure repair.			PE	Programmed	20-23	A	\$0	\$0	\$0	\$33,035	\$0	M	01/08/2021		10/06/2023		
2021	Trunkline	207994	Grand Valley Metropolitan Council (GVMC)	Kent	MDOT	I-196	8 structures located along I-196	0.000	Bridge CSM	Healer Sealer			CON	Abandoned	20-23	A	\$0	\$0	\$0	\$389,850	\$0	M	10/09/2020		12/04/2020		
2021	Trunkline	208126	Grand Valley Metropolitan Council (GVMC)	Kent	MDOT	I-96	From Monroe Avenue east to Leonard Street	4.950	Road Rehabilitation	Cold milling and two course HMA overlay			PE	Active	20-23	A	\$0	\$100,000	\$0	\$100,000	\$62,912	M	10/26/2020	11/02/2020	10/01/2021		
2021	Trunkline	208126	Grand Valley Metropolitan Council (GVMC)	Kent	MDOT	I-96	From Monroe Avenue east to Leonard Street	4.950	Road Rehabilitation	Cold milling and two course HMA overlay			CON	Programmed	20-23	A	\$0	\$0	\$0	\$6,400,000	\$0	M	08/06/2021		10/01/2021		
2021	Trunkline	208905	Grand Valley Metropolitan Council (GVMC)	Kent	MDOT	I-296/US-131 SB	From Pearl Street north to Richmond Street	1.591	Road Rehabilitation	Concrete Inlay			EPE	Programmed	20-23	A	\$0	\$0	\$0	\$750,000	\$0	M	02/08/2021		11/07/2025		
2021	Local	210311	Grand Valley Metropolitan Council (GVMC)	Ottawa	Ottawa County	68th Ave	M-45 to the Grand River, Ottawa County	2.922	Road Rehabilitation	Mill and resurface pavement			CON	Active	20-23	A			\$0	\$1,021,847		EDF	02/26/2021	10/07/2020			
2021	Multi-Modal	210692	Grand Valley Metropolitan Council (GVMC)	Kent	Interurban Transit Partnership	Transit Operating	areawide	0.000	SP09-Specialized Service	FY21 Spec. Srv.-Services for the elderly and individuals with disabilities			NI	Active	20-23	A	\$0	\$542,369	\$0	\$542,369	\$135,592	CTF	09/30/2021	10/28/2020			
2021	Trunkline	210833	Grand Valley Metropolitan Council (GVMC)	Kent	MDOT	I-96 E	E of Bristol east to West River Drive	2.659	Road Capital Preventive Maintenance	Single Course Asphalt Resurfacing			PE	Active	20-23	A	\$0	\$50,000	\$0	\$50,000	\$46,457	M	11/30/2020	12/01/2020	10/01/2021		
2021	Multi-Modal	211199	Grand Valley Metropolitan Council (GVMC)	Kent	Interurban Transit Partnership	Transit Operating	Interurban Transit Partnership	0.000	SP05-Local Bus Operating	FY21 Local Bus Operating			NI	Active	20-23	A	\$0	\$15,011,084	\$0	\$15,011,084	\$8,756,468	CTF	09/30/2021	10/01/2020			
2021	Trunkline	212378	Grand Valley Metropolitan Council (GVMC)	Kent	MDOT	M-11	M11 (28TH ST) @ KALAMAZO	0.000	Traffic Safety	Replace all traffic signals. Replace all pedestrian signals. Replace FRBs			CON	Active	20-23	A	\$0	\$48,328	\$0	\$48,078	\$0	M	02/23/2021	02/24/2021			
2021	Trunkline	212379	Grand Valley Metropolitan Council (GVMC)	Kent	MDOT	M-11	M11 (28TH ST) @ BRETON RD	0.000	Traffic Safety	Replace all traffic signals. Replace all pedestrian signals. Replace FRB.			CON	Active	20-23	A	\$0	\$40,472	\$0	\$40,222	\$0	M	02/23/2021	02/24/2021			



## S/TIP EXEMPT - REVERSIBLE JOBS

Date: 04/28/2021

Fiscal Year(s) : 2021, 2022, 2023

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Fiscal Year	Job Type	Job #	MPO	County	Responsible Agency	Project Name	Limits	Length	Primary Work Type	Project Description	AC/ACC	ACC Year(s)	Phase	Phase Status	S/TIP Cycle	S/TIP Status	Fed Authorized Amount	Total Authorized Amount	Fed Estimate Amount	Total Estimated Amount	Cost To Date	Fund Source	Schedule Obligation Date	Actual Obligation Date	Schedule Let Date	Actual Let Date	Comments
2021	Trunkline	212381	Grand Valley Metropolitan Council (GVMC)	Kent	MDOT	US-131	US131 NB and SB OFF RAMPs @ M11 (28TH ST)	0.000	Traffic Safety	Replace all signal heads. Replace case signs			CON	Active	20-23	A	\$0	\$8,856	\$0	\$8,606	\$4,826	M	02/23/2021	02/24/2021			
2021	Trunkline	212435	Grand Valley Metropolitan Council (GVMC)	Kent	MDOT	I-296 S	over West River Drive and Marquette Railroad	0.000	Bridge Miscellaneous	Railroad Review			CON	Active	20-23	A	\$0	\$150,045	\$0	\$150,045	\$0	M	04/01/2021	04/19/2021			
2021	Trunkline	212538	Grand Valley Metropolitan Council (GVMC)	Kent	MDOT	Regionwide	Various Locations - Grand Region	0.000	Bridge CSM	Bridge Scaling			PE	Programmed	20-23	A	\$0	\$0	\$0	\$287,600	\$0	M	04/27/2021		09/03/2021		
2021	Trunkline	212538	Grand Valley Metropolitan Council (GVMC)	Kent	MDOT	Regionwide	Various Locations - Grand Region	0.000	Bridge CSM	Bridge Scaling			CON	Programmed	20-23	A	\$0	\$0	\$0	\$1,837,700	\$0	M	07/09/2021		09/03/2021		
2021	Trunkline	212569	Grand Valley Metropolitan Council (GVMC)	Kent	MDOT	Regionwide - Grand Region	Regionwide - Grand Region	0.000	Contracts	Warranty Administration for Road CPM, Road R&R and Bridge Projects			CON	Active	20-23	A	\$0	\$150,000	\$0	\$150,000	\$0	M	04/01/2021	03/10/2021			
2022	Trunkline	204378	Grand Valley Metropolitan Council (GVMC)	Kent	MDOT	US-131	over West River Drive	0.000	Bridge Rehabilitation	Deep Overlay			PES	Programmed	20-23	A	\$0	\$0	\$0	\$463,006	\$0	M	10/14/2021		10/06/2023		
2022	Trunkline	204378	Grand Valley Metropolitan Council (GVMC)	Kent	MDOT	US-131	over West River Drive	0.000	Bridge Rehabilitation	Deep Overlay			PE	Programmed	20-23	A	\$0	\$0	\$0	\$65,971	\$0	M	10/14/2021		10/06/2023		
2022	Trunkline	207873	Grand Valley Metropolitan Council (GVMC)	Kent	MDOT	Grand Rapids TSC Areawide	Grand Rapids TSC Areawide	0.000	Road Capital Preventive Maintenance	FPVS HMA Crack Treatment			PE	Programmed	20-23	A	\$0	\$0	\$0	\$10,000	\$0	M	11/01/2021		11/09/2022		
2022	Trunkline	208525	Grand Valley Metropolitan Council (GVMC)	Kent	MDOT	I-296/US-131 NB	From Bridge Street north to Richmond Street	1.342	Road Rehabilitation	Concrete Inlay			PE	Programmed	20-23	A	\$0	\$0	\$0	\$1,315,000	\$0	M	11/12/2021		12/06/2024		
2022	Trunkline	208905	Grand Valley Metropolitan Council (GVMC)	Kent	MDOT	I-296/US-131 SB	From Pearl Street north to Richmond Street	1.591	Road Rehabilitation	Concrete Inlay			PE	Programmed	20-23	A	\$0	\$0	\$0	\$2,680,000	\$0	M	11/01/2021		11/07/2025		
2022	Trunkline	210063	Grand Valley Metropolitan Council (GVMC)	Kent	MDOT	M-37	From 92nd Street north to 76th Street	2.875	Road Rehabilitation	Crush and Shape, Widening			ROW	Programmed	20-23	A	\$0	\$0	\$0	\$1,500,000	\$0	M	09/12/2022		08/02/2024		
2022	Trunkline	210063	Grand Valley Metropolitan Council (GVMC)	Kent	MDOT	M-37	From 92nd Street north to 76th Street	2.875	Road Rehabilitation	Crush and Shape, Widening			PE	Programmed	20-23	A	\$0	\$0	\$0	\$2,500,000	\$0	M	09/01/2022		08/02/2024		
2022	Trunkline	210185	Grand Valley Metropolitan Council (GVMC)	Kent	MDOT	M-6 and US-131	2 Locations on M-6 and US-131 in Kent County	0.000	Bridge CSM	Silane treatment of barrier and substructure.			CON	Abandoned	20-23	A	\$0	\$0	\$0	\$246,158	\$0	M	10/08/2021		12/03/2021		
2022	Trunkline	211211	Grand Valley Metropolitan Council (GVMC)	Ottawa	MDOT	M-45	The Grand River east to the Ottawa/Kent County Line	4.628	Road Capital Preventive Maintenance	Paver Placed Surface Seal			PE	Programmed	20-23	A	\$0	\$0	\$0	\$50,000	\$0	M	01/03/2022		10/07/2022		
2022	Trunkline	211212	Grand Valley Metropolitan Council (GVMC)	Ottawa	MDOT	M-45	West of 68th Avenue east to The Grand River	4.206	Road Capital Preventive Maintenance	Cold Mill and single course HMA resurface			PE	Programmed	20-23	A	\$0	\$0	\$0	\$50,000	\$0	M	11/01/2021		10/07/2022		
2023	Trunkline	200196	Grand Valley Metropolitan Council (GVMC)	Kent	MDOT	M-21	From Bennett Street east to Valley Vista Drive	6.079	Road Rehabilitation	Two Course Asphalt Resurfacing			PE	Programmed	20-23	A	\$0	\$0	\$0	\$500,000	\$0	M	11/01/2022		10/02/2026		
2023	Trunkline	204773	Grand Valley Metropolitan Council (GVMC)	Ottawa	MDOT	I-196	at the 32nd Avenue Interchange	0.000	New Facilities	Construct new carpool lot.			ROW	Suspended	20-23	A	\$0	\$0	\$0	\$48,000	\$0	M	10/10/2022		11/01/2024		
2023	Trunkline	204773	Grand Valley Metropolitan Council (GVMC)	Ottawa	MDOT	I-196	at the 32nd Avenue Interchange	0.000	New Facilities	Construct new carpool lot.			PE	Suspended	20-23	A	\$0	\$0	\$0	\$20,000	\$0	M	10/10/2022		11/01/2024		



**S/TIP EXEMPT - REVERSIBLE JOBS**

Fiscal Year(s) : 2021, 2022, 2023

Date: 04/28/2021

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Fiscal Year	Job Type	Job #	MPO	County	Responsible Agency	Project Name	Limits	Length	Primary Work Type	Project Description	AC/ACC	ACC Year(s)	Phase	Phase Status	S/TIP Cycle	S/TIP Status	Fed Authorized Amount	Total Authorized Amount	Fed Estimated Amount	Total Estimated Amount	Cost To Date	Fund Source	Schedule Obligation Date	Actual Obligation Date	Schedule Let Date	Actual Let Date	Comments				
2023	Trunkline	208902	Grand Valley Metropolitan Council (GVMC)	Kent	MDOT	I-296/US-131 NB	4 Bridges along US-131/I-296 NB Corridor	0.000	Bridge Rehabilitation	Deep overlay, Epoxy overlay, Railing Replacement			PES	Programmed	20-23	A	\$0	\$0	\$0	\$212,368	\$0	M	10/07/2022		12/06/2024						
2023	Trunkline	208902	Grand Valley Metropolitan Council (GVMC)	Kent	MDOT	I-296/US-131 NB	4 Bridges along US-131/I-296 NB Corridor	0.000	Bridge Rehabilitation	Deep overlay, Epoxy overlay, Railing Replacement			PE	Programmed	20-23	A	\$0	\$0	\$0	\$183,848	\$0	M	10/07/2022		12/06/2024						
2023	Trunkline	211694	Grand Valley Metropolitan Council (GVMC)	Kent	MDOT	US-131	From I-96 north to Post Drive	6.185	Active Traffic Management	Active Traffic Management Systems			EPE	Programmed	20-23	A	\$0	\$0	\$0	\$1,900,000	\$0	M	10/03/2022		08/07/2026						
<b>Grand Total:</b>																	\$0	\$16,332,850	\$0	\$38,991,988	\$9,013,662										

Total Job Phases Reported: 38

- Preferences:**
- Report Format:** Standard
  - FISCAL Year(s):** 2021, 2022, 2023
  - MPO/Non-MPO:** Grand Valley Metropolitan Council (Grand Rapids)
  - County:** ALL
  - Prosperity Region:** ALL
  - MDOT Region:** ALL
  - STIP Cycle:** Fiscal Year 2020 - Fiscal Year 2023
  - STIP Status:** Approved, Pending  
(A - Approved, P - Pending)
  - Job Type:** Trunkline, Local, Multi-Modal
  - Phase Type:** ALL
  - Phase Status:** ALL  
(AP - Programmed, AC - Active, CP - Completed)
  - Amendment Type:** ALL
  - Templates:** Trunkline - ALL, Local - ALL, Multi-Modal - ALL
  - Finance System:** Trunkline - ALL, Local - ALL, Multi-Modal - ALL



**GRAND VALLEY METROPOLITAN COUNCIL**

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**MEMORANDUM**

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**DATE:** May 12, 2021

**TO:** Policy Committee

**FROM:** Laurel Joseph, Director of Transportation Planning

**RE:** **FY2022 TAP Project Recommendation**

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At their April meetings, both Tech and Policy approved the programming recommendations put forward by the TPSG Subcommittee for the Highway Infrastructure Program (HIP) funding. One of the projects in that package was Kentwood's Burton Street mill and fill project from Forest Hill to Patterson, and part of the funding recommendation for this project involves moving \$70,000 in TAP funding that was previously recommended to go to Kentwood's 52<sup>nd</sup> St Trail project to the Burton Street project to help fund the replacement of the 5ft sidewalk with a 10ft separated nonmotorized path along the length of this roadway segment. The following summarizes the justification for the shift in funding and what makes the Burton Street trail project competitive for TAP funding. The Committee is being asked to review and further endorse the movement of TAP funding to this project so that it can move forward with programming.

The Burton Street trail has been on the nonmotorized needs list for several years and scored highly based on the criteria set forth in the Nonmotorized Plan. Burton Street is a major east-west arterial – over 16,000 cars travel this section of the roadway each day. There have been 51 crashes along this segment in the last five years, 12 of which resulted in injuries. One of these crashes, while not resulting in known injuries, did involve a bicyclist. The replacement of sidewalk with a 10-foot-wide nonmotorized trail separated from the roadway will allow for increased nonmotorized safety and less risk of conflict between vehicles and nonmotorized users. It will also create an interconnection between the existing 10-foot-wide trail coming down from the north on Forest Hill and the nonmotorized trail being constructed this year along Burton east of Patterson and over I-96 to the existing nonmotorized trail system in Cascade township increasing the regional connectivity of the nonmotorized transportation network.

If you have any questions, please do not hesitate to contact me at (616) 776-7610.



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## MEMORANDUM

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**DATE:** May 12, 2021

**TO:** Policy Committee

**FROM:** Laurel Joseph, Director of Transportation Planning

**RE:** **Policies and Practices Document Update**

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The purpose of the Policies and Practices (P&P) document is to promote performance-based planning and programming as required by federal law. The document ensures a transparent and clearly defined process is identified for the development and maintenance of the Metropolitan Transportation Plan, Transportation Improvement Program, and related activities at the MPO. The Policies and Practices document is for the use of local jurisdictions and MPO, MDOT, FHWA, and FTA staff.

The update of this document is one of the preparatory steps for beginning the development process for the FY2023-2026 TIP, which will begin this summer/fall. Staff reviewed the document and made updates related to formatting/flow and consistency with current state/federal guidance, the 2045 MTP, and GVMC's CMP. Staff provided this updated document to the Technical Committee at their April meeting, and action was taken to send it to the TPSG Subcommittee for additional review prior to a Technical Committee recommendation to approve.

At the TPSG meeting, the Subcommittee completed a detailed review and discussion regarding the P&P updates and recommended the document, with a few changes, move forward for review and action by the Technical Committee. Staff reviewed and incorporated Subcommittee recommendations in the most recent version of the updated document, which was provided to the Technical Committee for review and recommendation at their May meeting. The Technical Committee has recommended approval of the document by the Policy Committee.

Attached for your reference and review is the proposed updated document, as well as a marked up version of the current Policies and Practices document that was utilized during the TPSG Subcommittee's detailed review.

If you have any questions, please do not hesitate to contact me at (616) 776-7610 or [laurel.joseph@gvmc.org](mailto:laurel.joseph@gvmc.org).



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POLICIES AND PRACTICES  
FOR PROGRAMMING  
PROJECTS

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Updated May 2021

## General Policies and Transportation Performance Measures

The Policies and Practices document outlines what strategies GVMC has put into place to govern the selection of regional transportation projects and how federal and state dollars are spent for the Metropolitan Planning Organizing (MPO) through the implementation of the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Plan (TIP). All projects listed in the TIP and MTP fall under these policies/practices, regardless of funding source or category.

The MPO project prioritization and selection process will support federal Transportation Performance Measures (TPMs) identified in the current transportation bill, other applicable federal laws, as well as corresponding statewide or regional measures, as defined by the MPO.

Each year, the MPO will assess pavement and bridge condition to determine if progress is being made toward established targets, based on the funding available. If the MPO system is not within the parameters set by targets, the MPO will adjust strategies to the extent feasible and practical.

In addition, all major pavement rehabilitation and reconstruction projects will assess and incorporate feasible safety enhancements to address correctable crash patterns, consistent with the Regional Transportation Safety Plan and TPM Safety targets, to reduce the number and rate of vehicular and nonmotorized fatal and serious injury crashes, to the extent practicable.

Congestion and TPM Travel Time Reliability and CMAQ targets will also be considered as part of other roadway and bridge improvement projects. However, this will need to consider the impact of revised federal Air Quality Conformity rules, which could impact major roadway and transit capacity improvement projects. The impact of these rules will need to be monitored and coordinated with TPM targets.

Decisions related to capital transit project funding will be made in the context of federal Transit Asset Management (TAM) requirements and support regional TAM targets and applicable Public Transportation Agency Safety Plans.

To the extent of the MPO's ability, decisions related to bridge project funding will be made in the context of federal bridge condition performance requirements and support regional bridge condition performance targets.

The MPO will monitor progress toward all TPM targets. Progress reporting will be consistent with the procedures and documentation developed in consultation with the Federal Highway Administration (FHWA)/the Federal Transit Administration (FTA), the Michigan Department of Transportation (MDOT), and the Michigan Transportation Planning Association (MTPA). If progress is not being made toward the targets, the MPO investment strategies in each category will be adjusted for those areas within MPO control, pursuant to federal regulations.



A comprehensive Roadway Infrastructure Deficiency Management System (RIDMS) will be used as an inventory for all federal-aid roadways within the MPO boundary. The information contained in RIDMS will be developed by MPO staff, reviewed by each jurisdiction, and approved through the MPO process. RIDMS will be updated as information becomes available. All MTP/TIP projects (state and local) will come from RIDMS. Data for RIDMS will be acquired through various sources, including, but not limited to, local data submittal, Pavement Surface Evaluation and Rating (PASER) inventory, the GVMC traffic count program, MDOT's traffic count program, Michigan Traffic Crash Fact data analysis, etc.

All projects using federal-aid monies require consideration of Social and Environmental (S/E) impacts through the federal NEPA process. Minor projects, generally within the existing right-of-way, are usually classified as Categorical Exclusions. Projects which change capacity to an existing road or transit facility, and/or involve construction of a new transportation facility, often require an Environmental Assessment (EA). The purpose of the EA is to identify the S/E effects of the proposed project and any mitigation required. If, through the EA process, significant S/E impacts are identified, an Environmental Impact Statement (EIS) is required. The EIS quantifies all S/E impacts associated with major projects and identifies the required and feasible mitigation measures to address the impacts identified. Extensive public involvement, including a public hearing and federal/state regulatory agency review, are included in both the EA and EIS processes. Proposed projects involving new or modified access to the Interstate system also require the completion of an Interstate Access Change Request (IACR), to assess traffic impacts on the interstate highway system. The EA, EIS, and IACR processes may occur prior to inclusion of a project in the MPO MTP or may occur as part of the TIP project implementation process, depending on the scope of the proposed project.

Projects included on the draft project lists for GVMC's TIP and MTP go through extensive consultation, environmental justice (EJ) and public involvement processes before the documents are approved. For the consultation process, GVMC reaches out to stakeholders by email inviting them to comment on proposed projects through a process described in GVMC's Consultation Plan. GVMC also conducts an EJ analysis of the projects to ensure that there will be no adverse or disproportionate impacts to populations that have been or are underserved in the transportation planning process. Finally, the public is engaged during the development of the TIP and the MTP at several pivotal milestones, and public input is sought on draft project lists before the documents are brought forward for committee approval. More information on GVMC's public participation process can be found in GVMC's Public Participation Plan (PPP).

## Funding Sources and Eligible Work

For the most part, Federal transportation funds are flexible, giving state and local governments control over how to best invest in the transportation system. These monies come from fuel taxes, mostly gas and diesel, which are deposited in the Federal Highway Trust Fund (HTF), then apportioned to states through a formula outlined in the current transportation bill. This funding is then delegated to several programs designed to accomplish different objectives. Whether through direct allocation for programming by the MPO, through an application process administered by the state, or direct allocation to transit agencies, the following federal transportation funding programs are used for eligible projects in the TIP/MTP. State law governs the distribution of these funds, in some instances.

### Bridge

Administered by MDOT, funds are used for bridge preventative maintenance, rehabilitation, replacement, approach construction, etc.

### Congestion Mitigation and Air Quality (CMAQ)

Funds intended to reduce emissions from transportation-related sources. Up to half of local CMAQ funds go to transit and the remainder is designated to roadway and other eligible projects.

### FTA Section 5307 – Urbanized Area Formula Grants

Funding made available to designated recipients (transit agencies) for planning, engineering, design and evaluation of transit projects and other technical transportation-related studies; capital investments in bus and bus-related activities such as replacement of buses, overhaul of buses, rebuilding of buses, crime prevention and security equipment and construction of maintenance and passenger facilities; and capital investments in new and existing fixed guideway systems including rolling stock, overhaul and rebuilding of vehicles, track, signals, communications, and computer hardware and software.

### FTA Section 5310 – Enhanced Mobility of Seniors & Individuals with Disabilities

Provides formula funding to states for the purpose of assisting private nonprofit groups in meeting the transportation needs of older adults and people with disabilities when the transportation service provided is unavailable, insufficient, or inappropriate to meeting these needs. Eligible projects include both “traditional” capital investment and “nontraditional” investment beyond the Americans with Disabilities Act (ADA) complementary paratransit services.

### FTA Section 5339 – Buses and Bus Facilities Program

Provides funding to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities, including technological changes or innovations to modify low or no emission vehicles or facilities.

## Highway Infrastructure Program (HIP)

As established in the Fixing America's Surface Transportation (FAST) act, this funding is distributed by FHWA, and has had several individual cycles of funding, each applicable to different eligible project types. Eligibility may vary by fiscal year and overall funding availability.

## Highway Safety Improvement Program (HSIP)

Funds to correct or improve a hazardous road location or feature or address other highway safety problems.

## National Highway Performance Program (NHPP)

Funds to maintain condition and support performance on the National Highway System (NHS) and to construct new facilities on the NHS.

## Surface Transportation Program

Funds for construction, reconstruction, rehabilitation, resurfacing, restoration, preservation, or operational improvements to federal-aid highways and replacement, preservation, and other improvements to bridges on public roads that are on the federal-aid transportation system. STP can also be flexed to transit projects. Subcategories include STP Urban, STP Flex, STP Small Urban, and STP Rural categories.

## Transportation Alternatives (TA)

Funds can be used for several activities to improve the transportation system environment, including (but not limited to) nonmotorized projects, preservation of historic transportation facilities, outdoor advertising control, vegetation management in rights-of-way, and the planning and construction of projects that improve the ability of students to walk or bike to school. Funds may also be used to support nonmotorized improvements on other road and bridge jobs. These funds do not have location restrictions (i.e. they can be used off road/off the federal aid network).

## *State Funding Sources*

Michigan also has programs that use both state and federal funding. These programs are collectively known as the Transportation Economic Development Fund (TEDF). The following TEDF funds apply to GVMC's area.

## Category C – Urban Congestion Relief (Kent County) (EDC)

To provide funding for transportation projects which improve the operational level of service in heavily congested urban areas, reduce the accident rate on heavily congested urban roadways, improve the surface and base condition of heavily congested urban roadway.

## Category D – Secondary All-Season Roads (Ottawa County) (EDD)

To provide funding for transportation projects which complement the existing state trunkline system with improvements on connecting local routes that have high commercial traffic and minimize disruptions that result from seasonal load restrictions.

### 2045 MTP Priorities

During the development of the 2045 Metropolitan Transportation Plan (MTP), the MTP Steering Committee determined five priority areas for future investment, including:

- Maintaining the system in a state of good repair
- Congestion management
- Nonmotorized
- Safety
- Transit

Projects that work toward achieving these priorities will be funded as follows:

<b>Priority</b>	<b>Fund Source(s)</b>
<b>Maintaining the system in a state of good repair</b>	STP, NHPP
<b>Congestion Management</b>	<i>Expansion Projects</i> STP (Ottawa County only), EDC (Kent County only), NHPP <i>System Signal Operations and Intersection Improvements</i> CMAQ (~50% of available funds) MDOT Operations Template funding (state highway only)
<b>Nonmotorized</b>	All TAP Funds
<b>Safety</b>	STP Funds (\$50 million over the life of the Plan proposed)
<b>Transit</b>	CMAQ (~50% of available funds), FTA funds

## Capacity Deficient Project Eligibility

### Goal

Reduce system-wide congestion and unreliability.

### Strategy/Practice

In Kent County, the MPO shall use available EDC funding to improve capacity and operations of facilities that are rated or are projected to be rated Moderate Congestion or Severe Congestion. In Ottawa County, the MPO shall use available federal funding to improve capacity and operations of facilities that are rated or are projected to be rated Moderate Congestion or Severe Congestion. These projects must be listed in the MPO's Metropolitan Transportation Plan (MTP) prior to implementation through the TIP process.

Projects that increase capacity by adding lanes (thru lanes, center turn lanes, and/or boulevard) should be prioritized for funding with EDC funding. Projects that widen existing lanes should not be funded with EDC funds. Rehabilitation projects on roadways that were formerly widened with EDC funding are also eligible for current EDC funding.

The funding ratios for capacity deficient projects should be set at 80% EDC with a required 20% local match. The committees may alter this ratio to accommodate funding shortfalls. STP funding may be used for capacity improvement projects in Kent County if the necessity exists to do so due to financial constraint demonstrated in the MTP.

Travel time reliability is an important performance measure of congestion because it can better measure the benefits of traffic management and operation activities than simple averages. Travel time reliability can be used to prioritize roadway segments for congestion improvement in the GVMC transportation system, where feasible. The MPO shall also use available EDC and CMAQ funding to improve travel time reliability on the GVMC highway network on segments that are identified as congested/unreliable as outlined below.

Capacity and operational improvements on state highways are prioritized based on MPO and regional needs, statewide polices, and funding levels.

### Eligibility/Explanation

All capacity and bridge improvement projects programmed in the TIP will be designed to reduce the existing/projected congestion and unreliability through the time period of the Metropolitan Transportation Plan. No improve/expand or bridge projects will be programmed that do not address current and future congestion through the life of the MTP.

New transit routes (aiming to address capacity/congestion issues) to be included in the TIP that receive non-FTA federal funding, must be supported by information identifying the need and demand for such

services. A commitment to continue the proposed service beyond the scope of the federal funding must also be in place if ridership meets projections.

### *Level of Service (LOS)/Volume to Capacity Ratio (V/C)*

Level of Service (LOS) grades may be used to assess relative traffic conditions, both quantitatively and qualitatively. Historically, LOS grades (A representing optimum facility operation and F being capacity deficient / over-capacity) were used to determine funding eligibility and prioritization of projects. As a result of the new travel demand model used for the MPO’s MTP, and to align with Travel Time Reliability metrics, it was necessary to modify the categories to represent the operational conditions in a broader sense. LOS grades can be applied at a high level using these revised categories: LOS A, B and C would equate to the low/no congestion category including some LOS D conditions, high LOS D through low LOS E would equate to moderate congestion, while high LOS E and LOS F would equate to severe congestion or traffic conditions above safe operational capacity of a roadway.

If a facility on the National Highway System (NHS) in the GVMC region has a 24-hour capacity of 24,000, and a 24- hour traffic volume of 18,000, then the V/C ratio would be 0.75. The enhanced GVMC travel demand model will produce estimated volume, speed, and travel time for each road. GVMC will use peak hour volume-capacity (V/C) ratio from the enhanced travel demand model to identify congested corridors on existing and future highway network. Greater of the AM and PM peak period V/C ratio will be selected for congestion deficiency analysis. Corridors are identified as “Low/No Congestion,” “Moderate Congestion,” or “Severe Congestion,” as summarized below. Corridors identified with “Low/No Congestion” would not be eligible for federal funding for the purpose of widening or adding capacity.

LOS Scale	
V/C 0.00-0.79	Low/No Congestion
V/C 0.80-0.99	Moderate Congestion
V/C 1.00-9.99	Severe Congestion

### *Travel Time Index*

Travel time index provides an easy way to understand the scale of congestion. It is defined as the ratio of actual travel time to free-flow travel time. GVMC also uses AM (7:00-9:00am) and PM (3:00-6:00pm) travel time index on weekdays to identify congested corridors on the highway network. The thresholds for different congestion levels based on travel time index are shown below.

Travel Time Index for Congestion Levels for Freeway	
<1.25	Low/No Congestion
1.25-1.5	Moderate Congestion
>1.5	Severe Congestion

Travel Time Index for Congestion Levels for Non-Freeway Arterial	
<1.5	Low/No Congestion
1.5-2.0	Moderate Congestion
>2.0	Severe Congestion

### *Planning Time Index*

Planning time index is defined as the ratio of the 95th percent travel time to the free-flow travel time. It represents the total time needed to plan for an on-time arrival 95% of the time. A value of 1.50 means that a 30-minute trip in free-flow traffic should be planned for 45 minutes. The thresholds for different reliability levels based on worst peak period (AM or PM peak) planning time index are shown below.

Planning Time Index for Reliability Levels	
<2.0	Low/No Congestion
2.0-3.0	Moderate Congestion
>3.0	Severe Congestion

### *Level of Travel Time Reliability*

As defined in federal regulations, the Level of Travel Time Reliability Index (LOTTRI) is defined as the ratio of the 80th percentile travel time to the 50th percentile travel time for four time periods including 6AM to 10AM, 10AM to 4PM, 4PM to 8PM for weekdays and 6AM to 8PM for weekends. The segment will be deemed as reliable when the LOTTR for each time period is below 1.5.

## Condition Deficient Project Eligibility

### Goal

Apply transportation asset management principles and techniques to identify, assess, and maintain existing transportation infrastructure in support of federal performance measures.

### Strategy/Practice

The MPO will use STP, NHPP, and other applicable funding sources to fund projects that improve the condition of the existing transportation system.

### Eligibility/Explanation

The MPO will maintain a Pavement Management System (PaMS) and include pavement condition data in the RIDMS. This system will include all necessary data to reasonably manage and improve the pavement condition of the federal aid network. MPO staff will update the condition data on the network annually.

GVMC will follow directives from the Transportation Asset Management Council (TAMC) annually to determine what networks will be evaluated at a minimum using the Pavement Surface Evaluation and Rating (PASER) system. The PASER system will be utilized as the primary basis for determining project

eligibility. Staff representing individual jurisdictions in conjunction with trained GVMC staff will conduct the survey in the GVMC data collection vehicle. Field data for the entire network will be verified by GVMC staff by using data and photos collected concurrently with the automated data collection system. Final PASER ratings will be provided to each jurisdiction in the study area. Upon completion of the data review, an annual system condition report will be produced and placed on the GVMC website for public consumption.

GVMC shall program federal funds using PASER condition according to the following criteria.

<b>PASER Rating</b>	<b>PASER Investment Scale</b>
<b>PASER 10-8</b>	Not eligible for federal funds
<b>PASER 7</b>	Eligible for crack sealing funding*
<b>PASER 6-5</b>	Eligible for sealcoat/thin overlay funding*
<b>PASER 4</b>	Eligible for structural overlay funding
<b>PASER 3-1</b>	Eligible for reconstruction funding
*Approved GVMC treatment, subject to MDOT programming approval	

Additional metrics that pertain to the Federal Transportation Performance Measures (TPM) will be utilized on the National Highway System (NHS). TPM data will be collected by the MDOT and/or the MPO. These metrics will allow for the reporting of overall performance—Good, Fair, or Poor—for each segment. International Roughness Index (IRI) data will be collected on all NHS classified roads where Rutting, Faulting (Concrete), and Cracking will be identified for Interstate NHS only.

In planning for future improvements both TPM metrics and PASER data will be presented to our committees for review to help inform and validate the project selection process. Current and projected programmed year pavement condition will be utilized in programming efforts, both to document current structural issues that may receive a non-structural, life-extending treatment prior to the programmed year, and to acknowledge projected degradation of pavement condition between the first and last year of the TIP cycle.

Projects that receive funding through the MPO process should be designed and constructed to ensure a long-lasting, improved condition.

Jurisdictions shall use due diligence to properly maintain each facility that receives federal funding. These maintenance strategies could include, but are not limited to, crack sealing when a facility reaches a PASER “7,” or sealing or thin overlay when it reaches a PASER “6”. Proper maintenance will ensure a high level of return on the federal investment. Please see the recommended Condition and Treatment Measures in the link below based on the PASER system for asphalt and concrete.

[https://www.michigan.gov/documents/tamc/paser-cheat-sheet\\_602538\\_7.pdf](https://www.michigan.gov/documents/tamc/paser-cheat-sheet_602538_7.pdf)



## Safety Project Eligibility

### Goal

Improve safety of the transportation system for motorized and nonmotorized users in support of federal performance measures by identifying and prioritizing projects that will reduce the likelihood or severity of crashes and incorporating safety improvements with all transportation projects where feasible and practical.

### Strategy/Practice

Safety enhancement(s) will be considered with all projects. High-priority roadway segments and intersections based on federal performance measures are identified in the GVMC Traffic Safety Plan along with the RIDMS. Roadway segments, intersections, and initiatives identified in both the plan and the RIDMS should be given priority for safety funding.

### Eligibility/Explanation

Safety improvements are reviewed with most projects and safety improvements are added with most preservation and operational improvement projects, where feasible. The federal safety program funds have more specific goals and criteria, as defined in federal regulation.

The Safety Performance Management Final Rule issued by FHWA requires the use of a five-year rolling average for each of the five safety performance measures shown below:

- Number of fatalities
- Rate of fatalities per 100 million VMT
- Number of Serious Injuries
- Rate of Serious Injuries per 100 million VMT
- Number of Non-motorized Fatalities and Non-motorized Serious Injuries

GVMC staff performs a safety deficiency analysis which includes whether segments are safety deficient based on the targets currently supported/adopted by the MPO as outlined on the MPO's Performance-Based Planning and Programming webpage (<https://www.gvmc.org/performance-based-planning-and-programming>). If supporting state targets, a roadway segment will be considered safety deficient based on the fatality or serious injury **rate** being greater than the targets for those performance measures.

Furthermore, GVMC has maintained a safety plan or safety management system for many years. Currently, this plan lists the top 25 segments and intersections ranked by the following safety criteria:

- Intersections Ranking by Expected Excess Fatal and Injury Crash
- Intersections Ranking by Total Crashes in five years
- Intersections Ranking by Fatal and Serious Injury Crash in five year
- Freeway Segments Ranking by Expected Excess Fatal and Injury Crash
- Non-Freeway Segments Ranking by Expected Excess Fatal and Injury Crash

- Segments Ranking by Total Crash in five year
- Segments Ranking by Fatal and Serious Injury Crash in five year
- Intersection Ranking by Expected Excess Fatal and Injury Pedestrian Crash
- Intersection Ranking by Pedestrian Crash in five year
- Intersection Ranking by Expected Excess Fatal and Injury Bicycle Crash

These segments/intersections should be prioritized for safety improvements as well.

## CMAQ Project Eligibility

### Goal

Reduce emissions from transportation-related sources by funding projects that reduce reliance on single occupancy vehicles and/or support intelligent transportation systems, improved system signal operations, and intersection and mobility improvements.

### Strategy/Practice

Traditionally, buses, intersection improvements, traffic signal optimization, and the West Michigan Clean Air Action Program are funded with this program. Other eligible projects – e.g. nonmotorized facilities and travel demand management projects – will be considered on a case-by-case basis. With the CMAQ funds allocated to the MPO, up to 50% will be flexed to transit. With the remaining funds, the TSPG Committee will rank all CMAQ eligible projects based on an emission reduction/cost benefit basis.

### Eligibility/Explanation

MPO staff/Committees, based on MTPA and MDOT process agreements, will develop and implement a consistent and improved statewide evaluation process of CMAQ projects, and project selection process, based on federal guidelines and TPM targets for CMAQ (if applicable to the GVMC region). The Statewide CMAQ Committee has delegated authority, from FHWA, to determine most state and local project eligibility, unless there is a need for FHWA clarification on federal eligibility guidelines. The MPO will monitor improvements to air quality and the effectiveness of CMAQ projects based on MPO progress toward approved statewide or future MPO targets.

All new transit route projects need to show a demonstration of need and that service will continue beyond a 3-year commitment if ridership meets projections.

Agreement for CMAQ funding in West Michigan:

1. MDOT allocates CMAQ funding to local areas (MPOs, RTFs, etc.) based on population from the most current Census data, Air Quality non-attainment status, and other applicable guidelines.
2. MDOT will provide estimates of funding available for each eligible MPO.

3. Working through the TIP development process, the MPO will cooperatively distribute the funds to local and state eligible projects; currently, statewide CMAQ funding for MDOT state highway projects are programmed through the Statewide Operations Template, based on eligibility.
4. All parties will meet to discuss all projects and compile the CMAQ program.
5. MDOT (Statewide CMAQ Committee) makes the final decisions to reach financial constraint statewide and project eligibility. The MPO is responsible for CMAQ financial constraint for local projects.
6. This process may be modified based on updated FHWA and USEPA air quality guidelines and federal funding levels. MDOT will notify the MPOs, through MTPA, of program and process changes.

## Nonmotorized Transportation Project Eligibility

### Goal

Promote a balanced transportation system and work toward creating a mode shift from single occupancy vehicles to more active forms of transportation.

### Strategy/Practice

Federal surface transportation law provides flexibility to MPOs to fund bicycle and pedestrian improvements from a wide variety of federal programs (STP, CMAQ, TAP, etc.). All nonmotorized projects included in the GVMC Metropolitan Transportation Plan/Nonmotorized Transportation Plan are eligible for funding as allowed under these applicable federal-aid categories.

All GVMC Transportation Alternatives funding will be used to fund bicycle and pedestrian facilities.

Any allocated funds to the MPO for the CMAQ program shall also be eligible and considered for use on bicycle and pedestrian facility improvements. All CMAQ funded nonmotorized projects shall be addressed on a case-by-case basis to prove high use, mode shift, and connectivity and score well using the scoring criteria set forth in the Nonmotorized Plan. For the use of CMAQ funds all projects must demonstrate emission reduction.

### Eligibility/Explanation

All nonmotorized projects included in the MTP/Nonmotorized Plan are eligible for funding as allowed under applicable federal-aid categories.

Projects receiving TA funding must be selected using a competitive process. Therefore, proposed projects shall be evaluated during the development of the Nonmotorized Plan and the development of the TIP and scored using the evaluation criteria set forth in the plan and/or agreed upon by the Nonmotorized Subcommittee (if updated between NM Plans). The utilized evaluation criteria and scoring process will be documented in the Nonmotorized Plan and TIP documents as applicable. Project

evaluation results – along with fiscal constraint, project readiness, and other context-related factors – shall drive the programming process.

Projects selected during the TIP development process for potential TA funding will go through the Committee process for endorsement to complete the constructability and eligibility review process through MDOT. Once a project completes that process and receives a Conditional Commitment it will be officially added to the TIP through the TIP amendment/modification process.

## Transit Project Eligibility

### Goal

Identify strategies and recommend investments that preserve and enhance regional transit systems and support federal State of Good Repair and Transit Safety performance measures.

### Strategy/Practice

Capital transit projects will be funded with FTA Section 5307, 5310, and 5339 funds awarded to the transit agencies either directly or through MDOT Office of Passenger Transport (OPT). Transit projects will also be funded with up to 50% of GVMC CMAQ funds as outlined above.

### Eligibility/Explanation

Transit project eligibility will align with the FTA eligibility requirements for the applicable funding programs. Additionally, capital transit projects should be consistent with agency Transit Asset Management (TAM) and Transit Safety performance measure requirements and contribute to meeting regional TAM targets and agency safety performance targets.

## Bridge Project Eligibility

### Goal

Apply transportation asset management principles and techniques to identify, assess, and maintain existing transportation infrastructure (including bridges) in support of federal performance measures.

### Strategy/Practice

To the extent of the MPO's ability, decisions related to bridge project funding should be made in the context of federal bridge performance requirements and support regional bridge condition performance targets.

The MPO encourages local jurisdictions to apply for local bridge funds administered by MDOT.

## Freight-Related Project Eligibility

### Goal

Implement strategies to promote efficient and reliable system management and operation that result in the reliable and safe movement of people and freight and support federal freight performance measures.

### Strategy/Practice

Allow the use of federal funds, where eligible, to address identified freight constrained intersections, roadways, and corridors. While there are no identified federal fund sources specifically designated for freight projects, during the development of a TIP, special consideration may be given to proposed projects that are in an identified and/or candidate freight corridor/route and contribute to statewide or MPO performance targets. Concerns identified by the GVMC Freight Subcommittee, made up of industry stakeholders, will also be considered in this process, to the extent practicable.

### Eligibility/Explanation

The MPO has worked with MDOT to identify Critical Urban and Rural Freight Corridors within the MPO boundary, to support the National Highway Freight Network. Due to the limited mileage allowed for the Urban and Rural Freight Corridors in the FAST Act, the MPO worked with MDOT to identify candidate Freight routes, which serve critical local industries or provide connections to the formal Freight Network. These candidate routes could be formally designated if a project eligible for federal Freight funding is identified and proposed in the future. Freight related projects and funding will target the formal and candidate MPO Freight Network corridors and applicable performance measure targets.

If a proposed project specifically addresses an identified constraint/conflict point/etc. that project may be given a higher priority over a typical resurface/reconstruct project. Freight needs will be balanced with other federal performance measures when selecting projects for the TIP, unless funds are allocated and restricted to freight corridor needs and improvements. All federal fund sources currently available (where appropriate) shall be considered for addressing freight-related projects.

## The Use and Definition of General Program Accounts (GPAs)

Federal regulation 23 CFR 450.324 (f) states projects that are not considered to be of appropriate scale for individual identification in a given program year may be grouped by function, work type, and/or geographic area using the applicable classifications under 23 CFR 771.117(c) and (d) and/or 40 CFR part 93. In nonattainment and maintenance areas, project classifications must be consistent with the “exempt project” classifications contained in the EPA transportation conformity regulation (40 CFR part 93). In addition, projects proposed for funding under title 23 U.S.C. Chapter 2 that are not regionally significant may be grouped in one line item or identified individually in the Transportation Improvement Program (TIP).

In Michigan, these groupings of projects are called General Program Accounts (GPAs). A project consists of all the job numbers and phases for proposed work that are included in the associated environmental documents. Projects that have similar work type activities can be grouped together in a GPA based on that work type activity and included in the state's metropolitan area TIPs and/or the State Transportation Improvement Program (STIP) for non-metropolitan areas. Trunkline project lists for each individual GPA are maintained by MDOT.

To streamline TIP and STIP development processes and minimize the need to amend the TIP and STIP, a statewide committee was developed in 2017 to review current definitions for General Program Accounts. The goal of the committee is to clearly define the General Program Account categories and to find ways to make more efficient use of them for eligible state, local and transit projects. Furthermore, this committee will continue to review the GPA process and reconvene as deemed necessary to make updates to this process and this document. MDOT-Statewide Transportation Planning Division worked with the Michigan MPOs, FHWA, FTA and others within MDOT to review the current use of GPAs and their definitions.

GPAs may be used as a tool to streamline the TIP and STIP development processes and minimize the need to amend the TIP and STIP. The GPA, while it contains several small-scale projects, is treated as one project for the purposes of amendment/administrative modifications to the TIP and STIP. This allows for more flexible programming of the TIP and STIP and a reduction in the number of amendments.

## Strategy/Practice

GVMC uses GPAs where and when possible to facilitate smooth modification of projects listed in the current TIP. GPA projects, while grouped together for TIP amendment threshold purposes are listed individually in the TIP reports for clear viewing by stakeholders and the public.

The following rules apply to all GPA categories:

1. The project cannot be a new road/facility, capacity expansion, or capacity reduction (road diet) project.
2. The project cannot be funded with a congressional or state earmark.
3. The project cannot be experimental.
4. Each project must be a categorical exclusion and air quality neutral.
5. Advance Construct and Advance Construct Conversion phases cannot be listed as a GPA project.
6. Reconstruction projects are not GPA eligible. (Reconstruction projects are identified by work type codes.)
7. GPA projects shall cost less than \$5.0 million.

# Adding/Programming New or Revised Projects to the TIP

## Federal TIP Amendments

TIP amendments require the review and recommendation of the Technical Committee and approval of the Policy Committee as well as MDOT and federal approval, and are characterized by one of the following proposed changes:

- Applies to projects over \$5.0 million and all reconstruction projects.
- Projects (including GPA category accounts/budgets) with cost change exceeding 25% of the programmed total participating project cost.
- Adding a “new” project; the candidate project should be included on a deficiency list as well as the illustrative list.
- Deleting a project; where applicable, funding will be returned to the MPO for reprogramming.
- Changing non-federally funded project to federally funded project.
- Major changes in project design concept or design scope affecting lane configuration, roadway capacity, and/or air quality.

Exceptions to this policy include new projects using Federal aid funding sources not impacting other Federal aid funded projects, such as MDOT, ITP, Statewide TAP, bridge, safety, or other discretionary sources. Upon MPO staff recommendation, the Technical and Policy Committee chair or vice chairpersons are authorized to approve Federal project amendments and MPO adjustments in the referenced federal funding categories. Projects covered under these exceptions will be posted on the GVMC website for public review for 1 week prior to submitting for federal approval. MPO Committees will be notified at their next regular meeting.

Projects that are categorized as “GPA Projects” can be added, deleted, moved, and changed in cost, through administrative modifications (per policies herein), as long as the GPA account/budget does not exceed the 25% threshold outlined above.

Existing MPO, State and Federal processes will be followed for proposed TIP amendments in the areas of air quality conformity, financial constraint, public participation, environmental justice, and consultation. TIP amendments involving the addition of a new project to an existing TIP will be subject to public involvement as described in the MPO Public Participation Plan. Public involvement for changes to existing projects or moving projects from the illustrative list to the funded TIP project list will be accommodated through the MPO committee process as these projects have gone through the extensive public participation, environmental justice, and consultation processes during TIP development.

At all times, the TIP must maintain financial constraint through a combination of Federal and non-federal funds. Committee approved Federal amendments will be forwarded to MDOT via electronic

format (via JobNet) with the noted changes, financial constraint documentation, and proof of MPO action. MDOT will then forward the changes to FHWA.

## TIP Administrative Modifications

Administrative modifications or MPO adjustments for the TIP will be considered when any of the following is proposed to an existing project:

- Change in total cost less than or equal to 25% of the TIP programmed amount is an administrative modification and requires MPO staff approval (before it is obligated).
- Cost changes which may impact project funding available to other MPO members will be classified as MPO adjustments, requiring MPO Committee approval as well as staff approval.
- Minor Federal-aid changes may be administrative if other local projects are not impacted and will be reflected in the next TIP list of projects (i.e., MDOT, ITP, TAP, bridge, safety, or other discretionary sources).
  - May include at staff's discretion: 1) lane extensions up to 1/4 mile, 2) sidewalks and nonmotorized facilities, 3) ADA enhancements and compliance modifications, 4) signalization and/or signs, 5) utility issues, 6) pavement type, 7) phase changes, 8) additional spaces in park-and-ride lots, 9) other.
- Revisions that cause projects to switch fiscal years can be made by MPO staff with Committee notification; however, if financial constraint and/or another agency project are impacted, MPO Committee approval is required (MPO adjustment).
- Minor changes in scope; however, project scope changes affecting AQ conformity or other projects will require MPO Committee approval (MPO adjustment) and may become a TIP amendment.
- Changes in funding source within the same funding category (i.e., federal to federal, state to state and local to local; adding, changing, or combining job numbers within the project funding limits described herein); these modifications will be reflected in the next TIP list of projects.
- Corrections to minor listing errors that do not change cost or scope; these modifications will be reflected in the next TIP list of projects.
- Changing an existing project to an advance construction project and vice versa.
- Adding lanes or non-motorized, up to ½ mile.
- Adding, deleting, or changing GPA qualifying projects in most cases will be an administrative modification.
- GPA budget changes less than 25% of the last federally approved threshold will qualify as an administrative change requiring MPO staff approval, consistent with the Statewide GPA Policy.

Administrative modifications or MPO adjustments do not require Federal approval. GVMC practice is that project changes affecting Federal-aid and/or other projects require Technical review and



recommendation and Policy Committee approval as an MPO adjustment. In addition, MPO staff may approve modifications as noted above. The public will be notified of administrative modifications and MPO adjustments affecting existing projects in the TIP through the MPO committee meetings or the GVMC website.

If an administrative modification or MPO adjustment must be considered immediately, staff will have the authority to implement it; for MPO adjustments, with permission from the Chairpersons of the Technical and Policy Committees and the requesting agency impacted by the adjustment. If the Chairperson from either committee is not available, permission for the Vice-Chairperson will be sought. The modification will be included in the next TIP list of projects.

At all times, the TIP must maintain financial constraint through a combination of Federal and non-federal funds. Administrative modifications and MPO adjustments will be communicated to MDOT and FHWA in a timely fashion and reflected in the next TIP list of projects and posted on the GVMC website for public information.

Major transit capital expenditures and/or projects may be considered a Federal TIP amendment, depending on their scope and impact on the air quality conformity process.

### Technical and Policy Committee Quorum

If a quorum is not present, or an action item (modifications or amendments) is time sensitive, at the Technical Committee meeting, action items can go directly to the Policy Committee; if a quorum is not present at either the Technical and/or Policy Committee meeting(s), then action by the respective Chairperson(s) may be requested and then confirmed at the next committee meeting.

## Adding/Programming New or Revised Projects to the MTP

### MTP Amendments

MTP amendments require the review and recommendation of the Technical Committee and approval of the Policy Committee as well as state and federal approval and are characterized by one of the following proposed changes:

- Adding a new regionally significant project, as defined by inter-agency work group (IAWG) and/or air quality (AQ) conformity non-exempt project list. **\*See the definition of regionally significant projects below for more detail.**
- Deleting a project; where applicable, funding will be returned to the MPO for reprogramming.
- Projects with cost exceeding 25% of the MTP programmed amount.
- Major changes in project design concept or design scope. A major change is one affecting lane configuration, roadway capacity, and/or air quality.
- Moving an illustrative list project into the body or project list of the MTP document.

- Changing non-federally funded project to federally funded project.
- Changing air quality conformity model year grouping for a regionally significant project.

Existing MPO, State and Federal processes will be followed for proposed MTP amendments in the areas of air quality conformity, financial constraint, public participation, and environmental justice. MTP amendments will be subject to public involvement as described in the MPO Public Participation Plan.

Major projects affecting roadway through capacity or transit service capacity (non-exempt for AQ) shall be listed specifically in the MTP and subject to a MTP amendment if not in the plan. AQ exempt projects are not required to be listed individually, outside of those in the current TIP, but may be listed by categories of work (such as preservation, safety, etc.)

At all times, the MTP must maintain financial constraint through a combination of Federal and non-federal funds. Approved MTP amendments will be forwarded to MDOT with updated project lists, financial constraint documentation, and proof of MPO action. MDOT will then forward the changes to FHWA.

## MTP Administrative Modification

Administrative modifications will be considered when any of the following is proposed to an existing project:

- Adding lanes or non-motorized facilities, up to one mile, or as defined by the IAWG.
- Increase in Federal-aid cost less than or equal to 25% of the MTP programmed amount.
- Decrease in Federal-aid project cost.
- Change in Non-Federal-aid project cost.
- Change in Federal or Non-Federal funding category.
- Corrections to minor listing errors or other non-regionally significant project changes.
- Minor changes in scope, or scope changes not considered regionally significant.
  - May include at staff's discretion: 1) lane extensions up to 1/4 mile, 2) sidewalks and nonmotorized facilities, 3) ADA enhancements and compliance modifications, 4) signalization and/or signs, 5) utility issues, 6) pavement type, 7) phase changes, 8) additional spaces in park-and-ride lots, 9) other.
- Update to the first four-years of the MTP to correspond to the most current TIP. The first four years of the MTP are the TIP. When the MTP is updated or amended, the first four years will be adjusted to match the latest version of the TIP, including all TIP amendments and modifications to-date.

Administrative modifications regarding the addition of lanes or non-motorized facilities up to one mile and increases in Federal-aid project cost up to 25% require MPO Committee approval. The other minor modifications to the MTP occur only when the MTP itself is undergoing an update or is being amended.

The MTP document is visionary and long range by its very nature and is only administratively modified when other major changes (amendments) are demanded.

At all times, the MTP must maintain financial constraint through a combination of Federal and non-federal funds. Administrative modifications will be communicated to MDOT and FHWA during the next MTP amendment or plan update and be available for public information through the GVMC website.

## Regionally Significant Project

### **Regionally significant project definition from 23 CFR 450.104:**

*A transportation project that is on a facility which serves regional transportation needs and would normally be included in the modeling of the metropolitan area's transportation network. A transportation project (other than projects that may be grouped in the TIP and/or STIP or exempt projects as defined in EPA's transportation conformity regulation (40 CFR part 93)) that is on a facility which serves regional transportation needs (such as access to and from the area outside the region; major activity centers in the region; major planned developments such as new retail malls, sports complexes, or employment centers; or transportation terminals) and would normally be included in the modeling of the metropolitan area's transportation network. At a minimum, this includes all principal arterial highways and all fixed guideway transit facilities that offer a significant alternative to regional highway travel.*

Additionally, for GVMC's purposes a project is considered regionally significant if it involves adding or reducing through road capacity over one mile or adding a newly constructed Federal-aid road, fixed guideway or BRT transit project, substantial multi-jurisdictional non-motorized project, or a major rail or transit infrastructure project. Roadway and bridge preservation, operational and/or safety (turning lanes, signalization, ITS equipment or services, etc.) projects are not considered regionally significant, as long as any new turning lanes are one mile or less in length (or exempt projects as defined in FHWA-FTA guidance issued on 4-23-2018 and Transportation Conformity Regulations issued in April of 2012 from EPA).

Adding a new regionally significant project as defined by IAWG and/or air quality (AQ) conformity non-exempt project list (per FHWA-FTA guidance issued on 4-23-2018 and Transportation Conformity Regulations issued in April of 2012 from EPA) may require a new AQ conformity analysis and finding, based on IAWG discussion and concurrence.

- Major projects affecting roadway through capacity or transit service capacity (non-exempt for AQ) shall be listed specifically in the MTP (in a TIP if applicable), and subject to a MTP/TIP amendment if not. AQ exempt projects are not required to be listed in the MTP, outside of those in the current TIP, but may be listed by categories of work (such as preservation, safety, etc.).

All non-federal aid projects (for regional significance determination) will be considered on a case-by-case basis based on the regionally significant criteria herein by GVMC's Technical and Policy committee for inclusion into a TIP and MTP.

## Advanced Construction

Advanced Construction allows agencies to begin a project in the absence of sufficient Federal-aid obligation authority to cover the Federal share of project costs and will be paid back when obligation funds become available, usually in a later year.

### Policy/Practice

When the TIP program is developed it needs to be financially constrained. The conversion of advance construction projects is the 1st priority. GVMC allows advanced construction within the four-year TIP and two illustrative years. There are no limits on the dollar amount and the number of advance construct projects allowed as long as the TIP remains fiscally constrained.

## Obligation Authority

Obligation authority is a limitation put on the Federal-aid highway program financial obligations to act as a ceiling on the obligation of contract authority that can be made within a specific time period, usually a fiscal year, regardless of the year in which the funds are authorized. Obligation authority is currently tracked on a statewide basis.

### Policy/Practice

- Encourage the use of advance construction.
- The goal is to have projects obligated by April 1st.
- If a project cannot be obligated in the first year, that projects drops to the second or third year and the advance construction project(s) are converted (paid for) in the first year.
- Carry over projects (where possible) have priority to be funded in the next year of the TIP.
- Preferably the fourth year of the TIP contains easily built projects (several overlay projects).
- Projects to be tracked monthly.

## Functional Classification

### Policy/Practice

- 1) Existing system considered legacy.
- 2) Classify facilities as County Primary or City Major roads according to Michigan Public Act 51 designations.
- 3) Use the following table prepared as proposed recommended thresholds for consideration:

NFC #	Facility Type	Area Type	Low AADT	High AADT	Proposed Min Threshold
1	Interstate	Rural	12,000	34,000	
		Urban	35,000	129,000	
2	Other freeways and expressways	Rural	4,000	18,500	
		Urban	13,000	55,000	
3	Other principal arterial	Rural	2,000	8,500	6,000
		Urban	7,000	27,000	15,000
4	Minor Arterial	Rural	1,500	6,000	4,000
		Urban	3,000	14,000	10,000
5	Major Collector	Rural	300	2,600	2,000
		Urban	1,100	6,300	4,000
6	Minor Collector	Rural	150	1,110	1,000
		Urban	1,100	6,300	4,000
7	Local	Rural	15	400	Not eligible for federal aid
		Urban	80	700	Not eligible for federal aid

Source (AADT range for NFC 1-7): FHWA Highway Functional Classification Concepts, Criteria and Procedures)

\*Facilities not yet constructed would have to be modeled to determine out-year volume (nearest model year).

Note: The above represent only volume thresholds. Other criteria must also be evaluated to determine regional significance of a roadway facility.

A list of NFC value and general description are described below (Source: MDOT NFC Review),

- NFC 1 = Interstate, the limited access Dwight D. Eisenhower interstate system, federal-aid eligible and automatically National Highway Performance Program (NHPP) eligible.
- NFC 2 = Other freeways and expressways, limited access, grade separated interchanges and design features of interstates, but not part of the Dwight D. Eisenhower interstate system, federal-aid eligible.
- NFC 3 = OPA, connecting routes between cities and the most heavily traveled cross city routes within urbanized areas that encourage mobility and commercial traffic, federal-aid eligible.
- NFC 4 = Minor Arterial – shorter trip distances, less traffic and more local in nature than the other principal arterials, federal-aid eligible.
- NFC 5 = Major Collector – these routes funnel traffic from local and minor collector routes to the arterials. These may directly serve schools, business districts and important public functions, federal-aid eligible.

- NFC 6 = Minor Collector – more through traffic than a local road but not as heavy as a major collector. These may directly serve schools, business districts and public functions but less important than major collectors. Urban minor collectors were created recently by the 2010 Highway Performance Monitoring system (HPMS) re-assessment and have federal-aid eligibility; rural minor collectors are not federal-aid highways but do have limited STP federal-aid eligibility.
- NFC 7 = Local – predominately traveled by those accessing their property, rural farm roads and residential neighborhood roads. This is the majority of public road mileage, prior to the 2013 functional classification federal guidance, considered 65% or greater of a state’s mileage. Not federal-aid eligible.

## NFC Modification Process

1. If a local jurisdiction wants to add/remove/modify a facility’s functional class, that jurisdiction needs to draft a memo describing the justification for the change to the road on, or adding to, the Federal-Aid network and fill out the NFC revision form. Justification needs to be that the function of the road has changed and not because the road needs to be improved using federal funds. Odds of the road getting reclassified go up for roads that serve as a pass-through between existing Federal-aid roads, have multiple lanes, have high daily traffic volume, and have higher speeds.
2. MDOT and the MPO need to review the submission preliminarily before submission to the Technical & Policy Committees for review and approval. Once approved by the Committees, the final submission is made by the MPO to MDOT. MDOT then reviews the request then submits it to the Federal Highway Administration for their review and approval.

## High Priority Corridors

### Policy/Practice

The TPSG and Technical Committees will review and recommend corridors to the Policy Committee on a case-by-case basis to determine if a High Priority Corridor is eligible for special funding. Facilities must:

- Be continuous
- Provide connectivity
- Provide alternative routing during emergency situations
- Serve a regionally significant purpose
- Serve major activity centers
- Serve intermodal facilities
- Serve regional medical facilities
- Be a Minor Arterial or above

## Federal Funding of Right of Way (ROW)

### Policy/Practice

Use of Federal funds for ROW acquisition is not allowed in the local program unless the TPSG committee deems a corridor as a regionally significant special case as identified by the MPO.

MDOT federal funding for ROW will be allowed following the required TIP administrative modification, MPO adjustment or Federal TIP amendment processes.

## Federal Funding of Engineering Expenses

### Policy/Practice

There is no local allowance for the use of Federal funds for engineering costs by the MPO Committees.

MDOT federal funding for engineering will be allowed following the required TIP administrative modification, MPO adjustment or Federal TIP amendment processes.

## Title VI

### Policy/Practice

The MPO will update the Title VI Plan before the beginning of the development of the Metropolitan Transportation Plan, with new censuses, or when one of the signers of the plan changes (such as the Title VI Coordinator). The Plan will then be offered to the MPO members to complement their policies and practices. Any agency that receives federal funds must maintain a Title VI Plan that meets Federal regulations. GVMC will notify members to review their Title VI Plans to make sure they comply with the law at the start of the fiscal year.



# Policies and Practices for Programming Projects

November 20, 2019

**All projects listed in the Transportation Improvement Program (TIP)/Metropolitan Transportation Plan (MTP) fall under these Policies/Practices, regardless of funding source or category.**

**Commented [L1]:** Moved to new General Policies and Performance Measures Section.



## Transportation Performance Measure Targets

### GVMC Staff, MDOT Staff recommended Strategy/Practice:

The MPO will monitor progress toward all TPM targets (either in support of statewide targets or individual MPO targets if applicable). The reporting of progress will be consistent with the procedures and documentation developed in consultation with FHWA/FTA, MDOT and MTPA. If progress is not being made toward the targets, the MPO investment strategies in each category will be adjusted for those areas within MPO control.

The MPO project prioritization process will support the federal Transportation Performance Measures (TPM targets, from the FAST Act identified in the attached appendix-add the summaries from MDOT). Each year, the MPO will assess the pavement and bridge condition to determine if progress is being made locally and toward the statewide targets, based on the funding available. If the MPO system is not within the parameters set by the statewide targets, the MPO will adjust pavement and bridge strategies to the extent feasible and practical.

In addition, all major pavement rehabilitation and reconstruction projects will assess and incorporate feasible safety enhancements to address correctable crash patterns, consistent with the Regional Transportation Safety Plan and TPM Safety targets, to reduce vehicular and pedestrian Fatal and Serious Injury crashes. If the MPO system is not within the parameters set by the statewide targets, the MPO will adjust pavement and bridge strategies to the extent feasible and practical.

Congestion and TPM Travel Time Reliability and CMAQ Targets will also be considered as part of other roadway and bridge improvement projects. However, this will need to consider the impact of revised federal Air Quality Conformity rules, which could impact major roadway and transit capacity improvement projects. The impact of these rules will need to be monitored and coordinated with TPM targets.

Decisions related to capital transit project funding will be made in the context of federal Transportation Asset Management (TAM) requirements and support regional TAM targets.

To the extent of the MPO's ability, decisions related to bridge project funding will be made in the context of federal bridge performance requirements and support regional bridge condition performance targets.

**Commented [LJ2]:** •Changed to General Policies and TPM Section.

- Streamlined TPM language
- Added introductory language.
- Moved intro to RIDMS here
- Moved NEPA process reference here
- Added language about regional public involvement, EJ, consultation process.

**Commented [LJ3]:** Added reference to transit agency safety targets.

**Commented [LJ4]:** Added a section after this and before Capacity deficient discussion about funding sources.

New subsection under funding sources lists Priorities from the 2045 MTP.

## Capacity Deficient Project Eligibility

### Previously Stated Goal:

The MPO shall make efforts to reduce system-wide congestion and travel times.

**Commented [LJ5]:** Updated section headings to be consistent throughout the document (as applicable):

- Goal
- Strategy/Practice
- Eligibility/Explanation

**Commented [LJ6]:** Updated to align with MTP goal/objective

### TIP Committee recommended Strategy/Practice:

In Kent County, the MPO shall use all available TEDF funding to improve capacity of facilities that are rated or are projected to be rated Level of Service (LOS) E and F. In Ottawa County, the MPO shall use available federal funding to improve capacity of facilities that are rated or are projected to be rated Level of Service (LOS) E and F. These projects must be listed in the MPO's Metropolitan Transportation Plan (MTP) prior to implementation through the TIP process. The funding ratios for capacity deficient projects should be set at 80% TEDF-C with a required 20% local match. The committees may alter this ratio to accommodate funding shortfalls. STP funding may be used for capacity improvement projects in Kent County if the necessity exists to do so due to financial constraint demonstrated in the MTP.

**Commented [LJ7]:** Changed to moderate/severe congestion

Travel time reliability is an important performance measure of congestion because it can better measure the benefits of traffic management and operation activities than simple averages. The MPO also shall use available TEDF and CMAQ funding to improve travel time reliability on the GVMC highway network that are identified as congested. Travel time reliability can be used to prioritize roadway segments for congestion improvement in the GVMC transportation system. Travel time index (TTI) and Planning time index (PTI) are the federally-selected performance measures for travel time reliability. The GVMC's Congestion Management Process (CMP) rank roadways and intersections in the region's National Highway System (NHS) based on TTI and PTI. Non-NHS roadways are not included due to data availability. Roadways with the worst congestion as identified by these performance measures are given priority for investment.

**Commented [LJ8]:** Moved to eligibility/explanation

### Explanation:

If a facility on the National Highway System (NHS) in the GVMC region has a 24 hour capacity of 24,000, and a 24 hour traffic volume of 18,000, then the V/C Ratio would be 0.75. Using the scale below, this facility would not be eligible for federal funding for the purpose of widening or adding capacity.

#### LOS Scale

V/C 0.00 - 0.25 = LOS A

V/C 0.26 - 0.50 = LOS B

V/C 0.51 - 0.75 = LOS C

V/C 0.76 - 1.00 = LOS D

V/C 1.01 - 1.25 = LOS E

V/C 1.26 - 9.99 = LOS F

Capacity Deficient

**Commented [LJ9]:** Updated to aligned with CMP

Changed LOS to "low/no congestion", "Moderate congestion," and "severe congestion"

For a non-NHS facility in the GVMC region, peak period V/C ratio is used to define capacity deficient, as shown in the scale below,

**LOS Scale**

V/C 0.00 - 0.25 = LOS A

V/C 0.26 - 0.50 = LOS B

V/C 0.51 - 0.75 = LOS C

V/C 0.76 - 1.00 = LOS D

V/C 1.01 - 1.25 = LOS E

V/C 1.26 - 9.99 = LOS F

Capacity Deficient

A comprehensive Roadway Infrastructure Deficiency Management System (RIDMS) will be developed and used as an inventory for all federal-aid roadways within the MPO boundary. The information contained in RIDMS will be developed by MPO staff, reviewed by each jurisdiction, and approved through the MPO process. RIDMS will be updated as information becomes available. All MTP projects (state and local) will come from RIDMS. Data for RIDMS will be acquired through various sources, including but not limited to local data submittal, Pavement Surface Evaluation and Rating (PASER) inventory, the GVMC traffic count program, MDOT's traffic count program, Michigan Traffic Crash Fact data analysis, etc.

**Commented [LJ10]:** Moved into new General Policies Section

All capacity and bridge improvement projects programmed in the TIP will be designed to reduce the congested or projected congested situation through the time period of the Metropolitan Transportation Plan. No improve/expand or bridge projects will be programmed that do not address current and future congestion through the life of the MTP.

**Commented [LJ11]:** Added reference to reliability

Only projects that increase capacity by adding lanes (thru lanes, center turn lanes, and/or boulevard) should be funded using EDFC funding. Projects that widen existing lanes should not be funded EDFC funds.

**Commented [LJ12]:** Moved up into new Strategy Section. Added that rehab projects on roadways formerly widened with EDC funding are also eligible.

~~GVMC staff will work to develop an improved scope and description of project including specific termini, proposed typical cross section and if required, work on existing structures.~~

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New transit routes (aiming to address capacity/congestion issues) to be included in the TIP that receive non-FTA federal funding, must be supported by information identifying the need and demand for such services. A commitment to continue the proposed service beyond the scope of the federal funding must also be in place if ridership meets projections.

Projects located in the identified Congestion Deficient Corridors will also be noted on the deficient project pool listing in the RIDMS. Capacity improvement projects shall include in the project as a participating cost any/all elements of planned ITS deployment.

**Commented [LJ13]:** Removed – RIDMS covered above.

All projects require consideration of Social and Environmental (S/E) impacts through the federal NEPA process. Minor projects, generally within the existing right-of-way, are usually classified as Categorical Exclusions. Projects which add capacity to an existing road or transit facility,

and/or involve construction of a new transportation facility often require an Environmental Assessment (EA). The purpose of the EA is to identify the S/E effects of the proposed project and any mitigation required. If, through the EA process, significant S/E impacts are identified, an Environmental Impact Statement (EIS) is required. The EIS quantifies all S/E impacts associated with major projects, and identifies the required mitigation measures to address the impacts identified. Extensive public involvement, including a public hearing, and federal/state regulatory agency review, are included in both the EA and EIS processes. Proposed projects involving new or modified access to the Interstate system also require the completion of an Interstate Access Change Request (IACR), to assess traffic impacts on the Interstate highway system.

**Commented [LJ14]:** Moved into new General Policies Section

The EA, EIS, and IACR processes may occur prior to inclusion of a project in the MPO LRP, or may occur as part of the TIP project implementation process, depending on the scope of the proposed project.

**Commented [LJ15]:** This too.

Travel time index provides an easy way to understand the scale of congestion. It is defined as the **ratio of actual travel time to free-flow travel time**. GVMC also uses AM (7:00-9:00am) and PM (3:00-6:00pm) travel time index on weekdays to identify congested corridors on the highway network. The thresholds for different congestion levels based on travel time index are shown below:

Travel Time Index for congestion levels		
Low/No Congestion	Moderate Congestion	Severe Congestion
<1.35	1.35-1.80	>1.8

**Commented [LJ16]:** Updated to align with CMP – split out freeway and non-freeway.

Planning time index is defined as the **ratio of the 95<sup>th</sup> percent travel time to the free-flow travel time**. It represents the total time needed to plan for an on-time arrival 95% of the time. A value of 1.50 means that a 30 minute trip in free-flow traffic should be planned for 45 minutes. The thresholds for different reliability levels based on worst peak period (AM or PM peak) planning time index are shown below:

Planning Time Index for Reliability levels		
Reliable	Moderately Unreliable	unreliable
<1.35	1.35-1.80	>1.8

**Commented [LJ17]:** Updated to align with CMP

## Condition Deficient Project Eligibility

**Commented [LJ18]:** Updated headings/format to be consistent with others.

### Previously Stated Goal:

To maintain and improve the system-wide pavement condition within the GVMC MPO boundary.

**Commented [LJ19]:** Updated to align with MTP goal/objective

### Strategy/Practice:

The MPO will maintain a Pavement Management System (PaMS). This system will include all necessary data to reasonably manage and improve the pavement condition of the federal aid network. MPO staff will update the condition data on the entire network annually.

**Commented [LJ20]:** Moved to Eligibility/Explanation section, added reference to RIDMS.

### Process

The Pavement Surface Evaluation and Rating (PASER) system will be utilized as the primary basis for determining project eligibility. The PASER survey process will be completed on the entire system in the network annually. Staff representing individual jurisdictions in conjunction with trained GVMC staff will conduct the survey in the GVMC data collection vehicle. Field data for the entire network will be verified by GVMC staff using data and photos collected concurrently using the automated data collection system. PASER ratings are determined by 3 trained members, 1 MDOT representative, at least 1 MPO rep and preferably 1 ACT 51 rep. Final PASER ratings will be provided to each jurisdiction in the study area. Upon completion of the data review, an annual system condition report will be produced and placed on the GVMC website for public consumption.

**Commented [LJ21]:** Added statement of compliance with TAMC requirements.

Additional metrics that pertain to the Federal Transportation Performance Measures (TPM) will be utilized on the National Highway System (NHS).

### Programming/Investment Policy

GVMC shall program federal funds using PASER condition according to the following criteria:

<u>PASER Rating</u>	<u>PASER Investment Scale</u>
PASER 10 – 8	Not Eligible for federal funds
PASER 7	Eligible for crack sealing funding*
PASER 6 - 5	Eligible for sealcoat/thin overlay funding*
PASER 4	Eligible for structural overlay funding
PASER 3 – 1	Eligible for reconstruction funding

\* Approved GVMC treatment. Subject to MDOT Programming approval.

**Commented [LJ22]:** Criteria did not change.

TPM data will be collected by the MDOT and provided to the MPO. These metrics this will allow for the reporting of overall performance: Good, Fair, or Poor for each segment. International Roughness Index (IRI) data will be collected on all NHS classified roads where Rutting, Faulting (Concrete), and Cracking will be identified for Interstate NHS only.

A combination of PASER and TPM data metrics will be used to identify project eligibility on the NHS system. PASER will be used on all other Federal Aid Road Segments within the MPO area.

In planning for future improvements both TPM metrics and PASER data will be presented to our committees for review to help inform and validate the project selection process.

Projects that receive funding through the MPO process should be designed and constructed to ensure a long-lasting, improved condition.

Jurisdictions shall use due diligence to properly maintain each facility that receives federal funding. These maintenance strategies could include, but are not limited to crack sealing when a facility reaches a PASER “7”, sealing or thin overlay when it reaches a PASER “6”. Proper maintenance will ensure a high level of return on the federal investment. Please see the recommended Condition and Treatment Measures in the table below based on the PASER system.

## ASPHALT PASER RATING

**Commented [LJ23]:** Deleted – added link to TAMC Cheat sheet resources

Asphalt Surface Rating		Visible Distress	General Condition / Treatment Measures
10	Excellent	None	New construction
9	Excellent	None	Recent overlay, like new.
8	Very Good	No longitudinal cracks except occasional reflection of paving joints. Occasional transverse cracks, widely spaced (40' or greater).	Recent sealcoat or new road mix. Little or no maintenance required.
7	Good	Longitudinal cracks (open 1/4") spaced due to reflection or paving joints. Transverse cracks (open 1/4") spaced 10 feet or more apart, little or slight crack raveling. No patching or very few patches in excellent condition.	First signs of aging. Maintain with routine crack filling.
6	Good	Longitudinal cracks (open 1/4" - 1/2") due to reflection and paving joints. Transverse cracking (open 1/4" - 1/2") some spaced less than 10 feet. Slight to moderate flushing or polishing. Occasional patching in good condition.	Show signs of aging, sound structural condition. Could extend life with sealcoat.
5	Fair	Longitudinal cracks (open 1/2") show some slight raveling and secondary cracks. First signs of longitudinal cracks near wheel path or edge. Transverse cracking and first signs of block cracking. Slight crack raveling (open 1/2"). Extensive to severe flushing or polishing. Some patching or edge wedging in good condition.	Surface aging, sound structural condition. Needs sealcoat or non-structural overlay.
4	Fair	Multiple longitudinal and transverse cracking with slight raveling. Block cracking (over 25 - 50% of surface). Patching in fair condition. Slight rutting or distortions (1" deep or less).	Significant aging and first signs of need for strengthening. Would benefit from recycling or overlay.
3	Poor	Closely spaced longitudinal and transverse cracks often showing raveling and crack erosion. Block cracking over 50% of surface. Some alligator cracking (less than 25% of surface). Patches in fair to poor condition. Moderate rutting or distortion (1" or 2" deep). Occasional potholes.	Need patching and major overlay or complete recycling.
2	Very Poor	Alligator cracking (over 25% of surface). Severe distortions (over 2" deep). Extensive patching in poor condition. Potholes.	Severe deterioration. Need reconstruction with extensive base repair.
1	Failed	Severe distress with extensive loss of surface integrity.	Failed. Needs total reconstruction.

## CONCRETE PASER RATING

Commented [LJ24]: Same as above

Concrete Surface Rating		Visible Distress	General Condition / Treatment Measures
10	Excellent	None	New construction
9	Excellent	Traffic wear in wheelpath. Slight map cracking or pop-outs.	Recent concrete overlay or joint rehabilitation. Like new condition. No maintenance required.
8	Very Good	Pop-outs, map cracking, or minor surface defects. Slight surface scaling. Partial loss of joint sealant. Isolated meander cracks, tight or well sealed. Isolated cracks at manholes, tight or well sealed.	More surface wear or slight defects. Little or no maintenance required.
7	Good	More extensive surface scaling. Some open joints. Isolated transverse or longitudinal cracks, tight or well sealed. Some manhole displacement and cracking. First utility patch, in good condition. First noticeable settlement or heave area.	First sign of transverse cracks (all tight); first utility patch. More extensive surface scaling. Seal open joints and other routine maintenance.
6	Good	Moderate scaling in several locations. A few isolated surface spalls. Shallow reinforcement causing cracks. Several corner cracks, tight or well sealed. Open (1/4" wide) longitudinal or transverse joints and more frequent transverse cracks (some open 1/4").	First signs of shallow reinforcement or corner cracking. Needs general joint and crack sealing. Sealed areas could be overlaid.
5	Fair	Moderate to severe polishing or scaling over 25% of the surface. High reinforcing steel causing surface spalling. Some joints and cracks have begun spalling. First signs of joint or crack faulting (1/4"). Multiple corner cracks with broken pieces. Moderate settlement or frost heave areas. Patching showing distress.	First signs of joint or crack spalling or faulting. Grind to repair surface defects. Some partial depth patching or joint repairs needed.
4	Fair	Severe polishing, scaling, map cracking, or spalling over 50% of the area. Joints and cracks show moderate to severe spalling. Pumping and faulting of joints (1/2") with fair ride. Several slabs have multiple transverse or meander cracks with moderate spalling. Spalled area broken into several pieces. Corner cracks with missing pieces or patches. Pavement blowups.	Needs some full depth repairs, grinding, and/or asphalt overlay to correct surface defects.
3	Poor	Most joints and cracks are open, with multiple parallel cracks, severe spalling, or faulting. D-cracking is evident. Severe faulting (1") giving poor ride. Extensive patching in fair to poor condition. Many transverse and meander cracks, open and severely spalled.	Needs extensive full depth patching plus some full slab replacement.
2	Very Poor	Extensive slab cracking, severely spalled and patched. Joints failed. Patching in very poor condition. Severe and extensive settlements or frost heaves.	Recycle and/or rebuild pavement.
1	Failed	Restricted speed. Extensive potholes. Almost total loss of pavement integrity.	Total reconstruction.



## **Safety Project Eligibility**

**Commented [LJ25]:** Updated heading structure

### **Goal:**

GVMC shall undertake efforts to focus planning resources on traffic crashes in an effort to minimize the loss of human life and the impact they have on the economy of the region.

**Commented [LJ26]:** Updated to align with MTP goal/objectives

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### **Deficiency Definition**

The Safety Performance Management Final Rule issued by FHWA require the use of five year rolling average for each of the five safety performance measures shown below:

- Number of fatalities
- Rate of fatalities per 100 million VMT
- Number of Serious Injuries
- Rate of Serious Injuries per 100 million VMT
- Number of Non-motorized Fatalities and Non-motorized Serious Injuries

Deficiency rankings from the West Michigan Traffic Safety Plan are derived from excess expected fatal and serious injury crash frequency. The excess fatal and serious injury crash threshold for each ranking is as follows:

- Low: 1 to 3 crashes per year
- Medium: 3 to 5 crashes per year
- High: 5 crashes per year

**Commented [LJ27]:** Added reference to current safety targets  
Added reference to GVMC safety plan

### **Recommended Strategy/Practice:**

Safety enhancement will be considered with all projects. High-priority roadway segments and intersections based on the performance measures shown above are identified in the West Michigan Traffic Safety plan as well as in the GVMC Traffic Safety Plan. Roadway segments, intersections and initiatives identified in both the plans are given priority for safety funding.

## **CMAQ Program**

**Commented [LJ28]:** Updated headings structure

### **Policies/Practices:**

Traditionally, buses, intersections and the Clean Air Action Program are funded with this program. Other eligible projects will be considered on a case by case basis. MDOT/Local split of the funds (MDOT 50%/Local Agencies 50% of the CMAQ funds statewide per MDOT Policy, less the ITS set-asides.)

With the CMAQ funds allocated to the MPO up to 50% will be flexed to transit. With the remaining funds, the TPSG Committee will rank all CMAQ eligible projects based on an emission reduction/cost benefit basis. MPO staff/Committees, through the MTPA process, will develop and implement a consistent and improved statewide evaluation process of CMAQ projects, and project selection process, based on federal guidelines and TPM targets for CMAQ currently being developed. The MPO will monitor improvements to AQ and the effectiveness of CMAQ projects based on MPO progress toward approved statewide or future MPO targets.

**Commented [LJ29]:** Did not change.

**Commented [LJ30]:** Did not change.

All new transit route projects need to show a demonstration of need and that service will continue beyond a 3 year commitment if rider-ship meets projections.

**Commented [LJ31]:** Moved to explanation subsection

### **Agreement for CMAQ funding in West Michigan**

- MDOT will do the East/West estimating of funding split.
- MDOT will provide estimates of funding available for each MPO (GVMC, MACC, WMSRDC) and rural Ottawa County based on population using the current Census data.
- Working through the TIP development process the MPO and MDOT representatives will cooperatively distribute the funds to local and state eligible projects.
- MDOT will provide a time line with the estimates for completion of task #3.
- All parties will meet to discuss all projects and compile the CMAQ program.
- MDOT (CMAQ CFP Sub-Committee) makes the final decisions to reach financial constraint and project eligibility for the final program.
- This entire agreement will be re-evaluated when the USEPA takes action on the 8 hour standard, and/or new federal CMAQ guidelines and TPM targets are developed.

**Commented [LJ32]:** Updated based on MDOT feedback.

## Non-Motorized Transportation Federal Funding Eligibility

### Goal:

The MPO shall support the development of an area-wide network of interconnected, convenient, safe, and efficient non-motorized routes so that they may become an integral mode of travel for area residents. A non-motorized element of the Metropolitan Transportation Plan shall maintain a listing of eligible non-motorized projects and funding shall be allocated through the MTP and TIP planning processes to achieve an overall goal of improving the non-motorized system.

**Commented [LJ33]:** Updated to reflect MTP goals/objectives/recommendations

### Facility Definitions

The MPO, in cooperation with the Non-Motorized Subcommittee and using AASHTO standards, has developed definitions for each of the non-motorized facility types. These are the non-motorized facility types recognized by the MPO.

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**Sidewalks**—A sidewalk is a paved pathway paralleling a highway, road, or street, and is intended for pedestrians. Sidewalks are typically four to five feet wide and made from concrete, but may be up to a maximum of eight feet wide and made from other materials depending on their location.

**Shared Use Paths**—Shared use paths mainly serve corridors not served by streets and highways, or where wide utility or former railroad rights of way exist (rail trails), but may also parallel highway, roads, and streets (formally called “sidepaths”). Shared use paths are wider than sidewalks, between 8 and 12 feet wide (10 feet width is federally required for federal funds) with a soft two to four foot shoulder on each side, and a minimum width of 14 feet on all structures, such as bridges and boardwalks. They are shared facilities for use by both pedestrians and bicyclists.

**Sidepath**—Sidepaths are shared use paths that are located immediately adjacent and parallel to a roadway.

**Bicycle Lanes**—Bicycle lanes are dedicated, marked, and signed rights of way assigned to bicyclists. They are paired one way facilities located on both sides of a street, with standard intersection designs to minimized conflicts between bicycles and automobiles. Standard bicycle lane widths are six feet; five feet is the minimum width adjacent to curbs and four feet is the minimum width when no curb exists. Dedicated bike lanes must be accompanied by both pavement markings and bike lanes signs (R3-17).

**Signed Shared Roadways**—Signed shared roadways are designated bicycle routes that are signed (D11-1 or W11-1) or have pavement markings to indicate that the roadway is shared with bicyclists (“sharrow” chevron pavement marking).

**Unsigned Shared Roadways**— Unsigned shared roadways are open to both bicycle and motor vehicle and are designed and constructed under the assumption that they may be used by bicyclists, but are not signed or marked. Unsigned shared roadways typically have wider than the standard 12-foot lane. Shared roadways may also be standard width roadways with a minimum four-foot paved shoulder (where there is no curb and gutter), also known as a “wide shoulder.”

**Bicycle Centers and Staging Areas**— Bicycle centers and staging areas are auxiliary facilities to increase the convenience and effectiveness of non-motorized transportation and may offer amenities such as showers and bicycle parking, as well as motorized vehicle parking and network access points.

**Pedestrian Bridges and Refuge Islands**— Pedestrian bridges are modified road bridge structures that accommodate pedestrians and bicyclists, or they may be pedestrian/bike-only structures. A refuge island is a protected area between traffic lanes providing pedestrians or bicyclists with a safe place to wait for gaps in traffic in order to cross a road safely.

**Recommended Policy/Practice:**

All non-motorized projects included in the GVMC Metropolitan Transportation Plan/Non-Motorized Transportation Plan are eligible for funding as allowed under applicable federal-aid categories. Proposed projects shall be evaluated during the development of the Non-Motorized Plan and scored using evaluation criteria set forth in the plan and agreed upon by the Non-motorized Subcommittee. Project evaluation results – along with fiscal constraint, project readiness, and other context-related factors – shall drive the programming process.

Federal surface transportation law provides flexibility to MPOs to fund bicycle and pedestrian improvements from a wide variety of federal programs (STP, CMAQ, TAP, etc.). However, historically the GVMC Committees have primarily funded projects containing only non-motorized elements (as opposed to a roadway project that includes new bike/pedestrian facilities) using competitive grant dollars from the regional Transportation Alternatives Program (TAP) allocation.

Any allocated funds to the MPO for the Congestion Mitigation and Air Quality (CMAQ) program shall also be eligible and considered for use on bicycle and pedestrian facility improvements. All CMAQ funded non-motorized projects shall be addressed on a case by case basis to prove high use, mode shift, and connectivity and score well using the scoring criteria set forth in the Non-Motorized Plan. For the use of CMAQ funds all projects must demonstrate emission reduction and alleviate congestion.

All non-motorized projects requesting federal funds must be endorsed by the MPO to receive federal funds and be included in the MPO TIP.

**Commented [LJ34]:** Removed.

**Commented [LJ35]:** Moved to eligibility/explanation subsection

Acknowledged use of competitive selection process based on agreed upon criteria.

**Commented [LJ36]:** Added language surrounding the process that NM projects go through for Committee endorsement, MGS review, CCs, then adding to the TIP.

## **Transit Asset Management**

### **Goal:**

Achieve and maintain a state of good repair for transit vehicles, equipment, and facilities in the GVMC region.

**Commented [LJ37]:** Updated to "Transit Project Eligibility"  
Updated heading structure

### **Background:**

MAP-21 mandated that the Federal Transit Administration (FTA) develop a rule establishing a strategic and systematic process of operating, maintaining, and improving public capital assets effectively through their entire life cycle. The Transit Asset Management (TAM) Final Rule 49 CFR part 625 became effective Oct. 1, 2016 and established four performance measures:

1. Rolling Stock - Percentage of revenue vehicles exceeding Useful Life Benchmark (ULB)
2. Equipment - Percentage of non-revenue vehicles exceeding ULB
3. Facilities - Percentage of facilities rated under 3.0 on the Transit Economic Requirements Model (TERM) scale
4. Infrastructure - Percentage of track segments under performance restriction (only applies to rail fixed guideway systems – not applicable in GVMC region)

Through coordination with the region's transit providers, the MPO has adopted region-level targets for each of these performance measures, which will be evaluated and updated, as necessary, during the MTP update process.

### **Policy/Practice:**

Capital transit projects should be consistent with agency TAM requirements and contribute to meeting regional TAM targets.

**Commented [LJ38]:** Updated to reflect MTP goal/objective/recommendation

**Commented [LJ39]:** Made this more comprehensive to cover all transit projects rather than just transit asset management.  
Added reference to transit safety targets.

## Bridge Projects

**Commented [LJ40]:** Updated heading structure to be consistent with others

### Goal:

The national performance goal for bridge and pavement condition is to maintain the condition of highway infrastructure assets (including bridges) in a state of good repair.

**Commented [LJ41]:** Updated to reflect MTP goal/objective/recommendation

### Background:

MAP-21 transformed the Federal-aid highway program by establishing new requirements for performance management to ensure the most efficient investment of Federal transportation funds. As part of performance management, recipients of Federal-aid highway funds need to make transportation investments to achieve performance targets that make progress toward national goals. The Pavement and Bridge Condition Final Rule, 49 CFR part 490, became effective February 17, 2017 and established two performance measures for bridge condition:

1. Percentage of NHS bridges classified as in Good condition
2. Percentage of NHS bridges classified as in Poor condition

Through coordination with State and local planning partners, the MPO will adopt region-level targets for each of these performance measures (either by supporting state targets or developing MPO-specific targets), which will be evaluated and updated, as necessary, during each performance period.

**Commented [LJ42]:** This section is incorporated into the general policies/TPM section. Removed from here.

### Policy/Practice:

To the extent of the MPO's ability, decisions related to bridge project funding should be made in the context of federal bridge performance requirements and support regional bridge condition performance targets.

**Commented [LJ43]:** Stayed the same.  
Added statement encouraging locals to apply for local bridge funds through MDOT

## **Freight-Related Projects Funding Eligibility**

**Commented [LJ44]:** Updated heading structure

### **Goal:**

The MPO will fund freight related projects/corridors, where eligible, to minimize delay for major shippers and to support PBPP efforts.

**Commented [LJ45]:** Updated to reflect MTP goal/objective/recommendation

### **Background:**

Last year, the MPO worked with MDOT to identify **Critical Urban and Rural Freight Corridors** within the MPO boundary, to support the **National Highway Freight Network**. Due to the limited mileage allowed for the Urban and Rural Freight Corridors in the FAST Act, the MPO worked with MDOT to identify candidate Freight routes, which serve critical local industries or provide connections to the formal Freight Network. These candidate routes could be formally designated if a project eligible for federal Freight funding is identified and proposed in the future. Freight related projects and funding will target the formal and candidate MPO Freight Network corridors and applicable performance measure targets.

### **Recommended Policy/Practice:**

Allow the use of federal funds, where eligible, to address identified freight constrained intersections, roadways and corridors. While there are no identified federal fund sources specifically designated for planning and or specific freight projects, during the development of a TIP special consideration may be given to proposed projects that are located in an identified and/or candidate freight corridor/route, and contributed to statewide or MPO performance measure targets. If the proposed project specifically addresses the identified constraint/conflict point/etc. that project may be given a higher priority over a typical resurface/ reconstruct project. Freight needs will be balanced with other federal performance measures when selecting projects for the TIP, unless funds are allocated and restricted to freight corridor needs and improvements. All federal fund sources currently available (where appropriate) shall be considered for addressing freight related projects.

**Commented [LJ46]:** Restructured paragraphs into strategy and eligibility/explanation sections, but kept essentially the same.

## **The Use and Definition of GPA's**

Below, information is provided on the currently allowed use of GPA's in the TIP by MDOT, Local Jurisdictions and ITP The Rapid.

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### **Policy/Practice:**

Use, where and when possible, GPA's to facilitate a smooth modification/ amendment of projects listed in a current TIP.

**Commented [LJ47]:** Moved below intro

### **Introduction:**

Federal regulation 23 CFR 450.324 (f) states projects that are not considered to be of appropriate scale for individual identification in a given program year may be grouped by function, work type, and/or geographic area using the applicable classifications under 23 CFR 771.117(c) and (d) and/or 40 CFR part 93. In nonattainment and maintenance areas, project classifications must be consistent with the "exempt project" classifications contained in the EPA transportation conformity regulation (40 CFR part 93). In addition, projects proposed for funding under title 23 U.S.C. Chapter 2 that are not regionally significant may be grouped in one line item or identified individually in the Transportation Improvement Program (TIP).

In Michigan, these groupings of projects are called General Program Accounts (GPAs). A project consists of all the job numbers and phases for proposed work that are included in the associated environmental documents. Projects that have similar work type activities can be grouped together in a GPA based on that work type activity and included in the state's metropolitan area TIPs and/or the State Transportation Improvement Program (STIP) for non-metropolitan areas. Trunkline Project lists for each individual GPA are maintained by MDOT.

In an effort to streamline TIP and STIP development processes and minimize the need to amend the TIP and STIP, a statewide committee was developed to review current definitions for General Program Accounts. The goal of the committee is to clearly define the General Program Account categories and to find ways to make more efficient use of them for eligible state, local and transit projects. Furthermore, this committee will review the GPA process and reconvene as deemed necessary to make updates to this process and this document. The Michigan Department of Transportation (MDOT) Statewide Transportation Planning Division worked with the Metropolitan Planning Organizations (MPOs), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA) and others within MDOT to review the current use of GPAs and their definitions.

### **Advantages of Using Groupings:**

**Commented [LJ48]:** Got rid of sub-heading. Included content in intro section.

GPAs may be used as a tool to streamline the TIP and STIP development processes and minimize the need to amend the TIP and STIP. Grouping projects in GPAs is a tool to reduce the record keeping requirements of individually listing minor projects. They reduce the volume of



projects listed individually on the TIP and STIP E-files. The line item GPA, while it encompasses several small-scale projects, is treated as one project for the purposes of amendment/administrative modifications to the TIP and STIP. This allows for more flexible programming of the TIP and STIP and a reduction in the number of amendments.

**Terminology:**

**General Program Account (GPA)** – Project groupings, into which the individual GPA Projects will be sorted, based on the work type code.

**GPA Project** – this is the individual phase that will be assigned to the appropriate GPA.

**Commented [LJ49]:** Deleted since covered in the introductory language.

The following rules will apply to all GPA categories:

1. The project cannot be a new road, capacity expansion, or capacity reduction (road-diet) project.
2. The project cannot be funded with a congressional or state earmark.
3. The project cannot be experimental.
4. Each project must be a categorical exclusion and air quality neutral.
5. Advance Construct and Advance Construct Conversion phases cannot be listed as a GPA project.
6. Reconstruction projects are not GPA eligible. (Reconstruction projects are identified by work type codes).
7. GPA projects shall cost less than \$5.0 Million

**Commented [LJ50]:** Stayed the same.

## **Adding/Programming New or Revised Projects to the Transportation Improvement Program (TIP) and Metropolitan Transportation Plan (MTP)**

**Commented [LJ51]:** Separated into TIP and MTP sections and Amendment and Admin Mod subsections

Below, more specific information is provided/recommended to augment the existing Policies/Practices for TIP and MTP revisions. Project revisions will only be made with the consent of the implementing jurisdiction.

### **MPO recommended Policy/Practice:**

**There are three actions that are covered by this policy/practice, as agreed to by FHWA/FTA, MDOT and MTPA: MPO Administrative Modifications, MPO Adjustment and Federal TIP Amendments.**

### **Federal TIP Amendments**

TIP Amendments require the review and recommendation of the Technical Committee and approval of the Policy Committee as well as federal approval, and are characterized by one of the following proposed changes (see matrix for appropriate MPO approvals):

- Applies to projects over \$5.0 Million and all reconstruction projects
- Projects (including GPA Category Accounts/Budgets) with cost exceeding 25% of the programmed Total Participating Project Cost (participating funds only).
- Adding a new project; the candidate project should be included on a deficiency list as well as the Illustrative list (see qualifications for adding projects listed below).
- Deleting a project; where applicable, funding will be returned to the MPO for reprogramming.
- Changing non-federally funded project to federally funded project.
- Major changes in project design concept or design scope, affecting roadway capacity and/or air quality (see matrix).
- Moving an illustrative project into the body of the TIP document.

**Commented [LJ52]:** Deleted since illustrative projects are covered in third bullet point.

Exceptions to this Policy include new projects using Federal Aid funding sources not impacting other Federal Aid Funded projects such as MDOT, ITP, TAP, Bridge, Safety, or other discretionary sources (see matrix). Upon MPO staff recommendation, the Technical and Policy Committee Chair or Vice Chair Persons are authorized to approve Federal project amendments and MPO Adjustments in the referenced federal funding categories. Projects covered under these exceptions will be posted on the GVMC website for public review for 1 week prior to submitting for federal approval. MPO Committees will be notified at their next regular meeting.

**Commented [LJ53]:** No changes

Projects that are categorized as “GPA Projects” can be added, deleted, moved and changed in cost, through Administrative Modifications (per Policies herein), as long as the GPA Account/Budget does not exceed the 25% threshold outlined above.

Existing MPO, State and Federal processes will be followed for proposed TIP Amendments in the areas of air quality conformity, financial constraint, public participation, and environmental justice. TIP amendments involving the addition of a new project to an existing TIP will be subject to public involvement as described in the MPO Public Participation Plan. Public involvement for changes to existing projects or moving projects from the Illustrative List to the funded TIP project list will be accommodated through the MPO committees.

At all times the TIP must maintain financial constraint through a combination of Federal and non-federal funds. Committee approved Federal amendments will be forwarded to MDOT via electronic format with the noted changes, financial constraint documentation, and proof of MPO action. MDOT will then forward the changes to FHWA.

**Commented [LJ54]:** No change

## TIP Administrative Modifications and MPO Adjustments

Administrative Modifications or MPO Adjustment for the TIP will be considered when any of the following is proposed to an existing project (see matrix for appropriate MPO approvals):

- Changes in Federal-aid cost, more than 10% and less than or equal to 25% of the TIP programmed amount, is an administrative modification and requires MPO staff approval (before it is obligated).
  - Per Local Agency Programs; projects with a cost increase less than or equal to 10% of the TIP programmed amount do not require MPO action as long as financial constraint is maintained and should be reflected in the next TIP list of projects.
  - Cost changes which may impact project funding available to other MPO members will be classified as **MPO Adjustments**, requiring MPO Committee approval as well as staff approval.
- Minor Federal-aid changes may be allowed if other local projects are not impacted, and will be reflected in the next TIP list of projects (ie-MDOT, ITP, TAP, Bridge, Safety, or other discretionary sources).
- Revisions that cause projects to switch years can be made by MPO staff with Committee notification; however, if financial constraint and/or another agency project are impacted, MPO Committee approval is required (MPO Adjustment).
- Changes in non-federal funding participation; these modifications will be reflected in the next TIP list of projects.
- Minor changes in scope; however, project scope changes affecting AQ conformity or other projects will require MPO Committee approval (MPO Adjustment) and may become a TIP amendment (see matrix).
- Changes in funding source within the same funding category (i.e. federal to federal, state to state and local to local; adding, changing or combining job numbers within

**Commented [LJ55]:** Updated to align with statewide policy on amendments applying to 25% total cost changes, making admin mods anything below that.

**Commented [LJ56]:** Removed since fed amendment applies to total cost, not just federal cost.

the project funding limits described herein); these modifications will be reflected in the next TIP list of projects.

- Corrections to minor listing errors that don't change cost or scope; these modifications will be reflected in the next TIP list of projects.
- Cost decreases (Federal or non-Federal); these modifications will be reflected in the next TIP list of projects. Any resultant additional federal funding applied to a new or existing project will follow the amendment or modification process described herein.
- Changing an existing project to an advance construction project and vice versa.
- Adding lanes or non-motorized, up to ½ mile.
- Adding, deleting or changing GPA qualifying projects in most cases will be an Administrative Modification;
- GPA line items budget changes exceeding 25% will require a Federal TIP Amendment, consistent with the Statewide GPA Policy.

Administrative Modifications or MPO Adjustments do not require Federal approval. GVMC practice is that project changes affecting Federal-aid, and/or other projects, require Technical review and recommendation and Policy Committee approval as an MPO Adjustment. In addition, MPO staff may approve modifications as noted above. The public will be notified of Administrative Modifications and MPO Adjustments affecting existing projects in the TIP through the MPO committee meetings or the GVMC web-site.

In the event that an Administrative Modification or MPO Adjustment must be considered immediately, staff will have the authority to implement that adjustment; and for MPO Adjustments, with permission from the Chairpersons of the Technical and Policy Committees and the requesting agency impacted by the adjustment. If the Chairperson from either committee is not available, permission for the Vice-Chairperson will be sought. The modification will be included in the next TIP list of projects.

At all times the TIP must maintain financial constraint through a combination of Federal and non-federal funds. Administrative Modifications and MPO Adjustments will be communicated to MDOT and FHWA in a timely fashion and reflected in the next TIP list of projects, and posted on the GVMC website for public information.

Major transit capital expenditures and/or projects may be considered a Federal TIP Amendment, depending on their scope and impact on the AQ Conformity process.

Commented [LJ57]: No changes.

### **Technical and Policy Committee Quorum**

If a Quorum is not present, or an action item (modifications or amendments) is time sensitive, at the Technical Committee meeting, action items can go directly to the Policy Committee; if a quorum is not present at either the Technical and/or Policy Committee meeting(s), then action by the respective Chairperson(s) may be requested and then confirmed at the next committee meeting.

Commented [LJ58]: No change.

### **Qualifications for Adding/Amending New Projects to an Existing TIP-**

<b>PASER 10 – 8</b>	Not Eligible for federal funds
<b>PASER 7</b>	Eligible for crack sealing funding*
<b>PASER 6 - 5</b>	Eligible for sealcoat/thin overlay funding*
<b>PASER 4</b>	Eligible for structural overlay funding
<b>PASER 3 – 1</b>	Eligible for reconstruction funding

\* Approved GVMC treatment. Subject to MDOT Programming approval.

**Expand & Widen Proj. -** Should be listed in the Congestion Management System capacity deficiency list and be listed in the Metropolitan Transportation Plan.

**ITS Project -** Should be recommended by the ITS committee.

**Transit Project -** Should be listed in the 5 year Short Range Public Transportation Plan or in the Long Range Public Transportation Plan.

**Buses -** All buses should come from the Fleet Plan.

**Procedure for Adding New Project(s) TIP –**

A call for projects will be sent to all transportation providers, project(s) will be selected through the project selection process exercised by the TPSG, Technical and Policy Committees.

**Commented [LJ59]:** Removed since eligibility requirements are covered in above sections.

## MTP Amendments

Commented [LJ60]: Did not change.

MTP Amendments require the review and recommendation of the Technical Committee and approval of the Policy Committee as well as state and federal approval, and are characterized by one of the following proposed changes (see corresponding MTP Revisions matrix):

- Adding a new regionally significant project, as defined by inter-agency work group (IAWG) and/or air quality (AQ) conformity Non-Exempt project list. \***See the definition of regionally significant projects below for more detail.**
- Deleting a project; where applicable, funding will be returned to the MPO for reprogramming.
- Projects with cost exceeding 25% of the MTP programmed Federal-aid amount.
- Major changes in project design concept or design scope. A major change is one affecting roadway capacity and/or air quality.
- Moving an Illustrative List project into the body or project list of the MTP document.
- Changing non-federally funded project to federally funded project.
- Changing air quality conformity model year grouping for a regionally significant project.

Existing MPO, State and Federal processes will be followed for proposed MTP Amendments in the areas of air quality conformity, financial constraint, public participation, and environmental justice. MTP amendments will be subject to public involvement as described in the MPO Public Participation Plan.

Major projects affecting roadway through capacity or transit service capacity (Non-Exempt for AQ) shall be listed specifically in the MTP, and subject to a MTP amendment if not in the plan. AQ Exempt projects are not required to be listed individually, outside of those in the current TIP, but may be listed by categories of work (such as preservation, safety, etc.)

At all times the MTP must maintain financial constraint through a combination of Federal and non-federal funds. Approved MTP amendments will be forwarded to MDOT with updated project lists, financial constraint documentation, and proof of MPO action. MDOT will then forward the changes to FHWA.

## MTP Administrative Modifications

Administrative modifications will be considered when any of the following is proposed to an existing project:

- Adding lanes or non-motorized facilities, up to one mile, or as defined by the IAWG.
- Increase in Federal-aid cost less than or equal to 25% of the MTP programmed amount.
- Decrease in Federal-aid project cost.
- Change in Non Federal-aid project cost.
- Change in Federal or Non Federal funding category.

- Corrections to minor listing errors or other non-regionally significant project changes.
- Minor changes in scope, or scope changes not considered regionally significant.
- Update to the first four-years of the MTP to correspond to the most current TIP. The first four years of the MTP **are** the TIP and vice versa. When the MTP is updated or amended, the first four years will be adjusted to match the latest version of the TIP, including all TIP amendments and modifications to-date.

Administrative modifications regarding the addition of lanes or non-motorized facilities up to one mile and increases in Federal-aid project cost up to 25% require MPO Committee approval. The other minor modifications to the MTP occur only when the MTP itself is undergoing an update or is being amended. The MTP document is visionary and long range by its very nature and is only administratively modified when other major changes (amendments) are demanded.

At all times the MTP must maintain financial constraint through a combination of Federal and non-federal funds. Administrative modifications will be communicated to MDOT and FHWA during the next MTP amendment or plan update, and for public information through the GVMC website.

**Qualifications for Adding/Amending New Projects to an Existing MTP-**

- Reconstruct/Resurf Proj. -** These types of projects will only be added when/if the MTP is amended for other reasons to reflect the current TIP projects.
- Expand & Widen Proj. -** Should be listed in the Congestion Management System capacity deficiency list. Project should be regionally significant.
- ITS Project -** Should be recommended by the ITS committee.
- Transit Project -** Should be listed in the 5 year Short Range Public Transportation Plan or in the Long Range Public Transportation Plan.

**Procedure for Adding/Amending New Project(s) into the MTP -**

(See Qualifications for Adding/Amending New Projects to an Existing TIP above.)

**Commented [LJ61]:** Deleted since eligibility is covered in sections above.

## Regionally Significant Project

Commented [LJ62]: Did not change.

### Regionally significant project definition from 23 CFR 450.104:

*A transportation project that is on a facility which serves regional transportation needs and would normally be included in the modeling of the metropolitan area's transportation network. A transportation project (other than projects that may be grouped in the TIP and/or STIP or exempt projects as defined in EPA's transportation conformity regulation (40 CFR part 93)) that is on a facility which serves regional transportation needs (such as access to and from the area outside the region; major activity centers in the region; major planned developments such as new retail malls, sports complexes, or employment centers; or transportation terminals) and would normally be included in the modeling of the metropolitan area's transportation network. At a minimum, this includes all principal arterial highways and all fixed guideway transit facilities that offer a significant alternative to regional highway travel.*

Additionally for GVMC's purposes a project is considered regionally significant if it involves adding or reducing through road capacity over one mile or adding a newly constructed Federal-aid road, fixed guideway or BRT transit project, substantial multi-jurisdictional non-motorized project, or a major rail or transit infrastructure project. Roadway and bridge preservation, operational and/or safety (turning lanes, signalization, ITS equipment or services, etc.) projects are not considered Regionally Significant, as long as any new turning lanes are one mile or less in length (or Exempt projects as defined in FHWA-FTA guidance issued on 4-23-2018 and Transportation Conformity Regulations issued in April of 2012 from EPA).

Adding a new Regionally Significant project as defined by IAWG and/or air quality (AQ) conformity Non-Exempt project list (per FHWA-FTA guidance issued on 4-23-2018 and Transportation Conformity Regulations issued in April of 2012 from EPA), may require a new AQ conformity analysis and finding, based on IAWG discussion and concurrence.

- Major projects affecting roadway through capacity or transit service capacity (Non-Exempt for AQ) shall be listed specifically in the MTP (in a TIP if applicable), and subject to a MTP/TIP amendment if not. AQ Exempt projects are not required to be listed in the MTP, outside of those in the current TIP, but may be listed by categories of work (such as preservation, safety, etc.)

All non-federal aid projects (for regional significance determination) will be considered on a case by case basis based on the regionally significant criteria herein by GVMC's Technical and Policy committee for inclusion into a TIP and MTP.



## **Advance Construction**

**Commented [LJ63]:** Added definition

### **Policies/Practices:**

When the TIP program is developed it needs to be financially constrained.  
The conversion of advance construction projects is the 1st priority.

Allow advance construction within the four year TIP and the Illustrative program

*The TPSG and Technical Committees recommend that the use of Advance Construction be restricted to the first 4 years of the TIP and the 2 Illustrative years; that there are no limits on the dollar amount and the number of Advance Construct projects allowed, and that once the TIP is developed it will be financially constrained.*

**Commented [LJ64]:** Incorporated into policy/practice subsection.

## **Obligation Authority**

**Commented [LJ65]:** Added definition

### **Policy/Practice:**

- Encourage the use of Advance Construction.
- Goal to have projects obligated by **April 1st**
- If a project cannot be obligated in the first year that projects drops to the second or third year and the advance construction project(s) are converted (paid for) in the first year.
- Carry over projects (where possible) have priority to be funded in the next year of the TIP
- Preferably the fourth year of the TIP contains easily built projects (several overlay projects).
- Monthly project tracking.

*The TPSG and Technical Committees recommend establishing a practice to increase the use of Advance Construct projects, and establish the goal that all projects are obligated by April 1st. Staff will also distribute to the Technical Committee a project tracking sheet on a monthly basis.*

**- This section contains updates not acted upon by the Committees.**

**Commented [LJ66]:** This is incorporated into the bullets above, so deleted the redundant paragraph.

## Functional Classification

### Policy/Practice:

- 1) Grandfather in the existing system.
- 2) Classify facilities as County Primary or City Major roads according to Act 51 designation.
- 3) Use the following table prepared as proposed recommended thresholds for consideration:

NFC #	Facility Type	Current Low Volume	Current High Volume	Current Average Volume	Proposed Minimum Threshold*
1	Rural Interstate	31,000	38,000	35,000	
2	Rural Freeway	26,000	51,000	41,000	
6	Rural Minor Arterial	2,100	23,000	8,700	5,000
7	Rural Major Collector	500	13,000	4,400	2,500
8	Rural Minor Collector	500	12,000	2,000	1,500
11	Urban Interstate	31,000	90,000	56,500	
12	Urban Freeway	44,000	129,000	95,500	
14	Urban Principal Arterial	4,000	55,000	23,300	25,000
16	Urban Minor Arterial	1,500	47,000	11,800	10,000
17	Urban Collector	750	17,000	5,000	5,000
	All Classes	500	129,000	13,000	

\* Facilities not yet constructed would have to be modeled to determine out year volume (nearest modeled year).

Note: The above represent only volume thresholds. Other criteria must also be evaluated to determine regional significance of a roadway facility.

### NFC Modification Process

1. If a local jurisdiction wants to add/remove/modify a facility's functional class that jurisdiction needs to draft a memo describing the justification for the change to the road on or adding to the Federal-Aid network and fill out the NFC Revision form. Justification needs to be that the function of the road has changed and not because the road needs to be improved using federal funds. Odds of the road getting reclassified go up for roads that serve as a pass-through between existing Federal-Aid roads, have multiple lanes, have high daily traffic volume, and have higher speeds.
2. MDOT and the MPO need to review the submission preliminarily before submission to the Technical & Policy Committees for review and approval. Once approved by the committees, the final submission is made by the MPO to MDOT. MDOT then reviews

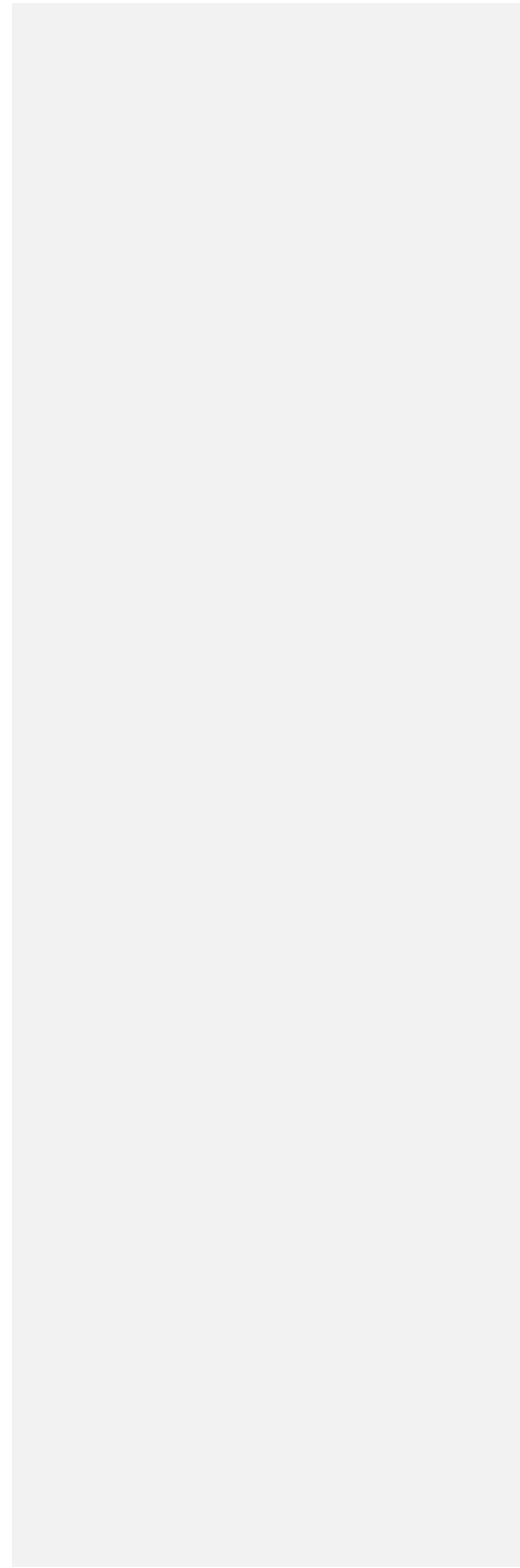
**Commented [LJ67]:** Updated language but meaning the same – existing system is legacy – no changes made to existing system designations.

**Commented [LJ68]:** Updated table to align with FHWA functional classification guidance.

Added NFC descriptions below table.

**Commented [LJ69]:** No changes

the request then submits it to the Federal Highway Administration for their review and approval.



## High Priority Corridors

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### Policy/Practice:

The current policy/practice is to review proposed corridors on a case by case basis by the TPSG Committee, considering the following:

#### Facilities Must:

- Be continuous
- Provide connectivity
- Provide alternative routing during emergency situations
- Serve a regionally significant purpose
- Serve major activity centers
- Serve intermodal facilities
- Serve regional medical facilities
- Be a Minor Arterial or above

**Commented [LJ70]:** No change.

*The TPSG and Technical committees recommend corridors to the Policy Committee, using the criteria developed for High Priority Corridors on a case by case basis to determine if a High Priority Corridor is eligible for special funding. - This section contains updates not acted upon by the Committees.*

**Commented [LJ71]:** Incorporated into non-italicized paragraph.

## **Federal Funding of Right of Way (ROW)**

Commented [LJ72]: No change

### **Policy/Practice:**

Use of Federal funds is not allowed unless the committee deems a corridor as a regionally significant special case as identified by the MPO.

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Eliminate Federal/State funding of ROW. An exception may be approved by the TPSG Committee if a jurisdiction requests to use ROW funds for a large or expensive project, on a case by case basis.

MDOT federal funding for ROW will be allowed following the required TIP Administrative Modification, MPO Adjustment or Federal TIP Amendment.

## **Federal Funding of Engineering Expenses**

**Commented [LJ73]:** No change

### **Policy/Practice:**

There is no local allowance for the use of Federal Funds for engineering costs by the MPO committees. MDOT federal funding for engineering will be allowed following the required TIP Administrative Modification, MPO Adjustment or Federal TIP Amendment.

---

Encourage local jurisdictions staff to work on future year projects, get programming into MDOT early in the fiscal year and obligate projects in a timely basis.

## **Title VI**

**Commented [LJ74]:** No change.

### **Current Policy/Practice:**

The MPO will update the Title VI Plan before the beginning of the development of the Metropolitan Transportation Plan, with new censuses, or when one of the signers of the plan changes (such as the Title VI Coordinator). The Plan will then be offered to the MPO members to complement their policies and practices. Any agency that receives federal funds must maintain a Title VI Plan that meets Federal regulations. GVMC will notify members to review their Title VI Plans to make sure they comply with the law at the start of the fiscal year.





## GRAND VALLEY METROPOLITAN COUNCIL

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### MEMORANDUM

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**DATE:** May 12, 2021

**TO:** Policy Committee

**FROM:** Andrea Faber, Transportation Planner

**RE:** **Public Participation Plan (PPP) Draft Approval**

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Federal law, specifically Title 23, Code of Federal Regulations, Part 450, especially section 316, requires MPOs to have a public participation process that is explicitly set forth and maintained. GVMC's Public Participation Plan (PPP) ensures that our public participation process is continuous and transparent. This document also outlines key milestones during the development of the PPP, the Transportation Improvement Program (TIP), the Metropolitan Transportation Plan (MTP), and the Unified Planning Work Program (UPWP) when the public will be encouraged to provide comment, attend a public meeting, or otherwise be notified or encouraged to participate in the planning process. Our last PPP was approved in November of 2018.

The PPP states that it will be updated prior to the beginning of the Metropolitan Transportation Plan (MTP) development cycle and must also be reviewed for updates before the development of the Transportation Improvement Program (TIP). Staff has reviewed the PPP and determined it is necessary to update the document before the beginning of the FY2023-2026 TIP development process. Updating the PPP now will also allow us to set the groundwork for the development of the next MTP, which is on the horizon. Staff has included a redlined version of the document to indicate changes. In addition to a new format, some general highlights are below.

*Additions to the document:*

- Text to address virtual meetings and adherence to the Open Meetings Act, as well as virtual public outreach
- Information on amending the PPP
- The addition of web applications as a visual aid
- Additional information about public involvement partnership efforts with MDOT



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*Revisions to the document:*

- Updated several sections to coincide with the new information in the revised Policies and Practices document
- Updated the Public Participation Tools and Techniques and Optional Public Participation Tools and Techniques sections and made changes to ensure consistency between these sections and the public participation tool evaluation tables in Appendix A
- Moved videos to the optional public involvement tool section
- Removed references to sending comments via fax and to using the Advance newspapers (no longer in business)

**Recommended Action:**

Per federal guidelines, the PPP is required to undergo a 45-day public comment period, which is expected to begin after the Policy Committee meeting. The Technical Committee recommended to the Policy Committee approval of the draft document at their meeting earlier this month. **Staff is requesting that the Policy Committee also approve the draft document so that it can proceed with entering the public comment period.**

**In addition, staff requests that any committee comments or corrections to the draft PPP be submitted before May 19 so that changes can be incorporated prior to the beginning of the PPP public comment period.** Staff anticipates bringing the final document to the Policy Committee in July, along with any public comments received.

If you have any questions, please contact me at (616) 776-7603 or [andrea.faber@gvmc.org](mailto:andrea.faber@gvmc.org).



# Draft 2021 Public Participation Plan

*A comprehensive plan for engaging the public in our transportation planning efforts*

**GVMC**

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DRAFT

## Acknowledgements

**Cover photograph:** 10 Mile Bridge rehabilitation project. Photo courtesy of the KCRC.

## Special Accommodations and Contact Information

Accommodations are available upon request for individuals with disabilities requiring auxiliary aids or services and those in need of translation or interpreter assistance to view, read, or understand this document. To request accommodations, or for questions about this document, please contact:

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# The Public Participation Process for Transportation Planning

A participation process for transportation planning must be clearly outlined and adopted by the Metropolitan Planning Organization (MPO), which receives transportation funds from the Federal Highway Administration and from the Federal Transit Administration. The actions and processes described in this document apply to transportation planning done by the Grand Valley Metropolitan Council (GVMC) in conjunction with the work of the transportation committees of the Council. The standards for this process can be found in Title 23, Code of Federal Regulations, Part 450, especially Section 316.

In general, the Federal regulations cited above had required “a proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing plans and TIPs (Transportation Improvement Programs).” With the passage of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), enacted on August 10, 2005, additional emphasis was placed on extensive stakeholder participation. SAFETEA-LU expanded the public involvement provisions by requiring MPOs to develop and utilize “participation plans” that are written in consultation with an expanded list of “interested parties,” which ~~the~~ GVMC refers to as the Interested Citizens/Agencies List. The latest transportation bill, Fixing America’s Surface Transportation (FAST) Act, was signed on December 4, 2015, and continues to ensure that public involvement remains a hallmark of the transportation planning process. [The FAST Act was extended on October 1, 2020, and is currently set to expire on September 30, 2021.](#)

Specific public involvement requirements detailed in FAST ~~ACT~~Act legislation include the following:

- Holding public meetings at convenient and accessible locations and times
- Employing visualization techniques to describe ~~metropolitan~~Metropolitan transportation~~plans~~Plans (MTPs) and Transportation Improvement Programs (TIPs)
- Making public information available in an electronically accessible format and means (such as the World Wide Web)
- Requiring a minimum public comment period of 45 days before the public involvement process is initially adopted or revised
- Providing timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs and projects (including, but not limited to, central city and other local jurisdiction concerns)



- Demonstrating explicit consideration and response to public input received during the planning and program development processes, and including written and oral comments received on the draft ~~transportation plan~~MTP or TIP as a result of the public involvement process, as an appendix of the ~~plan~~-MTP or TIP
- Being consistent with Title VI of the Civil Rights Act of 1964, which ensures that no person shall, on the grounds of race, color, sex, national origin, or physical handicap, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program receiving Federal assistance from the United States Department of Transportation; and moreover, seeking out and considering the needs of those traditionally underserved by existing transportation systems, including, but not limited to, low income and minority households
- Identifying actions necessary to comply with the Americans with Disabilities Act of 1990

To meet these standards, this participation process includes outreach to solicit public opinion and transportation needs, especially of the underserved, through the following means:

- Continually adding new information to the website
- Ensuring that there is an opportunity for public comment at committee meetings
- Making information easily available to the public in a variety of ways (online, print, email, etc.)
- Making every attempt to schedule public meetings at convenient times and locations that are along transit routes and accessible to those with disabilities
- Providing additional opportunities to engage with the public virtually when feasible, practical, or necessary to gather input
- Allowing opportunities for public comment on key decisions
- Responding to comments in a timely and forthright manner
- Regularly reviewing the public involvement process itself

The emphasis of this process is on early involvement of the public in all processes in order to obtain input and insight before decisions are made.

### **Goals, Objectives, and Policies**

Plans and policies need to be revisited and reviewed periodically to determine if the public's needs are being addressed in an effective and efficient manner. In order to ensure the effectiveness of this plan, the public must be kept informed of activities of the Transportation Division of the Grand Valley Metropolitan Council and be given a meaningful opportunity to participate in the development and review of public policy through public outreach activities and techniques.

**Public Participation Goal:** The public involvement process for transportation planning shall provide complete information, timely public notice, and full access to information regarding key decisions; and shall support early and continuing involvement of the public.

**Objective 1-Public Access to Information:** The public shall be provided timely notice and appropriate access to information about transportation plans, issues, and processes through notices/information posted on gvmc.org and our social media pages, emails to the interested citizen/Citizen/agency-Agency List, flyers posted at local libraries and jurisdictions, newspaper ads, press releases, videos, a quarterly newsletter, as well as other tools and techniques when determined necessary. (Please see the Public Participation Timeline Summary on page 25-32 for more information on public notification dates.)

The following policies will be adhered to in order to meet this objective:

- The Transportation Improvement Program (TIP), the Metropolitan Transportation Plan (MTP), the Public Participation Plan (PPP), the Unified Planning Work Program (UPWP), the Title VI Plan, the Limited English Proficiency (LEP) Plan, and other important documents shall be made available by GVMC Transportation staff in an electronic format for the public to review on the GVMC website (gvmc.org). For those without internet service, most libraries offer free computer and internet access, and many offer including free Wi-Fi. *Please note: During the COVID-19 pandemic, Kent District Libraries (KDL) added 700 new WiFi hotspots to its collection, increasing the number to 833. These small pieces of equipment set up a wireless network that allows a household of people to connect to the internet via cellular service. They can be checked out by visiting [kdl.org](http://kdl.org) and are available to library cardholders age 18 and older. Hotspots will be mailed to households while KDL branches are closed due to the Coronavirus pandemic. Free WiFi can be accessed from KDL parking lots. Mobile hotspots are also available for checkout from Grand Rapids Public Library branches (visit [grpl.org](http://grpl.org)) as well as Lakeland Library Cooperative branches (visit [lcoop.org](http://lcoop.org)).*
- All plans and documents will also be available at GVMC offices, and copies of the ~~Metropolitan Transportation Plan~~ MTP will be distributed to all public libraries in the MPO area. Links to the MTP will be provided to all ~~and to all~~ members of the GVMC Transportation Committees, which they can then share with their audiences on their websites, in newsletters, or on social media. Copies of plans or project lists will also be distributed to the GVMC Transportation Committees. Any person or agency may also request a copy of any of GVMC's plans via telephone, ~~fax~~, mail, e-mail, or in person during office hours ~~at any time~~. A small copying fee may apply.

- GVMC will employ visualization techniques to describe MTPs and TIPs. These may include the following formats: project location maps, story maps, [ArcGIS online](#) interactive maps, [web applications](#), photographs, narrative project descriptions, charts, illustrations, graphics, diagrams, and sketches. Staff will continue to monitor and investigate developing technologies to improve the MPO's visualization process.
- Notice and agenda of all GVMC Transportation Committee meetings shall be available to the public a minimum of six days before ~~they occur~~ the meeting occurs with the exception of emergency meetings when less time is allowed under the State of Michigan Open Meetings Act.
- In the case of extenuating circumstances that would require electronic meetings, such as the MDHHS Orders that required nonessential personnel to work from home to curb the spread of COVID-19, GVMC will hold all public meetings in accordance with the current Open Meetings legislation. Notices of electronic meetings, including instructions for the public to participate, will be posted along with meeting agendas on [gvmc.org](#) a minimum of six days prior to the scheduled meeting.
- Information pertaining to the adoption, revision, or amendment of all GVMC transportation plans shall be available a minimum of six days prior to the date of the final action with the exception of emergency meetings when less time is allowed under the State of Michigan Open Meetings Act.
- All meetings and workshops of GVMC Transportation Committees will be open to the public except as allowed by the State of Michigan Open Meetings Act.
- Per GVMC's Limited English Proficiency (LEP) Plan, strategies will be developed to provide notices of programs, services, or activities to limited English proficiency (LEP) populations by using appropriate media and brochures (also in languages other than English). Community groups serving LEP populations will be contacted, as well as schools, church groups, chambers of commerce, and other relevant entities as part of the regular public participation process.
- In compliance with the Americans with Disabilities Act, individuals needing special accommodations to participate in meetings or individuals with limited English proficiency should contact GVMC Transportation Staff at least four working days prior to the scheduled meeting. As per GVMC's Limited English Proficiency (LEP) Plan, GVMC will provide oral and written translation; written interpretation and translation; and sign

language, if requested, or as a result of an LEP analysis on any given project or projected program, requiring translation or interpretation.

**Objective 2-Public Access to Meetings and Facilities:** Opportunities shall be created for the public to participate in the planning process for important issues, plans and projects under consideration by the GVMC Transportation Division, through public meetings, committee meetings, and other venues. GVMC will target groups who can expect to be directly affected by the outcome or those with special needs that may not be well served by the existing transportation system.

The following policies will be adhered to in order to meet this objective:

- GVMC Transportation Staff shall inform the public about issues and proposals under their consideration through public meetings, presentations, mailings, press releases, or other techniques during the development of each of the transportation plans, programs, or projects for which GVMC is responsible.
- GVMC Transportation Staff will continue to develop and maintain an Interested Citizens/Agencies List for the purpose of disseminating information about transportation plans, policies, and activities. -The Interested Citizens/Agencies List, while all-inclusive, will be especially geared to reach those low-income and minority populations that have traditionally been underserved in the transportation planning process.
- GVMC Transportation Staff shall consult with stakeholders through correspondence that utilizes the continuously updated Interested Citizens/Agencies List.
- GVMC Transportation Staff shall review the Public Participation Plan prior to the start of the Metropolitan Transportation Plan (MTP) development process. The Public Participation Plan (PPP) will also be reviewed for required updates if needed before the development of the Transportation Improvement Program (TIP).

**Objective 3-Public Input:** The solicitation, compilation, and consideration of public input shall be an integral part of the GVMC Transportation decision making process.

The following policies will be adhered to in order to meet this objective:

- GVMC Transportation Staff shall conduct public ~~participation~~ meetings prior to the adoption of the transportation plan or program for which it is responsible, including the ~~Metropolitan Transportation Plan (MTP)~~MTP, ~~Transportation Improvement Program~~

~~(TIP), TIP,~~ or substantive amendments thereof. Notices of such meetings will be distributed through the Interested Citizens/Agencies List as well as the area media. Public meeting notices will also be posted on ~~the GVMC website,~~ gvmc.org, and our social media pages.

- Those plans and programs that require extended review periods will allow for written or verbal comments to be submitted, including the ~~Metropolitan Transportation Plan MTP,~~ the ~~Transportation Improvement Program TIP,~~ the Unified Planning Work Program, and the Public Participation Plan, ~~and any other plan with extended review periods.~~ All comments received as well as a response to each comment will appear as an appendix to the applicable plan or program. GVMC Transportation Staff will notify the public of extended review periods that are required by State or Federal guidelines and specifics regarding how to comment on those plans or programs.
- ~~Those m~~Members of the public wishing to address comments to any GVMC Transportation Committee will be given the opportunity to comment at the regular public meetings during the public comment portion of those ~~committees~~ meetings.

# Public Participation Strategies

## Participation Plan

The development, adoption, and amendment of GVMC transportation plans and programs shall be subject to the Public Participation Plan. The Public Participation Plan will be ~~monitored and reviewed~~ before the start of the ~~Metropolitan Transportation Plan (MTP)~~MTP development process as required by ~~F~~federal guidelines and ~~before the start of~~prior to the ~~Transportation Improvement Program (TIP)~~TIP development process if needed due to changes in ~~F~~federal law, deficiencies in the tools and techniques used to reach the public, or if it is determined that other changes need to be made to the document. (Please see Appendix A for information on the Public Participation Plan evaluation criteria.) It is hoped that the directives of this plan will result in well-attended public meetings, local news coverage of programs, and more public interest in transportation issues within the region. The procedure for developing the Public Participation Plan is outlined on page ~~14~~17.

## Availability of Information

All events/opportunities appear on ~~GVMC's webpage (gvmc.org)~~, our social media pages, are sent to partnering agencies for posting on their social media pages, and are emailed to the Interested Citizens/Agencies List that GVMC maintains. Transportation plans, including the MTP, PPP, TIP, and UPWP, will also be included on the GVMC website for public review and comment. Open house/public meeting notices are published in a general circulation newspaper in the region, such as ~~The Advance and its affiliate papers — The Cadence and The Penasee Globe~~, El Vocero Hispano, and The Grand Rapids Times. For more information about these newspapers, please see the "Newspaper Ads" section on page ~~29~~36.

GVMC staff will make written materials provided to our committees available to the public upon request. Requests can be made by phone, ~~fax~~, mail, email, through gvmc.org, in person at GVMC's office during posted business hours, or at Committee meetings. When appropriate, a charge may be levied for copies of publications. The charge will cover the cost of producing and, if applicable, mailing the materials. All such materials are available for viewing at GVMC offices and online at no cost.

## Accessibility for Persons with Disabilities

The transportation needs and opinions of those with disabilities will be sought out and the planning process will be made accessible to such persons as per the regulation provided by the Americans with Disabilities Act of 1990. Public meetings will be held in facilities that are on transit routes and that are accessible to persons with disabilities.

## Meeting Times

Every attempt will be made to host public meetings at convenient hours to maximize attendance. Public meetings are generally held between 5:00 pm and 7:00 pm. There is also an opportunity for public comment at GVMC's Technical Committee, Policy Committee, and Board

meetings. Committee meetings are held in the early morning, so those with atypical work schedules may find these meeting times more convenient. For a list of committee meeting times and locations, please see the “Committee Meetings” section on page [2633](#).

## Writing in Plain Language

Plain language is defined as “communication your audience can understand the first time they read or hear it.”<sup>1</sup> Every effort will be made to use plain language in all MPO public involvement materials, including newspaper ads, flyers, and mailings, in accordance with the Plain Writing Act of 2010. This ~~act~~ [Act](#) requires that Federal agencies use “clear Government communication that the public can understand” and was signed on October 13, 2010.<sup>2</sup> For more information on writing in plain language, please visit [www.plainlanguage.gov](http://www.plainlanguage.gov).

## Public Comments

*General Comments:* Members of the public are welcome to submit comments on specific issues or to contact staff with questions at any time. A staff directory with emails and direct phone numbers is included on [gvmc.org](http://gvmc.org) for the public’s convenience, or staff can be reached ~~through GVMC’s main line at (616) 776 3876~~ [at 616.776.7603](tel:616.776.7603). GVMC’s Technical Committee, Policy Committee, and Board meetings are also open to the public and include an opportunity for public comment on the agenda. (Please see “Committee Meetings” on page [26-33](#) for more information about meeting times and locations.) Meeting agendas are posted on [gvmc.org](http://gvmc.org) a minimum of six days before a scheduled meeting.

*Ways to Submit Comments:* During public comment periods, staff ensures that the public can submit comments in a number of ways, including:

- Downloading a comment form from [gvmc.org](http://gvmc.org) and sending it to GVMC by mail or email (See Appendix B for example.)
- Completing an online submittal form on [gvmc.org](http://gvmc.org) (See Appendix C for example.)
- Emailing comments to a GVMC staff member
- Phoning in comments to a GVMC staff member
- Filling out a comment form in person at GVMC or at a public meeting
- Commenting on a GVMC social media post

*Note: Comment forms are for the public’s convenience only, and comments don’t need to be written on an official comment form to be considered.*

~~A comment form is available in Appendix B. The electronic comment form is available in Appendix C.~~

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<sup>1</sup> From [www.plainlanguage.gov](http://www.plainlanguage.gov)

<sup>2</sup> From <http://www.plainlanguage.gov/plLaw/>



*Response to Comments:* GVMC will summarize and respond to, if necessary, ~~to~~ public comments on the MTP, the PPP, the UPWP, the TIP, on amendments to the TIP or MTP, on proposed major area-wide investment studies, and on key decisions based on the manner in which they are received. For instance, comments received by email will be responded to by email. We will also forward comments about specific projects to the responsible entities. Comments and responses will be kept on file, be available for public review, and will be made part of the plan, program, or other document as adopted. Summaries of comments and responses will also be given to the Technical and Policy Committees as well as the jurisdiction(s) directly responsible for the project for review. Comments will be responded to before decisions are made or plans or programs are adopted. Responses will be made in a timely manner so that they can be considered during the next phase of the plan or program development.

*Social Media Comments:* Comments submitted on our social media pages that require a response will be replied to in a timely manner on the platform where they are received (i.e., comments received on Facebook will be replied to on Facebook). Comments will also be shared with the responsible agency or jurisdiction if applicable. Off-topic, bullying and/or offensive ~~Facebook~~ posts will be deleted at GVMC discretion or by ~~Facebook~~ the social media platform where they were shared if the comment violates their policies.

*Note:* Not all comments warrant a formal response, and this may be especially true for comments received over social media. This decision will be made at staff discretion.

### **Coordination with Statewide Public Involvement Efforts, Such as the MDOT Five-Year Program, Statewide TIP (STIP), and State Long-Range Transportation Plan (SLRTP)**

For the MDOT Five-Year Program and the Statewide TIP, MDOT follows a prescribed statewide public involvement process for these documents and products. MDOT conducts formal public involvement for their Five-Year Transportation Program, generally every year when a new year is added to the program, but comments can be made at any time. The MDOT Five-Year Program link is: [www.michigan.gov/mdot/0,4616,7-151-9621\\_14807\\_14810\\_59639---,00.html](http://www.michigan.gov/mdot/0,4616,7-151-9621_14807_14810_59639---,00.html). The GVMC MPO TIP is included in the STIP by reference and follows the public involvement process described herein. Projects from the MDOT Five-Year ~~program~~ Program are included in the MPO TIP and are reviewed by the MPO staff and committees during the project development process, in coordination with the MDOT Grand Region.

The MDOT SLRTP has its own public involvement process, which is currently being ~~developed for the 2045 SLRTP~~ used for the development of Michigan Mobility 2045, their latest long-range plan. The SLRTP is a policy document, ~~which that~~ is different from the MPO MTP, which is more project-specific. Therefore, the public involvement activities will have a different focus. Various MPO staff members statewide, including GVMC, are involved in developing the public involvement process and will continue to participate in the process as ~~the 2045 SLRTP~~ Michigan Mobility 2045 is developed. GVMC will also participate in outreach efforts locally for this plan.



~~SLRTP~~, provide local contact information for MPO stakeholders, and post notices and links to relevant documents on ~~our~~<sup>its</sup> website or in our quarterly newsletter upon request. In addition, presentations will be made ~~at the MPO committees~~<sup>at Transportation Committee meetings</sup>, which are open to the public.

## **Coordination with Other Agencies, Jurisdictions, and Organizations**

GVMC has partnered with our local transit agency, The Rapid, and uses space at Rapid Central Station to hold public meetings, to set up displays, and to conduct public surveys. GVMC and The Rapid cross-post social media notices, and GVMC and ~~The~~ Rapid have shared our public involvement lists so that all of our interested parties receive notifications of public outreach opportunities.

GVMC has also partnered with LINC UP, a community development organization that provides services to Kent County, ~~and is involved in a host of projects and services~~<sup>through projects</sup> that reach families, houses, businesses and neighborhoods at large. They have agreed to allow GVMC to hold public meetings at their location for free, share our posts about public involvement opportunities on their social media pages and in their e-blasts, and permit GVMC to participate in and distribute information at their events.

GVMC is continually working to build partnership ~~relationships~~ with other agencies and jurisdictions that can help us inform the public about opportunities to get involved in the transportation planning process. Staff is also investigating ways that we can potentially share efforts with MDOT in engaging and informing the public, especially in regard to environmental justice. The MDOT Grand Region ~~office~~<sup>Office</sup> has expressed a willingness to help advertise information about GVMC's public comment opportunities and public meetings by ~~posting flyers at their location and~~ informing their interested parties through their existing outreach forums, including social media. ~~GVMC posts notices for MDOT public engagement opportunities upon request~~ GVMC posts notices for major MDOT projects and looks forward to continuing to build this partnership. GVMC is also striving to make connections with neighborhood associations and other agencies ~~/~~<sup>organizations</sup> that serve ~~and engage~~ lower income and minority populations.

## **Project-Level Public Involvement Coordination**

In addition to GVMC's public involvement efforts, individual agencies conduct project-level public involvement for their projects as well. To assist in this effort, GVMC will post ~~on its website meeting~~ notices for individual project public involvement meetings on its website upon request, in coordination with the local transportation authority responsible for the project. Most regionally significant projects are also reviewed in more detail at the MPO committee meetings, which are open to the public. ~~The~~ MPO staff usually participates in regionally significant project public involvement activities and will assist the individual implementing agency with developing public and stakeholder mailing lists and/or identification of the affected stakeholder groups. ~~GVMC will often help to arrange meetings with the affected agencies,~~

stakeholders and the project's owner agency. -Comments received by the MPO through its website, committees or other communications will be forwarded to the implementing agency.

### **Public Involvement for Planning Projects That Are Not in the TIP or MTP**

As particular planning or programming projects arise, the performing entity will develop a specific participation process that is appropriate for the project. Examples of such projects are: ~~The the Metropolitan Transportation Plan (MTP) MTP~~, substantial amendments to that plan, corridor studies, the ~~Transportation Improvement Program (TIP) TIP~~, and major metropolitan transportation investment studies. The participation process for planning or programming projects will follow the TIP or MTP amendment procedures outlined in this document and include the following specific measures as well as other actions: (1) a formal public meeting will be held well in advance of the adoption ~~of the MTP and of transportation plans and before the adoption of the the~~ TIP, (2) a reasonable period of time will be set aside before the adoption of a ~~MTP plan~~ or the TIP during which the public may comment verbally at the public meeting or in writing to the GVMC offices.

### **Continual Evaluation of Tools and Techniques**

The MPO uses a variety of tools and techniques in order to involve the public in the transportation planning process. GVMC staff believes the tools and techniques reflected in this document allow MPO staff to reach the public most effectively at the present time. - However, these tools and techniques will be evaluated on an ongoing basis to ensure that they continue to be relevant and effective in reaching the public. (Please see Appendix A for information on the Public Participation Plan evaluation criteria.) If staff determines that a specific tool or technique is no longer effective, staff will discontinue its use and consider replacing it with a different tool or technique. Staff will also continue to monitor technology advancements as well as new and emerging social media outlets that have the potential to be useful in the public involvement process. If a new tool or technique is discovered or becomes available, staff may use it in addition to the tools and techniques listed in this document.

For a description of the tools and techniques that the MPO uses to reach the public, please see the "Public Participation Tools and Techniques" section on page ~~2633~~.

### **Public Participation Summary Reports**

After the completion of all TIPs, MTPs, ~~and~~ Public Participation Plans, ~~and~~ UPWPs, staff will generate a report that summarizes the overall number of public comments received, the estimated number of people reached throughout the public participation process, and the various tools that were used. This report will be included as an ~~Appendix appendix~~ of the document.

## **Public Participation Procedures for Major Documents**

GVMC produces four major documents that require public involvement. These documents include the Public Participation Plan (PPP), the Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), and the Metropolitan Transportation Plan (MTP). Public involvement for the PPP, TIP, UPWP, and MTP document will be continual throughout the plan development processes. ~~Updates~~ Agendas will be posted on gvmc.org before ~~TPSG Committee-Technical and Policy Committee~~ Subcommittee meetings when the plans will be discussed or approved, and public notices will be posted according to the guidelines in the following sections of this document. ~~Updates~~ public meetings, and before public comment periods begin, and will be given verbally during Technical and Policy Committee meetings periodically as well.

~~However,~~ GVMC has also selected several milestone points for each document when it will engage the public through additional means in order to inform them of opportunities to become involved in the development process, which may include invitations to public meetings, requests for public comment, or other information. These milestones are outlined in the tables on the following pages, along with the procedures for amending the TIP, ~~and~~ MTP, UPWP, and PPP. *Please note: In years when the TIP and MTP are developed simultaneously, public participation activities for both documents may be combined at staff's discretion in order to maximize efficiency and resources and reduce confusion. Please also note: GVMC staff may choose to add additional tools and techniques not specified at their discretion at any point during the UPWP, PPP, MTP and TIP development process to enhance public outreach.*

## Public Participation Plan

The Public Participation Plan (PPP) describes the ways in which GVMC will engage the public in the transportation planning process in order to ensure adherence to federal legislation and that the public involvement process for all documents is continuous. The table below describes the public participation procedure for developing and/or amending the PPP. the PPP. Please note that amendments are considered changes that alter the content of the document.

### Public Participation Plan Development and Amendment Procedure

Milestone	Public Participation Procedure	Public Notification Date (minimum)	Length of Public Comment Period (minimum)
1. Draft Public Participation Plan developed and presented to the Technical and Policy Committees	<p>After the draft <del>Public Participation Plan</del>PPP has been developed and presented to the Technical and Policy Committees, GVMC will bring it to the public for comment. GVMC staff will notify the public of this opportunity in the following ways:</p> <ul style="list-style-type: none"> <li>• Notice on website</li> <li>• Email sent to <del>interested</del> Citizen/<del>Agency</del> List</li> <li>• Social media post on GVMC’s Facebook page and Twitter</li> <li>• Social media post shared with <del>the Rapid and LINC UP</del> partner organizations</li> <li>• Newspaper advertisement in English and Spanish (Please see <del>page</del> 29-36 for more information on newspaper ads.)</li> <li>•</li> </ul>	<del>At least</del> 1 day before the public comment period begins	45 days; the public comment period will begin after the draft document is presented to the Policy Committee and will end at least one week before the final document is approved by the Policy Committee
2. Public Participation Plan approval	<p>After all comments have been considered and the 45-day public comment period has concluded, the document will be brought to the Policy Committee for approval. The public will have an additional opportunity to comment on the document at the Policy meeting and will be notified of this meeting in the following ways:</p> <ul style="list-style-type: none"> <li>• Notice on website</li> <li>• Social media post on GVMC’s Facebook page and Twitter</li> </ul>	5 days before the scheduled Policy Committee meeting	N/A

	<ul style="list-style-type: none"><li>• Social media post shared with <u>partner organizations</u> <del>the Rapid and LINC UP</del></li></ul>		
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*Note: Please see the “Public Comments” section on page 13 for information on submitting comments.*

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## Unified Planning Work Program

The Unified Planning Work Program (UPWP) defines ~~F~~ederal and state transportation planning requirements and incorporates in one document all federally assisted state, regional, and local transportation planning activities proposed to be undertaken in the Grand Rapids Metropolitan Area during the fiscal year. The UPWP also includes the budget for all federally assisted transportation planning activities that will be undertaken by its Transportation Division, ~~I~~the ~~Interurban Transit Partnership (ITP)Rapid~~, and the Michigan Department of Transportation (MDOT). It must be submitted annually to the sponsoring federal agencies prior to October 1st.

### Unified Planning Work Program Development

Milestone	Public Participation Procedure <i>(For more information on the items listed below, please see the Public Participation Tools and Techniques section on page 26)</i>	Public Notification Date (minimum)	Length of Public Comment Period (minimum)
1. Kickoff to UPWP Development	Before the UPWP development process begins, GVMC staff will notify the public in the following ways: <ul style="list-style-type: none"> <li>• Notice on website</li> <li>• Social media post on GVMC’s Facebook page and Twitter</li> <li>• Social media post shared with <del>the Rapid and LINC UP partner organizations</del></li> </ul>	Between mid-February and mid-March every year	N/A; notification only
2. Adoption of draft document	Once the draft UPWP document is complete, Staff will bring it to the Policy Committees and GVMC <del>B</del> oard for approval. Public comment opportunities will be available at both committee meetings. The public will be notified of this <del>public</del> comment opportunity in the following ways: <ul style="list-style-type: none"> <li>• Notice on website</li> <li>• Social media post on GVMC’s Facebook page and Twitter</li> <li>• Social media post shared with <del>partner organization</del><del>the Rapid and LINC UP</del></li> </ul> <p><i>Note: Please see the “Public Comments” section on pg. 10 for information on submitting comments.</i></p>	6 days prior to Policy Committee meeting where approval of the UPWP will be requested	A minimum of 14 days, beginning 7 days prior to the Policy Committee meeting and ending at the Board meeting. The comment period length will vary depending on the amount of time between the meetings.

*Note: Please see the “Public Comments” section on page 13 for information on submitting comments.*

### Unified Planning Work Program Amendment

The UPWP occasionally needs to be amended to include the addition of a new work task or additional funding. Outlined below is the public involvement procedure for UPWP revisions.

Description of UPWP Amendment	Public Participation Procedure
1. Adding a new work task to the UPWP	<ul style="list-style-type: none"><li>• Web posting</li><li>• Committee meeting</li></ul>
2. Amending the budget for a UPWP work task	<ul style="list-style-type: none"><li>• Web posting</li><li>• Committee meeting</li></ul>

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## Transportation Improvement Program

The Transportation Improvement Program (TIP) is the list of road, transit, and non-motorized projects that communities and agencies plan to implement over a four-year period within GVMC’s MPO area. (Please see Appendix D for a map of GVMC’s MPO area.) The table below describes the public participation procedure for the development of the TIP document, and the following table describes the public participation procedures for amendments and modifications to the document once it’s developed.

### Transportation Improvement Program Development

Milestone	Public Participation Procedure  <i>(For more information on the items listed below, please see the Public Participation Tools and Techniques section on page 26.)</i>	Public Notification Date (minimum)	Length of Public Comment Period (minimum)
1. Kickoff to TIP Development	Before the TIP development process begins, GVMC staff will notify the public in the following ways: <ul style="list-style-type: none"> <li>• Notice on website</li> <li>• Email sent to Interested Citizen/Agency List</li> <li>• Social media post on GVMC’s Facebook page and Twitter</li> <li>• Social media post shared with <u>partner organizations the Rapid and LINC UP</u></li> <li>• Press release submitted to GVMC’s media contact list and posted online</li> </ul>	7 days prior to the first TIP programming meeting	N/A; notification only
2. Draft project lists, environmental justice, and air quality results (if applicable) completed and available for public comment	Once draft project lists have been developed, environmental justice has been completed, and an air quality analysis has been performed, GVMC staff will bring these items to the public for comment. A public meeting will also be held. The public will be notified of the meeting <u>and</u> the comment period in the following ways: <ul style="list-style-type: none"> <li>• Notice on website</li> <li>• Email sent to Interested Citizen/Agency List and direct mailing sent to environmental justice mailing list</li> <li>• Social media post on GVMC’s Facebook page and Twitter</li> </ul>	7 days prior to the public meeting and before the 1 <sup>st</sup> day of the public comment period	14 days



	<ul style="list-style-type: none"> <li>• Social media post shared with <u>partner organizations the Rapid and LINC UP</u></li> <li>• Newspaper advertisement in English and Spanish that notifies the public of the public comment period <u>and</u> the public meeting</li> <li>• Flyer with information on the public comment period <u>and</u> the public meeting distributed to all libraries and jurisdictions within the MPO area (See Appendix E for complete list.)</li> <li>• Press release submitted to GVMC’s media contact list and posted online</li> <li>• <del>Note: Please see the “Public Comments” section on pg. 10 for information on submitting comments.</del></li> <li>•</li> </ul>		
3. Adoption of draft document	<p>Once the draft TIP document is complete, Staff will bring it to the Technical and Policy Committees and GVMC <del>board</del> <u>Board</u> for approval. Public comment opportunities will be available at all three committee meetings. The public will be notified of this public comment opportunity in the following ways:</p> <ul style="list-style-type: none"> <li>• Notice on website</li> <li>• Social media post on GVMC’s Facebook page and Twitter</li> <li>• Social media post shared with <u>partner organizations the Rapid and LINC UP</u></li> <li>•</li> </ul> <p><del>Note: Please see the “Public Comments” section on pg. 10 for information on submitting comments.</del></p>	6 days prior to Technical Committee meeting	A minimum of 14 days, beginning on the date of the Technical Committee meeting and ending at the Board meeting. The comment period length will vary depending on the amount of time between the meetings.

Please note that any of the procedures above may be enhanced with optional tools and techniques to extend our outreach. Please see page 39 for additional information.

Please see the “Public Comments” section on page 13 for information on submitting comments.

## Transportation Improvement Program Amendments

It is frequently necessary to amend the TIP because of changes to projects within the document. TIP amendments require the review and recommendation of the Technical Committee and approval of the Policy Committee as well as MDOT and federal approval and are characterized by one of the changes proposed in the table below. Also included in the table is the ~~along with the~~ corresponding public involvement procedure for the TIP amendment. ~~For additional information about the process that is followed for TIP amendments and administrative modifications, please see the matrices in Appendix F.~~

Description of TIP Amendment	Public Participation Procedure
<del>1. Applies to projects over \$5.0 million and all reconstruction projects.</del> <u>Add new project over \$5 million (including Safety, TAP, and CMAQ projects) in TIP project list</u>	<ul style="list-style-type: none"> <li>• Web posting</li> <li>• Committee meeting</li> </ul>
<del>2. Deleting a project; where applicable, funding will be returned to the MPO for reprogramming.</del> <u>Delete project</u>	<ul style="list-style-type: none"> <li>• <del>Web posting</del></li> <li>• Committee meeting</li> </ul>
<del>3. Projects (including GPA category accounts/budgets) with cost change exceeding 25% of the programmed total participating project cost.</del> <u>Federal aid cost increase over 25%</u>	<ul style="list-style-type: none"> <li>• Committee meeting</li> </ul>
<del>4. Major changes in project design concept or design scope, affecting lane configuration, roadway capacity and/or air quality.</del> <u>Major* scope/design change</u>	<ul style="list-style-type: none"> <li>• Committee meeting</li> </ul>
<del>5. Adding a "new" local project; the candidate project should be included on a deficiency list as well as the illustrative list.</del> <u>Move illustrative list project into the TIP (new project)**</u>	<ul style="list-style-type: none"> <li>• Committee meeting</li> </ul>
<del>1-6. Change Changing non-Federal federally aid-funded project to Federally federally funded project.</del>	<ul style="list-style-type: none"> <li>• Committee meeting</li> </ul>
<del>2. New discretionary projects over \$5 million</del>	<ul style="list-style-type: none"> <li>• <del>Web posting</del></li> </ul>

Please see the Public Participation Timeline Summary on page [25-32](#) for information on the length of the public comment period and prior public notice for TIP amendments.

**Notes:**

~~Major\* = 1) change in lane configuration, 2) change affecting road capacity, 3) change affecting air quality (regionally significant)~~

~~\*\* Any project from the TIP Illustrative Project list, which has previously been processed for public involvement with the TIP, is not required to have additional public involvement (Consultation, EJ and EA) prior to completing the TIP amendment process.~~

~~Exceptions to this policy include new projects using Federal aid funding sources not impacting other Federal aid funded projects, such as MDOT, ITP, Statewide TAP, bridge, safety, or other discretionary sources (see matrix). Upon MPO staff recommendation, the Technical and Policy Committee chair or vice chairpersons are authorized to approve Federal project amendments and MPO adjustments in the referenced federal funding categories. Projects covered under these exceptions will be posted on the GVMC website for public review for one week prior to submitting for federal approval. MPO Committees will be notified at their next regular meeting.~~

~~Projects that are categorized as “GPA Projects” can be added, deleted, moved, and changed in cost, through administrative modifications (per policies herein), as long as the GPA account/budget does not exceed the 25% threshold outlined above.~~

~~Existing MPO, State and Federal processes will be followed for proposed TIP amendments in the areas of air quality conformity, financial constraint, public participation, environmental justice, and consultation. TIP amendments involving the addition of a new project to an existing TIP will be subject to public involvement as described in the MPO Public Participation Plan. Public involvement for changes to existing projects or moving projects from the illustrative list to the funded TIP project list will be accommodated through the MPO committee process as these projects have gone through the extensive public participation, environmental justice, and consultation processes during TIP development.~~

### **TIP Administrative Modifications or MPO Adjustments**

Project specific public involvement is not necessary for TIP administrative modifications or MPO adjustments. Administrative modifications or MPO adjustments for the TIP will be considered when any of the following is proposed to an existing project:  
~~–which include the following:~~

- ~~Changes in Federal-aid cost,~~ Change in total cost less than or equal to 25% of the TIP programmed amount is an administrative modification and requires MPO staff approval (before it is obligated).
- ~~more than 10% and less than or equal to 25% of the TIP programmed amount~~
- Minor Federal-aid changes may be ~~allowed administrative~~ if other local projects are not impacted, and will be reflected in the next TIP list of projects (i.e., MDOT, ITP, TAP, ~~Bridge~~ bridge, ~~Safety~~ safety, or other discretionary sources).
  - May include at staff's discretion: 1) lane extensions up to 1/4 mile, 2) sidewalks & NM, 3) ADA enhancements, 4) signalization and/or signs, 5) utility issues, 6) pavement type, 7) phase changes, 8) additional spaces in park-and-ride lots, 9) other.
- Revisions that cause projects to switch fiscal years can be made by MPO staff with Committee notification; however, if financial constraint and/or another agency project are impacted, MPO Committee approval is required (MPO Adjustment).
- ~~Changes in non-federal funding participation; these modifications will be reflected in the next TIP list of projects.~~
- ~~Minor\*\*\* changes in scope; scope changes (not regionally significant as defined); however, project scope changes affecting AQ-air quality conformity or other projects will require MPO Committee approval (MPO Adjustment) and may become a TIP amendment. (see matrix).~~
- Changes in funding source within the same funding category (i.e., ~~ff~~ federal to ~~ff~~ federal, state to state and local to local; adding, changing or combining job numbers within the project funding limits described herein-); these modifications will be reflected in the next TIP list of projects.
- Corrections to minor listing errors that do ~~not~~ not change cost or scope; these modifications will be reflected in the next TIP list of projects.
- ~~Cost decreases (Federal or non-Federal).~~
- Changing an existing project to an advance construction project and vice versa.
- Adding lanes or non-motorized, up to ½ mile.
- Adding, deleting or changing GPA qualifying projects in most cases will be an ~~Administrative~~ administrative Modification.
- ~~General Program Account (GPA) line items~~ budget changes less than 25% of the last federally approved threshold will qualify as an administrative change requiring MPO staff approval, consistent with the Statewide GPA Policy. exceeding 25% will require a Federal TIP Amendment, consistent with the Statewide GPA Policy (see below).
- 
-

Administrative modifications or MPO adjustments do not require federal approval. GVMC practice is that project changes affecting ~~F~~ederal aid and/or other projects require Technical Committee review and recommendation and Policy Committee approval as an MPO adjustment. In addition, MPO staff may approve modifications as noted above. The public will be notified of administrative modifications and MPO adjustments affecting existing projects in the TIP through the MPO committee meetings or the GVMC website.

If an administrative modification, MPO adjustment, or amendment must be considered immediately, staff will have the authority to implement it; for MPO adjustments and amendments, permission from the Chairpersons of the Technical and Policy Committees and the requesting agency impacted by the adjustment or amendment are required. If the Chairperson from either committee is not available, permission for the Vice-Chairperson will be sought. The modification will be included in the next TIP list of projects. Emergency amendments will be posted on the GVMC website for public review for one week prior to submitting for federal approval. MPO Committees will be notified at their next regular meeting.

At all times, the TIP must maintain financial constraint through a combination of Federal and non-federal funds. Administrative modifications and MPO adjustments will be communicated to MDOT and FHWA in a timely fashion and reflected in the next TIP list of projects and posted on the GVMC website for public information.

Public notice of public participation activities and time established for public review of and comments on the TIP will satisfy the Program of Projects (POP) requirements for Section 5307 public involvement.

For more information on how TIP amendments, administrative modifications, and adjustments are handled, please consult our Policies and Practices for Programing Projects document.

*Notes:*

~~Minor\*\*\* – May include at staff's discretion: 1) lane extensions up to 1/4 mile, 2) sidewalks & NM, 3) ADA enhancements, 4) signalization and/or signs, 5) utility issues, 6) pavement type, 7) phase changes, 8) additional spaces in park and ride lots, 9) other~~

## General Program Accounts (GPAs)

GVMC uses, where and when possible, General Program Accounts (GPAs) to facilitate a smooth modification/amendment of projects listed in a current TIP. Federal regulation 23 CFR 450.324 (f) states projects that are not considered to be of appropriate scale for individual identification in a given program year may be grouped by function, work type, and/or geographic area using the applicable classifications under 23 CFR 771.117(c) and (d) and/or 40 CFR part 93. In nonattainment and maintenance areas, project classifications must be consistent with the “exempt project” classifications contained in the EPA transportation conformity regulation (40 CFR part 93). Projects proposed for funding under title 23 U.S.C. Chapter 2 that are not regionally significant may be grouped in one line item or identified individually in the Transportation Improvement Program (TIP).

In Michigan, these groupings of projects are called General Program Accounts (GPAs). A project consists of all the job numbers and phases for proposed work that are included in the associated environmental documents. Projects that have similar work type activities can be grouped together in a GPA based on that work type activity and included in the state’s metropolitan area TIPs and/or the State Transportation Improvement Program (STIP) for non-metropolitan areas. Trunkline ~~p~~Project lists for each individual GPA are maintained by MDOT and included in the MPO TIP where applicable.

GPAs may be used as a tool to streamline the TIP and STIP development processes and minimize the need to amend the TIP and STIP. The GPA, while it contains several small-scale projects, is treated as one project for the purposes of amendment/administrative modifications to the TIP and STIP. Grouping projects in GPAs is a tool to reduce the record keeping requirements of individually listing minor projects. The line item GPA, while it encompasses several small scale projects, is treated as one project for the purposes of amendment/MPO adjustment/administrative modifications to the TIP and STIP. This allows for more flexible programming of the TIP and STIP and a reduction in the number of ~~federal~~ amendments.

GVMC uses GPAs, where and when possible, to facilitate smooth modification of projects listed in the current TIP. GPA projects, while grouped together for TIP amendment threshold purposes, are listed individually in the TIP reports for clear viewing by stakeholders and the public. The following rules will apply to all GPA categories:

1. The project cannot be a new road/facility, capacity expansion, or capacity reduction (road-diet) project.
2. The project cannot be funded with a congressional or state earmark.
3. The project cannot be experimental.
4. Each project must be ~~an environmental Categorical Exclusion~~ a categorical exclusion (minimal impacts) and air quality neutral.
5. Advance ~~C~~Construct and ~~A~~Advance ~~C~~Construct ~~C~~Conversion phases cannot be listed as a GPA project.

6. Reconstruction projects are not GPA eligible. ~~-(Reconstruction projects are identified by work type codes.)~~

~~6.~~

7. GPA projects shall cost less than \$5.0 ~~M~~million.

Individual state, local, and transit GPA projects are listed in the MPO TIP in a separate tab. The public will be notified of administrative modifications or MPO adjustments affecting GPA qualifying projects in the TIP through the MPO committee meetings, which are open to the public, and/or the GVMC website.

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## Metropolitan Transportation Plan

The purpose of the Metropolitan Transportation Plan (MTP) is to ensure that transportation investments in GVMC’s MPO area enhance the movement of people and freight efficiently, effectively, and safely. (Please see Appendix D for a map of GVMC’s MPO area.) The MTP has a 20-year horizon. Outlined below is the public participation procedure for MTP development, and following is a table that addresses the public participation procedure for MTP amendments.

### Metropolitan Transportation Plan Development

Milestone	Public Participation Procedure	Public Notification Date	Length of Public Comment Period (minimum)
1. Kickoff to MTP Development	<p>Once the MTP development process begins, GVMC staff will engage the public in the following ways:</p> <ul style="list-style-type: none"> <li>• Notice and detailed MTP information added to website</li> <li>• Email sent to Interested Citizen/Agency List</li> <li>• Social media post on GVMC’s Facebook page and Twitter</li> <li>• Social media post shared with <u>partner organizations the Rapid and LINC UP</u></li> <li>• <del>Transportation issues survey developed and circulated</del></li> <li>• <del>_____</del></li> <li>• <del>Press release submitted to GVMC’s media contact list and posted online</del></li> <li>• <del>The following tools and techniques may be used on an optional basis:</del></li> <li>• <del>Flyer, brochure, or informational card printed and distributed</del></li> <li>• <del>Visual aids</del></li> <li>• <del>Radio PSAs</del></li> <li>•</li> </ul>	N/A	N/A; Public involvement will be continuous throughout the MTP development process. Updates will be posted regularly on gvmc.org and given at committee meetings.
2. Pre-Programming Collaboration	<p>GVMC staff will invite the public to review and comment on identified modal needs. The public will be notified of this opportunity in the following ways:</p> <ul style="list-style-type: none"> <li>• Notice on website</li> </ul>	Up to 7 days prior to the start of the public	14 days



	<ul style="list-style-type: none"> <li>• <del>Email sent to Interested Citizen/Agency List</del></li> <li>• <del>Press release submitted to GVMC’s media contact list and posted online</del></li> <li>• <del>The following tools and techniques may be used on an optional basis:</del></li> <li>• <del>Flyer, brochure, or informational card printed and distributed</del></li> <li>• <del>Visual aids</del></li> <li>• <del>Radio PSAs</del></li> <li>• </li> </ul>	comment period	
3. Draft MTP, environmental justice, and air quality results (if applicable) completed and available for public comment	<p>Once the draft MTP document, environmental justice, and corresponding air quality analysis are complete, GVMC staff will bring the document to the public for comment. A public meeting will also be held to discuss these items. The public will be notified of the meeting <u>and</u> the comment period in the following ways:</p> <ul style="list-style-type: none"> <li>• Notice on website</li> <li>• Email sent to Interested Citizen/Agency List and direct mailing sent to environmental justice mailing list</li> <li>• Social media post on GVMC’s Facebook page and Twitter</li> <li>• Social media post shared with <del>the Rapid and LINC</del> <u>partner organizations</u></li> <li>• Newspaper advertisement in English and Spanish that notifies the public of the public comment period <u>and</u> the public meeting</li> <li>• Copies of the draft MTP distributed to all libraries and <u>links to the MTP shared with all</u> jurisdictions within the MPO area. (See Appendix E for list.)</li> <li>• Press release submitted to GVMC’s media contact list and posted online</li> </ul> <p><i>The following tools and techniques may be used on an optional basis:</i></p> <ul style="list-style-type: none"> <li>• <del>Flyer, brochure, or informational card printed and distributed</del></li> <li>• <del>Visual aids</del></li> </ul>	7 days prior to the public meeting and before the 1 <sup>st</sup> day of the public comment period	14 days

	<ul style="list-style-type: none"> <li>• <del>Radio PSAs</del></li> </ul> <p>At this point, staff will also contact state regulatory agencies (i.e., MDNR and MDE<del>GLEQ</del>) to consult with them on the draft project list and potential impacts on environmentally sensitive areas.</p>		
4. Adoption of draft document	<p>Once the draft MTP document is complete, Staff will bring it to the Technical and Policy Committees and GVMC board for approval. Public comment opportunities will be available at all three committee meetings. The public will be notified of this public comment opportunity in the following ways:</p> <ul style="list-style-type: none"> <li>• Notice on website</li> <li>• Social media post on GVMC’s Facebook page and Twitter</li> <li>• Social media post shared with <del>partner organizationsthe Rapid and LINC UP</del></li> <li>• Press release submitted to GVMC’s media contact list and posted online</li> </ul>	6 days prior to the scheduled <del>Technical Committee</del> meeting	A minimum of 14 days, beginning on the date of the Technical Committee meeting and ending at the Board meeting. The comment period length will vary depending on the amount of time between the meetings.

*Please note that any of the procedures above may be enhanced with optional tools and techniques to extend our outreach. Please see page 39 for additional information.*

*Please see the “Public Comments” section on page 13 for information on submitting comments.*

*Note: For more information about the items in the Public Participation Procedure column, please see “Public Participation Tools and Techniques” section on pg. 26*

### **Metropolitan Transportation Plan Amendments**

It is occasionally necessary to amend the MTP because of changes to projects listed within the document. MTP amendments require the review and recommendation of the Technical Committee and approval of the Policy Committee as well as state and federal approval. The table that follows describes proposed changes that trigger an MTP amendment as well as a description of the public involvement procedure for the amendment. Outlined below is the public involvement procedure for MTP revisions. For additional information about the process that is followed for MTP amendments and administrative modifications, please see the matrix in Appendix F.

Description of MTP Amendment	Public Participation Procedure
<ul style="list-style-type: none"> <li>• Adding/<del>delete</del> <u>a new</u> regionally significant project*, as defined by inter-agency work group (IAWG) and/or air quality (AQ) conformity non-exempt project list</li> </ul>	<ul style="list-style-type: none"> <li>• Tech &amp; Policy Committee meeting</li> <li>• Web posting</li> </ul>
<ul style="list-style-type: none"> <li>• <u>Deleting a project; where applicable, funding will be returned to the MPO for reprogramming.</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>Tech &amp; Policy Committee meeting</u></li> <li>• <u>Web posting</u></li> </ul>
<ul style="list-style-type: none"> <li>• <u>Projects with cost exceeding 25% of the MTP programmed amount</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>Tech &amp; Policy Committee meeting</u></li> <li>• <u>Web posting</u></li> </ul>
<ul style="list-style-type: none"> <li>• Major<sup>**</sup> <u>changes in project design concept or design scope. A major change is one affecting lane configuration, roadway capacity and/or air quality. scope/design change for regionally significant project(s)</u></li> </ul>	<ul style="list-style-type: none"> <li>• Tech &amp; Policy Committee meeting</li> <li>• Web posting</li> </ul>
<ul style="list-style-type: none"> <li>• <u>Changing non-federally funded project to a federally funded project</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>Tech &amp; Policy Committee meeting</u></li> <li>• <u>Web posting</u></li> </ul>
<ul style="list-style-type: none"> <li>• <u>Move</u> <del>Moving an illustrative list project into the body or project list of the MTP document</del> <u>regionally significant illustrative list project into the MTP (new project)</u></li> </ul>	<ul style="list-style-type: none"> <li>• Tech &amp; Policy Committee meeting</li> <li>• Web posting</li> </ul>
<ul style="list-style-type: none"> <li>• <del>Change</del> <u>Changing</u> <del>in</del> air quality conformity model year grouping for <u>a</u> regionally significant project</li> </ul>	<ul style="list-style-type: none"> <li>• Tech &amp; Policy Committee meeting</li> <li>• Web posting</li> </ul>

Note: Please see the Public Participation Timeline Summary on page [25-32](#) for information on the length of the public comment period and prior public notice for MTP amendments.

● Metropolitan Transportation Plan Administrative Modifications

Public involvement is not necessary for MTP administrative modifications, which will be considered when any of the following is proposed to an existing project: include the following:

- Additional-Adding lanes or non-motorized facilities, up to one mile, or as defined by the IAWG
- Increase in Federal aid cost less than or equal to 25% of the MTP programmed amount
- Decrease in Federal aid project cost
- Change in non-Federal aid project cost
- Change in Federal or non-Federal funding category
- Corrections to minor listing errors Listing error corrections or other non-regionally significant project changes
- Minor\*\*\* ~~scope changes~~ changes in scope, or scope changes not considered regionally significant (not regionally significant as defined)
  - May include at staff's discretion: 1) lane extensions up to 1/4 mile, 2) sidewalks & NM, 3) ADA enhancements, 4) signalization and/or signs, 5) utility issues, 6) pavement type, 7) phase changes, 8) additional spaces in park-and-ride lots, 9) other.
- Update to the first four years of the MTP to correspond to the most current TIP

Administrative modifications regarding the addition of lanes or non-motorized facilities up to one mile and increases in Federal-aid project cost up to 25% require MPO Committee approval. The other minor modifications to the MTP occur only when the MTP itself is undergoing an update or is being amended. The MTP document is visionary and long range by its very nature and is only administratively modified when other major changes (amendments) are demanded.

Please refer to GVMC's Policies and Practices for Programming Projects document for additional information on MTP revisions.

*Notes:*

\*Regionally Significant = Regionally significant project definition from 23 CFR 450.104:  
A transportation project that is on a facility which serves regional transportation needs and would normally be included in the modeling of the metropolitan area's transportation network. A transportation project (other than projects that may be grouped in the TIP and/or STIP or exempt projects as defined in EPA's transportation conformity regulation (40 CFR part 93)) that

is on a facility which serves regional transportation needs (such as access to and from the area outside the region; major activity centers in the region; major planned developments such as new retail malls, sports complexes, or employment centers; or transportation terminals) and would normally be included in the modeling of the metropolitan area's transportation network. At a minimum, this includes all principal arterial highways and all fixed guideway transit facilities that offer a significant alternative to regional highway travel.

Additionally, for GVMC's purposes, a project is considered regionally significant if it involves the following:

- adding or reducing through road capacity over one mile or adding a newly constructed Federal-aid road, fixed guideway or BRT transit project
- substantial multi-jurisdictional non-motorized project, or a major rail or transit infrastructure project

Roadway and bridge preservation, operational and/or safety (turning lanes, signalization, ITS equipment or services, etc.) projects are not considered Regionally Significant, as long as any new turning lanes are one mile or less in length (or Exempt projects as defined in FHWA-FTA guidance issued on 4-23-2018 and Transportation Conformity Regulations issued in April of 2012 from EPA).

All non-federal aid projects (for regional significance determination) will be considered on a case-by-case basis based on the regionally significant criteria herein by GVMC's Technical and Policy Committee for inclusion into a TIP and MTP.

~~Major\*\* = 1) change in lane configuration, 2) change affecting road capacity, 3) change affecting air quality (regionally significant)~~

~~Minor\*\*\* = May include at staff's discretion: 1) lane extensions up to 1/4 mile, 2) sidewalks & NM, 3) ADA enhancements, 4) signalization and/or signs, 5) utility issues, 6) pavement type, 7) phase changes, 8) additional spaces in park and ride lots, 9) other~~

## Public Participation Timeline Summary

Draft Document/Plan Review	Prior Notice to Public (minimum)	Length of Public Comment Period (minimum)
Metropolitan Transportation Plan (MTP)	At least 1 day before the public comment period begins	14 days
Transportation Improvement Program (TIP)	At least 1 day before the public comment period begins	14 days
Public Participation Plan	At least 1 day before the public comment period begins	45 days
Unified Planning Work Program	At least 1 day before the public comment period begins	14 days

Plan (Amendments)	Prior Notice to Public (minimum)	Length of Public Comment Period (minimum)
Metropolitan Transportation Plan (MTP)	6 days	6 days
Transportation Improvement Program (TIP)	6 days	6 days
Unified Planning Work Program	6 days	6 days

Other	Prior Notice to Public (minimum)	Length of Public Comment Period
Congestion Management Plan (CMP)	The CMP goes through public involvement when the MTP is developed; a separate public involvement process is not necessary.	
Major Corridor Studies	6 days	6 days
Major Transportation Investment Studies	6 days	6 days
Non-Motorized Plan	The Non-Motorized Plan goes through public involvement when the MTP is developed; a separate public involvement process is not necessary.	
Public Meetings	7 days	7 days

## Public Participation Tools and Techniques

The MPO strives to create a ~~Public-public Participation-participation Process-process~~ that encourages early and continuous involvement of citizens, jurisdictions, communities, and others interested in the planning process and the decisions and actions of the GVMC Transportation Committees. GVMC will use a variety of tools and techniques to encourage communication with the public in order to achieve this goal. These tools and techniques are described below, along with their primary objectives.

### Primary Public Participation Tools and Techniques

The tools and techniques outlined below are the ones that GVMC staff believes are the most effective for engaging the public at the present time and will be utilized most frequently during the public participation process.

#### **Comment Forms**

During every public comment period, staff ensures that comment forms are available to the public in a variety of ways. These comment forms include a large area for writing comments on a specific project as well as the name and contact information from the respondent. If the respondent chooses, they can also sign up to be added to GVMC's Interested Citizen/Agency Mailing List by checking a box on the form. (See "Public Comments" section on ~~pg-page 10-13~~ for more information on submitting comments.) The public may also submit comments online through our "Submit a Comment" form that is located on every Transportation Department webpage on our website. See Appendix C for example.

**Primary Objectives**—Recording the views and opinions of the public ~~during the TIP and MTP development process on transportation needs, projects, studies, and transportation documents~~, and signing up for the Interested Citizen/Agency List.

#### **Committee Meetings**

The MPO has two standing Committees: the Technical Committee and the Policy Committee. The agendas for both Committee meetings are posted online and on GVMC's office window at least ~~five-six~~ days before the scheduled meeting, and both meetings include an opportunity for the public to comment on the items listed on the agenda. Since issues frequently pass from the Technical Committee to the Policy Committee, there will often be two opportunities to comment on issues. The Technical and Policy Committees also include non-voting representatives from the Grand Rapids Chamber of Commerce and a local environmental advocacy group. The GVMC Board meeting agendas also always include an opportunity for public comment, and this meeting is televised on a local governmental access channel. The Technical Committee, Policy Committee, and GVMC Board meeting schedule is as follows:

**Technical Committee**—1<sup>st</sup> Wednesday of the month at 9:30 a.m. at the Kent County Road Commission Offices, 1500 Scribner NW, Grand Rapids, MI 49504, unless otherwise noted

**Policy Committee**—3<sup>rd</sup> Wednesday of the month at 9:30 a.m. at the Kent County Road

Commission Offices, 1500 Scribner NW, Grand Rapids, MI 49504, unless otherwise noted

**Grand Valley Metropolitan Council Board**—Currently meets the 1<sup>st</sup> Thursday of the month in February, May, September, November and December at 8:30 a.m. at the Kent County Commission Chambers, Kent County Administration Building, 300 Monroe Ave. NW, Grand Rapids, MI 49503, unless otherwise noted. *-(Please note meeting is also televised when held in person. If extenuating circumstances require the meeting to be held virtually, it can be accessed online.)*

A complete schedule of MPO meetings is posted on GVMC's website. Meeting times and locations occasionally change, so it is important to call or view the meeting agendas from the website before attending.

*Primary Objectives* – Allowing an in-person direct opportunity for the public to comment on TIP, ~~or~~ MTP, or UPWP amendments, the documents themselves transportation documents, or anything else on the meeting agenda.

#### **Databases**

GVMC staff maintains a master database for the organization as a whole, which includes committee membership lists, local government contacts, and elected officials. GVMC maintains three mailing lists in MailChimp, including the ,as well as the Interested Citizen/Agency List, a composite of citizens or businesses that have a working relationship with GVMC or are interested in the transportation planning process; our consultation list, which is comprised of stakeholders from companies focused on the environment, conservation, freight movement, or other related issues, as well as tribal organizations; and a media list that includes our contacts at local news outlets. -

*Primary Objectives* – Keeping the organization's contacts organized and up-to-date, allowing for ease of correspondence with various groups, and maintaining accurate records ~~of committee membership~~.

#### **Direct Mailings**

The MPO may decide to use a direct mailing to reach a targeted group of individuals to inform them about an upcoming meeting, a public involvement opportunity, a construction project in their area, or another issue of interest to them. Mailings will generally be postcards but may also be letters or flyers.

*Primary Objectives*—Reaching the public as part of the environmental justice (EJ) process, ~~sending information to the Interested Citizen/Agency List members who do not have email access~~, and whenever else a targeted group of individuals needs to be reached.

#### **Document Copies**

Hard copies of all of GVMC's work products, including the MTP, the TIP, the CMP, the UPWP, the PPP, and the Non-Motorized Plan, are available at GVMC's office. Any person or agency



may request a copy of any of GVMC’s plans via telephone, mail, e-mail, or in person during office hours. A small copying fee may apply. Copies of these documents are also available online, where they may be downloaded and printed by the public at their convenience.

Draft copies of the MTP are ~~also~~ distributed to all libraries, and links to the document are sent to all ~~and~~ jurisdictions/members within the MPO area, before the document is approved. (Please see Appendix E for the complete list of libraries and jurisdictions in the MPO area.)

*Primary Objectives*—Providing those who don’t have access to a computer or who lack the technical skills to find the information online the opportunity to view important MPO work products.

### **Flyers**

Flyers are developed in order to advertise public meetings, public comment opportunities, or other important events. They may include information such as the time, date, and location of a public meeting; contact information; instructions on commenting on draft documents or project lists; and deadlines for commenting. To view the list of locations that may post flyers, please see the “List of Libraries and Jurisdictions in the MPO Area” ~~listed~~ in Appendix E.

*Primary Objectives*—Advertising public meetings, public comment opportunities, and other important events.

### **Interested Citizen/Agency List**

This list is a composite of private citizens who have asked to receive transportation-related information, as well as a variety of agencies (including businesses and governmental entities) that have expressed an interest in or are impacted by transportation issues, such as the following:

- Members of the Technical and Policy Committees
- Traffic agencies
- Private providers of transportation services
- Ridesharing agencies
- Parking agencies
- Transportation safety agencies
- Traffic enforcement agencies
- Commuter rail operators

Sample flyer advertising a public meeting

- Airport and port authorities
- Freight companies
- Railroad companies
- Environmental organizations
- Neighborhood associations
- Interested citizens
- Organizations representing the interests of:
  - The elderly
  - Minorities
  - Transportation agency employees
  - Users of various modes of transportation
  - People with disabilities
  - Economically disadvantaged
  - Ethnic/Cultural groups
  - Native American tribes
  - Others underserved by the transportation system

Individuals and agencies can sign up to be included on this list by checking a box on a comment form (either the electronic version or a hard copy form) or by contacting GVMC by phone, email, ~~fax~~, or mail, and asking to be included on the list.

*Primary Objectives*—Providing this group information about upcoming public meetings, public comment periods, and other public involvement opportunities ~~over email through direct mailings~~.

#### ***MPO Newsletter***

The MPO develops a quarterly newsletter that is distributed electronically to our Interested Citizen/Agency ~~List and posted on the “Latest Developments” section on our website~~. The newsletter includes information about major departmental accomplishments, initiatives, legislative and other relevant news, public comment opportunities and upcoming events, as well as a ~~list of member agencies and a~~ staff directory with contact information for GVMC Transportation Department staff.

*Primary Objectives* – Educating the public about the work of the GVMC Transportation Department, the latest transportation-related news, and opportunities to get involved in the transportation planning process.

#### ***Newspaper Ads***

The MPO uses newspaper ads on a case-by-case basis to alert the public to upcoming public involvement opportunities. These ads may appear in the following papers:

~~The Advance, a free newspaper that is delivered weekly to homes within Kent and Ottawa County, as well as its affiliate papers—the Cadence and the Penasee Globe~~

- ~~El Vocero. According to their website, this free newspaper is the oldest and largest audited distribution serving all of West Michigan's Latino community for over 27 years.~~
- ~~The Grand Rapids Press. This for-purchase newspaper is, a for-purchase paper published twice a week on Sunday, Tuesday, and Thursday; an eNewspaper is also available.~~
- ~~The Grand Rapids Times. According to their website, this newspaper is the oldest El Vocero, a free paper geared toward the local Hispanic community existing weekly publication targeted to Black communities with Grand Rapids as the primary market; copies can be picked up from a variety of locations within the area.~~
- GVMC may also choose to advertise with MLive, which includes print and online advertisements on mlive.com.

*Primary Objectives* – Notifying the public about upcoming public meetings or other opportunities for public involvement.

### **Organizational Logos**

The MPO has two logos—one for GVMC and one for the West Michigan Clean Air Coalition (WMCAC). The MPO logo appears on all official correspondence, including emails and direct mailings, and on all published advertisements, including newspaper ads and flyers. The West Michigan Clean Air Coalition (WMCAC) logo appears on all official correspondence and on all promotional items for the Clean Air Action program.

*Primary Objectives* – Maintaining uniformity of the MPO's publications, making its products and correspondence official, and helping the public to identify plans, promotional items, and advertisements of the MPO.

### **Press Releases**

Press releases are ~~generally used on a case-by-case basis and~~ sent to GVMC's media list, which includes TV, news, press, and radio representatives, and are used to alert the media of noteworthy news items from the MPO and its committees.

*Primary Objectives*—Informing the public about major initiatives, program changes, or other important news; ~~or alerting the media about the MTP kickoff and pre-programming collaboration during the development of transportation documents.~~

### **Public Meetings**

Public meetings are generally informal gatherings that give the public a chance to interact with staff and discuss questions or concerns about projects, plans, etc. that are of interest or importance to them. These meetings may include a short staff presentation as well as a variety of visuals, such as maps, brochures, or other important materials, for the public's convenience. The public is also encouraged to fill out a comment form at the meeting. Records of public meeting attendance and Title VI information are kept on file and included in the appendices of the TIP and MTP.



*Photo from a GVMC public meeting*

Opportunities may exist for the public to participate online by broadcasting meetings on Facebook live or through other platforms.

*Primary Objectives* – Encouraging public participation during the development of the TIP and MTP and allowing the public an opportunity to meet with staff.

### **Social Media**

GVMC is on Facebook and Twitter and uses both venues platforms to promote organizational activities. GVMC staff ~~also plan to attempt to~~ may also choose to live stream public meetings during the TIP and MTP development process on Facebook social media.

*Primary Objectives* – Notifying the public about Clean Air Action Days (Facebook only), collaboration opportunities, major public events, or opportunities for the public to get involved in the transportation planning process.

### **Surveys**

~~Surveys may be~~ A survey is conducted ~~on an as-needed basis~~ during the development of the MTP to gain insight into important issues within the area, including the public's priorities on where funding should be allocated to improve the transportation system. Surveys may also be conducted on an as-needed basis for other plans or projects. Individuals can contact staff by mail, email, ~~fax~~, phone, through gvmc.org, or stop by GVMC's office ~~in person~~ to receive a paper copy of the survey.

*Primary Objectives*— Gauging the public's ~~interest in investment~~ priorities for transportation system investments.

### **Videos**

~~GVMC staff plans to develop a series of short YouTube videos to help inform the public about~~

~~the TIP, the MTP, performance measures, what we do as an agency, and other topics as necessary. These videos will be posted online for easy viewing access.~~

~~*Primary Objectives*—Educate the public about the transportation planning process within our MPO area.~~

### **Visual Aids**

As part of Objective 1, attempts will be made to use visualization techniques to describe Metropolitan Transportation Plans (MTPs) and Transportation Improvement Programs (TIPs). These may include the following formats: project location maps, story maps, [ArcGIS online](#) interactive maps, [web applications](#), photographs, narrative project descriptions, charts, illustrations, graphics, diagrams, ~~and or~~ sketches, ~~or applications~~. Staff continues to monitor and investigate developing technologies to improve the MPO's visualization process.

*Primary Objectives* – Engaging the public during public meetings and helping to increase their understanding of projects, project locations, [transportation plans](#), etc.

### **Website**

GVMC's website is an inclusive resource for transportation planning information. The website includes basic information such as meeting schedules, committee membership, and contact information, as well as work products, such as the Transportation Improvement Program (TIP), the Metropolitan Transportation Program (MTP), [the Public Participation Plan \(PPP\)](#), ~~and~~ and the Unified Planning Work Program (UPWP). Information about additional transportation programs and activities is also available. The public can comment on any of our documents or activities at any time by clicking on the "submit a comment" button located on every transportation webpage and filling out the comment form. (See Appendix C for an example.) The site is maintained by a webmaster, consistently reviewed for accuracy, and new information is added to it continuously. GVMC's website can be found at [gvmc.org](http://gvmc.org).

*Primary Objectives* – Alerting the public to [Committee meetings](#); the latest developments in the TIP or MTP development process, as well as TIP or MTP amendments and public comment opportunities; ~~;~~ facilitating the submission of public comments during public comment periods; ~~;~~ or providing updates about other plans, programs, opportunities, or transportation developments.

## **Optional Public Participation Tools and Techniques**

The MPO primarily relies on the tools and techniques above for reaching the public, but occasionally, the MPO may decide to employ additional tools and techniques to augment its public involvement process in order to increase the public's participation in transportation planning. This may occur because a primary tool or technique is determined to no longer be effective during the PPP review process, because the primary tools and techniques need to be enhanced with additional activities in order to better engage the public, because an optional public participation tool or technique becomes more popular with the public, or because staff

determines it is necessary to use an optional tool or technique for another reason altogether. Examples of optional tools and techniques are outlined on the following pages.

### **Events**

GVMC may choose to staff a booth at a community event in order to interact with the public, solicit public comment, or increase participation in a survey. For example, when conducting surveys, staff may ~~also~~ choose to visit farmers markets or ~~staff~~purchase a table at a movie theater to increase their engagement time with the public.

*Primary Objectives*—Increasing face-to-face interaction with the public, ~~increasing,~~ improving survey response rates, or soliciting public comment.

### **Radio Ads**

GVMC may occasionally purchase radio air time for public service announcements (PSAs) in order to announce public meetings for the Metropolitan Transportation Plan (MTP) or to inform the public about other important opportunities for participation. The radio ads are generally targeted to reach lower income and ethnic minority populations—a demographic that has been underserved in the transportation planning process in the past—through ~~the a~~ station that staff selects to air the commercial. (Radio companies can provide demographic information about the listeners of their stations before an advertising contract is signed. Therefore, staff can ensure that the station selected will reach the intended group of listeners.)

*Primary Objectives*—Advertising times, dates, and locations of public meetings or other significant public involvement opportunities.

### **Staff Presentations and Small Group Meetings**

Staff will make presentations ~~to requesting organizations or host small group meetings about about any~~ transportation ~~issues and activities~~ issue or activity- upon request as needed. The presentation or meeting should be formatted to provide specific information requested by the group and should highlight issues that are of interest to the group. GVMC will publish and distribute an outline of how the transportation planning process works, listing relevant committees and governmental bodies. Staff will proactively identify community-based, transportation-related collaboratives and consortia in the impacted area, learn their resources and roles in communicating with the community around transportation issues, and regularly meet with them to provide pertinent GVMC information to their constituencies and impact areas.

-  
*Primary Objectives* – Informing the public about the transportation process or other transportation issues or initiatives as they arise.

### **Subject or Project-Specific Workshops**

Staff will host subject or project-specific workshops, including lunch & learn events, when a need is identified or upon request in order to educate our members, stakeholders, or the local



community about transportation issues. For example, GVMC expects to use these workshops to educate stakeholders as part of our safety education and outreach program and to address other community needs as they arise. These workshops will be scheduled at convenient times and locations, and multiple workshops will be held when possible to increase opportunities for participation.

Primary Objectives—Educate our members, stakeholders, or the local community about transportation issues

### **Videos**

GVMC staff may develop a series of short YouTube videos to help inform the public about the TIP, the MTP, performance measures, what we do as an agency, and other topics as necessary. These videos will be posted online for easy viewing access.

Primary Objectives—Educating the public about the transportation planning process within our MPO area.

### **Other Media**

Staff will continue to monitor its public participation procedures and modify its public participation process to include the addition of new, innovative tools and techniques when possible. These may include providing information to publishers of local newsletters (cities, Neighborhood Associations, etc.), ~~facilitating small group meetings or subject/project specific workshops, developing email announcements, or~~ establishing a Citizen Advisory Committee, or incorporating new and emerging applications or platforms to reach the public into our public involvement process.

*Primary Objectives—Enhancing the current public participation procedure.*

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# Appendix A: Guide to Evaluating the GVMC Public Participation Plan

## Introduction

GVMC continually strives to improve its public involvement and participation process. To this end, GVMC staff has developed the Public Participation Plan (PPP), which is a guideline for public participation activities conducted by the Grand Valley Metro Council. The PPP contains the goals, objectives, and policies of the MPO for actively engaging the public.

The Federal Highway Administration, Federal Transit Administration, and the Michigan Department of Transportation require the MPO to continuously evaluate the effectiveness of public involvement activities. Therefore, GVMC staff reviews and updates the PPP prior to the start of the Metropolitan Transportation Plan (MTP) development process and before the development of the Transportation Improvement Program (TIP) if needed. By monitoring public participation practices, it is possible to assure that public participation tools and techniques remain effective. If certain tools or techniques are determined to be ineffective during the review process, it is possible to improve them, discontinue their use, or replace them with new activities. This guide outlines the steps to be taken to evaluate the public involvement tools and techniques described in the PPP, identifies performance measures to quantify success rates, suggests strategies to improve the MPO's public participation process, and provides an avenue through which GVMC can evaluate its public involvement goals and objectives. This guide, along with the PPP itself, is a "living document" that will be consistently reviewed to ensure that appropriate changes are being implemented by the MPO.

## Evaluation Methods and Performance Goals

In order to determine the effectiveness of public involvement tools and techniques, they must be evaluated and compared to established performance goals. The two typical methods for evaluating the effectiveness of public involvement tools are surveys and quantitative statistical analysis.

Surveys typically consist of short, specific questions regarding public involvement tools. They may be conducted in person, by phone, mail, email, or on the internet. Surveys conducted in person are considered highly effective and generally have the best response rates. Mail, email, or online surveys are useful for providing a written record of respondents' answers. Each surveying method has strengths and weakness, and the survey format affects the type of results and types of people responding. In addition to these surveys, we also encourage you to submit comments at any time about the public participation processes listed in this document. Comments can be submitted to GVMC Staff by mail, email, ~~fax~~, or phone. Please see page ~~2-3~~ for contact information for GVMC staff.

Statistics can be a great indicator of whether or not tools used for public involvement are reaching their intended audience and which tools have the strongest response rate. For example, the number of people attending a meeting can be compared to the number of people notified of the meeting. This type of evaluation can indicate the effectiveness of any particular involvement strategy.

The following table briefly describes the evaluation methods that GVMC may use to evaluate each of the public participation tools that GVMC currently uses during the PPP review, which will occur after the MTP and TIP development processes have concluded. For each public participation tool, performance goals and methods for meeting those goals are suggested. Below the tools and techniques that are currently employed is a list of public participation tools that GVMC may use occasionally or may substitute as necessary to replace or augment a currently used tool or technique.

### Public Participation Tool Evaluation Table

Public Participation Tools	Evaluation Criteria	Suggested Performance Goal(s)	Methods to Meet Goal(s)
Comment Forms	Calls, emails, etc.; Number of responses	20% of meeting attendees filled out a form -OR- 1% of the annual website visitors emailed a comment	Encourage responses by explaining the importance of receiving comments
Direct Mailings (Environmental Justice)	Calls, emails, etc.; Number of persons reached	Minimum of 15% of meeting attendees/survey respondents indicated that they received the mailing	Use the most up-to-date geographic address data available to direct EJ mailings to property owners/renters adjacent to proposed project locations
Document Copies	<del>Number of signatures on the document sign-out sheet</del> <u>Copies will be made upon request. No evaluation criteria needed.</u>	<del>A minimum of one signature per sign-out sheet at every location where a document copy is left for review.</del> <u>N/A</u>	Work with GVMC members and jurisdictions within the MPO area to inform them about the document and to advertise that it's available for review.
<del>Email Announcements</del> <u>Flyers</u>	<del>Calls, emails, etc.;</del> Number of persons reached	Minimum of <u>15%</u> of meeting attendees/survey respondents indicated that they saw the <del>email announcement</del> <u>flyer</u>	<del>Increase email list by advertising the availability of email announcements using other public participation tools</del> <u>Work with local libraries and jurisdictions to ensure they have copies of the flyer and that it is posted in a location where it's visible to the public</u>

Public Participation Tools	Evaluation Criteria	Suggested Performance Goal(s)	Methods to Meet Goal(s)
Interested Citizens/Agencies Mailing List	Number of names on the list	New interested citizens added every year	Work with partner agencies to increase awareness of GVMC and the availability of this list
MPO Newsletter/ <del>Email Newsletter</del>	Calls, emails, etc.; Number of returns	N/A; <del>return rate is</del> addressed under Interested Citizens/Agencies List	<del>Continue items that receive favorable comments and correct or improve items that receive negative comments;</del> Work with member agencies to promote the newsletter
Newspaper Advertisements	Calls, emails, etc.; Number of persons the publication reached	Minimum of 10% of meeting attendees/survey respondents indicated that they saw the ad; ad formats may be modified based on feedback received	Improve the size, layout, or placement of the ad to increase visibility
Organizational Logo	<del>Calls, Internal review ensuring logo remains effective and recognizable emails, etc.</del>	Recognition of the logo	The GVMC logo should be used on all MPO products and publications and on materials for all MPO sponsored activities
Press Releases	<del>Calls, emails, etc or emails in response to press release and number of articles published as a result of the press release.</del>	<del>No standard; format may be modified based on feedback received</del> Minimum of 5% of emails opened and one news response to the press release submission	Encourage publication of press releases by keeping the media informed; <u>send press releases at key times of day to improve response rate</u>
Public Meetings	<del>Calls, emails, etc.; attendees</del> Number of attendees	<del>Level of attendance</del> Growing number of attendees at public meetings	Schedule meetings at convenient times and locations; use other public participation tools to increase awareness of <del>hearings</del> these meetings
Social Media (Facebook, Twitter, etc.)	Calls, emails, etc.; Number of "friends" or "followers" and number of impressions or people reached	N/A; participants select GVMC themselves Increasing number of followers and number of impressions or people reached	Provide information, announcements, access to surveys, and meeting information; maintain and monitor account weekly
Surveys	<del>Calls, emails, etc.;</del> Number of responses	25% of contact persons participated in the survey. <u>Increasing number of survey</u>	Encourage responses by explaining the importance of receiving feedback; offer incentives for returning surveys

Public Participation Tools	Evaluation Criteria	Suggested Performance Goal(s)	Methods to Meet Goal(s)
		<del>participants</del> <del>—OR—</del> <del>20% of mail recipients returned the survey</del>	
<u>Visual Aids</u>	<u>Number of public views, uses, or engagements</u>	<u>Increasing number of public views, uses, or engagements</u>	<u>Continue to research new applications and increase the use of visualization techniques during the creation of major work products</u>
<u>GVMC Website</u>	<u>Number of visitors</u>	<u>Minimum of 50 visitors/month, 5% increase in visits/year</u>	<u>Provide all plans and documents on the website for public review; use other public participation tools to advertise the website</u>
<u>GVMC Website</u>	<u>Number of hits</u>	<u>Minimum of 50 hits/month, 5% increase in hits/year</u>	<u>Provide all plans and documents on the website for public review; use other public participation tools to advertise the website</u>

### Optional Public Participation Tool Evaluation Table

<u>Optional Public Participation Tools</u>	<u>Evaluation Criteria</u>	<u>Suggested Performance Goal(s)</u>	<u>Methods to Meet Goal(s)</u>
<u>Events</u> <u>Other Newsletters</u> <u>(Cities, Homeowners Associations, etc.)</u>	<u>Number of attendees, in-person interactions, or number of surveys completed</u> <u>Calls, emails, etc.;</u> <u>Number of persons reached</u>	<u>Minimum of 5 in-person interactions or 5 completed surveys</u> <u>Minimum of 5% of meeting attendees/survey respondents were reached</u>	<u>Provide information to publishers of these newsletters in a timely fashion; investigate all possible newsletters that may reach an affected area</u> <u>Choosing events that are well-attended with booth locations in high-traffic areas</u>
<u>Radio ads</u>	<u>Number of attendees at public meeting who heard ad</u>	<u>A minimum of 1 person attending the public meeting heard the ad</u>	<u>Choosing stations that reach traditionally underserved populations (EJ), as well as stations that reach large numbers of listeners</u>
<u>Staff Presentations and Small Group Meetings</u>	<u>Calls, emails, etc.;</u> <u>number of attendees; met the expectations of the group</u>	<u>N/A; these meetings are held at the request of the affected groups or interested parties</u>	<u>MPO staff should be available in a timely manner to hold presentations and small group meetings regarding any MPO activity or issue; the meeting should be formatted to provide specific information requested by the group and should</u>

			<u>highlight issues that are of interest to the group</u>
<u>Subject Specific Workshops/ Project Specific Workshops</u>	<u>Calls, emails, etc.; attendance</u>	<u>Minimum attendance as it relates to workshop cost achieved</u>	<u>Schedule at convenient times and locations; hold multiple workshops when possible; use other participation tools to advertise, increase awareness</u>
<u>Videos</u>	<u>Number of views</u>	<u>Increasing number of views, likes and shares</u>	<u>Continue to investigate new platforms to create videos and for opportunities to use them to educate the public</u>
<u>Other Media Subject Specific Workshops/ Project Specific Workshops</u>	<u>Calls, emails, etc.; attendance To be determined based on media selected</u>	<u>Minimum attendance as it relates to workshop cost achieved Increased outreach through chosen method</u>	<u>Research new, innovative tools and techniques to reach the public and continue to build partnerships with agencies that interact with the public to increase our reach Schedule at convenient times and locations; hold multiple workshops when possible; use other participation tools to advertise, increase awareness</u>

### Improvement Strategies

The Grand Valley Metro Council continues to strive for improved public participation in the transportation planning process. With review and evaluation, GVMC hopes to refine public participation strategy improvements to increase public awareness and to improve the quality and quantity of information provided to the public. Contributions and input from the citizens of Kent and eastern Ottawa Counties are crucial for responsible planning decisions, and therefore it is critical for GVMC to seek the most effective public input methodologies.

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## Appendix C: Submit a Comment Form on Website

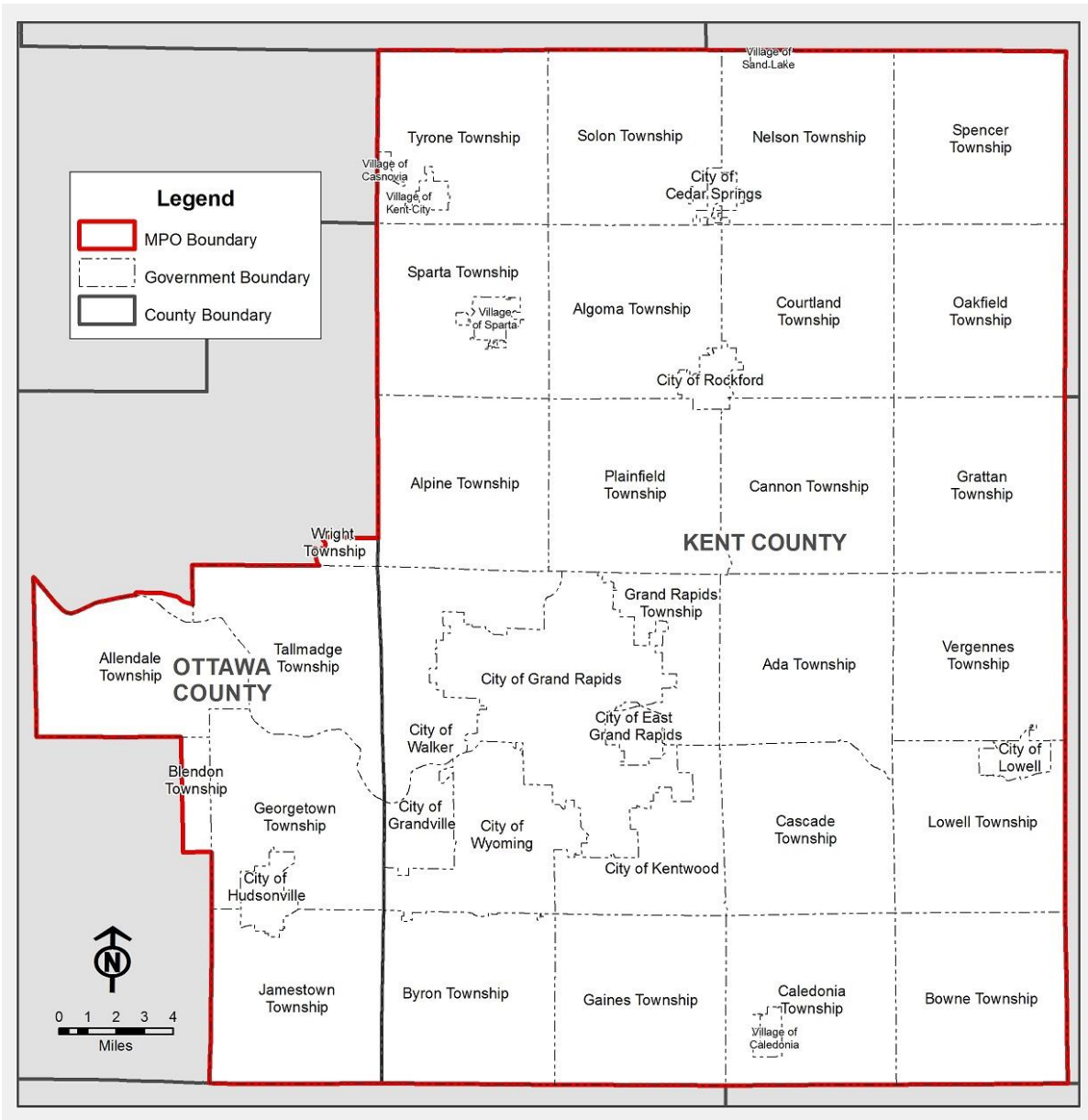
The screenshot displays a web browser window at the URL <https://www.gvmc.org/mtp>. A modal form titled "Submit a Comment" is centered on the screen. The form contains the following fields and elements:

- Name \***: Two input fields for "First Name" and "Last Name".
- Email Address \***: A single input field.
- Subject \***: A single input field.
- Message \***: A large text area for the comment.
- Please add me to your mailing list
- Submit**: A dark button at the bottom right of the form.

The background of the website shows a cityscape with the text "GVMC 2045 Metropolitan (MTP) Clears Federal Review". A search bar is visible in the top right corner of the page.



# Appendix D: Map of GVMC's MPO Area



## Appendix E: List of Libraries and Jurisdictions within the MPO Area

Ada Township	Kent District Library-Byron Township Branch
Algoma Township	Kent District Library-Caledonia Twp. Branch
Allendale Township	Kent District Library-Cascade Township Branch
Alpine Township	Kent District Library-Comstock Park Branch
Bowne Township	Kent District Library-East Grand Rapids Branch
Byron Township	Kent District Library-Englehardt Branch
Caledonia Charter Township	Kent District Library-Gaines Township Branch
Cannon Township	Kent District Library-Grandville Branch
Cascade Charter Township	Kent District Library-Kentwood Branch
City of Cedar Springs	Kent District Library-Krause Memorial Branch
City of East Grand Rapids	Kent District Library-Plainfield Township Branch
City of Grand Rapids	Kent District Library-Sand Lake/Nelson Twp. Branch
City of Grandville	Kent District Library-Spencer Township Branch
City of Hudsonville	Kent District Library-Tyrone Township Branch
City of Kentwood	Kent District Library-Walker Branch
City of Lowell	Kent District Library-Wyoming Branch
City of Rockford	Lakeland Library Coop: Allendale Twp Library
City of Walker	Lakeland Library Coop: Cedar Springs Public Library
City of Wyoming	Lakeland Library Coop: Gary Byker Memorial Library
Courtland Township	Lakeland Library Coop: Georgetown Twp Library
Gaines Charter Township	Lakeland Library Coop: Patmos Library
Georgetown Township	Lakeland Library Coop: Sparta Branch
Gerald R. Ford International Airport	Lowell Charter Township
Grand Rapids Charter Township	MDOT
Grand Rapids Public Library (Main)	MDOT-GR TSC
Grand Rapids Public Library: Madison Square Branch	Nelson Township
Grand Rapids Public Library: Ottawa Hills Branch	Oakfield Township
Grand Rapids Public Library: Seymour Branch	Ottawa County Road Commission
Grand Rapids Public Library: Van Belkum Branch	Plainfield Charter Township
Grand Rapids Public Library: West Leonard Branch	Solon Township
Grand Rapids Public Library: West Side Branch	Sparta Township
Grand Rapids Public Library: Yankee Clipper Branch	Spencer Township
Grattan Township	Tallmadge Township
Hope Network	Tyrone Township
ITP-The Rapid	Vergennes Township
Jamestown Township	Village of Caledonia
Kent County Road Commission	Village of Casnovia
Kent District Library Service Center	Village of Kent City
<a href="#"><u>Kent District Library-Amy Van Andel Library (Ada)</u></a>	Village of Sand Lake
Kent District Library-Alpine Township Branch	
Kent District Library-Alto Branch	Village of Sparta

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# Appendix F: TIP and MTP Revision Matrices

TIP Revisions		Staff Recommendation	Committee Chair Approval	Technical Committee Review & Recommendation	Policy Committee Approval	MDOT/PHWA/FTA Approval	Public Participation Procedure
<b>TIP Amendment</b>	Add New Project over \$5.0 Million (including Safety, TAP, and CMAQ projects) in TIP Project List	X	X (Option)	X	X	X	Committee meeting, Web posting
• Financial constraint must be maintained at all times.	Delete Project	X	X (Option)	X	X	X	Committee meeting, Web posting
	Federal-aid cost increase over 25%	X	X (Option)	X	X	X	Committee meeting
• Any new project or major scope/design change shall be consistent with the MTP.	Major* scope/design change	X	X (Option)	X	X	X	Committee meeting
	Move Illustrative List Project into the TIP (new project)**	X	X (Option)	X	X	X	Committee meeting
• GPA line items budget changes exceeding 25%.	Change non-federal aid funded project to federally funded project	X	X (Option)	X	X	X	Committee meeting
	New Discretionary Projects Over \$5 million	X	X (Option)			X	Web posting
• Generally refers to line item projects in TIP Project List (over \$5.0 million)							
<b>TIP Admin. Mod/Adjustment</b>	Additional lanes or non-motorized, up to one mile	X	X (Option)	X	X		Committee meeting
	Adding, deleting or changing project within existing GPA category and budgets as defined (under \$5.0 Million)	X					At next Committee meeting
• Financial constraint must be maintained at all times.	Increase in Federal aid cost more than 10% and less than or equal to 25%	X	X (Option)	X	X		Committee meeting
	Increase in Federal aid cost up to 10% (per LAP Policy)	X					Not required
• Changes to existing projects.	Decrease in Federal aid project cost	X					Not required
	Change in Federal funding category (applies to MDOT only)	X					Not required
	Change in Federal-aid funding level or TIP year not affecting other projects (eg. MDOT, ITP, TAP, Bridge, Safety, HPP (earmarks), or other discretionary sources)	X					Not required
	Adding or changing job numbers within approved funding and scope limits	X					Not required
	Changing an advance construction project to Federal-aid	X	X (Option)	X	X		Not required
	Changing a Federal-aid project to advance construction	X	X (Option)	X	X		Not required
	Change of project year within the 4-year TIP	X	X (Option)	X	X		Not required
	Listing error corrections	X					Not required
	Minor** scope changes (not regionally significant as defined)	X					Not required
<b>Notes:</b>							
• Financial constraint must be maintained at all times.							
• Any new project or major scope change shall be consistent with the MTP.							
• Regionally significant for air quality = Adding or reducing through capacity over 1 mile; adding new Federal aid road, fixed guideway or BRT transit project, substantial multi-jurisdictional non-motorized, or major rail or transit infrastructure.							
• Major* = 1) change in lane configuration, 2) change affecting road capacity, 3) change affecting air quality (regionally significant)							
• Minor** = May include at staff's discretion: 1) lane extensions up to 1/4 mile, 2) sidewalks & NM, 3) ADA enhancements, 4) signalization and/or signs, 5) utility issues, 6) pavement type, 7) phase changes, 8) additional spaces in park-and-ride lots, 9) other							
• *** Any project from the TIP Illustrative Project list, which has previously been processed for public involvement with the TIP, is not required to have additional public involvement (Consultation, EJ and EA) prior to completing the TIP amendment process.							

## MTP Revisions

MTP Revisions		Staff Recommendation	Committee Chair Approval	Technical Committee Review & Recommendation	Policy Committee Approval	MDOT/PHWA/FTA Approval	Public Participation Procedure
<b>MTP Amendment</b>	Add/Delete Regionally Significant Project (defined by IAWG, AQ, non-exempt project)	X	X (Option)	X	X	X	Committee meeting, Web posting
	Major* scope/design change for regionally significant project(s)	X	X (Option)	X	X	X	Committee meeting, Web posting
	Move Regionally Significant Illustrative List Project into the MTP (new project)	X	X (Option)	X	X	X	Committee meeting, Web posting
	Change in air quality conformity model year grouping for regionally significant project	X	X (Option)	X	X	X	Committee meeting, Web posting
<b>MTP Administrative Modification</b>	Additional lanes or non-motorized facilities, up to one mile	X	X (Option)	X	X		Not required
• Financial constraint must be maintained at all times.	Increase in Federal aid cost up to 25%	X	X (Option)	X	X		Not required
	Decrease in Federal aid project cost	X					Not required
• Changes to existing projects.	Change in Non-Federal aid project cost	X					Not required
• MTP modifications will be made during the next MTP amendment or plan update.	Change in Federal or Non-Federal funding category	X					Not required
	Listing error corrections or other non-regionally significant project changes	X					Not required
	Minor** scope changes (not regionally significant as defined)	X					Not required
	Update to the first four years of the MTP to correspond to the most current TIP	X					Not required
<b>Notes:</b>							
• Financial constraint must be maintained at all times.							
• Any new project or major scope change shall be consistent with the MTP.							
• Regionally significant for air quality = Adding or reducing through capacity over 1 mile; adding new Federal aid road, fixed guideway or BRT transit project, substantial multi-jurisdictional non-motorized, or major rail or transit infrastructure.							
• Major* = 1) change in lane configuration, 2) change affecting road capacity, 3) change affecting air quality (regionally significant)							
• Minor** = May include at staff's discretion: 1) lane extensions up to 1/4 mile, 2) sidewalks & NM, 3) ADA enhancements, 4) signalization and/or signs, 5) utility issues, 6) pavement type, 7) phase changes, 8) additional spaces in park-and-ride lots, 9) other							
• *** Any project from the TIP Illustrative Project list, which has previously been processed for public involvement with the TIP, is not required to have additional public involvement (Consultation, EJ and EA) prior to completing the TIP amendment process.							

Appendix **GF**: Comments Received

DRAFT

## Appendix **HG**: Public Participation Summary Report

Public Outreach Strategy and Tools Used

To be written

Estimated Number of People Reached

To be written

Comments Received

To be written

DRAFT