



GRAND VALLEY METROPOLITAN COUNCIL

ADA TOWNSHIP • ALGOMA TOWNSHIP • ALLENDALE TOWNSHIP • ALPINE TOWNSHIP • BELDING • BYRON TOWNSHIP • CALEDONIA • CALEDONIA TOWNSHIP • CANNON TOWNSHIP • CASCADE TOWNSHIP  
CEDAR SPRINGS • COOPERSVILLE • COURTLAND TOWNSHIP • EAST GRAND RAPIDS • GAINES TOWNSHIP • GEORGETOWN TOWNSHIP • GRAND RAPIDS • GRAND RAPIDS TOWNSHIP • GRANDVILLE  
GREENVILLE • HASTINGS • HUDSONVILLE • IONIA • JAMESTOWN TOWNSHIP • KENT COUNTY • KENTWOOD • LOWELL • LOWELL TOWNSHIP • MIDDLEVILLE • NELSON TOWNSHIP  
OTTAWA COUNTY • PLAINFIELD TOWNSHIP • ROCKFORD • SAND LAKE • SPARTA • TALLMADGE TOWNSHIP • WALKER • WAYLAND • WYOMING

---

## **TRANSPORTATION PROGRAMMING STUDY GROUP**

Friday, April 23, 2021

11:00 AM

REMOTE MEETING USING ZOOM

<https://zoom.us/j/93243242536?pwd=b0ZVOTZZcHQ1TTExc2hnZXk0eXowZz09>

Webinar ID: 932 4324 2536 | Passcode: 888534

+1 301.715.8592 | ACCESS CODE: 888534

---

### **AGENDA**

- I. **ROLL CALL AND INTRODUCTIONS**
- II. **APPROVAL OF MINUTES—ACTION:** Dated March 17, 2021  
**Please refer to Item II: Attachment A**
- III. **OPPORTUNITY FOR PUBLIC COMMENT**
- IV. **POLICIES AND PRACTICES UPDATE —DISCUSSION/ACTION:** The Subcommittee will be tasked with reviewing, discussing, and making a recommendation regarding GVMC's updated Policies and Practices document.  
**Please refer to Item IV: Attachment A**
- V. **OTHER BUSINESS**
- VI. **ADJOURNMENT**

MINUTES

**Grand Valley Metropolitan Council  
Transportation Division  
TRANSPORTATION PROGRAMMING STUDY GROUP  
Wednesday March 17, 2021  
Video Conference**

Laughlin called the meeting to order at 9:30am.

**I. ROLL CALL AND INTRODUCTIONS**

**Voting Members Present**

Kristin Bennett	City of Grand Rapids
Brad Boomstra	City of Kentwood
Scott Conners	City of Walker
Mike DeVries	Grand Rapids Charter Township
Rick DeVries	City of Grand Rapids
Shay Gallagher	Village of Sparta
Tim Haagsma	Gaines Township
Wayne Harrall	County of Kent
Russ Henckel	City of Wyoming
Nicole Hofert	City of Wyoming
Dennis Kent	MDOT
	<i>Proxy for Mike Burns</i>
Doug LaFave	City of Lowell
Brett Laughlin (Chair)	East Grand Rapids
Jon Moxey	Ottawa County Road Commission
Clint Nemeth	Village of Caledonia
Terry Schweitzer	GFIAA
Rick Sprague	City of Kentwood
Dan Strikwerda	Kent County Road Commission
Charlie Sundblad	City of Hudsonville
Jeff Thornton	City of Grandville
Kevin Wisselink	Village of Caledonia
Steve Warren	The Rapid
	Kent County Road Commission

**Staff and Non-Voting Guests Present**

Janet Arcuicci	MDOT
Bradley Doane	GVMC Staff
Andrea Faber	GVMC Staff
Art Green	MDOT
Laurel Joseph	GVMC Staff
Tyler Kent	MDOT
George Yang	GVMC Staff
Mike Zonyk	GVMC Staff

**Voting Members Not Present**

Tim Bradshaw (Vice Chair)	City of Kentwood
---------------------------	------------------

**ITEM II: ATTACHMENT A**

Mike Burns  
Adam Elenbaas  
Jeff Franklin  
Rachel Gokey  
Steve Hartman  
Jim Kirkwood  
Joan Konyndyk  
Bill LaRose  
Travis Mabry  
Robert Miller  
Jeff Oonk  
Steve Peterson  
Liz Schelling  
Max Smith  
Phil Vincent  
Mike Womack

City of Lowell  
Allendale Township  
MDOT  
Village of Sand Lake  
Hope Network West Michigan  
City of Kentwood  
Hope Network West Michigan  
City of Cedar Springs  
City of Walker  
City of Hudsonville  
City of Wyoming  
Cascade Charter Township  
ITP – The Rapid  
Hope Network West Michigan  
City of Rockford  
City of Cedar Springs

**I. APPROVAL OF MINUTES**

Joseph stated some comments made in the last paragraph of page 5 were originally attributed to Rick DeVries and have since been corrected to Mike DeVries.

Dennis Kent requested his comments made at the top of page six were corrected to show he provided members with a cost estimate during the meeting.

Janet Arcuicci noted that she was in attendance of the last meeting and requested the attendees list reflected that.

Mike DeVries entertained a motion to approve the March 2, 2021 TPSG minutes as amended.

**MOTION by Mike Devries, SUPPORT by Harrall, to approve the March 2, 2021 TPSG Subcommittee meeting minutes. MOTION CARRIED UNANIMOUSLY.**

**II. OPPORTUNITY FOR PUBLIC COMMENT**

None.

**III. FY2020/2021 HIP FUNDS**

**Please refer to Item IV:** Joseph explained, the Subcommittee’s task with discussing and making a recommendation regarding additional available FY2020 and FY2021 funds in the Highway Infrastructure Program (HIP) funding categories – continuing the conversation from the March 3rd meeting. The amounts of additional federal funds are listed below.

- FY 2020 HIP General: \$502,729 (must be obligated by 9/30/23, typical 80/20 or 81.85/18.15 required split)
- FY 2021 HIP General: \$540,111 (must be obligated by 9/30/24, typical 80/20 or 81.85/18.15 required split)

## ITEM II: ATTACHMENT A

- FY 2021 HIP COVID Relief: \$3,693,347 (must be obligated by 9/30/24 – earlier obligation has been recommended, 100% federal – no local match required)

Mike DeVries asked if funds that were put back into the budget from a project that was not able to get done were reallocated to the Grandville 2022 project. Joseph said there was discussion of whether those funds should be allocated but it was left open as part of the whole package to be decided on today. DeVries said he hoped those funds would be reallocated to the municipalities.

Rick DeVries suggested the Grandville Ave project be reduced by \$181,000. Joseph noted the comment.

Bennett asked about the budget and funding for the Ottawa County Road Commission project. Joseph explained the STP funding needs to have local match associated with it, so if \$500,000 is added to that project, then the local match cannot be met. Joseph then provided two viable funding options for the project.

Laughlin said he thought the Covid money could be used for local match. Joseph said she would have to look into it.

Moxey said Caledonia has reworked their request and they are dropping it to \$149,000, which would get them to an 80/20 split on half of their Kinsey St project. Thornton followed, saying the Caledonia Farmers Elevator group has expressed a desire to get this project underway.

Schweitzer said another aspect for consideration should be monies for an MDOT project. Joseph explained what the ask was for the MDOT projects and the Subcommittee's funding options. Wisselink said, since they are taking on projects as part of the regional ask, they are looking for a number in the \$250,000 to \$300,000 range. Bennett followed, saying the projects were also submitted for PL funds. Joseph said the projects were part of the illustrative list and cannot currently fit in next year's work program, but with HIP Covid funds, it would not require additional match from communities.

Joseph said if the TDM study is something members would like to see go forward before the master plan, then they can always make an adjustment to get the study into 2022 rather than 2023. Bennett said, related to a TDM study, she felt there would be continued change in how people operate coming out of the pandemic regarding remote working and commuting.

Harrall asked Joseph if their target number for Federal money was \$4.7 million. Joseph said it is split among three different pots, but yes. Harrall said KCRC could reduce the ask for their M-37 project to \$1 million. Joseph said the one concern she had about the M-37 project using this funding was the timing, as it is not set to happen until 2024 & 2025, when the Covid monies are suggested to be spent before that. Connors said he likes the diversity of projects and does not feel the Covid money needs to be entirely spent in the first year. Adding, he is okay if monies for the projects are distributed over the next 2 to 3 years.

Rick DeVries said it sounds like the M-37 project will be the very last project to receive money, asking members if that's cause for concern. DeVries continued, saying they have a year or so to reevaluate if needed. Schweitzer asked Dennis Kent what the prospect is of having the M-37 project undertaken before 2024. Kent said moving the project before 2024 is a bigger discussion MDOT

## ITEM II: ATTACHMENT A

would have to have internally. Schweitzer said it would be desirable for the project to be moved from the end of the current timeframe.

Laughlin said another consideration is potentially another round of special funding coming to the region. Laughlin suggested allocating a portion of current funds to the M-37 project now, recognizing another round of funding may come into supplement that, adding the initial cost of the project gets lowered as well. Joseph said they would not be able to over-program in the TIP without causing fiscal constraint issues, but they could wait to program some of the TDM study to help. Schweitzer said that in the past they have looked at increasing the local share to come within budget. Joseph asked members how they feel about that option. Conners said it seems reasonable. Harrall said it would be about a 2% increase.

Warren asked about the Transit Master Plan, if any money from recent action by Congress would be able to assist in the TMP study. Wisselink said it would definitely help, and additional funding would get them back to their fiscal goal for the project.

Bennett asked Joseph what the change in the budget was for the TDM study. Joseph said it was decreased to \$100,000 for the ask. Bennett said she was concerned about the scope going down because it is a significant project. Joseph said the scope has not changed but they're trying to get them within budget.

Mike DeVries said he thought it was important to know the TDM study money comes from each municipality as part of their dues, and the project would benefit everyone. Harrall said if they did that, and they went to 25% match, he thought it would be close to balance. Harrall continued, saying he would like clarification as to whether they need to be ran through the MDOT local agency program system. Rick DeVries agreed, adding if the idea is to invest these dollars sooner, it significantly shortens the process. Joseph said she would look into it and follow up. Joseph continued, saying while they are on the topic of schedule, years should be put in for the projects that do not already have them.

Joseph asked Rick DeVries if they will be doing the Grandville project in 2022. DeVries said he believed they planned to get it obligated in 2022 and built in 2022 or spring of 2023.

Joseph asked Strikwerda about their 40th Ave project timeline. Strikwerda said 2022.

Harrall said 2022 for the Northland Dr project and 2024 for M-37.

Boomstra said Kentwood will plan on doing their Burton St project in 2022.

Conners said Walker will plan on 2023 for obligation on their Bristol RR Bridge project.

Wisselink said the bulk of the work for the TMP study will be carried out in 2023.

Moxey said, on behalf of Caledonia, they have already cut a lot of their project and 5% does not mean a whole lot for them, if they could keep it at 80/20 it would be appreciated.

Dennis Kent asked what the M-37 project was at, at this point. Joseph said \$500,000 budget ask with a recognition that it is an important regional project and prioritized for future funding. Harrall said if they make the 5% reduction it will go to \$475,000. Kent said that is fine given there will likely be

## ITEM II: ATTACHMENT A

more discussion. Kent added MDOT's investment in this project is approximately \$30 million. Joseph said the updated amounts will be sent to members later that day.

**MOTION by Harrall, SUPPORT by Conners to reduce Federal Budget Ask by 5% to meet the \$4,736,187 target.**

### IV. **OTHER BUSINESS**

Joseph explained the allowance for virtual public meetings is up at the end of March. Adding there is a house bill to extend the allowance, but she is not certain whether they will qualify.

### V. **ADJOURNMENT**

Motion by Harrall, Support by Strikwerda to adjourn the meeting at 10:17am.

DRAFT



**GRAND VALLEY METROPOLITAN COUNCIL**

ADA TOWNSHIP • ALGOMA TOWNSHIP • ALLENDALE TOWNSHIP • ALPINE TOWNSHIP • BELDING • BYRON TOWNSHIP • CALEDONIA • CALEDONIA TOWNSHIP • CANNON TOWNSHIP • CASCADE TOWNSHIP  
 CEDAR SPRINGS • COOPERSVILLE • COURTLAND TOWNSHIP • EAST GRAND RAPIDS • GAINES TOWNSHIP • GEORGETOWN TOWNSHIP • GRAND RAPIDS • GRAND RAPIDS TOWNSHIP • GRANDVILLE  
 GREENVILLE • HASTINGS • HUDSONVILLE • IONIA • JAMESTOWN TOWNSHIP • KENT COUNTY • KENTWOOD • LOWELL • LOWELL TOWNSHIP • MIDDLEVILLE • NELSON TOWNSHIP  
 OTTAWA COUNTY • PLAINFIELD TOWNSHIP • ROCKFORD • SAND LAKE • SPARTA • TALLMADGE TOWNSHIP • WALKER • WAYLAND • WYOMING

**MEMORANDUM**

---

**DATE:** April 16, 2021

**TO:** TPSG Subcommittee

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

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

---

At the next TPSG meeting, which will take place on April 23, 2021 at 11:00 am over Zoom, the Subcommittee will be tasked with reviewing, discussing, and making a recommendation regarding the updated version of the “Policies and Practices for Programming Projects” document. The recommendation that comes out of this meeting will be presented to the Technical and Policy Committees at their May meetings.

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.

The purpose of the Policies and Practices 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.

Because the document went through a formatting overhaul, starting with a fresh format template, a “redlined” copy was not developed. However, to aid in the subcommittee’s review, attached are copies of both the current version and the updated version of the P&P document with comments to highlight sections where language was or was not changed.

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).



# 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.~~

**Formatted:** Strikethrough

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

---

### **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.

**Formatted:** Strikethrough

**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.

---

### **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

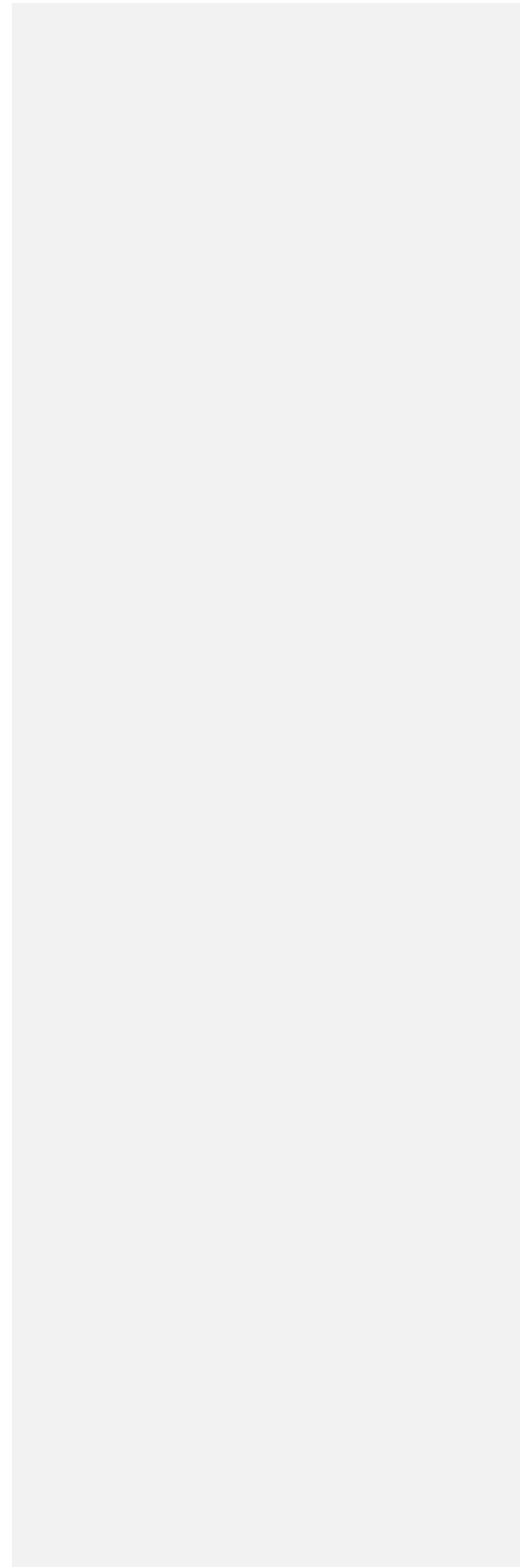
**Commented [LJ67]:** Updated language but meaning the same – existing system is legacy – no changes made to existing system designations.

**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

### 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.

---

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.



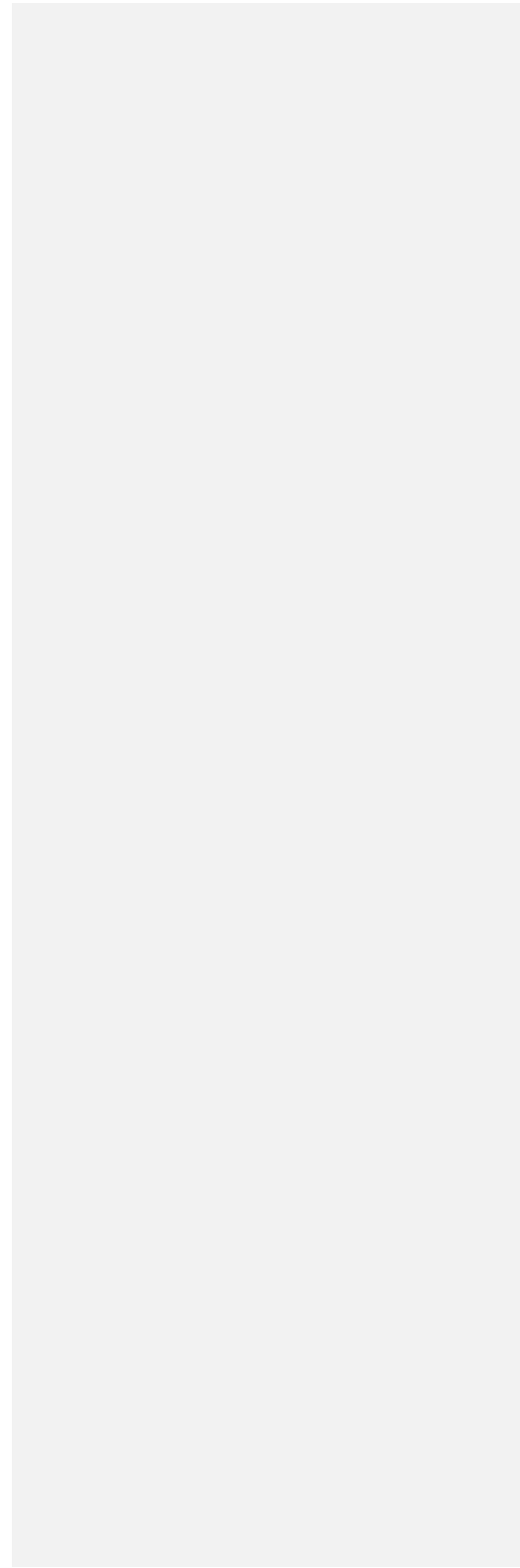


---

POLICIES AND PRACTICES  
FOR PROGRAMMING  
PROJECTS

---

Updated April 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.

**Commented [LJ1]:** Was formerly just a TPM section – added introductory language and general policies here, which largely came narrative that was in other sections of the previous version of this document.

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).

**Commented [LJ2]:** Added to complement the NEPA discussion above.

## 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.

**Commented [LJ3]:** New section summarizing the types of funding sources we typically get.

### 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 non-motorized improvements on other road and bridge jobs.

### *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:

- (1) Maintaining the system in a state of good repair
- (2) Congestion management
- (3) Nonmotorized
- (4) Safety
- (5) Transit

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

Priority	Fund Source(s)
<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

**Commented [LJ4]:** New subsection created to tie this back to the MTP.

## Capacity Deficient Project Eligibility

### Goal

Reduce system-wide congestion and unreliability.

**Commented [LJ5]:** Updated to align with MTP goal/objective/recommendation.

### 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 policies, 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.

**Commented [LJ6]:** Updated to be consistent with the CMP

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)*

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.

**Commented [LJ7]:** Updated to align with MTP goal/objective/recommendation.

### 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.

**Commented [LJ8]:** Added.

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

PASER Rating	PASER Investment Scale
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 [LJ9]: Did not change

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.

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)

Commented [LJ10]: Link to PASER materials rather than having the tables here.

## 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.

Commented [LJ11]: Updated to align with MTP goal/objective/recommendation.

### 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.

**Commented [LJ12]:** Updated to align with MTP goal/objective/recommendation.

### Strategy/Practice

Traditionally, buses, intersections, and the West Michigan Clean Air Action Program are funded with this program. Other eligible 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 TPSG 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.

- 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.

**Commented [LJ13]:** Updated to align with MTP goal/objective/recommendation.

### 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 and alleviate congestion.

### 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.

**Commented [LJ14]:** Made more general to apply to not just Transit Asset Management

### 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.

**Commented [LJ15]:** Updated to align with MTP goal/objective/recommendation.

### 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.

**Commented [LJ16]:** Updated to align with MTP goal/objective/recommendation.

### 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 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 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 (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 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).
- 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 (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 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 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 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 (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 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.
- 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

**Commented [LJ17]:** Proposed thresholds based on staff previous experience. All lower than previous document table.

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),

Commented [LJ18]: Added.

- 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.