



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

TECHNICAL COMMITTEE MEETING

Wednesday, May 5, 2021

9:30 AM

REMOTE MEETING USING ZOOM

<https://zoom.us/j/94011764347?pwd=S1U2UIJuWFIITlhHVmZac1d4d0hYZz09>

Webinar ID: 940 1176 4347 | Passcode: 712136

+1 (301) 715-8592 | ACCESS CODE: 712136

AGENDA

- I. ROLL CALL AND INTRODUCTIONS**
- II. APPROVAL OF MINUTES—ACTION: Tech Committee meeting minutes dated April 7, 2021.
Please refer to Item II: Attachment A**
- III. OPPORTUNITY FOR PUBLIC COMMENT**
- IV. TIP AMENDMENTS—ACTION: On behalf of MDOT and Kentwood amendments/modifications to the FY2020-2023 TIP are being requested.
Please refer to Item IV: Attachment A and Attachment B**
- V. POLICIES AND PRACTICES UPDATE—ACTION: The Committee will be asked to review and take action on GVMC's updated Policies and Practices document. This precedes the 2023-2026 TIP development.
Please refer to Item V: Attachment A**
- VI. DRAFT PUBLIC PARTICIPATION PLAN—ACTION: The Committee will be asked to recommend approval of the revised Public Participation Plan to the Policy Committee.
Please refer to Item VI: Attachment A**
- VII. OTHER BUSINESS**
- VIII. ADJOURNMENT**

MINUTES

**Grand Valley Metropolitan Council
Transportation Division
TECHNICAL COMMITTEE MEETING
Wednesday, April 7, 2021
Video Conference**

Laughlin, chair of the Technical Committee, called the meeting to order at 9:30 am. Joseph went through the Committee roster by agency for roll call. When the agency was called, the appointed Committee member or their proxy introduced themselves, the agency they were representing, and the location they were calling from, as instructed, and as required by the amendments to the Open Meetings Act. Voting members were sent panelist invitations and had the ability to control their audio and video settings. Participants were notified that the meeting was being recorded on Zoom.

I. ROLL CALL AND INTRODUCTIONS

Voting Members Present

Kristin Bennett		City of Grand Rapids
Tim Bradshaw (<i>Vice Chair</i>)		Caledonia Twp.
Rick DeVries		City of Grand Rapids
Jim Ferro		Ada Township
Jeff Franklin		MDOT
Shay Gallagher		Village of Sparta
Tim Haagsma		Gaines Charter Township
Wayne Harrall	<i>Proxy for Mike DeVries</i>	Kent County/ County of Kent
		Grand Rapids Township
Russ Henckel		City of Wyoming
Brian Hilbrands		Cascade Township
Dennis Kent	<i>Proxy for Mike Burns</i>	City of Lowell /MDOT
		City of Lowell /MDOT
James Kilborn	<i>Proxy for Jim Holtvluwer</i>	Ottawa County
		Ottawa County
Brett Laughlin, <i>Chair</i>		Ottawa County Road Commission
Travis Mabry	<i>Proxy for Scott Connors</i>	City of Walker
Matt McConnon		Courtland Township
Clint Nemeth		GFIAA
Liz Schelling		ITP-The Rapid
Rick Sprague		KCRC
Charlie Sundblad		City of Grandville
Laurie VanHaitsma		Jamestown Township
Phil Vincent		City of Rockford
Steve Warren		Kent County Road Commission
Rod Weersing		Georgetown Township
Staff and Non-Voting Guests Present		
Brad Doane		GVMC Staff
Andrea Faber		GVMC Staff

Laurel Joseph
George Yang
Mike Zonyk

GVMC Staff
GVMC Staff
GVMC Staff

Voting Members Not Present

Sue Becker
Brad Boomstra
Terry Brod
Mike Burns
Scott Conners
Dave Datema
Mike DeVries
Adam Elenbaas
Rachel Gokey
Kevin Green
Jerry Hale
Nicole Hofert
Jim Holtvluwer
Doug LaFave
Bill LaRose
Matt McConnon
Robert Miller
Tom Noreen
Rick Solle
Jeff Thornton
Don Tillema
Kevin Wisselink

Alpine Township
City of Kentwood
Cannon Township
City of Lowell
City of Walker
Tallmadge Township
Grand Rapids Township
Allendale Township
Village of Sand Lake
Algoma Township
Lowell Township
City of Wyoming
Ottawa County
City of East Grand Rapids
Cedar Springs
Courtland Township
City of Hudsonville
Nelson Township
Plainfield Township
Village of Caledonia
Byron Township
ITP-The Rapid

II. APPROVAL OF MINUTES

Laughlin entertained a motion to approve the January 6, 2021 Technical Committee minutes.

Kent noted a necessary change on Page 3 of the Minutes where I-196 needed to be changed to I-96. The change was to be included in the motion.

MOTION by Herrall, SUPPORT by DeVries, to approve the January 6, 2021 Technical Committee minutes. MOTION CARRIED UNANIMOUSLY.

III. OPPORTUNITY FOR PUBLIC COMMENT

None.

IV. TIP AMENDMENTS

Referring to Item IV: Attachment A, Joseph introduced the TIP amendments that were provided in the agenda package. They are as Follows:

- MDOT requested the amendments/modifications to the TIP project list in the attached pending projects summary in the agenda, which included Job 201136 which listed Federal and State amounts previously in question. Kent clarified that this is our MPO's share of a multi-MPO project. Among others, Kent mentioned that's the only significant project to point out.
- The City of Grand Rapids had a couple of amendments. They have received a conditional grant to use TAP funds for a Grand River Edges Project. Joseph mentioned that once the commitment is awarded it needs to be amended to the TIP which is the reason for that amendment. They also requested to modify a few projects on the illustrative list for Division Avenue as well as clarify a scope adjustment for a couple of projects on the Nonmotorized Plan List. These are for Grand River Edges West and Plaster Creek Trail Devries briefly spoke of the projects and opened the discussion up for questions.
- Kent County Road Commission requested a couple of cost changes for Burton Street and 7 Mile Road for which Harrall discussed briefly. There was also a GPA change required due to some bridge funding KCRC received for 2023.
- Staff, on behalf of the Caledonia for Kinsey Street, Ottawa County for a Bridge Project, and Hope Network also presented some more projects requiring an amendment. The Hope Network Project triggered a GPA amendment which was also addressed.

MOTION by Kilborn, SUPPORT by Harrall, to approve the TIP amendments requested by MDOT, the City of Grand Rapids, Caledonia, KCRC, and OCRC as requested including the GPA Amendments. MOTION CARRIED UNANIMOUSLY by roll call vote.

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

Staff presented the TPSG Subcommittees' recommendations for programming FY2021 STP-Urban that was turned back from Granville as well as some general Highway Infrastructure Program (HIP) funds along with COVID relief funds that need allocation. The package of projects decided for the step funds to be split between KCRC's Whitneyville project and the Lake Eastbrook Blvd project for Grand Rapids as outlined in the agenda.

The HIP projects to use the funds available were addressed in a spreadsheet and opened for questions by Joseph.

MOTION by Haagsma, Support by Harrall, to recommending to the Policy Committee to approve the recommended allocations of the TPSG committee for these funds. MOTION CARRIED UNANIMOUSLY by roll call vote.

VI. POLICIES AND PRACTICES UPDATE

Staff presented the Policies and Practices document update as a process that precedes the development of the Transportation Improvement Program (TIP). Minor modifications were pointed out by Joseph including the format, but also noting that the overall content program policies did not change much. Joseph opened it up for discussion.

Harrall asked for a summary of changes that occurred.

Joseph noted some capacity deficiency eligibility to make it consistent with the Congestion Management Process (CMP). In the Nonmotorized section we removed the definition of facility types because that is redundant when we have the Nonmotorized Plan as well. Joseph also points out that to make clear we are following federal guidelines to make our TAP project selection process transparent we added some language on our selection process from the Nonmotorized Plan. For transit we added some language on safety because it is a requirement because of safety performance targets that now need to be incorporated into the process.

Devries asked a question about TIP amendments where with the 25% threshold change that occurs when local funds are increased to see if there is an option to have obligation occur before the amendment occurs with hopes it will have less impact on the project.

Joseph replied with understanding and the note that it will be discussed with the MTPA group. The Federal Highway Administration (FHA) at this point wants to see the total cost as the trigger and not just the federal share. Changing this in the middle of a TIP cycle is a tough sell and hopefully before the next TIP process there will be some direction on an answer. Discussion ensued with the note that it affects project schedule and price.

Bradshaw asked a question about the National Functional Classification (NFC) changes on whether they impact federal aid eligibility. Joseph replied that anything that is currently federal aid has no impact and the guidance is only for newly proposed facilities.

Mabry had a message from Connors to see a redline version to highlight the technical changes and also postpone the documents approval for May. Joseph noted we're on a tight timeline with the Public Participation document needing to be approved next month, but that it was up to the committee to proceed or not with an approval.

Bennett asked about the accuracy of the facilities in the map and requested that we update it with the latest version of improvements regionally. Joseph replied saying that we are in the process internally of implementing an existing facility update and that is happening very soon, which precedes the development of our Nonmotorized Plan.

Warren proposed that we get a red-line version of the changes and postpone the approval until after we meet with TPSG to review the document more formally with a more in-depth discussion.

Joseph proposes we'll meet to get a recommendation from TPSG and we'll move forward from there. The committee agreed this is the best course of action.

VII. OTHER BUSINESS

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

Kent provided information on the state order of remote working has extended until July 12th as of now. Also, for the M-37 group in Caledonia there is a poll for meeting dates next week and as a reminder please fill this out and they will send out a meeting invite next week.

VIII. ADJOURNMENT

Laughlin adjourned the April 7, 2021 Technical Committee meeting at 10:23 am.



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 28, 2021
TO: Technical Committee
FROM: Laurel Joseph, Director of Transportation Planning
RE: **FY2020-2023 Transportation Improvement Program**

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

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

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

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

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

May 2021 - Pending GPAs

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



S/TIP EXEMPT - REVERSIBLE JOBS

Date: 04/28/2021

Fiscal Year(s) : 2021, 2022, 2023

Page: 1 of 3

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



S/TIP EXEMPT - REVERSIBLE JOBS

Date: 04/28/2021

Fiscal Year(s) : 2021, 2022, 2023

Page: 2 of 3

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



S/TIP EXEMPT - REVERSIBLE JOBS

Fiscal Year(s) : 2021, 2022, 2023

Date: 04/28/2021

Page: 3 of 3

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

Total Job Phases Reported: 38

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



GRAND VALLEY METROPOLITAN COUNCIL

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 28, 2021

TO: Technical Committee

FROM: Laurel Joseph, Director of Transportation Planning

RE: **FY2022 TAP Project Recommendation**

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

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

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



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 28, 2021

TO: Technical Committee

FROM: Laurel Joseph, Director of Transportation Planning

RE: **Policies and Practices Document Update**

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

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

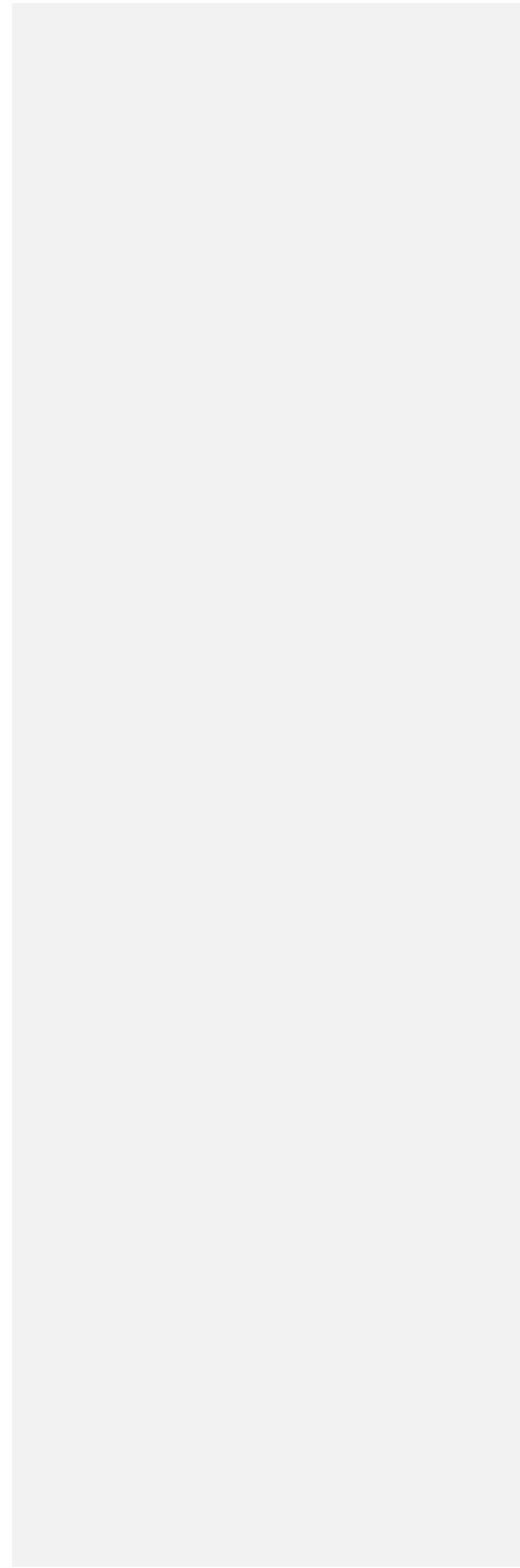
At the TPSG meeting, the Subcommittee completed a detailed review and discussion regarding the P&P updates and recommended the document, with a few changes, move forward for review and action by the Technical Committee. Staff has reviewed and incorporated Subcommittee recommendations in the most recent version of the updated document, which is now attached for Technical Committee review and recommendation.

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



POLICIES AND PRACTICES
FOR PROGRAMMING
PROJECTS

Updated May 2021



General Policies and Transportation Performance Measures

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

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

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

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

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

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

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

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

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

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

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

Funding Sources and Eligible Work

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

Bridge

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

Congestion Mitigation and Air Quality (CMAQ)

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

FTA Section 5307 – Urbanized Area Formula Grants

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

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

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

FTA Section 5339 – Buses and Bus Facilities Program

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

Highway Infrastructure Program (HIP)

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

Highway Safety Improvement Program (HSIP)

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

National Highway Performance Program (NHPP)

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

Surface Transportation Program

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

Transportation Alternatives (TA)

Funds can be used for several activities to improve the transportation system environment, including (but not limited to) nonmotorized projects, preservation of historic transportation facilities, outdoor advertising control, vegetation management in rights-of-way, and the planning and construction of projects that improve the ability of students to walk or bike to school. Funds may also be used to support 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:

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

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

Priority	Fund Source(s)
Maintaining the system in a state of good repair	STP, NHPP
Congestion Management	<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)
Nonmotorized	All TAP Funds
Safety	STP Funds (\$50 million over the life of the Plan proposed)
Transit	CMAQ (~50% of available funds), FTA funds

Capacity Deficient Project Eligibility

Goal

Reduce system-wide congestion and unreliability.

Strategy/Practice

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

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

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

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

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

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.

Strategy/Practice

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

Eligibility/Explanation

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

GVMC will follow directives from the Transportation Asset Management Council (TAMC) annually to determine what networks will be evaluated at a minimum using the Pavement Surface Evaluation and Rating (PASER) system. The PASER system will be utilized as the primary basis for determining project eligibility. Staff representing individual jurisdictions in conjunction with trained GVMC staff will conduct the survey in the GVMC data collection vehicle. Field data for the entire network will be verified by GVMC staff by using data and photos collected concurrently with the automated data collection system. Final PASER ratings will be provided to each jurisdiction in the study area. Upon completion of the data review, an annual system condition report will be produced and placed on the GVMC website for public consumption.

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

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	

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

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

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

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

https://www.michigan.gov/documents/tamc/paser-cheat-sheet_602538_7.pdf

Safety Project Eligibility

Goal

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

Strategy/Practice

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

Eligibility/Explanation

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

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

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

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

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

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

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

CMAQ Project Eligibility

Goal

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

Strategy/Practice

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

Strategy/Practice

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

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

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

Eligibility/Explanation

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

Projects receiving TA funding must be selected using a competitive process. Therefore, proposed projects shall be evaluated during the development of the Nonmotorized Plan and the development of the TIP and scored using the evaluation criteria set forth in the plan and/or agreed upon by the Nonmotorized Subcommittee (if updated between NM Plans). The utilized evaluation criteria and scoring process will be documented in the Nonmotorized Plan and TIP documents as applicable. Project evaluation results – along with fiscal constraint, project readiness, and other context-related factors – shall drive the programming process.

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

Commented [LJ1]: Removed “and alleviate congestion” instead of changing “and” to “or” because all projects must demonstrate an air quality benefit in order to be eligible.

Transit Project Eligibility

Goal

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

Strategy/Practice

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

Eligibility/Explanation

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

Bridge Project Eligibility

Goal

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

Strategy/Practice

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

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

Freight-Related Project Eligibility

Goal

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

Strategy/Practice

Allow the use of federal funds, where eligible, to address identified freight constrained intersections, roadways, and corridors. While there are no identified federal fund sources specifically designated for freight projects, during the development of a TIP, special consideration may be given to proposed

projects that are in an identified and/or candidate freight corridor/route and contribute to statewide or MPO performance targets. Concerns identified by the GVMC Freight Subcommittee, made up of industry stakeholders, will also be considered in this process, to the extent practicable.

Eligibility/Explanation

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

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

The Use and Definition of General Program Accounts (GPAs)

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

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

To streamline TIP and STIP development processes and minimize the need to amend the TIP and STIP, a statewide committee was developed in 2017 to review current definitions for General Program Accounts. The goal of the committee is to clearly define the General Program Account categories and to find ways to make more efficient use of them for eligible state, local and transit projects. Furthermore,

this committee will continue to review the GPA process and reconvene as deemed necessary to make updates to this process and this document. MDOT-Statewide Transportation Planning Division worked with the Michigan MPOs, FHWA, FTA and others within MDOT to review the current use of GPAs and their definitions.

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

Strategy/Practice

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

The following rules apply to all GPA categories:

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

Adding/Programming New or Revised Projects to the TIP

Federal TIP Amendments

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

- Applies to projects over \$5.0 million and all reconstruction projects.
- Projects (including GPA category accounts/budgets) with cost change exceeding 25% of the programmed total participating project cost.
- Adding a “new” project; the candidate project should be included on a deficiency list as well as the illustrative list.

- Deleting a project; where applicable, funding will be returned to the MPO for reprogramming.
- Changing non-federally funded project to federally funded project.
- Major changes in project design concept or design scope affecting lane configuration, roadway capacity, and/or air quality.

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

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

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

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

TIP Administrative Modifications

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

- Change in total cost less than or equal to 25% of the TIP programmed amount is an administrative modification and requires MPO staff approval (before it is obligated).
- Cost changes which may impact project funding available to other MPO members will be classified as MPO adjustments, requiring MPO Committee approval as well as staff approval.

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

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

If an administrative modification or MPO adjustment must be considered immediately, staff will have the authority to implement 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:

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

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

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

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

MTP Administrative Modification

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

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

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

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

Regionally Significant Project

Regionally significant project definition from 23 CFR 450.104:

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

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

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

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

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

Advanced Construction

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

Policy/Practice

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

Obligation Authority

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

Policy/Practice

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

Functional Classification

Policy/Practice

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

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

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

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

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

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

- NFC 1 = Interstate, the limited access Dwight D. Eisenhower interstate system, federal-aid eligible and automatically National Highway Performance Program (NHPP) eligible.
- NFC 2 = Other freeways and expressways, limited access, grade separated interchanges and design features of interstates, but not part of the Dwight D. Eisenhower interstate system, federal-aid eligible.
- NFC 3 = OPA, connecting routes between cities and the most heavily traveled cross city routes within urbanized areas that encourage mobility and commercial traffic, federal-aid eligible.
- NFC 4 = Minor Arterial – shorter trip distances, less traffic and more local in nature than the other principal arterials, federal-aid eligible.
- NFC 5 = Major Collector – these routes funnel traffic from local and minor collector routes to the arterials. These may directly serve schools, business districts and important public functions, federal-aid eligible.
- NFC 6 = Minor Collector – more through traffic than a local road but not as heavy as a major collector. These may directly serve schools, business districts and public functions but less important than major collectors. Urban minor collectors were created recently by the 2010 Highway Performance Monitoring system (HPMS) re-assessment and have federal-aid

eligibility; rural minor collectors are not federal-aid highways but do have limited STP federal-aid eligibility.

- NFC 7 = Local – predominately traveled by those accessing their property, rural farm roads and residential neighborhood roads. This is the majority of public road mileage, prior to the 2013 functional classification federal guidance, considered 65% or greater of a state’s mileage. Not federal-aid eligible.

NFC Modification Process

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

High Priority Corridors

Policy/Practice

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

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

Federal Funding of Right of Way (ROW)

Policy/Practice

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

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

Federal Funding of Engineering Expenses

Policy/Practice

There is no local allowance for the use of Federal funds for engineering costs by the MPO Committees. MDOT federal funding for engineering will be allowed following the required TIP administrative modification, MPO adjustment or Federal TIP amendment processes.

Title VI

Policy/Practice

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



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 28, 2021

TO: Technical Committee

FROM: Andrea Faber, Transportation Planner

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

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

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

Additions to the document:

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

Revisions to the document:

- Updated several sections to coincide with the new information in the revised Policies and Practices document

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

Recommended Action:

Per federal guidelines, the PPP is required to undergo a 45-day public comment period, which is expected to begin following the Policy Committee meeting on May 19. **Staff is requesting that the Technical Committee recommend approval of the draft Public Participation Plan to the Policy Committee so that the document can move forward.**

Staff also requests that any committee comments or corrections to the draft PPP be submitted before May 19 so that changes can be incorporated prior to the beginning of the PPP public comment period.

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



Draft 2021 Public Participation Plan

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

GVMC

This page is intentionally left blank.

DRAFT

Acknowledgements

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

Special Accommodations and Contact Information

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

Name: Andrea Faber, Transportation Planner
Office/Mail: 678 Front Ave NW
Suite 200
Grand Rapids, MI 49504
Phone: (616) 776-3876; (616) 776-7603
E-mail: andrea.faber@gvmc.org
Website: www.gvmc.org

Table of Contents

Table of Contents	4
The Public Participation Process for Transportation Planning	6
Goals, Objectives, and Policies.....	7
Public Participation Strategies	12
Participation Plan.....	12
Accessibility for Persons with Disabilities	12
Meeting Times	12
Writing in Plain Language	13
Public Comments	13
Coordination with Statewide Public Involvement Efforts, such as the MDOT Five- Year Program, Statewide TIP (STIP), and State Long-Range Transportation Plan (SLRTP)	14
Coordination with Other Agencies, Jurisdictions, and Organizations	1514
Project-Level Public Involvement Coordination	15
Public Involvement for Planning Projects That Are Not in the TIP	15
Continual Evaluation of Tools and Techniques.....	1615
Public Participation Procedures for Major Documents	16
Public Participation Plan	1817
Public Participation Plan Development and Amendment Procedure.....	1817
Unified Planning Work Program	2018
Unified Planning Work Program Development	2018
Unified Planning Work Program Amendment	2119
Transportation Improvement Program	2220
Transportation Improvement Program Development.....	2220
Transportation Improvement Program Amendments.....	2422
TIP Administrative Modifications or MPO Adjustments.....	2523
General Program Accounts (GPAs)	2825
Metropolitan Transportation Plan.....	3027
Metropolitan Transportation Plan Development	3027
Metropolitan Transportation Plan Amendments	3229
Metropolitan Transportation Plan Administrative Modifications	3430
Public Participation Timeline Summary	3632

Public Participation Tools and Techniques	<u>3733</u>
Primary Public Participation Tools and Techniques.....	<u>3733</u>
Optional Public Participation Tools and Techniques	<u>4339</u>
Appendix A: Guide to Evaluating the GVMC Public Participation Plan.....	<u>4741</u>
Introduction	<u>4741</u>
Evaluation Methods and Performance Goals	<u>4741</u>
Public Participation Tool Evaluation Table.....	<u>4842</u>
Optional Public Participation Tool Evaluation Table.....	<u>5044</u>
Improvement Strategies	<u>5144</u>
Appendix B: Public Comment Form	<u>5345</u>
Appendix C: Submit a Comment Form on Website	<u>5446</u>
Appendix D: Map of GVMC’s MPO Area	<u>5547</u>
Appendix E: List of Libraries and Jurisdictions within the MPO Area	<u>5648</u>
Appendix F: Comments Received	<u>5949</u>
Appendix G: Public Participation Summary Report	<u>6050</u>

DRAFT

The Public Participation Process for Transportation Planning

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

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

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

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

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

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

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

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

Goals, Objectives, and Policies

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Public Participation Strategies

Participation Plan

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

Availability of Information

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

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

Accessibility for Persons with Disabilities

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

Meeting Times

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

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

Writing in Plain Language

Plain language is defined as “communication your audience can understand the first time they read or hear it.”¹ Every effort will be made to use plain language in all MPO public involvement materials, including newspaper ads, flyers, and mailings, in accordance with the Plain Writing Act of 2010. This ~~act~~ [Act](#) requires that Federal agencies use “clear Government communication that the public can understand” and was signed on October 13, 2010.² For more information on writing in plain language, please visit www.plainlanguage.gov.

Public Comments

General Comments: Members of the public are welcome to submit comments on specific issues or to contact staff with questions at any time. A staff directory with emails and direct phone numbers is included on gvmc.org for the public’s convenience, or staff can be reached ~~through GVMC’s main line at (616) 776 3876~~ [at 616.776.7603](tel:6167767603). GVMC’s Technical Committee, Policy Committee, and Board meetings are also open to the public and include an opportunity for public comment on the agenda. (Please see “Committee Meetings” on page [26-33](#) for more information about meeting times and locations.) Meeting agendas are posted on gvmc.org a minimum of six days before a scheduled meeting.

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

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

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

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

¹ From www.plainlanguage.gov

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

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

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

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

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

For the MDOT Five-Year Program and the Statewide TIP, MDOT follows a prescribed statewide public involvement process for these documents and products. The GVMC MPO TIP is included in the STIP by reference and follows the public involvement process described herein. Projects from the MDOT Five-Year ~~program~~ Program are included in the MPO TIP and are reviewed by the MPO staff and committees during the project development process, in coordination with the MDOT Grand Region.

The MDOT SLRTP has its own public involvement process, which is currently being ~~developed for the 2045 SLRTP~~ used for the development of Michigan Mobility 2045, their latest long-range plan. The SLRTP is a policy document, ~~which that~~ is different from the MPO MTP, which is more project-specific. Therefore, the public involvement activities will have a different focus. Various MPO staff members statewide, ~~including GVMC, are involved in developing the public involvement process and~~ will continue to participate in the process as ~~the 2045 SLRTP~~ Michigan Mobility 2045 is developed. GVMC will also participate in outreach efforts locally for ~~this plan~~ SLRTP, provide local contact information for MPO stakeholders, and post notices and links to relevant documents on ~~our~~ its website or in our quarterly newsletter upon request. In addition, presentations will be made ~~at the MPO committees~~ at Transportation Committee meetings, which are open to the public.

Coordination with Other Agencies, Jurisdictions, and Organizations

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

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

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

Project-Level Public Involvement Coordination

GVMC will post ~~on its website meeting~~ notices for individual project public involvement meetings on its website, in coordination with the local transportation authority responsible for the project. ~~Most regionally significant projects are also reviewed in more detail at the MPO committee meetings, which are open to the public. The MPO staff usually participates in regionally significant project public involvement activities and will assist the individual implementing agency with developing public and stakeholder mailing lists and/or identification of the affected stakeholder groups. GVMC will often help to arrange meetings with the affected agencies, stakeholders and the project's owner agency. Comments received by the MPO through its website, committees or other communications will be forwarded to the implementing agency.~~

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

As particular planning or programming projects arise, the performing entity will develop a specific participation process that is appropriate for the project. Examples of such projects are:

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

Continual Evaluation of Tools and Techniques

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

For a description of the tools and techniques that the MPO uses to reach the public, please see the “Public Participation Tools and Techniques” section on page ~~26~~33.

Public Participation Summary Reports

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

Public Participation Procedures for Major Documents

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

~~following sections of this document. Updates public meetings, and before public comment periods begin, and~~ will be given verbally during Technical and Policy Committee meetings periodically as well.

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

Public Participation Plan

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

Public Participation Plan Development and Amendment Procedure

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

	<ul style="list-style-type: none">• Social media post shared with <u>partner organizations</u> the Rapid and LINC UP		
--	---	--	--

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

DRAFT

Unified Planning Work Program

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

Unified Planning Work Program Development

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

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

Unified Planning Work Program Amendment

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

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

DRAFT

Transportation Improvement Program

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

Transportation Improvement Program Development

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

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

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

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

Transportation Improvement Program Amendments

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

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

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

Notes:

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

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

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

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

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

TIP Administrative Modifications or MPO Adjustments

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

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

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

If an administrative modification 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.

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

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

Notes:

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

General Program Accounts (GPAs)

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

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

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

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

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

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

~~6.~~

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

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

DRAFT

Metropolitan Transportation Plan

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

Metropolitan Transportation Plan Development

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

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

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

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

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

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

Metropolitan Transportation Plan Amendments

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

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

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

● Metropolitan Transportation Plan Administrative Modifications

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

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

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

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

Notes:

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

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

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

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

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

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

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

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

Public Participation Timeline Summary

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

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

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

Public Participation Tools and Techniques

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

Primary Public Participation Tools and Techniques

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

Comment Forms

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

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

Committee Meetings

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

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

Policy Committee—3rd Wednesday of the month at 9:30 a.m. at the Kent County Road

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

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

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

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

Databases

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

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

Direct Mailings

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

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

Document Copies

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

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

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

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

Flyers

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

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

Interested Citizen/Agency List

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

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

Sample flyer advertising a public meeting

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

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

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

MPO Newsletter

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

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

Newspaper Ads

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

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

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

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

Organizational Logos

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

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

Press Releases

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

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

Public Meetings

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



Photo from a GVMC public meeting

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

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

Social Media

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

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

Surveys

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

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

Videos

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

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

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

Visual Aids

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

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

Website

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

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

Optional Public Participation Tools and Techniques

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

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

Events

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

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

Radio Ads

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

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

Staff Presentations and Small Group Meetings

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

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

Subject or Project-Specific Workshops

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

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

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

Videos

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

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

Other Media

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

Primary Objectives—Enhancing the current public participation procedure.

DRAFT

Appendix A: Guide to Evaluating the GVMC Public Participation Plan

Introduction

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

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

Evaluation Methods and Performance Goals

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

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

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

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

Public Participation Tool Evaluation Table

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

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

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

Optional Public Participation Tool Evaluation Table

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

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

Improvement Strategies

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

DRAFT

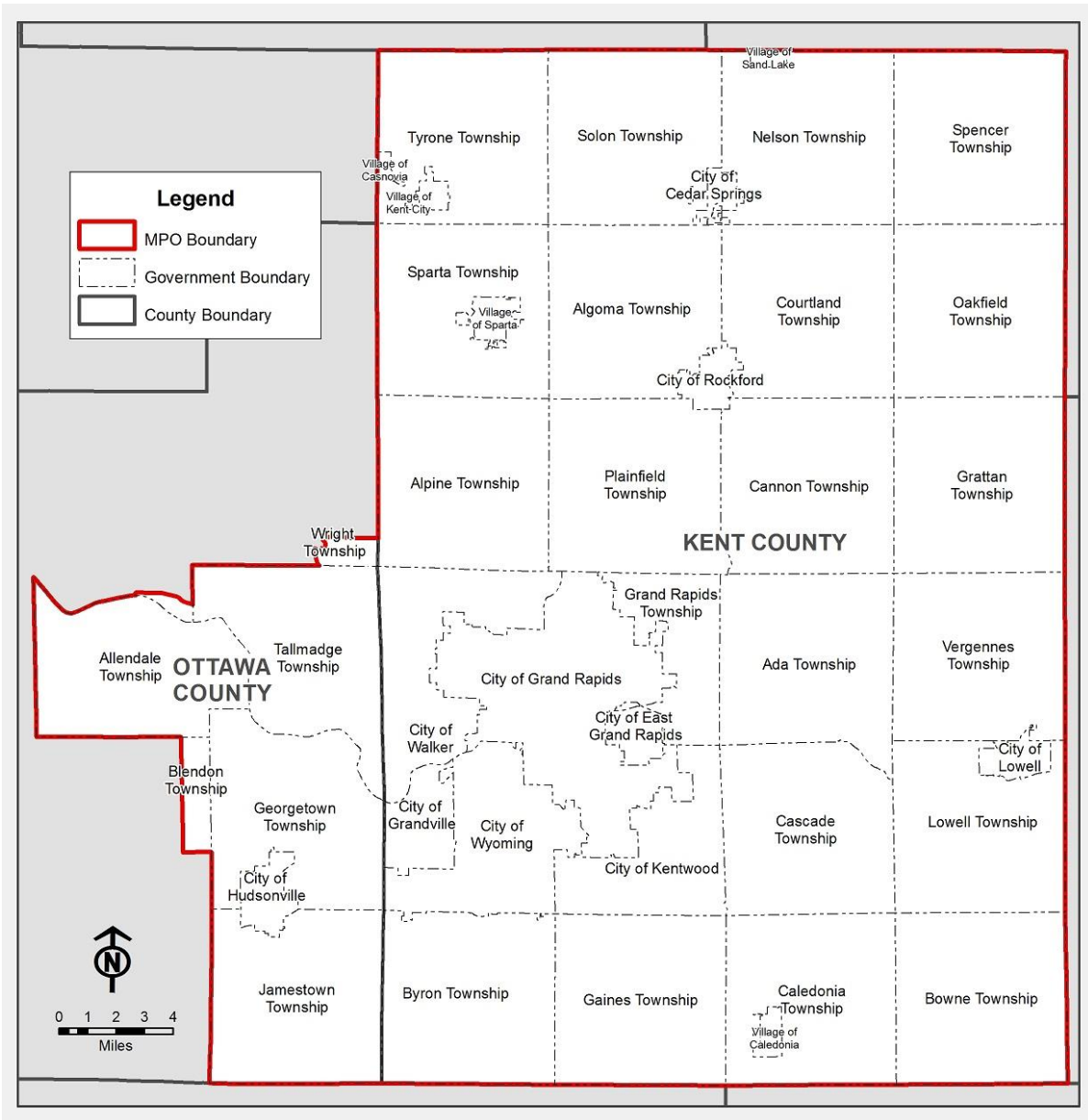
Appendix C: Submit a Comment Form on Website

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

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

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

Appendix D: Map of GVMC's MPO Area



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

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

Appendix F: TIP and MTP Revision Matrices

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

MTP Revisions

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

Appendix **GF**: Comments Received

DRAFT

Appendix **HG**: Public Participation Summary Report

Public Outreach Strategy and Tools Used

To be written

Estimated Number of People Reached

To be written

Comments Received

To be written

DRAFT