GVMC

Transportation Committee Handbook

Who we are...

The Grand Valley Metropolitan Council (GVMC) is the Metropolitan Planning Organization (MPO) for the Greater Grand Rapids area. MPOs were mandated by the Federal Highway Act of 1973 to provide a cooperative, comprehensive, and continuing transportation planning and decision-making process. The process encompasses all modes and covers both short-range and long-range transportation planning.

What we do...

The MPO is responsible for transportation planning and programming in the Greater Grand Rapids area. Each urban area in the United States has an MPO which acts as a liaison between local communities, their citizens, and the state Departments of Transportation (DOTs). MPOs are important because they direct how and where available state and federal dollars for transportation improvements will be spent. MPOs currently operate under the Moving Ahead for Progress in the 21st Century Act (MAP-21).

Unified Work Program
This program coordinates and encompasses all the transportation planning activities undertaken by all participants in the region. The unified work program identifies sources of funding, schedules, and the responsible agencies. This is a one-year program that lists all the regional planning studies.

Transportation Improvement Program
The Transportation Improvement Program (TIP) is a short-range planning document that identifies proposed projects developed by local agencies in accordance with the joint regulations of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). These regulations establish the TIP as the programming phase of the overall continuing, comprehensive, and cooperative (3C) planning process. This planning process includes local jurisdictions, transit agencies, and state and federal transportation officials. All federal monies returned to the Grand Rapids metro area from the federal fuel tax are distributed through this process. The Transportation Improvement Program is a three year program.

Metropolitan Transportation Plan
The Metropolitan Transportation Plan (MTP) reflects a desirable state of the Grand Rapids metropolitan region transportation system in the years to come. Changing population patterns, economic conditions, social values, environmental views, and energy concerns necessitate the need to keep the MTP current. Priorities and values held by the public and decision makers will impact opinions on how the transportation system should develop into the future. When the plan is developed it generally looks at the transportation needs 20-25 years into the future.

Congestion Management Process
Federal transportation legislation requires Metropolitan Planning Organizations to develop and implement a Congestion Management Process (CMP) as part of the metropolitan transportation planning process (23 CFR 500). The CMP includes an ongoing method to provide information on the performance of the transportation system and on alternative strategies to alleviate congestion and enhance mobility.

Asset Management
Asset management is one of the decision-making tools that enable GVMC Committees to look at the investments in the construction, maintenance, and operation of the Federal Aid Road network.

Pavement Management
GVMC has been collecting data on functionally classified roads since summer of 1996 as part of Asset Management. Managing pavement condition is a tool or method that can assist decision makers in finding cost-effective strategies for providing, evaluating, and maintaining pavements in a serviceable condition in the region.

Traffic Monitoring
GVMC uses traffic monitoring (traffic counts) as another tool in transportation planning. GVMC Committees use traffic volume when considering investment in the construction, maintenance, and operation of the Federal Aid Road network.

Non-motorized
As an MPO GVMC is responsible for all modes of transportation including pedestrian and bicycle travel in the Grand Rapids Region. GVMC is currently in the process of updating its non-motorized plan that will determine facility needs and safety concerns in the region.

Safety
GVMC takes a proactive approach to addressing safety concerns on the Federal Aid road network. GVMC tries to integrate safety considerations into the transportation planning processes at all levels.

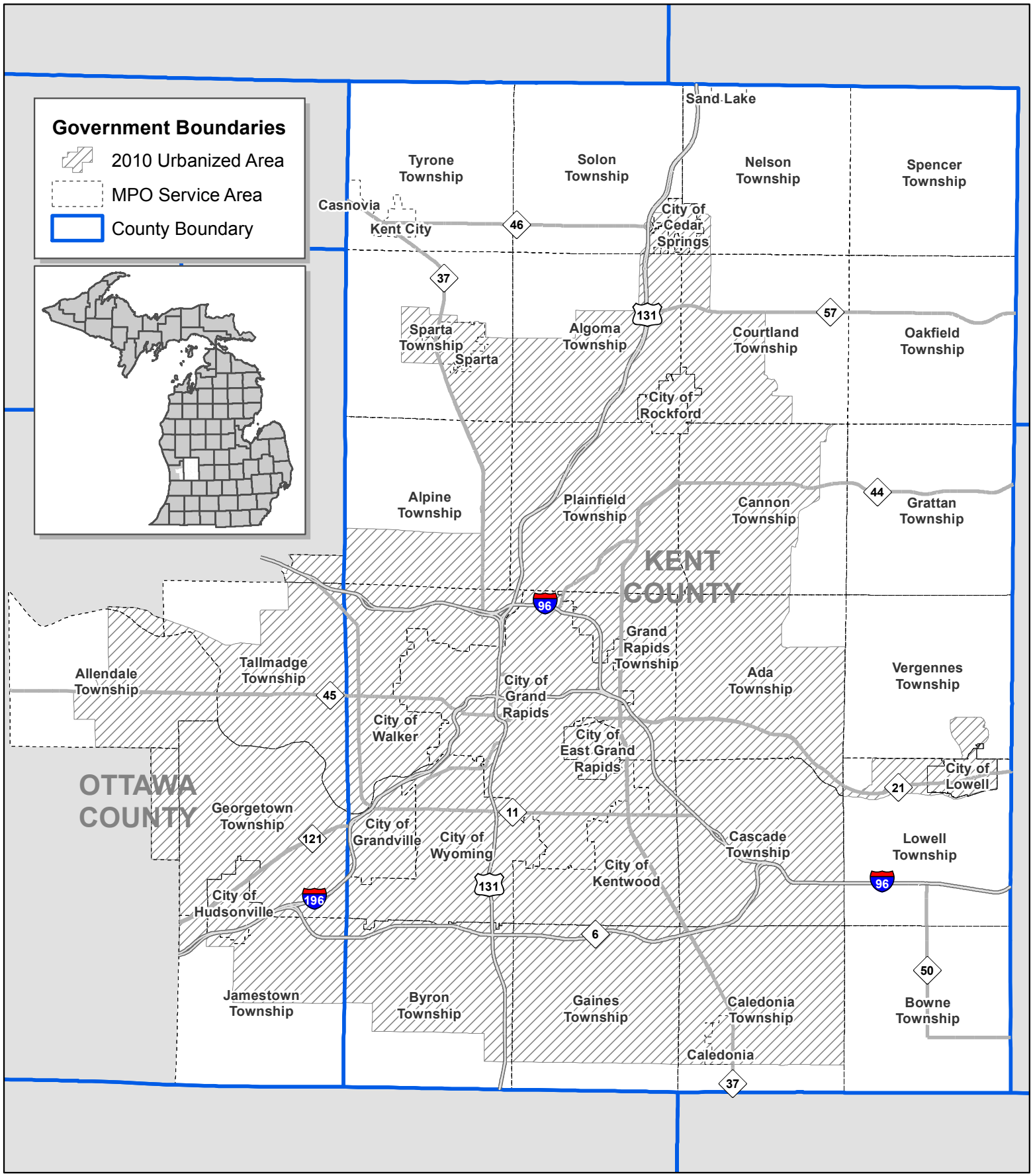
Environmental Justice
GVMC works diligently to ensure that all people have access to the transportation planning process, especially those citizens that have traditionally been under represented, including those residents that are members of racial or ethnic minority populations and low income persons. GVMC has developed a process to notify the underrepresented of the transportation planning process and to ensure there are not adverse effects on the minority or low income populations.

ITS
Intelligent Transportation Systems (ITS) is the next step in the evolution of the transportation system. As information technologies and advances in electronics continue to revolutionize all aspects of our modern-day world, the same is being done to the transportation system. ITS technologies include the latest in computers, communications, electronics, monitoring, and safety systems. Examples of ITS include, but are not limited to: cameras, changeable message signs, loop detectors, etc.

Geographic Information System (GIS)
Geographic Information System (GIS) is another tool used in the transportation planning process. A GIS is a computer system capable of capturing, storing, analyzing, and displaying geographically referenced information—that is, data identified according to location. GIS can be used in transportation planning to run modals of the network, analyze accident locations, track traffic counts, etc.

Clean Air Action
The Clean Air Action Program is an air quality outreach program that partners with government, nonprofits, educational institutions and industry. It educates the public about ground-level ozone and fine particulate matter through the education and promotion of voluntary emission reduction activities. The program also declares ”Clean Air Action Days” in order to notify the public when large amounts of ground-level ozone, fine particulate matter, or both, are present in West Michigan.

GVMC MPO & Urbanized Area Boundaries



GVMC

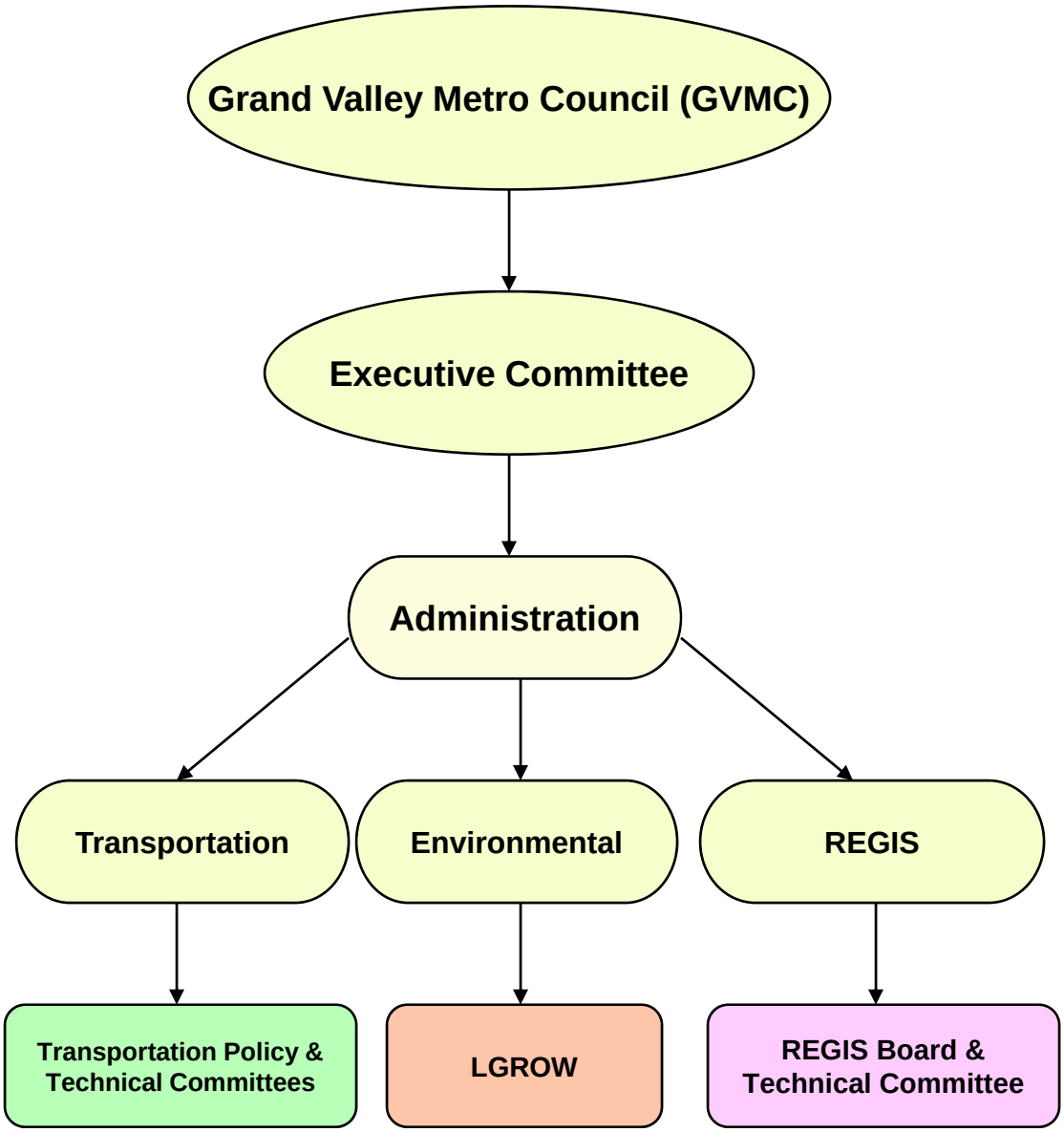
N W E S

0 1 2 3 4 5 Miles

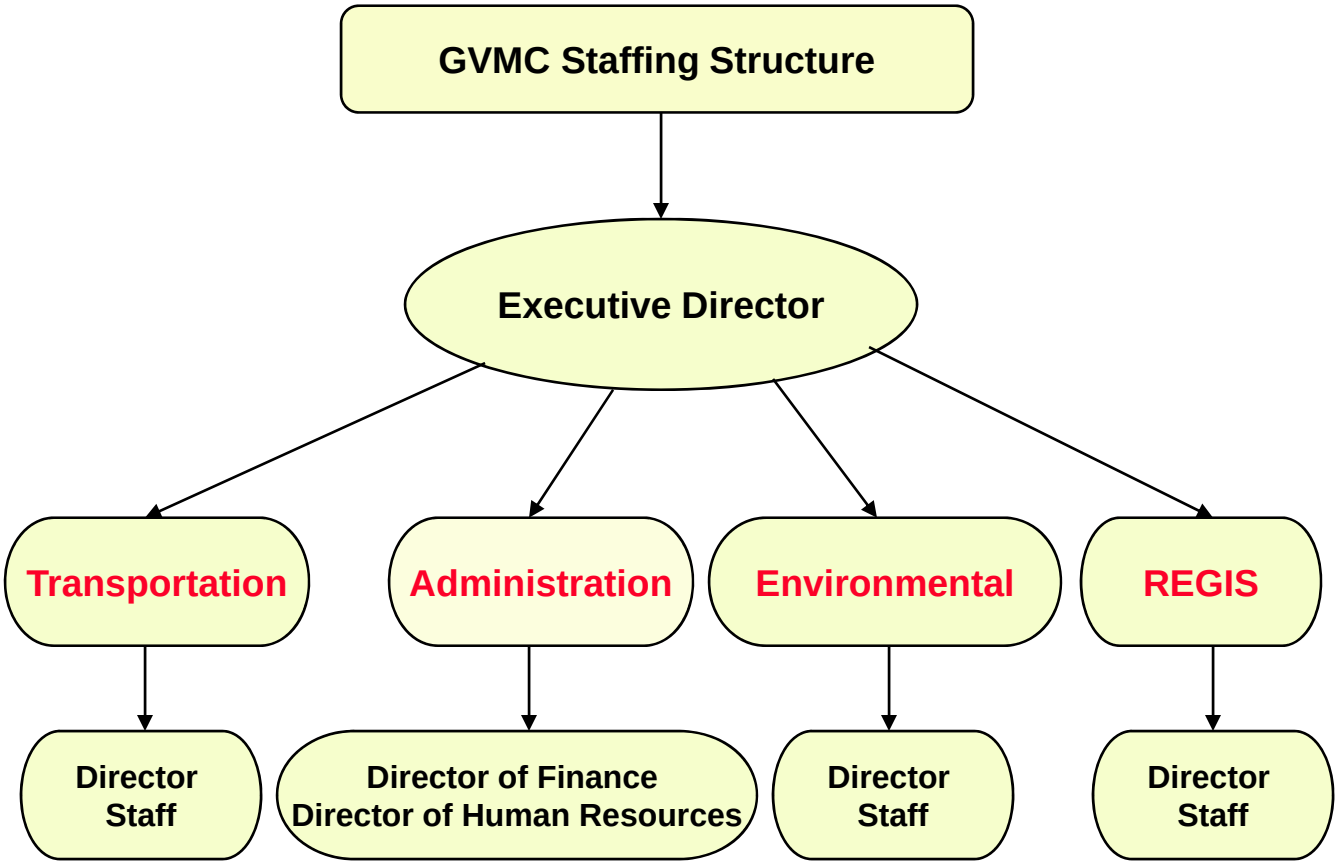
Disclaimer: GVMC makes no warranty or guarantee regarding maps or other information provided herein. GVMC assumes no liability for errors, omissions, or inaccuracies that result in any decisions made or action taken upon any maps or information presented.

STRUCTURE

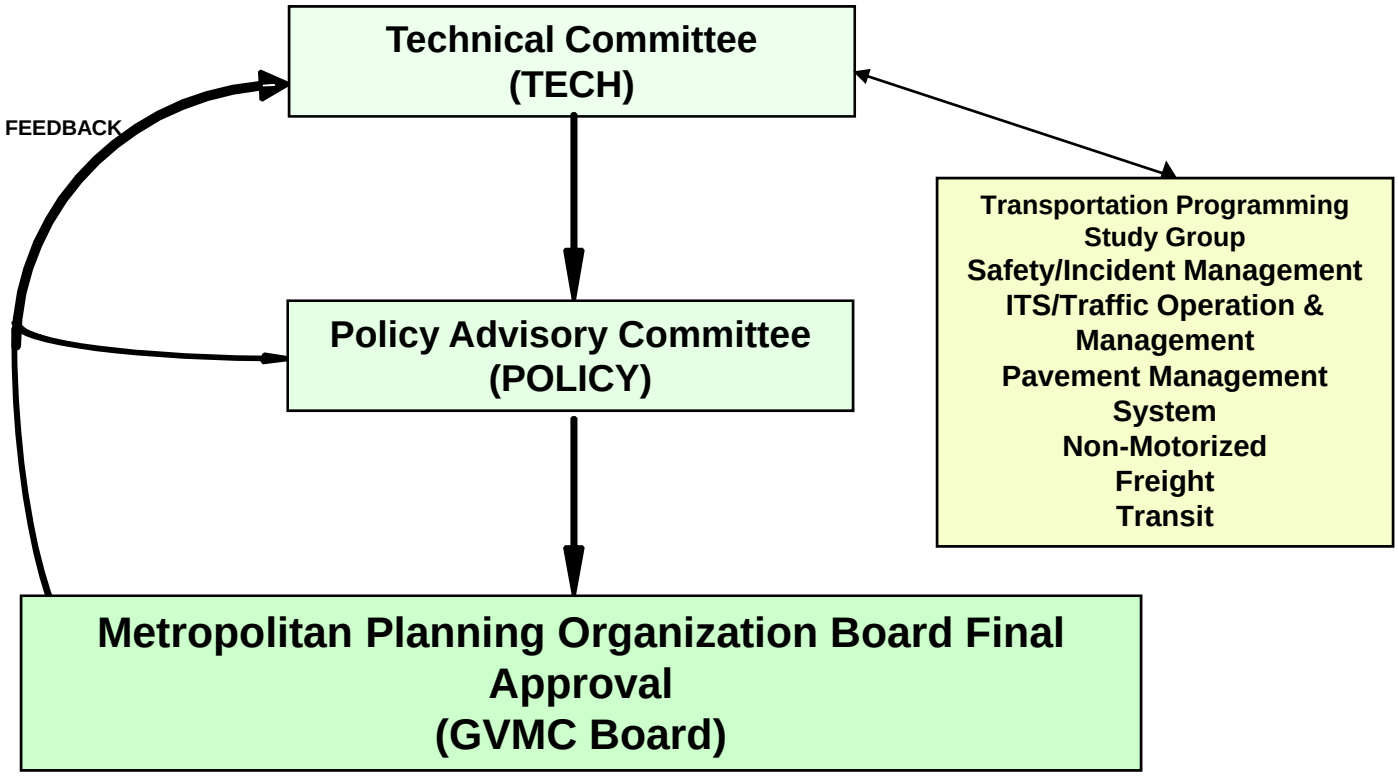
GVMC Organizational Structure

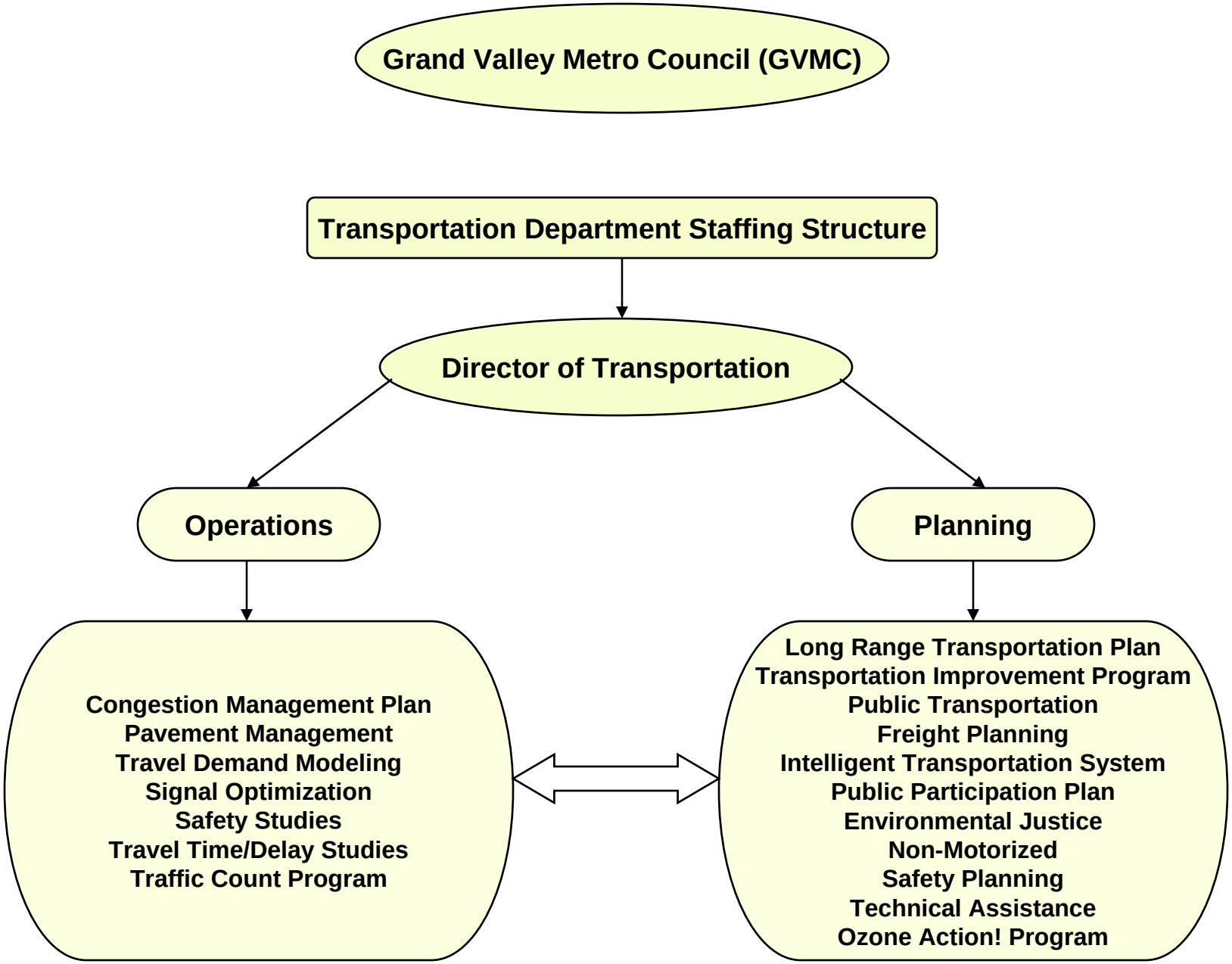


Grand Valley Metro Council (GVMC)



GVMC Existing Transportation Committees Structure




Grand Valley Metro Council (GVMC)
Transportation Department Staffing Structure
Director of Transportation
Operations
Planning
Congestion Management Plan
Pavement Management
Travel Demand Modeling
Signal Optimization
Safety Studies
Travel Time/Delay Studies
Traffic Count Program
Long Range Transportation Plan
Transportation Improvement Program
Public Transportation
Freight Planning
Intelligent Transportation System
Public Participation Plan
Environmental Justice
Non-Motorized
Safety Planning
Technical Assistance
Ozone Action! Program

GVMC

MEMBERS

Technical & Policy Committee Membership List

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

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

Allendale Township
Policy Committee Representative: Jerry Alkema (jalkema@altelco.net)
Technical Committee Representative: Jerry Alkema
6676 Lake Michigan Drive, PO Box 539
Allendale, Michigan 49401
Phone (616) 895-6295

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

Byron Township
Policy Committee Representative: Audrey Nevins Weiss (anevins2003@aol.com)
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Caledonia Township
Policy Committee Representative: Bryan Harrison (bharrison@caledoniatownship.org)
Technical Committee Representative:
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Alto, Michigan 49302
Phone (616) 891-0070

Caledonia, Village of
Policy Committee Representative:
Technical Committee Representative: Sandy Ayres (sandya@villageofcaledonia.org)
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Cannon Township
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Technical Committee Representative: Terry Brod
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Rockford, Michigan 49341
Phone (616) 874-6966

Cascade Township
Policy Committee Representative: Ben Swayze (bswayze@cascadetwp.com)
Steve Peterson-alternate
Technical Committee Representative: Steve Peterson (speterson@cascadetwp.com)
Ben Swayze-alternate
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Cedar Springs, City of
Policy Committee Representative: Mike Womack (manager@cityofcedarsprings.org)
Technical Committee Representative: Tom Stressman (dpw@cityofcedarsprings.org)
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Cedar Springs, Michigan 49319
Phone (616) 696-1330

Courtland Township
Policy Committee Representative: Chuck Porter (cporter@courtlandtwp.org)
Technical Committee Representative: Matt McConnon (matt@rockfordambulance.com)
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Phone (616) 866-0622

East Grand Rapids, City of
Policy Committee Representative: Doug LaFave (dlafave@eastgr.org)
Brian Donovan - alternate (bdonovan@eastgr.org)
Technical Committee Representative: Doug LaFave
Brian Donovan - alternate
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East Grand Rapids, Michigan 49506
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Gaines Charter Township
Policy Committee Representative: Don Hilton, Sr. (don.hilton@gainestownship.org)
Technical Committee Representative: Tim Haagsma (thaagsma@kentcountyroads.net)
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Georgetown Township
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Phone (616) 457-2340

Gerald R. Ford International Airport
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Grand Rapids, City of
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Mark DeClercq- alternate (mdeclercq@grcity.us)
Technical Committee Representative: Rick DeVries (rdevries@grcity.us)
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Grand Rapids Township
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Grandville, City of
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Technical Committee Representative: Ron Carr (carrr@cityofgrandville.com)
3195 Wilson Ave. SW
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Phone (616) 531-3030

Hudsonville, City of
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Technical Committee Representative: Dan Strikwerda (dstrikwe@hudsonville.org)
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Phone (616) 669-0200

Interurban Transit Partnership – The Rapid
Policy Committee Representative: Peter Varga (pvarga@ridetherapid.org)
Technical Committee Representative: Rod Ghearing (rghearing@ridetherapid.org)
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Jamestown Township
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Technical Committee Representative: Ken Bergwerff (kbergwerff@twp.jamestown.mi.us)
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Kent County Board of Commissioners
Policy Committee Representative: Dave Bulkowski (dave@davebulkowski.com)
Technical Committee Representative: Wayne Harrall (wharrall@kentcountyroads.net)
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Grand Rapids, Michigan 49503
Phone (616) 336-3550

Kent County Road Commission
Policy Committee Representative: Steve Warren (swarren@kentcountyroads.net)
Technical Committee Representative: Steve Warren
1500 Scribner
Grand Rapids, Michigan 49504
Phone (616) 242-6960

Kentwood, City of
Policy Committee Representative: Terry Schweitzer (schweitt@ci.kentwood.mi.us)
Tim Bradshaw – alternate
Technical Committee Representative: Tim Bradshaw (bradshawt@ci.kentwood.mi.us)
Terry Schweitzer - alternate
4900 Breton
Kentwood, Michigan 49518
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Lowell, City of
Policy Committee Representative: Mike Burns (mburns@ci.lowell.mi.us)
Dennis Kent-alternate (kentd@michigan.gov)
Technical Committee Representative: Mike Burns
Dennis Kent-alternate
301 E. Main St.
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Michigan Department of Transportation
Policy Committee Representative: John Lanum (Lanumj@michigan.gov)
Technical Committee Representative: Darrell Harden (hardend1@michigan.gov)
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Nelson Township
Policy Committee Representative: Tom Noreen (supervisor@nelsontownship.org)
Technical Committee Representative: Tom Noreen
2 Maple Street— PO Box 109
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Ottawa County Board of Commissioners
Policy Committee Representative: Jim Holtvluwer (jholtvluwer@miottawa.org)
Technical Committee Representative: Jim Holtvluwer
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West Olive, Michigan 49460
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Ottawa County Road Commission
Policy Committee Representative: Jim Miedema (jmiedema46@gmail.com)
Tim Grifhorst - alternate (tgrifhorst@aol.com)
Technical Committee Representative: Brett Laughlin (BALaughlin@ottawacorc.com)
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Plainfield Charter Township
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(vanwyngardenc@plainfieldchartertwp.org)
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Sand Lake, Village of
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Sparta, Village of
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Technical Committee Representative: Julius Suchy
160 E. Division Street
Sparta, Michigan 49345
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Tallmadge Township
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Technical Committee Representative: Toby Van Ess
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Walker, City of
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Technical Committee Representative: Scott Conners (sconners@ci.walker.mi.us)
4243 Remembrance Road NW
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Wyoming, City of
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Jack Poll (pollj@wyomingmi.gov)
Technical Committee Representative: Bill Dooley (dooleyb@wyomingmi.gov)
Tim Cochran (cochrant@wyomingmi.gov)
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Grand Rapids, Michigan 49509
Phone (616) 530-7226

BY-LAWS

GRAND VALLEY METRO COUNCIL
TRANSPORTATION PLANNING DIVISION
COMMITTEE BYLAWS
As of December 1, 2013

ARTICLE I - OFFICERS

1.1 - Composition & Election

The officers of the Grand Valley Metro Council (GVMC) transportation planning committees shall consist of a Chairperson, Vice Chairperson and Secretary. These officers shall be elected by the officially designated Committee members at the last regular meeting of a calendar year and take office at the first regular meeting of the next year.

1.2 - Chairperson

The Chairperson shall preside at all meetings and assure that the transaction of business shall be in accordance with these bylaws. The Chairperson may appoint special committees as he/she deems necessary and shall serve as an ex-officio member of these committees.

1.3 - Vice Chairperson

The Vice Chairperson shall execute the powers and duties of the Chairperson during the absence or incapacity of the Chairperson. In the absence of the Chairperson and Vice Chairperson, the Committee shall designate a temporary Chairperson who shall perform the duties and have the powers of the Chairperson.
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1.4 - Term of Officers

Officers shall be elected for a one-year term. A member may not serve more than two consecutive terms in the same office. A member, after serving two consecutive terms in the same office, shall not be elected to an office for an interim period of one year.

1.5 - Officer Replacements

The Committee shall elect a member to any vacancy or unexpired term of an officer at which time they deem necessary. The newly elected officer shall serve in this capacity until the next regular election.

ARTICLE II - MEETINGS

2.1 - Location

All meetings shall be held in Kent or Ottawa Counties.

2.2 - Order of Business

The order of business to be conducted shall be in the following sequence: Roll Call, Minutes of Previous Meeting, Petitions and Communications, Reports of Staff; Reports of Committees, Old or Unfinished Business, New Business, Committee Members Discussion Period, and Adjournment.

2.3 - Agenda

The agenda for any given meeting shall be determined prior to that meeting by the Transportation Planning Division staff. All officially recognized Committee members may submit pertinent items for inclusion in the agenda. Staff shall have the responsibility for notifying all Committee members, sufficiently in advance, of an impending meeting.

2.4 - Special Meetings

Special meetings shall be held whenever necessary, if, in the opinion of the Chairperson, proposed topics of discussion are of regional concern or merit full committee consideration.

2.5 - Recording Duties

Secretarial and recording duties shall be performed by staff.

ARTICLE III - COMMITTEE MEMBERSHIP

3.1 - Membership

Policy Advisory Committee
The Policy Committee shall address all transportation matters related to transportation planning. The Grand Valley Metropolitan Council authorizes the Committee the following; develop and recommend to the Council, the Metropolitan Transportation Plan, Transportation Improvement Program, and the Unified Planning Work Program. The Committee is delegated the authority to amend the Metropolitan Transportation Plan and the Transportation Improvement Program. The Committee is responsible for developing policies for compliance with the federal rules and procedures. In particular, this committee shall have responsibility for assuring that GVMC transportation plans and programs comply with the 1990 Clean Air Act and Amendments, and Moving Ahead for Progress in the 21st Century (MAP-21).

Membership on the GVMC Policy Advisory Committee shall be composed of duly elected or appointed representatives of the legally constituted political units or publicly owned transportation providers contained within the Metropolitan Area Boundary (MAB), provided that none of the representatives of political units of government may be employees of the Michigan Department of Transportation, Grand Rapids Area Transit Authority, Kent County Road Commission or Ottawa County Road Commission. As of this date, membership includes the following:

City of Cedar Springs	1
City of East Grand Rapids	1
City of Grandville	1
City of Grand Rapids	4
City of Hudsonville	1
City of Kentwood	1
City of Lowell	1
City of Rockford	1
City of Walker	1
City of Wyoming	2
Ada Township	1
Algoma Township	1
Allendale Township	1
Alpine Township	1
Byron Township	1
Caledonia Township	1
Cannon Township	1
Cascade Township	1
Courtland Township	1
Gaines Township	1
Georgetown Township	1
Grand Rapids Township	1
Jamestown Township	1
Nelson Township	1
Plainfield Township	1
Tallmadge Township	1
Village of Sand Lake	1
Village of Sparta	1
Kent County Board of Commissioners	3
Kent County Road Commission	1
Ottawa County Board of Commission	1
Ottawa County Road Commission	1
Interurban Transit Partnership	1
Kent County Aeronautics Board	1
Michigan Department of Transportation	1
Total Votes	41
Votes Required for Quorum =	19

Or 14 Member Units Represented.

Technical Committee

The Technical Committee is an advisory/recommending body to the Policy Committee. The Committee is authorized to address all technical matters relating to the multi-modal transportation planning process, as well as the development of the Metropolitan Transportation Plan and the Transportation Improvement Program. Membership on the GVMC Technical Committee shall be comprised of representatives of the agencies that are members of the Policy Advisory Committee. These representatives shall have the same voting powers as representatives on the Policy Advisory Committee. Other agencies or groups having a regional focus related to transportation shall be allowed membership. The voting status of these agencies shall be of an advisory nature; however, members shall be allowed to bring issues to the GVMC Technical Committee. Membership will be reviewed on a case-by-case basis by the GVMC Policy Advisory Committee, which will make a recommendation to the GVMC Board based on reference to the public information guidelines of Moving Ahead for Progress in the 21st Century (MAP-21).

VOTING Members

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
Ada Township
Algoma Township
Allendale Township
Alpine Township
Byron Township
Caledonia Township
Cannon Township
Cascade Township
Courtland Township
Gaines Township
Georgetown Township
Grand Rapids Township
Jamestown Township
Nelson Township
Plainfield Township
Tallmadge Township
Village of Sand Lake
Village of Sparta
Kent County Board of Commissioners

Kent County Road Commission
Ottawa County Board of Commissioners
Ottawa County Road Commission
Interurban Transit Partnership
Michigan Department of Transportation
Kent County Department of Aeronautics

ADVISORY Members
Grand Rapids Area Chamber of Commerce
West Michigan Environmental Action Council

Voting structure and quorum requirements are the same as of the Policy Advisory Committee.

3.2 - Delegates

Each of the member units shall designate a delegate. Each delegate shall name an official alternate to represent him/her in the event of the delegate's absence from committee meetings. If neither designated representative can be present, a substitute delegate may attend and have full voting privileges. Any substitute delegate not from the same community shall have a signed proxy or have phoned in his/her proxy prior to meeting.

3.3 - Meeting Attendance

A delegate, alternate, or proxy from each member unit should be present at all meetings. If a member unit fails to have a representative present for three consecutive meetings, the said unit will be notified in writing by the Chairperson.

3.4 - Admission of New Agencies or Organizations

Committees may, upon request, permit additional agencies or organizations to sit on the Committee. Such organizations or agencies will be admitted as non-voting members. Admission of a new agency or organization shall require a recommendation from the Policy Advisory Committee and approval from the GVMC Board. The bylaws will be amended based on the recommendation from the Policy Advisory Committee.

ARTICLE IV - VOTING

4.1 - Voting Structure

Each member political unit shall be assigned one vote. Cities and townships shall have one additional vote for each 50,000 population based on the last certified census.

4.2 - Quorum

A quorum shall be required before any resolution, motion, or any other official action can be formally acted upon. A quorum shall consist of designated representatives from fourteen (14) or more units comprising the Committees or nineteen (19) total votes represented. A simple majority of those present shall be required to pass a decision. Revision of bylaws shall require two-thirds of the votes present of the Policy Advisory Committee Members.

ARTICLE V - SUBCOMMITTEES

5.1 - Standing Committees

One permanent subcommittee shall be established: Transportation Programming Study Group. This subcommittee will provide in-depth review for and recommendations to the Technical and Policy Committees. Items addressed by this subcommittee shall be at the direction of either the Technical or Policy Committee Chairperson. Meetings will be called by the subcommittee chairperson whenever necessary to accomplish its appointed tasks.

5.2 - Transportation Programming Study Group

This subcommittee shall address matters related to project selection and evaluation for the Transportation Improvement Program and Long Range Transportation Plan. This is a working subcommittee which prepares draft materials for the Technical Committee. This subcommittee is responsible for developing local guidelines for compliance with the federal rules and procedures. In particular, this committee shall have responsibility for assuring that GVMC Transportation plans and programs comply with the 1990 Clean Air Act and Amendments and Moving Ahead for Progress in the 21st Century (MAP-21).

The Composition of the Transportation Improvement Program Committee shall include the following:

City of Cedar Springs	1
City of East Grand Rapids	1
City of Grandville	1
City of Grand Rapids	2
City of Hudsonville	1
City of Kentwood	1
City of Lowell	1
City of Rockford	1
City of Walker	1
City of Wyoming	2
Village of Caledonia	1
Village of Sand Lake	1
Village of Sparta	1

Kent County Road Commission	2
Kent County Township Representative	***1***
Ottawa County Road Commission	1
Ottawa County Township Representative	***1***
Interurban Transit Partnership	1
Kent County Aeronautics Board	1
Michigan Department of Transportation	1
Total Votes:	23

Voting

Each member shall have one vote, except the Cities of Grand Rapids and Wyoming, and the Kent County Road Commission. A simple majority of those present is required to establish a position or recommendation. All position/recommendations shall be submitted to and subject to Technical Committee acceptance and confirmation.

5.3 - Ad-hoc Committees

An ad-hoc committee may be appointed at any time by the Chairman of the Technical Committee to address a specific matter. Ad-hoc committees shall function for not more than (1) year. At the end of one (1) year, all responsibilities and remaining duties will be carried out by a standing subcommittee.

POLICIES

GVMC

Policies and Practices for Programming Projects

Revised February 14, 2014

Capacity Deficient Project Eligibility

Previously Stated Goal:

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

TIP Committee recommended Strategy/Practice:

In Kent County, the MPO shall use all available TEDF funding to improve capacity of facilities that are rated or are projected to be rated Level Of Service (LOS) E and F. In Ottawa County, the MPO shall use available federal funding to improve capacity of facilities that are rated or are projected to be rated Level Of Service (LOS) E and F. These projects must be listed in the MPO's Long Range Transportation Plan prior to implementation through the TIP process. The funding ratios for capacity deficient projects should be set at 80% federal/EDFC 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 Long Range Plan.

Explanation:

If a facility has a 24 hour capacity of 24,000, and a 24 hour traffic volume of 18,000, then the V/C Ratio would be 0.75. Using the scale below, this facility would not be eligible for federal funding for the purpose of widening or adding capacity.

LOS Scale

V/C 0.00 - 0.25 = LOS A
V/C 0.26 - 0.50 = LOS B
V/C 0.51 - 0.75 = LOS C
V/C 0.76 - 1.00 = LOS D

V/C 1.01 - 1.25 = LOS E
V/C 1.26 - 9.99 = LOS F

Capacity Deficient

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

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

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

GVMC staff will work to develop an improved scope and description of project including specific termini, proposed typical cross section and if required, work on existing structures. New transit routes to be included in the TIP that receive federal funding, must be first justified by current and accurate facts and figures identifying the need, the demand, and funding for such services. A commitment to continue the proposed service beyond the scope of the federal funding must also in place if rider ship meets projections.

Projects located in the high priority corridors will be noted on the deficient project pool listing. Capacity improvement projects shall include in the project as a participating cost any/all elements of planned ITS deployment.

All projects require consideration of Social and Environmental (S/E) impacts through the federal NEPA process. Minor projects, generally within the existing right-of-way, are usually classified as Categorical Exclusions. Projects which add capacity to an existing road or transit facility, and/or involve construction of a new transportation facility often require an Environmental Assessment (EA). The purpose of the EA is to identify the S/E effects of the proposed project and any mitigation required. If, through the EA process, significant S/E impacts are identified, an Environmental Impact Statement (EIS) is required. The EIS quantifies all S/E impacts associated with major projects, and identifies the required mitigation measures to address the impacts identified. Extensive public involvement, including a public hearing, and federal/state regulatory agency review, are included in both the EA and EIS processes. Proposed projects involving new or modified access to the Interstate system also require the completion of an Interchange Justification Report (IJR), to assess traffic impacts on the Interstate highway system.

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

This item was passed by the TIP and Technical committees to accept the Capacity Deficient Project Eligibility proposed strategy/practice as submitted.

Condition Deficient Project Eligibility

Previously Stated Goal:

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

Strategy/Practice:

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

Process

The Pavement Surface Evaluation and Rating (PASER) system will be utilized as the basis for determining project eligibility. The PASER survey process will be completed on the entire system in the network annually. Staff representing individual jurisdictions in conjunction with trained GVMC staff will conduct the survey in the GVMC data collection vehicle. Field data for the entire network will be verified by GVMC staff using data and photos collected concurrently using the automated data collection system. GVMC staff will make the final PASER determination. 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.

Programming/Investment Policy

GVMC shall program federal funds according to the following criteria:

	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.

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

Jurisdictions shall use due diligence to properly maintain each facility that receives federal funding. These maintenance strategies could include but are not limited to crack sealing when a

facility reaches a PASER “7”, sealing or thin overlay when it reaches a PASER “6”. Proper maintenance will assure a high level of return on the federal investment.

ASPHALT PASER RATING

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

CONCRETE PASER RATING

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

Functional Classification

Current Policy/Practice:

Currently there is no policy to determine how roads are classified.

TIP Committee recommended Policy/Practice:

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

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

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

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

This item was passed by the TIP and Technical committees to accept the Functional Classification proposed strategy/practice as submitted.

High Priority Corridors

Current Policy/Practice

The current policy/practice is reviewed on a case by case basis.

TIP Committee recommended Policy/Practice:

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

The TIP and Technical committees recommend using the criteria developed for High Priority Corridors on a case by case basis to determine if a High Priority Corridor is eligible for special funding.

Obligation Authority

Current Policies/Practices:

Carry over projects (where possible) have priority to be funded in the next year of the TIP.

TIP Committee recommended Policy/Practice:

- Encourage the use of Advance Construction (in the second and third year of the TIP) (STP-Urban funds only).
- Goal to have projects obligated by April 1st
- If a project cannot be obligated in the first year that projects drops to the second or third year and the advance construction project(s) are converted (paid for) in the first year.
- Preferably the third year of the TIP contains easily built projects (several overlay projects).
- Monthly project tracking.

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

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

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

MPO recommended Policy/Practice:

There are two actions that are covered by this policy/practice: administrative modifications and amendments.

TIP Amendments

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

- Projects with cost exceeding 20% of the TIP programmed Federal-aid amount.
- Adding a new project; the candidate project should be included on a deficiency list (see qualifications for adding projects listed below).
- Deleting a project; where applicable, funding will be returned to the MPO for reprogramming.
- Changing non-federally funded project to federally funded project.
- Major changes in project design concept or design scope, affecting roadway capacity and/or air quality (see matrix).
- Moving an illustrative project into the body of the TIP document.

An exception to this Policy includes new projects using Federal Aid funding sources not impacting other Federal Aid Funded projects such as MDOT, ITP, Transportation Enhancement, Bridge, Safety, HPP (earmarks), or other discretionary sources (see matrix). Upon MPO staff recommendation, the Technical and Policy Committee Chair or Vice Chair Persons are authorized to approve project amendments in the referenced federal funding categories.

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

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

TIP Administrative Modifications

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

- Changes in Federal-aid cost, more than 10% and less than or equal to 20% of the TIP programmed amount, is an administrative modification and requires MPO staff/Committee approval (before it is obligated).
    - Per Local Agency Programs; projects with a cost increase less than or equal to 10% of the TIP programmed amount do not require MPO action as long as financial constraint is maintained and should be reflected in the next TIP E-File.
- Minor Federal-aid changes may be allowed if other local projects are not impacted, and will be reflected in the next TIP E-File (ie-MDOT, ITP, TE, Bridge, Safety, HPP (earmarks), or other discretionary sources).
- Revisions that cause projects to switch years can be made by MPO staff with Committee notification; however, if financial constraint and/or another agency project are impacted, MPO Committee approval is required.
- Changes in non-federal funding participation; these modifications will be reflected in the next TIP E-File.
- Minor changes in scope; however, project scope changes affecting AQ conformity or other projects will require MPO Committee approval and may become a TIP amendment (see matrix).
- Changes in funding source within the same funding category (i.e. federal to federal, state to state and local to local, adding or changing job numbers within the project funding limits described herein); these modifications will be reflected in the next TIP E-File.
- Corrections to minor listing errors that don't change cost or scope; these modifications will be reflected in the next TIP E-File.
- Cost decreases (Federal or non-Federal); these modifications will be reflected in the next TIP E-File. Any resultant additional federal funding applied to a new or existing project will follow the amendment or modification process described herein.
- Changing an existing project to an advance construction project and vice versa.
- Adding lanes or non-motorized, up to one mile.

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

In the event that an administrative modification must be considered immediately, staff will have the authority to implement that adjustment and/or 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 E-File.

At all times the TIP must maintain financial constraint through a combination of Federal and non-federal funds. Administrative modifications will be communicated to MDOT and FHWA in a timely fashion and reflected in the next TIP E-File.

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.

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

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.

Expand & Widen Proj. -	Should be listed in the Congestion Management System capacity deficiency list and be listed in the Metropolitan Transportation Plan.
ITS Project -	Should be recommended by the ITS committee.
Transit Project -	Should be listed in the 5 year Short Range Public Transportation Plan or in the Long Range Public Transportation Plan.
Buses -	All buses should come from the Fleet Plan.

Procedure for Adding New Project(s) TIP –

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

MTP Amendments

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

- Adding a new regionally significant project. A project is considered to be regionally significant if it involves adding or reducing through road capacity over one mile or adding new Federal-aid road, transit, non-motorized, or rail infrastructure.
- Deleting a project; where applicable, funding will be returned to the MPO for reprogramming.
- Projects with cost exceeding 20% of the MTP programmed Federal-aid amount.
- Major changes in project design concept or design scope. A major change is one affecting roadway capacity and/or air quality.
- Moving an Illustrative List project into the body 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.

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

MTP Administrative Modifications

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

- Adding lanes or non-motorized facilities, up to one mile.
- Increase in Federal-aid cost less than or equal to 20% of the MTP programmed amount.
- Decrease in Federal-aid project cost.
- Change in Non Federal-aid project cost.
- Change in Federal or Non Federal funding category.
- Corrections to minor listing errors or other non-regionally significant project changes.
- Minor changes in scope, or scope changes not considered regionally significant.
- Update to the first four-years of the MTP to correspond to the most current TIP. The first four years of the MTP **are** the TIP and vice versa. When the MTP is updated or amended, the first four years will be adjusted to match the latest version of the TIP, including all TIP amendments and modifications to-date.

Administrative modifications regarding the addition of lanes or non-motorized facilities up to one mile and increases in Federal-aid project cost up to 20% require 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.

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

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

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

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

TIP Revisions

		Staff Recommendation	Committee Chair Approval	Technical Committee Review & Recommend	Policy Committee Approval	MDOT/FHWA/FTA Approval	Public Participation Procedure
TIP Amendment	Add New Project (including Safety, Transportation Enhancement, TAP, and CMAQ projects)	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 20%	X	X (Option)	X	X	X	Committee meeting
● *Any new project or major scop/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
	Change non-federal aid funded project to federally funded project	X	X (Option)	X	X	X	Committee meeting
	New Discretionary Projects	X	X (Option)			X	Web posting

TIP Administrative Modification	Additional lanes or non-motorized, up to one mile	X	X (Option)	X	X		Not required
● *Financial constraint must be maintained at all times.*	Increase in Federal aid cost more than 10% and less than or equal to 20%	X	X (Option)	X	X		Not required
	Increase in Federal aid cost up to 10% (per LAP Policy)	X					Not required
● *Changes to existing projects.*	Decrease in Federal aid project cost	X					Not required
● *Changes will be reflected in the next e-STIP filing.*	Change in Non-Federal aid project cost	X					Not required
	Change in Federal funding category (applies to MDOT only)	X					Not required
	Change in Non-Federal funding category	X					Not required
	Change in Federal-aid funding level not affecting other projects (ex. MDOT, ITP, TE, Bridge, Safety, HPP (earmarks), or other discrecionary 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, transit, non-motorized, or rail 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 up to 1/4 mile, 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

		Staff Recommendation	Committee Chair Approval	Technical Committee Review & Recommendation	Policy Committee Approval	MDOT/FHWA/FTA Approval	Public Participation Procedure
MTP Amendment	Add/Delete Regionally Significant 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 20%	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

● Financial constraint must be maintained at all times.

● Any new project or major scope change shall be consistent with the MTP.

● Regionally Significant = Adding or reducing through capacity over 1 mile, Adding new federal-aid road, transit, non-motorized, or rail 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 up to 1/4 mile, 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**

Advance Construction

Current Policies/Practices:

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

TIP Committee recommended Policy/Practice:

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

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

The TIP and Technical Committees recommend that the use of Advance Construction be restricted to the first 3 years of the TIP and the 2 Illustrative years; that there are no limits on the dollar amount and the number of Advance Construct projects allowed, and that once the TIP is developed it will be financially constrained.

CMAQ Program

Current Policies/Practices:

Traditionally busses, intersections and the Ozone Action Program are funded with this program. MDOT/Local split of the funds (MDOT gets 50% of the CMAQ funds off the top).

TIP Committee recommended Policy/Practice:

Eliminate the 50/50 split of CMAQ funds allocated to this MPO between MDOT and the local jurisdictions.

With the CMAQ funds allocated to the MPO, the TIP Committee will rank all CMAQ eligible projects based on emission reduction/cost benefit basis. (Competitive based on emissions). Develop and have in place a consistent and improved statewide evaluation process of CMAQ projects.

All new transit route projects need to show a demonstration of need and that service will continue beyond a 3 year commitment if rider-ship meets projections.
Agreement for CMAQ funding in West Michigan

- MDOT will do the East/West estimating of funding split.
- MDOT will provide estimates of funding available for each MPO (GVMC, MACC, WMSRDC) and rural Ottawa County based on population using the 2000 Census data.
- Working through the TIP development process the MPO and MDOT representatives will cooperatively distribute the funds to local and state eligible projects.
- MDOT will provide a time line with the estimates for completion of task #3.
- All parties will meet to discuss all projects and compile the CMAQ program.
- MDOT makes the final decisions to reach financial constraint of the final program.
- This entire agreement will be re-evaluated when the USEPA takes action on the 8 hour standard.

This item was passed by the TIP and Technical committees to accept the proposed policy/practice as submitted.

Non-Motorized Transportation Federal Funding Eligibility

Goal:

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

Background:

The GVMC 2035 Long Range Transportation Plan (LRTP) lays out goals that pertain to non-motorized transportation in our region. These LRTP goals carry over the federal and state level themes encouraging non-motorized transportation. Related objectives include:
1d: "Sustain and develop the interconnected regional network of non-motorized transportation facilities to provide access to employment, services, schools, and other destinations."
3d: "Collaborate with communities, public schools, and MDOT to regionally plan for safe bicycle and pedestrian routes for students to travel to and from home and school."
3e: "Encourage the multiple and safe use of transportation rights-of-way by different modes, including non-motorized transportation."

Federal surface transportation law provides flexibility to MPOs to fund bicycle and pedestrian improvements from a wide variety of federal programs (STP, CMAQ, Transportation Enhancement, etc). However, historically the GVMC Committees have restricted the use of federal funds for non-motorized projects, which permit solely the use of Transportation Enhancement (TE) statewide competitive grants for the construction of non-motorized transportation facilities. Federal funds have not historically been permitted for the construction of sidewalk.

Deficiency Definition

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

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

Shared Use Paths – Shared use paths mainly serve corridors not served by streets and highways, or where wide utility or former railroad rights-of-way exist (rail-trails), but may also parallel highway, roads, and streets (formally called "sidepaths"). Shared use paths are wider than sidewalks, between 8 and 12 feet wide (10 feet width is federally required for federal funds) with

a soft two to four-foot shoulder on each side, and a minimum width of 14 feet on all structures, such as bridges and boardwalks. They are shared facilities for use by both pedestrians and bicyclists.

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

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

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

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

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

Recommended Policy/Practice:

All non-motorized projects included in the GVMC Long Range Transportation Plan/Non-motorized Transportation Plan are eligible for funding as allowed under applicable federal-aid categories. A target of one-half of the allocated funds to the MPO for the Transportation Alternatives Program (TAP) shall be used on bicycle and pedestrian related facility improvements. The allocated funds to the MPO for the Congestion Mitigation and Air Quality (CMAQ) program shall also be eligible and considered for use on bicycle and pedestrian facility improvements. All CMAQ funded non-motorized projects shall be addressed on a case by case basis to prove high use, mode shift, and connectivity and score well using the scoring criteria set forth in the Non-Motorized Plan. For the use of CMAQ funds all projects must demonstrate emission reduction and alleviate congestion.

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

Policies and practices regarding non-motorized facilities were updated and approved by the Policy Committee on November 20, 2013.

Federal Funding of Right of Way (ROW)

Current Policy/Practice:

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

TIP Committee recommended Policy/Practice:

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

The TIP Committee recommends continuing the practice of not allowing the funding of right-of-way except on a case by case basis.

Federal Funding of Engineering Expenses

Current Policy/Practice:

There is no current policy or practice in the use of Federal Funds for engineering costs.

TIP Committee recommended Policy/Practice:

No Federal/State funds for Engineering.

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

The TIP committee recommends continuing the current practice of not funding Engineering Costs – that restricts Federal Funds from being used for Engineering Costs by local jurisdictions.

Title VI

Current Policy/Practice:

The MPO will update the Title VI Plan before the beginning of the development of the Metropolitan Transportation Plan. 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.

All projects located in the Transportation Improvement Program/Metropolitan Plan fall under these Policies/Practices, regardless of funding source or category.

GLOSSARY OF TERMS

Glossary of Terms

Access

The opportunity to reach a given point within a certain time frame, or without being impeded by physical, social, or economic barriers.

ADA

Americans with Disabilities Act

Allocation

An administrative distribution of funds among States which do not have statutory distribution formulas.

Alternative Fuels

Any motor fuel, other than gasoline, especially those that result in lower levels of air pollutants.

American Association of State Highway and Transportation Officials (AASHTO)

Group involved in setting standards for transportation facility development.

Americans with Disabilities Act (ADA)

Federal law that requires public facilities, including transportation services to be fully accessible for persons with disabilities. The law also requires paratransit service availability in areas where fixed route transit service is operated.

Apportionment

A division or assignment of funds based on prescribed formulas in the law and consisting of divided authorized obligation authority for a specific program among the States.

Arterial

A class of street serving major traffic movement that is not designated as a highway.

Average Daily Traffic (ADT)

The average number of vehicles passing a fixed point in a 24-hour time frame.

Base Year

The year which serves as a starting point of data used in a study.

Bikeway

A facility designed to accommodate bicycle travel for commuting or recreational purposes. Bikeways are not necessarily separated facilities; they may be designed and operated to be shared with other modes.

BLVD

Boulevard

BRRP

Federal Bridge Repair Program

BR

Business Route

Build/No-Build

Refers to a conformity requirement in which Metropolitan Planning Organizations must demonstrate the Abuilding@ or implementing of a long-range transportation plan or Transportation Improvement Plan (TIP) will result in less air pollution emissions than Anot building@ or not implementing the plan or TIP.

CL

City Limits or County Line

CMS

Congestion Management System

CON

Construction Phase

CTF

Michigan Comprehensive Transportation Fund

Carbon Monoxide (CO)

A colorless, odorless, tasteless, gas that impedes the oxygenation of blood. CO is formed, in large part, by incomplete combustion of fuel.

Clean Air Act of 1990 and Amendments (CAAA)

Federal legislation that sets standards for air quality levels.

Clean Fuels

Fuels which generate fewer pollutants than gasoline (i.e. Compressed Natural Gas, methanol, ethanol, etc.)

Collector-Distributor Street

A road parallel to an expressway which collects and distributes traffic at access points involving through lanes.

Conformity

Compliance of any transportation plan with air quality control plans.

Compressed Natural Gas (CNG)

A type of alternative fuel that generates less pollutants than gasoline.

Congestion Management System (CMS)

One of six management systems required by ISTEA and subsequent transportation legislation. Future highway projects that significantly increase capacity for single occupant vehicles (SOV) should be part of a CMS or those projects may be ineligible for federal funding.

Congestion Mitigation and Air Quality Improvement Program (CMAQ)

Program which directs funding to projects that contribute to meeting national air quality standards.

Contract Authority
Budget authority that permits obligations to be made in advance of appropriations.

DEMO
Congressionally Designated Demonstration Funds

Demand-Responsive
Transportation services that can be variably routed and timed to meet the changing needs of the user on an as-needed basis.

EDFA
Transportation Economic Development Fund - Category A

EDFC
Transportation Economic Development Fund - Category C

EPE
Early Preliminary Engineering

Elderly and Handicapped (E & H)
Anachronistic designation for special transportation planning and services.

Emissions Budget
The part of the State Implementation Plan that identifies allowable emissions levels, mandated by the National Ambient Air Quality Standards, for certain pollutants.

Environmental Impact Statement (EIS)
Reports which details any adverse economic, social, environmental effects of a proposed transportation project that the federal government funds.

Environmental Justice
Refers to Executive Order 12898 which seeks to address disproportionately high and adverse human health or environmental effects in Federal programs or policies on minority and low income populations.

Environmental Protection Agency (EPA or USEPA)
Federal source agency of environmental and air quality regulations affecting transportation.

Expenditures
Disbursement of funds for repayment of obligations occurred.

Expressway
A controlled access, divided arterial highway, which is usually separated and designed to accommodate through traffic movements.

Federal Highway Administration (FHWA)
Federal agency within the United States Department of Transportation that deals with roadway and highway issues.

Federal Transit Administration (FTA)

Federal agency within the United States Department of Transportation that deals with transit issues.

Financial Constraint

A TIP and a Long Range Transportation Plan cannot reflect expenditures greater than anticipated revenues.

Fiscal Year (FY)

Year in which public and private agencies use for conducting business, it usually differs from the calendar year. Most State and Federal agencies use an October 1 through September 30 fiscal year.

Geographic Information System (GIS)

Computer mapping capabilities used to provide information.

Grand Rapids Area Transit Authority (GRATA)

Now known as the Interurban Transit Partnership, it is the agency responsible for providing public transportation and transit service in the Grand Rapids area.

Grand Rapids and Environs Transportation Study (GRETS)

Previous designation of the Grand Rapids Metropolitan Planning Organization (MPO).

Grand Valley Metropolitan Council (GVMC)

Agency that serves as the Metropolitan Planning Organization (MPO) for the Grand Rapids area. The Council is made up of members, all local units of government, that want to work cooperatively on issues that have a multi-jurisdictional or regional scope. Those issues include transportation, the environment, economics, and those with social impact.

Highway Performance Monitoring System (HPMS)

A federal database of roadway characteristics and traffic information for pre-selected roadway segments throughout the entire MPO Study Area.

Improving Michigan=s Access to Geographic Information Networks (IMAGIN)

A statewide geographic data sharing organization.

Inspection and Maintenance (I/M)

An air quality program that calls for the inspection of automobiles for emissions problems and then repairs those problems.

Institute of Transportation Engineers (ITE)

Organization which contributes to the advancement of engineering issues in transportation.

Integrated Roadway Information System (IRIS)

System used to collect data about the roadway network.

Intelligent Transportation Systems (ITS)

Technologies that focus on monitoring, guiding, or operating motorized vehicles.

Interagency Work Group (IAWG)

Group consisting of Federal, State, and MPO staffs that meet periodically to discuss transportation project development and its relationship to air quality on both a short and long-range basis.

Intermodal

Refers to connections between modes of transportation.

Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA)

Federal legislation that reconstructed funding for the transportation program and opened up the transportation planning process to the public.

IM

Interstate Maintenance Program

Interstate System

The system of highways that connects the principal metropolitan areas, cities, and industrial centers of the United States. The Interstate System also connects the U.S. to internationally significant routes in the Mexico and Canada.

Interurban Transit Partnership (ITP – THE RAPID)

Agency responsible for providing public transportation and transit service in the Grand Rapids area.

Kent County Road Commission (KCRC)

Agency responsible for road maintenance and construction in townships, villages, and other unincorporated parts of the county.

Local Street

A street intended solely for access to adjacent properties.

Long-Range Transportation Plan (LRTP)

A document that provides a strategy and methodology for an area=s long-range transportation needs. The Plan must have at least a twenty-year window and must be updated every three years.

MTF

Michigan Transportation Fund

MIS

Major Investment Study

Metropolitan Planning Organization (MPO)

The MPO has responsibility for developing transportation plans for urbanized areas of 50,000 population or more. Grand Valley Metro Council (GVMC) is the MPO for the Grand Rapids area.

Metropolitan Statistical Area (MSA)

U.S. Census determination which delineates the boundaries of the Metropolitan area.

Michigan Accident Location Index (MALI)

Index which is compiled by law enforcement agencies to pinpoint the exact location of traffic accidents.

Michigan Department of Environmental Quality (MDEQ)

State agency dedicated to environmental improvements and policies that impact public health and natural resources such as air quality, water quality, and waste management.

Michigan Department of Transportation (MDOT)

State agency responsible for monitoring and improving the transportation system in Michigan.

Michigan Resource Information System (MIRIS)

State level data base which contains information on a number of items including roads, land cover, and natural resources.

Mode

Form of transportation, such as automobile, transit, bicycle, and walking.

Model

A mathematical and geometric projection of activity and interactions in the transportation system of an area.

Multimodal

Refers to the availability of transportation options within a system or corridor including automobile, bicycle, train, boat, etc.

National Ambient Air Quality Standards (NAAQS)

Standards set forth through the Clean Air Act which monitor air quality.

National Highway System (NHS)

A federal transportation program authorized by ISTEA that designates nationally significant Interstate Highways and roads for interstate travel, national defense, Intermodal connections, and international commerce.

Network

A graphic and/or mathematical representation of multimodal paths in a transportation system.

O/D

Origin-Destination Study

Obligations

Commitments made by Federal agencies to pay out money as distinct from the actual payments themselves, which are Aoutlays.@ Generally obligations are incurred after the enactment of budget authority.

Ottawa County Road Commission (OCRC)
Agency responsible for road maintenance and construction in townships, villages, and other unincorporated parts of the county.

Oxides of Nitrogen (NoX)
A byproduct of processes employing a high temperature combustion. Power plants, industrial boilers, and motor vehicles are all principle sources of NoX.

Paratransit
Services which serve the special needs of persons that standard mass transit services would serve with difficulty, or not at all.

Particulate Matter-10 (PM-10)
Particulate Matter less than or equal to 10 microns. Consists of matter suspended in the atmosphere such as dust, chemicals, etc.

Parts Per Million (PPM)
A measurement used in relating concentrations of matter, such as ozone in the atmosphere.

Pavement Management System (PaMS or PMS)
A system used to monitor and evaluate pavement conditions on the road network.

Peak Hour
The 60-minute period in the morning and evening in which the largest volume of travel is experienced.

Penalty
An action that does not allow the State to use the full amount of its apportioned funds.

Person-Trip
A trip made by one person from one origin to one destination

Privatization
The supply of traditionally government-provided goods and services through for-profit businesses in order to enhance public cost efficiency.

Provider
An agency that causes clients to be transported, as opposed to an agency whose role is limited to funding programs.

Public Involvement Plan (PIP)
Plan developed by GVMC that dictates how public involvement will be incorporated into the transportation planning process.

Public Transportation Management System (PTMS)
A system which allows for the monitoring and evaluation of the public transportation system for an area.

Region

An entire metropolitan area including designated urban and rural subregions.

Regional Geographic Information System (REGIS)

Geographic Information System being utilized in the Grand Rapids area through the Grand Valley Metropolitan Council. (See Geographic Information System for more information)

Regionally Significant

A project that is on a facility which serves regional transportation needs and would normally be included in the modeling of a metropolitan area=s transportation network. Said project also offers an alternative to regional highway travel.

Rescission

Legislative action to cancel the obligation of unused budget authority previously provided by Congress before the time when the authority would have otherwise lapsed.

Reverse Commute

Commuting against the main direction of traffic or a commute from the central city to the suburbs.

Right of Way (R-O-W)

Priority paths for the construction and operation of highways, light and heavy rail, railroads, trails, etc.

Road

Any road or street under the jurisdiction of and maintained by a public authority and open to public traffic.

S9C

Federal Transit Administration Program Section 9 Capital

S9O

Federal Transit Administration Program Section 9 Operating Assistance

S18O

Federal Transit Administration Program Section 18 Operating Assistance (Rural)

S16B

Federal Transit Administration Program Section 16B2 (Elderly & Handicapped)

SAFETEA-LU

Safe, Accountable, Flexible, Efficient Transportation Equity Act.

Shuttle

Usually a service provided with a vehicle seating twenty or more passengers that connects major trip destinations and origins on a fixed-route or route-deviation basis.

Single Occupancy Vehicle (SOV)
The use of vehicle to get one person to a destination

Standard Metropolitan Statistical Area (SMSA)
A U.S. Census delineation for larger metropolitan areas in the U.S.

State Implementation Plan (SIP)
Required documents prepared by States and submitted to EPA for approval. SIPs identify state actions and programs to implement designated responsibilities under the Clean Air Act and subsequent amendments.

State Transportation Improvement Program (STIP)
The compilation of Transportation Improvement Programs (TIPs) from around the State.

Surface Transportation Program (STPC) – Small Cities
Federal funding category geared specifically to small cities

Surface Transportation Program (STPE) - Enhancements
Federal funding category geared specifically to enhancement

Surface Transportation Program-Rural (STPR)
Federal funding category geared specifically to rural areas.

Surface Transportation Program-Urban (STPU)
Federal funding category geared specifically to urbanized areas.

Traffic Analysis Zone (TAZ)
The smallest geographically designated area for analysis of transportation activity.

TRANPLAN
Computerized Transportation Modeling Package (see model).

Transit
Passenger transportation service provided to the general public along established routes with fixed or variable schedules at published fares.

Transit Dependent
Persons who must rely on public transit or paratransit for most or all of their transportation needs.

Transportation Control Measures (TCM)
Local actions to adjust traffic patterns or reduce vehicle use to reduce air pollution.

Transportation Demand Management (TDM)
Process used to monitor and evaluate the need of the transportation network relative to the number of users, and the total amount of usage the transportation network will receive.

Transportation Economic Development Funds (TEDF)
This program has different lettered categories AA@ through AF@ that provide competitive

statewide funding for roadways of different types that serve economic development purposes.

Transportation Improvement Program (TIP)
A document prepared by States and MPOs citing projects to be funded under federal transportation programs for a three-year period.

Transportation Management Area (TMA)
An MPO with over 200,000 population. All transportation plans for these areas must be based on a continuing and comprehensive planning process carried out by the MPO in cooperation with the States and transit operators.

Transportation System Management (TSM)
The element of a TIP that proposes non-capital-intensive steps toward the improvement of a transportation system.

Travel Time
Customarily calculated as the time it takes to travel from Adoor-to-door.@

Unified Work Program (UWP)
Annual document prepared by the MPO that outlines transportation work tasks and products that will be completed and produced for the upcoming fiscal year.

United States Department of Transportation (DOT or USDOT)
The principal direct federal funding and regulating agency for transportation facilities and programs.

Urbanized Area
An area which contains a city of 50,000 or more population plus adjacent surrounding areas having a density of at least 1,000 people per square mile as determined by the U.S. Census.

Vehicle Miles Traveled (VMT)
The number of miles a vehicle or group of vehicles travel in a given unit of time.

Volatile Organic Compounds (VOC)
Chemicals that are generated through the combustion of fossil fuels, industrial processes, and vegetation. VOCs are an ingredient in ground level ozone and smog.

West Michigan Clean Air Coalition (WMCAC)
A partnership of business, academia, government, industry, and the non-profit sector in Kent, Ottawa, and Muskegon counties working together to achieve cleaner air in the region.

West Michigan Environmental Action Council (WMEAC)
A non-profit environmental advocacy and education organization founded in 1968.

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