

UNIFIED PLANNING WORK PROGRAM

Fiscal Year 2014

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The Grand Valley Metropolitan Council

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INTRODUCTION

The FY2014 Unified Planning Work Program (UPWP) of the Grand Valley Metropolitan Council (GVMC) defines federal and state transportation planning requirements and related tasks to be accomplished in and for the Grand Rapids Metropolitan Area, regardless of funding sources or responsible agencies during the Fiscal Year beginning October 1, 2013 and ending September 30, 2014. The Grand Valley Metropolitan Council became the MPO in January 1992. The UPWP includes the budget for all federally assisted transportation planning activities that will be undertaken by its Transportation Division, the Interurban Transit Partnership (ITP) and the Michigan Department of Transportation (MDOT). It must be submitted annually to the sponsoring federal agencies prior to October 1st. This is consistent with Section 134 Title 23, USC, Title 49, Section 613.1, "The "Statewide Transportation Planning; Metropolitan Transportation Planning; Final Rule" of Wednesday, February 14, 2007 (Federal Register), and Moving Ahead for Progress in the 21st Century (MAP-21). The UPWP outlines the objectives and products resulting from transportation planning work tasks, as well as anticipated task funding and estimated Staff hours.

The Transportation Division receives its local match through dues assessed to the 32 participating member agencies. The agencies appoint representatives to the Technical and Policy Committees. Recommendations from these agencies are sent to GVMC, according to the Rules of Procedure.

ITP is a separate transit authority that has responsibility for providing public transportation. Its mission statement is "to provide for the mobility of people through a family of highly valued transportation services."

The study area boundaries expanded in June of 1992 to include all of Kent County and four urban townships in Ottawa County. This designation was consistent with the requirements of the 1990 Clean Air Act Amendments (CAAA) and the 1991 Intermodal Surface Transportation Efficiency Act (ISTEA). All future transportation plans must now include the area contained within the Metropolitan Area Boundary (MAB).

GVMC and ITP coordinate activities to carry out the federally mandated transportation planning process within the MAB. The activities undertaken in the GVMC Program principally relate to overall program management and fulfillment of federally and state mandated requirements. Other regionally significant activities take place with the cooperation of other participating agencies. GVMC staff provides technical assistance to member communities as needed. Coordination between other modes such as transit, rail freight, rail passenger, airport development and non-motorized transportation are also part of the program responsibilities.

ITP activities, as the region's primary transit provider, target service improvements to the existing transit system as well as promotion of innovative ridesharing alternatives through the Ridefinder Program.

In MAP-21, the metropolitan transportation planning processes are continued and enhanced to incorporate performance goals, measures, and targets into the process of

identifying needed transportation improvements and project selection. Public involvement remains a hallmark of the planning process. Requirements for a long-range plan and a short-term transportation improvement plan (TIP) continue, with the long-range plan to incorporate performance plans required by the Act for specific programs. The long-range plan must describe the performance measures and targets used in assessing system performance and progress in achieving the performance targets. The TIP must also be developed to make progress toward established performance targets and include a description of the anticipated achievements.

Statutory citation(s): MAP-21 §§1106, 1112-1113, 1201-1203; 23 USC 119, 134-135, 148-150

Five years after enactment of MAP-21, the Secretary is to provide to the Congress reports evaluating the overall effectiveness of performance-based planning and the effectiveness of the process in each State and for each MPO.

The UPWP contains the following eight activity centers:

DATABASE MANAGEMENT- Listing the work tasks needed to monitor and analyze area travel characteristics and factors affecting travel such as socio-economic and land use data, transportation system data, and environmental issues and concerns. Priorities include data collection and analysis, monitoring, and GIS capabilities development and update.

LONG RANGE PLANNING- Identifying transportation system planning tasks related to the development of a sustainable multimodal transportation system. Priorities include the development/update of the Metropolitan Transportation Plan (MTP), identification of long range needs, developing multimodal investment strategies and project prioritization processes, air quality conformity, environmental justice, environmental mitigation, consultation, and updating and maintaining of the travel demand model.

SHORT RANGE PLANNING- Identifying transportation system planning tasks related to short range transportation systems planning. Priorities include the development/update of the Transportation Improvement Program (TIP), providing technical assistance to MPO members, Intelligent Transportation System (ITS) planning, Management and Operations, Freight planning, Safety planning, Security, non-motorized planning, public participation, and managing the Clean Air Action Program.

TRANSPORTATION MANAGEMENT SYSTEMS- Listing the work tasks needed to monitor area travel characteristics and factors affecting congestion and pavement conditions. Priorities include collecting transportation system data and analysis, coordination with MDOT and local transportation providers, development of congestion and pavement investment plans, maintenance of the congestion management process, development of an asset management system, and implementation and monitoring of ITS solutions as a part of operation and management requirements. GVMC is also involved in a statewide effort to develop, collect data, and implement Michigan's Asset Management System.

RIDESHARING- Identifying work plans to meet the goals of Business Transportation Services. Priorities include providing information options to the single occupant

vehicles, promoting shared ride arrangements and assistance to employers and organizations, conducting ride share promotions, and developing employee transportation programs.

SPECIAL SERVICES PLANNING- Identifying transportation system planning tasks related to short and long range public transportation planning. The ADA Planning/Compliance to plan and implement policies, procedures and training methods for increasing transit related to the Americans with Disabilities Act awareness and compliance. Studies relating to management, operations, safety courses, economic feasibility, ADA regulations and Title VI compliance, Human resource planning, and Community Outreach program. ITP also will develop/update their website to incorporate Intelligent Transportation System (ITS) tools for real time travel information data. One aspect of this will be the ability to provide real time bus information.

PROGRAM COORDINATION- Describing task functions required to manage the transportation planning process on a continual basis, including program administration, development, review, and reporting. Priorities include the UPWP, public involvement, environmental justice, environmental mitigation, Title IV, timely submittal of documents, MPO scheduled meetings, and coordination with all MPO member units. Provide a platform to encourage and support regional cooperation and consolidation of regional transportation services.

LAND USE & TRANSPORTATION COORDINATION – To identify and undertake activities to more effectively link land use decision-making throughout the region with the creation and adoption of the Metropolitan Transportation Plan and to guide elements chosen in the Transportation Improvements Plan to achieve the goals of livability as defined by the MPO members, and of a sustainable multimodal transportation system. The scope of this activity is limited to the MPO study area. Priorities include educating the MPO members about livability standards and climate change, Committee meetings to coordinate land use decisions with transportation investments, public meetings to review the progress being made, emphasis on successful efforts “best practice” and encouragement of local government’s participation, generating reports to Metro Council, socio-economic data updates, and public education and information.

In addition to a brief description of objectives and work products, the UPWP identifies financial participation of funding agencies, and responsible agencies associated with each task. In this way the UPWP becomes the basis for documenting federal, state, and local participation in the continuing, cooperative, and comprehensive GVMC transportation planning process. The UPWP is approved by the Federal Highway Administration (FHWA) and is used to monitor the expenditure of FHWA PL funds (PL), Congestion Mitigation Air Quality Program (CMAQ) funds, Surface Transportation Program (STP) funds, and Federal Transit Administration (FTA) Sections 5303 and 5307 funds. This UPWP also serves as an indispensable management tool, enabling the GVMC to manage and administer its planning responsibilities with available program revenues.

MAJOR TRANSPORTATION ISSUES

The metropolitan planning process establishes a cooperative, continuous, and comprehensive framework for making transportation investment decisions in metropolitan areas. Local elected officials, in cooperation with the State and transit agencies, are responsible for determining the best mix of transportation investments to meet metropolitan transportation needs. MPOs are responsible for developing and adopting the Metropolitan Transportation Plan (MTP), the Transportation Improvement Program (TIP) and the UPWP.

The FY2014 UPWP is governed by federal and state mandates from the 1990 CAAA, Sec 134 Title 23, USC, Title VI Civil Rights Act, and the Americans with Disabilities Act. Specific examples are explained in the following program items: Traffic Volume and Physical Condition, Pavement Management System, Congestion Management System, Freight Planning, Asset Management System, Intelligent Highway System, Safety Planning, Air Quality Planning, Public Involvement/Environmental Justice, Land Use and Sustainability Coordination, Special Services Planning, Americans with Disabilities Accessibility Training, and Public Information and Training.

An important and strategic process for transit is implementing the Long Range Public Transportation Plan recommendations as adopted by ITP and recognized by GVMC for improving public transportation, as included in the Metropolitan Transportation Plan. The charge of ITP's Board and the community leaders is to coordinate public transit initiatives, seek public input, build public awareness and support, and ensure that transit initiatives can be done.

The budget includes funding for implementation of a public participation program in compliance with MAP-21. A public participation and consultation plan that allows for early public information in the Transportation Improvement Program and the Metropolitan Transportation Plan were developed by GVMC previously. GVMC will also address Environmental Justice and develop/update a process to reach out to minorities and low income families to provide them better mobility and accessibility to the transportation system in compliance with Title VI of the 1964 Civil Rights Act (42 U.S.C 2000d-1), and MAP-21 planning regulations.

The budget also includes funding for a non-motorized planning program, in compliance with MAP-21. A non-motorized plan will be developed/updated that allows for early project development and funding through the Metropolitan Transportation Planning process and the Transportation Improvement Program.

The budget also includes funding for implementation of a safety conscious planning program, in compliance with MAP-21. A safety improvement plan will be developed that allows for early project development and funding through the Metropolitan Transportation Planning process and the Transportation Improvement Program.

GVMC will continue its responsibility to upgrade and maintain the travel demand and the air quality models. This task will include maintaining up-to-date traffic information that covers the federal aid system. The task also includes developing and updating a mode split model which will provide GVMC with multi-model travel demand forecasting

capabilities. GVMC will maintain the Motor Vehicles Emissions Simulation model (MOVES2010). The task will include collecting data, and for testing the accuracy of the MOVES2010 model.

GVMC will participate in studies identified in the 2035 Metropolitan Transportation Plan. These studies will be undertaken cooperatively with MDOT and the Transit Agencies. Staff will perform the technical work with the travel demand forecasting model. GVMC staff will also provide transportation data for needs studies in accordance with the Planning and Environmental Linkages (PEL) process. GVMC will continue its involvement with existing and proposed ITP public transportation corridor studies.

GVMC staff will work closely with local officials, interest groups, state, and federal transportation partners to further integrate freight planning into the transportation planning process. Staff will work with stakeholders to inventory and monitor freight routes and intermodal facilities within the metropolitan area. Staff will also monitor freight related issues/needs and seek input from freight stakeholders on how to best integrate freight planning into the existing transportation process.

GVMC, through the transportation committees, will continue participation in enhancing/implementing the Revised Planning Process developed jointly with MDOT and Federal Highway Administration (FHWA). The implementation process is a cooperative partnership with MDOT, FHWA, and the Transit Agencies.

GVMC, through the transportation committees, will continue participation in developing and implementing of Intelligent Transportation Systems (ITS) jointly with the MDOT and the Federal Highway Administration (FHWA). The implementation process is a cooperative partnership with MDOT, FHWA, and the local transportation providers.

GVMC staff will continue to provide technical assistance to its member units of government. Perform travel demand forecasting for analysis of impacts to existing and future development on congestions and air quality. Staff will continue its participation with the Michigan Street Corridor study.

Many program items that are part of the continuing administration and management of the program remain unchanged.

GVMC, through the transportation committees and in coordination with ITP, MDOT, FHWA, and the public, will maintain and update as needed the 2035 Metropolitan Transportation Plan. GVMC will start the development of the MAP-21 compliant, 2040 MTP.

GVMC, through the transportation committees and in coordination with ITP, MDOT, and FHWA and the public, will maintain and update, as needed, the MAP-21 compliant FY2014-2017 Transportation Improvement Program (TIP).

The Revised Planning Process

The Revised Planning Process developed jointly with the MDOT and the Federal Highway Administration (FHWA) was adopted by GVMC in 1998. GVMC staff along with MDOT and all transportation providers within the metropolitan area boundary have worked very diligently to implement this process given the tremendous amount of fundamental changes that had to take place in the way we do transportation planning. Since ISTEA was enacted the MPO has embarked on the development of planning tools and processes to achieve this task. GVMC has developed a pavement and congestion management system to help prioritize projects based on need. GVMC also developed and maintains the travel demand forecasting model for existing and future travel demand forecasts and analyses. The travel demand model output is then utilized to predict existing and future congestion (i.e. TIP). The management systems are then used to develop short and long range transportation investment strategies and hence short range investment plans. The process also allowed GVMC staff to communicate and coordinate more often and on a regular basis with the state and other transportation providers. The process emphasis is on early involvement in the development stages by local transportation providers and the public. The process also requires that the MPO and the state develop a financially constrained Metropolitan Transportation Plan and TIP. Most planning tasks in the UPWP are designed to help GVMC staff continue the implementation and practice of the process. GVMC staff, along with the transportation committees, state, and FHWA, will continue to seek improvements to the process where deemed needed (see Appendix, page 47).

The MPO staff and committees will continue to integrate planning processes used by MDOT, ITP, and GVMC as called for by the Revised Planning Process. The MPO staff will schedule a series of meetings, if needed, with MDOT, FHWA, ITP and the transportation committees to review the status of implementing the Revised Planning Process. These meetings will review what has been implemented to-date and what steps need to be taken to successfully complete the implementation of each step of the Revised Planning Process.

The MPO staff, along with participating agencies, will review the process during the fiscal year and will make needed changes to meet MAP-21 requirements.

The UPWP work tasks, where applicable, will assess status, identify changes, actions needed, budget, and staff times to successfully implement the process.

Justification for the Level of Planning Effort Designated in the UPWP

The level of planning effort for the GVMC MPO is driven by the 2035 MTP and operational planning needs of the various transportation operating agencies. The MTP addresses numerous state and federal requirements, among which are, MAP-21, various statutes from the state and federal level, the Revised Planning Process, the Americans with Disabilities Act, responses to Certification Findings by FHWA, and Michigan Department of Transportation (MDOT). Staff time and resources are focused to address issues such as intermodal planning, congestion management, pavement management, safety planning, transit planning and concerns, ITS, traffic operations, freight transportation planning, environmental justice, air quality, environmental quality, non-motorized, and needs of the transportation disadvantaged.

The Metropolitan Planning program under SAFETEA-LU/MAP-21 provided funding for the integration of transportation planning processes in the MPOs into a unified metropolitan transportation planning process, culminating in the preparation of a multimodal transportation plan for the MPO. Title 23 of the United States Code, section 134(f) (revised in SAFETEA-LU section 6001(h)) describes Federal Planning Factors issued by Congress to emphasize planning factors from a national perspective. Under Map-21 these planning factors remain unchanged. The increased focus level and activities regarding these issues is the result to the SAFETEA-LU/MAP-21 identified eight broad planning factors. The MPO must consider these factors when developing plans and annual programs. The GVMC transportation budget is developed to address these factors and other state and federal requirements. The eight planning factors (for both metro and statewide planning) are as follows:

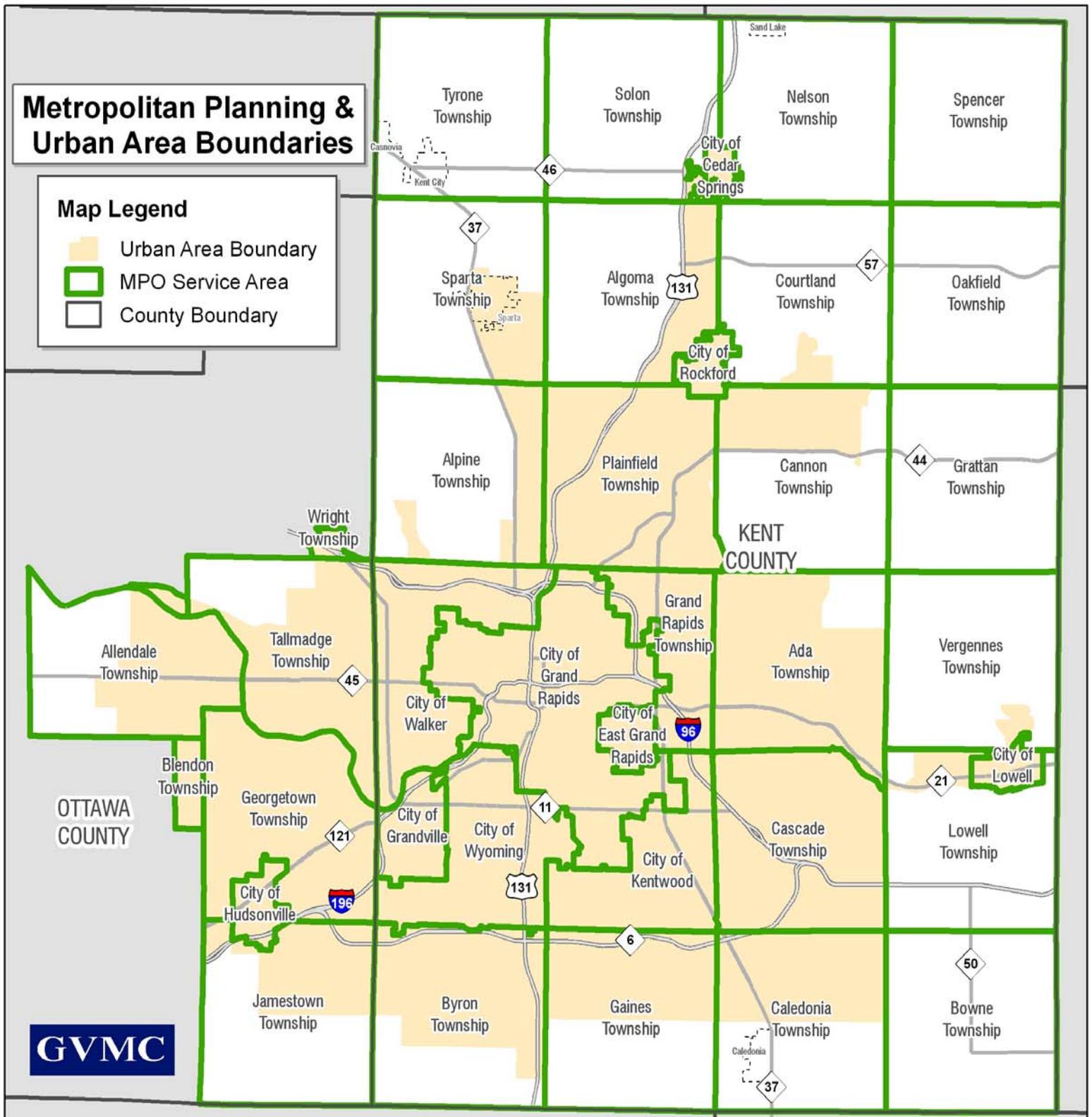
- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- Increase the safety of the transportation system for motorized and non-motorized users;
- Increase the security of the transportation system for motorized and non-motorized users;
- Increase the accessibility and mobility of people and for freight;
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- Promote efficient system management and operation, and
- Emphasize the preservation of the existing transportation system.

Table 1 depicts MAP-21 planning areas and the applicable UPWP tasks.

Table 1- MAP-21 PLANNING - UPWP TASK MATRIX

UPWP TASK	MAP-21 Major Planning Areas							
	1	2	3	4	5	6	7	8
1.1	X					X	X	X
1.2	X	X				X	X	
1.3	X			X	X	X		
2.1						X	X	
2.2	X	X	X	X	X	X	X	X
3.1	X	X	X	X	X	X	X	X
3.2			X			X	X	
3.3			X	X	X			
3.4	X	X	X	X	X	X	X	X
3.5	X	X		X	X	X	X	X
3.6	X	X	X	X	X	X	X	
4.1	X			X	X	X	X	X
4.2	X		X	X	X	X	X	X
4.3	X			X	X	X	X	X
5.1							X	X
6.1			X			X		
6.2						X	X	
6.3							X	
6.4	X		X	X	X	X	X	
6.5							X	
7.1	X	X	X	X		X	X	X
8.0	X			X	X			X

GVMC Study Area Map



Interurban Transit Partnership (ITP)

ITP will continue to expand the Business Transportation Services (BTS), formerly known as the RIDEFINDER (Task 5.0) efforts as this program enters its second year as part of the Authority's services. Under the BTS program, ITP staff will continue to assist employers in developing and implementing rideshare programs, contribute marketing strategies and materials to employers to promote ITP services, research, analyze and recommend solutions to employee transportation problems, develop Employee Transportation Programs for interested employers and provide ongoing assistance to employers who currently promote ITP services. In addition to employer marketing, ridesharing services will also be marketed to the general public. A telephone survey of rideshare database applicants will also be administered in FY2014 along with post match surveys to determine participation rates of program activities.

ITP's long range planning effort will continue during this fiscal year. The Public Transportation Tomorrow Committee will continue to act as an advisory and coordinating body to guide in the implementation of the long range public transportation plans and visions for the metro area. Taking concepts from the Long Range Public Transportation Plan and coordinating with the GVMC Metropolitan Transportation Plan, ITP will continue to create and evaluate visions of what a multi-modal transportation system will look like and how it will impact mobility and development of the Grand Rapids region well into the 21st century.

Public transportation short range planning will guide the provision of effective and efficient services through analysis of service needs, performance, and alternative strategies for service over the next five years. ITP will update the current Short Range Public Transportation Plan. This task will also involve planning for any service changes in linehaul and paratransit services. This will include evaluation of current services and ridership development of standards of measures. New service expansion alternatives will be developed as appropriate. A financial plan will be developed for the use of federal/state/local funds over a five year period. ITP will continue to work with the Grand Rapids Public Schools to ensure that the highest quality of service will be provided to students as well as to the general public.

Special Services Planning will include

- ADA planning and Compliance: To plan and implement policies, procedures and training methods for increasing transit-related Americans with Disabilities Act awareness and compliance.
- Short Range Planning: The objective is for continued progress in the Rapid's studies and evaluation of transit projects. Studies relating to management, operations, safety courses, economic feasibility, ADA regulations and Title VI compliance. Industry conferences and seminars to remain current with the continuously updates of FTA regulations and compliances.
- Human Resources Planning: To continue Human Resource plans and goals by developing trainings which include EEO annual leadership update, continued advanced diversity and harassment training for all staff, recruitment strategies and updates, management training for new management/supervisory staff, HR policies and procedures training for all staff, continued implementation of the

wellness program, ongoing ergonomics updates and training, benefit strategies, and investment counseling.

- Community outreach: The Rapid will compile and disseminate information regarding service elements, including ridership statistics, and system improvements, such as the implementation of the ITS technology and on-going research into alternative fuels.
- Web based Update: ITP will prepare and integrate data, design interfaces to incorporate real-time information the web site, and develop content management tools to allow for in-house data maintenance.

ITP will participate in the development and updating of the Metropolitan Transportation Plan and Transportation Improvement Program in cooperation with GVMC. ITP will also participate in the development of the Unified Work Program which will enable ITP staff to develop an annual program of planning activities for inclusion in the GVMC Unified Planning Work Program for the Grand Valley Metropolitan Area.

Funding Categories for FY2014 Planning Activities

GVMC

For FY2014, GVMC will continue to receive planning assistance funds from the Federal Highway Administration (FHWA PL Funds). In addition, GVMC will receive funds from the Federal Transit Administration (FTA Section 5303), Surface Transportation Program (STP), Congestion Mitigation Air Quality Program (CMAQ), State Planning and Research (SPR), and local funding for matching federal funds as set by law.

FHWA PL Funds: These planning assistance funds continue to be the dominant form of funding for the GVMC transportation program. The FY2014 appropriation is estimated at **\$891,496** which does not include funds unspent from FY2013. For fiscal year 2014, **\$890,093** is programmed from PL Funds. The local match is based on the 81.85/18.15 federal matching requirements.

FTA Section 5303 Funds: A total of **\$203,414** is budgeted for FY2014. The FY2014 appropriation is estimated at **\$211,675** which does not include previously obligated unspent funds from previous years. Section 5303 monies are provided on an 80/20 matching basis, with 20 percent of the total cost from non-federal sources.

STP Funds: A total of **\$149,990** is budgeted for FY2014 which does not include unspent funds from FY2013. STP monies are provided on an 81.85/18.15 matching basis, with 18.15 percent of the total cost from non-federal sources.

CMAQ Funds: A total of **\$60,778** is budgeted for FY2014 which include carry over funds from FY2013. GVMC will use CMAQ funds to support the Clean Air Action Program. CMAQ monies are provided, for this fiscal year, 80/20 matching basis, with 20 percent of the total cost from non-federal sources.

SPR Funds: A total of **\$50,000** of SPR funds are budgeted for FY2014. SPR funds are 100% matched by the state.

MTF Funds: A total of **\$19,983** of MTF funds are budgeted for FY2014. MTF funds are provided at 100% by the state.

Indirect allocation costs which include items like administration salaries, rent, computer equipment and supplies, amount to **\$513,948**.

The Grand Valley Metropolitan Council MPO members will provide local match funds (**\$296,684**) for the related MPO activities specified in this document.

ITP

The upcoming fiscal year, FY2014, ITP has programmed funds for UPWP activities from three different sources: FTA Section 5307, the Michigan Department of Transportation Funds, and the Congestion Mitigation/Air Quality (CMAQ) program. Additional information concerning section 5307 funds is provided below.

FTA Section 5307 Funds: FTA permits the use of Section 5307 funds not designated for operating assistance to supplement other funding in support of planning activities. For FY2014 **\$250,720** is budgeted from Section 5307. All Section 5307 funds programmed for FY2014 UPWP activities will be needed to complete this work, and no carryover monies from the FY2013 program will be available for use in FY2014.

Section 5307 funds must be matched with a 20 percent non-federal share. For FY2014, **\$62,680** will be provided from MDOT funds for planning work.

Ridesharing: Continuation of rideshare services and funding are included in the FY2014 UPWP under the RIDEFINDER program. A total budget of **\$124,000** has been allocated to support rideshare services. The funding for this program is 100% federal. ITP will utilize these funds to operate the BTS program in-house.

1.0 DATABASE MANAGEMENT

1.1 Demographic and Economic Projections

Objective

Monitoring community development, collecting demographic and development information, and maintaining up-to-date Traffic Analysis Zone (TAZ) records are the primary purpose of this work item. To provide information to local units of government officials and the public as requested. Use the data as input to long and short range planning needs studies in compliance with the Planning and Environmental Linkages (PEL) process. Staff will use the Regional Geographic Information System (REGIS) to store and graphically display the data.

This activity will provide data to the travel demand model, technical tool, used in the Revised Planning Process.

Procedures and Tasks

Maintaining accurate demographic, development, and environmental information for the metropolitan area is an ongoing activity of GVMC. Staff will collect Land use plans throughout the MPO study area, and collect data from the U.S. Census Bureau to assess the latest population data. TAZ data will be updated as necessary and maintained in a computerized geographical information data base management system.

Products

Imported Census data, TAZ demographic and employment projections for the MPO study area, SE data set for the MPO members and general public for use in various studies for estimating future traffic volumes trends. This information will also provide input for area-wide and sub-area data for the travel demand model for traffic impact studies. Maps, charts and reports of census and TAZ data will be presented to GVMC committees and other interested parties. GIS data layers for use in planning needs studies throughout the MPO study area.

Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	\$0.00	Person Weeks	10.80
PL-112	\$17,207.49	Salaries	\$11,969.33
CMAQ	\$0.00	Fringes	\$4,266.52
MDOT-SPR	\$0.00	Direct Cost	\$10,000.00
FTA-Sec 5303	\$16,818.56	Indirect Cost	\$15,810.57
GVMC- Match	\$8,020.35	Contractual-SPR	N/a
ITP-Match		N/A Contractual-STP	N/a
STP-FLEX		N/A Contractual-PL-112	N/a
		Contractual-Sec-5303	N/a
TOTAL	\$42,046.41	TOTAL	\$42,046.41

1.2 Traffic Volumes and Physical Conditions

Objectives

To monitor existing traffic volumes on the federal aid roadway system throughout the GVMC study area for use in project development in accordance with the PEL process. Scheduling traffic data collection, providing technical assistance, and maintaining traffic data files are part of this work item. Respond to requests from the public and the MPO members for traffic count information. Provide technical assistance to local units of government with processing and storing traffic data. Data collection efforts within this task also include the Highway Performance Monitoring System (HPMS), which is used for national trends and for air quality conformity monitoring. Furthermore, the data collected will support the development of technical analysis tools as required by the Revised Planning Process.

Procedures and Tasks

Monitoring existing traffic volumes and preparing future traffic volume projections are the major activities under this work item. GVMC will maintain current and historic traffic counts in GIS data files as part of transportation data system we currently maintain. This allows for easier access to available information and an efficient means of analyzing existing and future traffic trends. The GVMC will provide traffic count data to MDOT for the HPMS submittal and needs studies. Staff will use the Regional Geographic Information System (REGIS) to store and maintain the data collected for general use.

Products

Traffic volume and physical condition report, traffic data files to several GVMC work items, such as: the Travel Demand Model, TIP, Technical Assistance, and HPMS. Also, information collected this year will be incorporated into a comprehensive update of the traffic count map.

Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	\$0.00	Person Weeks	17.60
PL-112	\$52,925.22	Salaries	\$16,680.96
CMAQ	\$0.00	Fringes	\$5,946.00
MDOT-SPR	\$0.00	Direct Cost	\$20,000.00
FTA-Sec 5303	\$0.00	Indirect Cost	\$22,034.27
GVMC- Match	\$11,736.01	Contractual-SPR	N/a
ITP-Match		N/A Contractual-STP	\$0.00
STP-FLEX		N/A Contractual-PL-112	N/a
		Contractual-Sec-5303	N/a
TOTAL	\$64,661.24	TOTAL	\$64,661.24

1.3 Transportation Geographic Information System Maintenance & Update

Objectives

The primary objective of this work item is designed to update and expand the GVMC database for the Transportation Geographic Information System (TGIS) developed in 1997. The TGIS incorporates all of the transportation-related databases into a TransCad/GIS platform. The objective of this work item will be to verify that the data in the TGIS is current and as up to date as the data itself. In addition, additional information will be added to the TGIS under this work item, such as data for the pavement and congestion management systems, and other various transportation variables. Staff will also work with the Regional Geographic Information System Division (REGIS) to develop, build, and input all transportation data and planning tools for the Grand Rapids Metro Area into the REGIS system. Staff will coordinate efforts with REGIS staff to convert and digitize all transportation-related data and maps to the REGIS platform (ARCINFO). This activity will provide mapping data and manage the transportation system as a technical tool used in the Revised Planning Process. Provide mapping capabilities for all members for use in needs studies.

Procedures and Tasks

The procedures used to update the TGIS will be to manually check each of the links in the database for accuracy when compared to the stand-alone transportation databases. Traffic Count Data, socio-economic data, and other pertinent data will be checked and verified as it changes or as time allows for existing data. Staff will meet with various agencies and REGIS to develop a comprehensive database and planning applications/interfaces for the MPO. GVMC will contract with REGIS to update pavement management data, traffic count data, and SE data on the regional GIS system.

Products

- An up to date TGIS database to be used in everyday planning activities.
- A REGIS database, which will provide GIS data covering for the entire MPO area.

Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	\$35,400.13	Person Weeks	21.30
PL-112	\$30,520.47	Salaries	\$19,719.63
CMAQ	\$0.00	Fringes	\$7,029.15
MDOT-SPR	\$0.00	Direct Cost	\$15,000.00
FTA-Sec 5303	\$24,406.89	Indirect Cost	\$26,048.13
GVMC- Match	\$20,719.42	Contractual-SPR	N/a
ITP-Match		N/A Contractual-STP	\$43,250.00
STP-FLEX		N/A Contractual-PL-112	N/a
		Contractual-Sec-5303	N/a
TOTAL	\$111,046.90	TOTAL	\$111,046.90

2.0 LONG RANGE PLANNING

2.1 Travel Demand/Air Quality Modeling

Objective

To continuously increase the accuracy of the travel demand and the air quality forecasting models by updating the input data with current up-to-date information, and performing validation and simulation runs. The GVMC will fully incorporate MOVES2010 emissions model and its subsequent updates into the conformity process. GVMC will use the model to monitor/analyze system performance due to the impacts of capacity improvement projects.

To continue the development of mode split forecasting capabilities for GVMC and ITP to use in the update of the 2035 Intermodal Metropolitan Transportation Plan.

Procedures and Tasks

Use revised Census data to refine trip generation rates and trip lengths. Perform speed studies to verify model speeds and input into the Air Quality model. Produce summaries of the results and validation report.

Attend MOVES2010 training, testing of the MOVES2010 model, collect emissions data for use with MOVES2010, potential SIP budget revision, and air quality findings when required for TIP and Plan amendments.

Products

- A technical memorandum which will describe the process used in expanding, maintaining, updating, and validating the model.
- A Technical report detailing the model results.
- A technical report detailing system performance based on adopted performance measures by the MPO.
- Plots and other displays of the network.
- Fully incorporated MOVES2010 emission model into the conformity process.

Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	\$0.00	Person Weeks	15.80
PL-112	\$31,405.35	Salaries	\$19,246.38
CMAQ	\$0.00	Fringes	\$6,860.46
MDOT-SPR	\$0.00	Direct Cost	\$7,500.00
FTA-Sec 5303	\$16,528.35	Indirect Cost	\$25,423.00
GVMC- Match	\$11,096.13	Contractual-SPR	N/a
ITP-Match	N/A	Contractual-STP	N/a
STP-FLEX	N/A	Contractual-PL-112	N/a
		Contractual-Sec-5303	N/a
TOTAL	\$59,029.84	TOTAL	\$59,029.84

2.2 2040 Metropolitan Transportation Plan

Objectives

To develop/update the 2040 Metropolitan Transportation Plan (MTP), to incorporate updates/modifications related to motorized and non-motorized transportation plans, freight movement, congestion management and pavement management plans, and transit. The 2040 MTP provides an opportunity to develop cost effective solutions and performance measures to improve mobility, and to address transportation system deficiencies identified in the MTP in compliance with MAP-21 requirements. The MTP document will guide the MPO activities and investments in the improvement/development of a sustainable multimodal transportation system. Work closely with local officials to further integrate and monitor freight issues within the metropolitan area.

Procedures and Tasks

Use 2010 Census and S.E. data and land use master plans to refine/update air quality analysis years if needed. The data will be developed or updated jointly by staff and GVMC members. Staff will use the travel demand model along with other related data to update/develop and maintain transportation deficiencies and needs list, and the 2040 MTP. Staff will work with MDOT and ITP to integrate all planning efforts to develop a unified planning process to develop/update the MTP according to MAP-21 requirements. MPO staff will work closely with local officials and interest groups to inventory and monitor freight routes and intermodal facilities within the metropolitan area. Input from freight stakeholders will be sought by MPO staff and considered to successfully integrate freight planning into the existing transportation planning processes.

Products

- An up-to-date 2035 Metropolitan Transportation Plan/updates report that will identify all revisions/amendments needed in the plan for programming future Transportation Improvement Programs.
- A summary report for wide distribution.
- A technical report that documents the process and findings.
- 2040 MTP meetings and Land Use data for 2010, 2015, 2020, 2030, and 2040.
- 2040 MTP performance measure, financial/revenue estimates.
- 2040 MTP transportation deficiencies list

Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	\$0.00	Person Weeks	39.10
PL-112	\$82,543.67	Salaries	\$46,487.02
CMAQ	\$0.00	Fringes	\$16,570.50
MDOT-SPR	\$0.00	Direct Cost	\$10,000.00
FTA-Sec 5303	\$26,892.66	Indirect Cost	\$61,405.79
GVMC- Match	\$25,026.98	Contractual-SPR	N/a
ITP-Match		N/A Contractual-STP	N/a
STP-FLEX		N/A Contractual-PL-112	N/a
		Contractual-Sec-5303	N/a
TOTAL	\$134,463.31	TOTAL	\$134,463.31

3.0 SHORT RANGE PLANNING

3.1 Transportation Improvement Program (TIP)

Objectives

The GVMC, in cooperation with ITP, MDOT, FHWA, and FTA, will maintain and update, as needed, the FY2014-2017 Transportation Improvement Program (TIP).

Procedures and Tasks

GVMC staff will work with MDOT, ITP, and FHWA to amend the 2014-2017 TIP during FY2014. GVMC staff will monitor the progress of projects throughout the year to assure that federal funds returned to the area will be spent in a timely manner.

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

Products

- An up-to-date four-year FY2014-2017 TIP of local and state transportation projects, which includes roadway and public transportation operating and capital assistance projects, in compliance with (MAP-21).
- Annual listing of FY2013 TIP projects according to MAP-21.

Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	\$0.00	Person Weeks	33.70
PL-112	\$51,533.55	Salaries	\$32,443.32
CMAQ	\$0.00	Fringes	\$11,564.56
MDOT-SPR	\$0.00	Direct Cost	\$10,000.00
FTA-Sec 5303	\$27,121.64	Indirect Cost	\$42,855.14
GVMC- Match	\$18,207.83	Contractual-SPR	N/a
ITP-Match		N/A Contractual-STP	N/a
STP-FLEX		N/A Contractual-PL-112	N/a
		Contractual-Sec-5303	N/a
TOTAL	\$96,863.02	TOTAL	\$96,863.02

3.2 Technical Assistance

Objectives

Provide technical assistance to GVMC member communities and MDOT as requested, to improve traffic flow and safety and/or to assess the traffic impact of proposed developments on major corridors. Review and respond to air quality conformity guidelines being issued by the EPA and state MDEQ. Participate in the US-131 Corridor Study, and the City of Grand Rapids downtown traffic impact and circulation study. Coordinate with local officials and the area chambers of commerce to identify and monitor freight needs and routes.

Procedures and Tasks

Technical assistance is a long standing service provided by GVMC. This service has typically consisted of traffic impact studies, level of service analysis along corridors and/or intersections, site plan review assistance, and air quality planning. GVMC will assist the MDOT Grand Region in this US-131 pre-engineering corridor feasibility study by providing the modeling support needed, using the Grand Rapids urbanized area Travel Demand Model, to assess the impacts and feasibility of various multi-modal integrated transportation options, and sustainable land use patterns, within the corridor study area in compliance with the Planning and Environmental Linkages (PEL) process. GVMC will also assist MDOT with public and agency involvement activities for the corridor study. GVMC will assist the city of Grand Rapids with developing an RFP for the downtown traffic circulation and access study and provide traffic data where needed.

GVMC staff will be involved in the following tasks:

- A - Corridor Advisory Boards
 - 1 - East Beltline Land Use Advisory Committee
 - 2 - 28th Street Corridor Development Committee
- B - Air Quality Planning
- C- WESTRAIN
- D- US-131 STUDY
- E- Grand Rapids Downtown Traffic Circulation and Access Study

Products

- Documentation related to services provided will be described and included in monthly progress reports.
- GIS data layers for the US131 Corridor Study.
- Status reports for the Grand Rapids Traffic Circulation and Access Study

Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	\$0.00	Person Weeks	14.10
PL-112	\$106,183.33	Salaries	\$14,586.31
CMAQ	\$0.00	Fringes	\$5,199.35
MDOT-SPR	\$125,000.00	Direct Cost	\$15,000.00
FTA-Sec 5303	\$19,459.10	Indirect Cost	\$19,267.40
GVMC- Match	\$28,410.62	Contractual-SPR	\$125,000.00
ITP-Match		N/A Contractual-STP	N/a
STP-FLEX		N/A Contractual-PL-112	\$75,000.00
		Contractual-Sec-5303	\$25,000.00
TOTAL	\$279,053.05	TOTAL	\$279,053.05

3.3 Clean Air Action Program

Objectives

This activity is designed to provide public education and information regarding climate change and reduction of greenhouse mobile emissions and information. The program is designed to encourage voluntary actions to help maintain seasonal ozone air quality and annual particulate matter standards in Kent and Ottawa Counties.

To supplement GVMC/MDOT/MDEQ ongoing activities and responsibilities with regard to air quality planning under the Clean Air Act Amendments of 1990, and MAP-21.

Procedures and Tasks

Tasks which will be undertaken by GVMC staff and consultants are:

- educational information programs for local governments, business and industry
- educational information programs for K-12 curriculum
- media relations to help notify the public of clean air action days
- contract with media outlets to promote public education to help get the message out correctly
- website maintenance
- public survey to determine the level of outreach and interest in the Clean Air Action Program

Products

- Public service announcements, advertising, promotion of ridesharing and use of public transit, a variety of products related to public education materials will be produced by consultants.
- Staff will produce a summary of activities undertaken during the previous year.

Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	\$0.00	Person Weeks	21.63
PL-112	\$0.00	Salaries	\$17,170.89
CMAQ	\$60,778.37	Fringes	\$6,120.64
MDOT-SPR	\$0.00	Direct Cost	\$5,000.00
FTA-Sec 5303	\$0.00	Indirect Cost	\$22,681.43
GVMC- Match	\$15,194.59	Contractual-SPR	N/a
ITP-Match		N/A Contractual-CMAQ	\$25,000.00
STP-FLEX		N/A Contractual-PL-112	N/a
		Contractual-Sec-5303	N/a
TOTAL		ERR TOTAL	\$75,972.96

3.4 Intelligent Transportation System (ITS)

Objectives

To develop and implement ITS technologies according to the regional ITS deployment plan. Develop and evaluate ITS implementation strategies in the area. This will be a comprehensive approach for state and major local roads.

Procedures and Tasks

An ITS committee, made up of representatives from all affected local units of government, will lead an effort to update and implement the area's ITS deployment plan. This project will involve a review of existing infrastructure, resources, policies and practices in surface transportation operations as they relate to ITS implementation and operation. It is anticipated that the project will lead to the establishment of a framework and formal institutional agreements that will lead to a higher level of integration and coordination among agencies responsible for ITS operations in the region. The project is expected to lead to the implementation of an action plan that can produce both short-term results as well as recommend longer term implementation strategies for the region.

Products

ITS action plan developed by staff that will provide a list of projects to reduce congestion and to better manage traffic within the GVMC study area.

Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	\$0.00	Person Weeks	0.60
PL-112	\$2,034.23	Salaries	\$928.26
CMAQ	\$0.00	Fringes	\$330.88
MDOT-SPR	\$0.00	Direct Cost	\$0.00
FTA-Sec 5303	\$0.00	Indirect Cost	\$1,226.16
GVMC- Match	\$451.08	Contractual-SPR	\$0.00
ITP-Match	N/A	Contractual-STP	\$0.00
STP-FLEX	N/A	Contractual-PL-112	N/a
		Contractual-Sec-5303	N/a
TOTAL	\$2,485.31	TOTAL	\$2,485.31

3.5 Non-Motorized Planning

Objectives

This planning activity is designed to help promote and enhance non-motorized activities within the MPO planning process. To develop a non-motorized plan (bike and pedestrian) as a part of the Metropolitan Transportation Plan. To supplement GVMC ongoing activities and responsibilities with regard to multi-model transportation planning in accordance to MAP-21.

Procedures and Tasks

Tasks which will be undertaken by GVMC are:

- Educational information programs for local governments
- Update of existing plans
- Development and adoption of uniform standards in accordance with existing local, state, and national standards.
- Public survey to determine the level of interest among the public.

Products

- A regional bicycle and pedestrian plan.
- A list of feasible projects.

Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	\$0.00	Person Weeks	12.00
PL-112	\$35,701.41	Salaries	\$10,688.85
CMAQ	\$0.00	Fringes	\$3,810.09
MDOT-SPR	\$0.00	Direct Cost	\$15,000.00
FTA-Sec 5303	\$0.00	Indirect Cost	\$14,119.15
GVMC- Match	\$7,916.68	Contractual-SPR	N/a
ITP-Match		N/A Contractual-STP	N/a
STP-FLEX		N/A Contractual-PL-112	N/a
		Contractual-Sec-5303	N/a
TOTAL	\$43,618.09	TOTAL	\$43,618.09

3.6 Safety Conscious Planning

Objectives

MAP-21 requires that the metropolitan planning process shall provide for consideration of projects and strategies that will increase the safety and security of the transportation system for motorized and non-motorized users. Safety Conscious Planning (SCP) implies a proactive approach to the prevention of accidents and unsafe transportation conditions by establishing inherently safe transportation networks. SCP achieves road safety improvements through small, but measurable changes, targeted at the whole network. The short-term objective is to integrate safety considerations into the transportation planning processes at all levels, such as the Transportation Improvement Program (TIP) developed by the Metropolitan Planning Organizations (MPOs). There should also be consideration of safety objectives in the longer range, 20 year plans that the MPO prepares.

Procedures and Tasks

Each MPO is to develop a safety profile and to hold a safety forum as a starting point for integrating safety conscious planning into the metropolitan planning process. The next phase is to actually identify the best method for area-wide integration

1. Attendance at a 1 day training seminar on the systematic and organized approach to safety conscious planning.
2. Work with member agencies to identify goals and performance measures.
3. Develop the process and timetable for integrating the goals and performance measures into the project identification and selection process.

PLANNING RELATIONSHIPS:

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

PRODUCTS:

- Safety profile
- Identification and mapping of high crash locations
- Safety goals(s); safety performance measure(s)
- Integration timetable

Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	\$0.00	Person Weeks	10.15
PL-112	\$37,049.22	Salaries	\$11,303.89
CMAQ	\$0.00	Fringes	\$4,029.32
MDOT-SPR	\$0.00	Direct Cost	\$15,000.00
FTA-Sec 5303	\$0.00	Indirect Cost	\$14,931.57
GVMC- Match	\$8,215.56	Contractual-SPR	N/a
ITP-Match	N/A	Contractual-STP	N/a
STP-FLEX	N/A	Contractual-PL-112	N/a
		Contractual-Sec-5303	N/a
TOTAL	\$45,264.78	TOTAL	\$45,264.78

4.0 TRANSPORTATION MANAGEMENT SYSTEMS

4.1 Pavement Management System

Objective

The GVMC Pavement Management System is an essential tool in implementing the Revised Planning Process. The Pavement Management System will be updated for GVMC member agencies which will cover all the federal aid roadway system. The system will allow the local units of government to develop pavement maintenance strategies and priorities for the federal aid system.

This activity will provide the tools and data to prioritize resurfacing and reconstruction projects for the federal aid system as required by the Revised Planning Process.

Procedures and Tasks

GVMC staff and member agencies will review pavement management systems data collected by GVMC staff utilizing the Pavement Data Collection Van. After this review, this information will then be the basis for developing some pavement management system priorities with the MPO concurrence. Staff will upgrade the computer hardware and software as needed to complete this task. The GVMC Transportation Department will contract the services of the Data Collection Van from the Metro Council. All expenses associated with the data collection regarding equipment rental and overhead are included under contractual budget.

Products

- Pavement management data collected by staff for the federal aid system
- Deficiency and monitoring report produced by staff
- Procedural guidelines, and a priority needs list produced by staff.
- System condition goals(s); System condition performance measure(s)

Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	\$57,295.00	Person Weeks	39.50
PL-112	\$107,538.52	Salaries	\$45,337.22
CMAQ	\$0.00	Fringes	\$16,160.65
MDOT-SPR	\$0.00	Direct Cost	\$10,000.00
FTA-Sec 5303	\$0.00	Indirect Cost	\$59,887.00
GVMC- Match	\$36,551.35	Contractual-SPR	N/a
ITP-Match		N/A Contractual-STP	\$70,000.00
STP-FLEX		N/A Contractual-PL-112	N/a
		Contractual-Sec-5303	N/a
TOTAL	\$201,384.88	TOTAL	\$201,384.88

4.2 Congestion Management System

Objective

Update and maintain the Congestion Management Process for GVMC member agencies using the information/data collected by the GVMC. Congestion Management Process is required by MAP-21 for TMAs. The GVMC Congestion Management Process is an essential tool in implementing the Revised Planning Process. The Process will allow the local units of government to develop congestion mitigation strategies and prioritize the improvements on the federal aid system. GVMC will also seek to introduce and implement Intelligent Highway System (ITS) solutions/projects according to the ITS deployment plan developed for the region.

This activity will provide the tools and data to prioritize expand and widen projects, as well as improving intersections traffic flow as required by the Revised Planning Process. MPO staff will work closely with local officials and interest groups to inventory and monitor freight routes and intermodal facilities within the metropolitan area.

Procedures and Tasks

GVMC staff will work in close coordination with MDOT staff in the implementation and updating of the congestion management Process/ITS for the GVMC region. Staff will upgrade computer hardware and software as needed to complete this task. GVMC will continue to contract with the local agencies to collect traffic count data, including speeds and vehicle classification, covering the federal aid system. GVMC will perform travel time studies to update speeds in the travel demand model.

Products

- Congestion management data files
- Traffic studies performed by staff
- Travel times and delays data collected by staff
- Freight routes Map
- Procedural guidelines for determining priorities developed by staff.
- System operation goals(s); System operation performance measure(s)
- Monitoring reports

Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	\$57,295.00	Person Weeks	22.50
PL-112	\$62,533.31	Salaries	\$24,800.34
CMAQ	\$0.00	Fringes	\$8,840.19
MDOT-SPR	\$0.00	Direct Cost	\$10,000.00
FTA-Sec 5303	\$0.00	Indirect Cost	\$32,759.36
GVMC- Match	\$26,571.58	Contractual-SPR	N/a
ITP-Match		N/A Contractual-STP	\$70,000.00
STP-FLEX		N/A Contractual-PL-112	N/a
		Contractual-Sec-5303	N/a
TOTAL	\$146,399.89	TOTAL	\$146,399.89

4.3 Asset Management

Objective

Provide technical assistance to the Asset Management Council as required by Public Act 499 of 2002.

Activities

1. Attend a one day training seminar on the use of PASER.
2. Participate as part of a three-person team (including MDOT and City/County) that will rate the federal-aid eligible roads in the region.
3. Provide results of PASER ratings to local agencies for review and revision where appropriate.
4. Publicly display PASER ratings on website or through other public means so that ratings are available for public review and useable for project and plan development activities.
5. Transmit PASER ratings and roadway data (i.e., traffic counts) on forms supplied by the MDOT Asset Management Coordinator.
6. Monitor and report to MDOT Asset Management Coordinator status of projects awarded in the past calendar year.
7. Contract with Counties and Cities for participation in data collection efforts.
8. Coordinate asset management training and demonstration projects within their jurisdictions.
9. Provide other assistance as may be requested by the Asset Management Council.

Products

- Road network loaded into RoadSoft.
- PASER data collected on federal-aid eligible roads in the region.
- Web based or other public display of PASER ratings.
- Report on PASER and other roadway data and transportation project completion information for the region.
- List of projects for three (3) years (regardless of funding source) for all Act 51 agencies in the region.
- Quarterly reports submitted to MDOT Asset Management Coordinator.

Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	\$0.00	Person Weeks	3.20
PL-112	\$0.00	Salaries	\$4,298.95
CMAQ	\$0.00	Fringes	\$1,532.38
MDOT-SPR	\$19,982.92	Direct Cost	\$8,473.00
FTA-Sec 5303	\$0.00	Indirect Cost	\$5,678.59
GVMC- Match	(\$0.00)	Contractual-SPR	N/a
ITP-Match		N/A Contractual-STP	N/a
STP-FLEX		N/A Contractual-PL-112	N/a
		Contractual-Sec-5303	N/a
TOTAL	\$19,982.92	TOTAL	\$19,982.92

5.0 RIDESHARING

5.1 Business Transportation Services

Objectives

The Rideshare program at the Interurban Transit Partnership is named Business Transportation Services. The goal of Business Transportation Services is to provide alternative commute options to those driving in single occupant vehicles. The primary objective is to promote and implement ridesharing arrangements with vanpools and carpools. Individuals are matched to form shared ride arrangements and assistance is provided to employers and organizations to conduct rideshare promotions and develop employee transportation programs. The results are reduced commuting costs, reduced traffic congestion, reduced parking needs, reduced fuel consumption and reduced air pollution.

Procedures and Tasks

Business Transportation Services offers a variety of options which include designing customized transportation programs for employees. Staff continues to outreach through targeted marketing campaigns that include mailings, presentations to area companies, and development and distribution of marketing materials that promote the benefits of vanpooling and carpooling. Staff also advertises and answers a phone line for individuals to obtain information of vanpooling and carpooling.

Products

Business Transportation Services provides free carpooling information and matching on The Rapid's new on-line carpooling website entitled Greenride, which is accessed by a link on www.ridetherapid.org. Registration is open to area residents and is free. Information on park and ride lots and transit services and other resources are available at www.ridetherapid.org and www.wmrideshare.org. Area employers have also purchased an enhanced version of this program that allows for greater functionality. The Rapid also operates a vanpool program entitled; RapidVan where commuters can share rides for greatly reduced costs over the single automobile. Quarterly reports are submitted to MDOT describing the activities and projects of the program in extensive detail. Quarterly reports are also submitted to the ITP Board. An annual report is given to the TIP Committee of the Metropolitan Planning Organization.

Budget

<u>Funding Agency</u>		<u>Performing Agency</u>	
100% Federal		ITP/ <i>The Rapid</i>	
FTA- CMAQ	\$124,000	Contractual	\$ 24,000
		Direct	<u>100,000</u>
TOTAL	\$124,000	TOTAL	\$118,500

6.0 SPECIAL SERVICES PLANNING

6.1 ADA PLANNING/COMPLIANCE – SPECIAL SERVICES

Objectives

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

Procedures and Tasks

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

Products

A program that meets the requirements of the ADA eligibility process to ensure that ADA applications are reviewed and processed in accordance with local and federal guidelines.

Budget

<u>Funding Agency</u>		<u>Performing Agency</u> <i>ITP/The Rapid</i>	
FTA 80%	\$52,000	Contractual	\$52,000
MDOT 20%	<u>13,000</u>	Direct	<u>13,000</u>
TOTAL	\$65,000	TOTAL	\$65,000

6.2 Administrative Program Support

Objectives

The objective is for continued progress in the Rapid's studies and evaluation of transit projects. Studies relating to management, operations, safety courses, economic feasibility, ADA regulations and Title VI compliance. Industry conferences and seminars to remain current with the continuous updates of FTA regulations and compliances.

Procedures and Tasks

Administrative support, operator instructors, supervisors and third-party consultants, will assist in developing programs as indicated above.

Products

With the focus on transit-related subjects, including planning, safety, security, supervision, risk management, transit leadership improvement. With consultant help staff can provide a working document that explains how to remain current with the FTA regulations and compliances.

Budget

<u>Funding Agency</u>		<u>Performing Agency</u> <i>ITP/The Rapid</i>	
FTA 80%	\$71,520	Contractual	\$71,520
MDOT 20%	<u>17,880</u>	Direct	<u>17,880</u>
TOTAL	\$89,400	TOTAL	\$63,550

6.3 Community Outreach

Objectives

- Understanding community perceptions of *The Rapid* through research.
- Using that research to shape messages that convey the benefits of public transportation to the community.
- Building a cohesive communications strategy around key messages.
- Producing materials that carry out the strategy.

Procedures and Tasks

Using both in-house resources and consultant assistance, *The Rapid* will compile and disseminate information regarding service elements including ridership statistics, and system improvements such as the implementation of the ITS technology and on-going research into alternative fuels.

Products

This funding will be used to conduct surveys, produce materials for the public and/or supplement the advertising program.

Budget

Funding Agency

Performing Agency- *ITP/The Rapid*

FTA-Section 5307	\$ 72,000	Contractual	\$ 72,000
MDOT-CTF	<u>18,000</u>	Direct	<u>18,000</u>
TOTAL	\$ 90,000	TOTAL	\$ 90,000

6.4 Website Development

Objectives

The Rapid is undertaking a major Intelligent Transportation System (ITS) implementation. One aspect of this will be the ability to provide real time bus information. We will be integrating this capability, as well as any other appropriate user tools, into the web site. This will require some significant upgrades in the web site programming.

Procedures and Tasks

Using consultant assistance and in-house resources, we will prepare and integrate data, design interfaces to incorporate real-time information on the web site, and develop content management tools to allow for in-house data maintenance.

Products

The product will be new web-based tools that will significantly improve the information available to current and prospective riders.

Budget

Funding Agency

		Performing Agency- ITP/<i>The Rapid</i>	
FTA-Section 5307	\$ 35,200	Contractual	\$ 35,200
MDOT-CTF	<u>8,800</u>	Direct	<u>8,800</u>
TOTAL	\$ 44,000	TOTAL	\$ 44,000

6.5 Human Resource Management Software Enhancement (HRMS)

Objectives

Exploring the enhancement of our current Human Resource Management Software (HRMS) to achieve additional tracking and reporting of employee benefits and options.

Procedures and Tasks

- Perform system analysis of current methods
- Make recommendations on how enhancements should be integrated
- Create enhancements
- Test enhancements in simulation
- Assist with successful implementation

Products

- Tracking FMLA
- Further Employee Training and Recruiting Enhancements
- Uniform Allowance Tracking
- Mobile Application Enhancements
- Time and Attendance Enhancements

Budget

Funding Agency

Performing Agency- *ITP/The Rapid*

FTA 80%	\$ 20,000	Contractual	\$ 20,000
MDOT 20%	<u>5,000</u>	Direct	<u>5,000</u>
TOTAL	\$ 25,000	TOTAL	\$ 25,000

6.6 HUMAN RESOURCES PLANNING

Objectives

In an effort to “go green”, minimize labor hours and to eliminate storage space, our goal is to study and ultimately implement electronic methods for the creation and subsequent storage of employee records. This effort aligns extremely well with other “green” agenda’s currently in place within the agency. As with our state of the art Operations Facility that opened in 2012 and has been given LEED certification, this initiative aligns with our agencies focus on sustainability.

Procedures and Tasks

Human Resource staff, along with consultants and service providers, will assist in determining:

- The cost of converting existing employee records into an electronic record that can be stored electronically in our HRIS system or in another electronic storage medium.
- The most viable method for creating electronic forms that can be accessed and completed on-line and then uploaded to the appropriate employee file.
- The legal ramifications and regulations as they pertain to electronic signatures on employee forms and records.

Products

Electronic storage of forms and records for employees will improve productivity by various departments who regularly access / use the forms. This includes, Human Resources, Payroll and Operations. Electronic storage also eliminates the need to use valuable “real estate” within our buildings to maintain hard copy files.

Budget Assessments

- Study existing records to determine number of records requiring conversion to electronic format.
- Review and select appropriate method and location of storage
- Create electronic forms that can be accessed and completed “on-line”
- Review and create workflow and processes that eliminate legal compliance issues/concerns

Budget

Funding Agency

Performing Agency-
ITP/The Rapid

FTA-Section 5307	64,000
MDOT	<u>16,000</u>
TOTAL	\$80,000

Contractual	74,000
Direct	<u>6,000</u>
TOTAL	\$80,000

7.0 PROGRAM COORDINATION

7.1 Administration

Objectives

Direct staff planning efforts under the FY2014 Unified Work Program, and provide reports on program activities and expenditures to the ITP Board, Metro Council, GVMC transportation Committees, MDOT, and FTA. This task is directed to developing an annual program of planning activities which is in conformity with funding agencies' requirements and addresses local issues and priorities. Provide a platform to encourage regional cooperation and consolidation of transportation services in order to achieve savings and be more efficient.

Procedures and Tasks

Work within this task includes:

- Preparation of monthly progress and billing reports to MDOT on PL-112, FTA Section 5303, STP-U, SPR, and CMAQ funded planning activities.
- Provision of reports on program work to the ITP Board and GVMC Committees.
- Participation in meetings and processing of correspondence with MDOT and FTA related to oversight of the planning program.
- Participation in meetings throughout the MPO study area to facilitate regional cooperation and consolidation of transportation services.

ITP and GVMC will jointly identify issues and planning activities in consultation with MDOT, FHWA, and FTA. Draft task descriptions and budgets will be prepared for review by the ITP Board, GVMC Committees, GVMC Board, and funding agencies. Comments will be incorporated in the final 2014 UPWP.

Products

Progress reports, yearend report, and other documentation will be completed for Metro Council's PL Funds, STP-U, CMAQ, and Section 5303 grants administered by MDOT. As indicated in the Work Program budget for this task, administrative charges will be made as separate line items within each grant budget. Attendance at workshops, seminars, and conferences will be reported to MDOT, and Metro Council Committees.

A GVMC/ITP Unified Work Program for FY2015 will be completed, adopted by Metro Council, and provided to the funding agencies (FHWA/FTA/MDOT) for approval.

Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	\$0.00	Person Weeks	68.73
PL-112	\$208,665.11	Salaries	\$113,420.67
CMAQ	\$0.00	Fringes	\$40,429.29
MDOT-SPR	\$0.00	Direct Cost	\$15,000.00
FTA-Sec 5303	\$50,987.20	Indirect Cost	\$149,820.03
GVMC- Match	\$59,017.68	Contractual-SPR	N/a
ITP-Match	N/A	Contractual-STP	N/a
STP-FLEX	N/A	Contractual-PL-112	N/a
		Contractual-Sec-5303	N/a
TOTAL	\$318,669.99	TOTAL	\$318,669.99

8.0 LAND USE & TRANSPORTATION COORDINATION

Objective

To educate the MPO committees and communities on issues related to Livability and Climate Change. These activities are conducted to more effectively link land use decision-making throughout the region with the creation and adoption of the Metropolitan Transportation Plan. These linkages are intended to bring about a region-wide consensus or regional plan for sustainable development and to promote the basic elements of livability, climate change and performance measures as part of the Metropolitan Transportation Plan Improvements. This geographic scope of activity is limited to the MPO boundary area.

Procedures and Tasks

GVMC staff uses a region-wide approach (through a sub-regional planning process) to establish new consensus land use patterns in the metropolitan area which address regional livability and sustainability concerns, including transportation and transit, housing, economy and employment, water and sewer, energy conservation and alternatives, and environmental quality and health issues associated with air and water quality. These land use patterns are developed through facilitated area-wide meetings engaging a broad spectrum of stakeholders including officials, leaders and advocates in local planning, transportation, environment, affordable housing, business and industry, neighborhoods and communities, and others. The resulting plan is known as the Metropolitan Development Framework and forms the basis for local planning coordination among regional communities and is used as a basis for regional decision-making for transportation and other pertinent public infrastructure such as sewer and water and similar public facilities.

Products

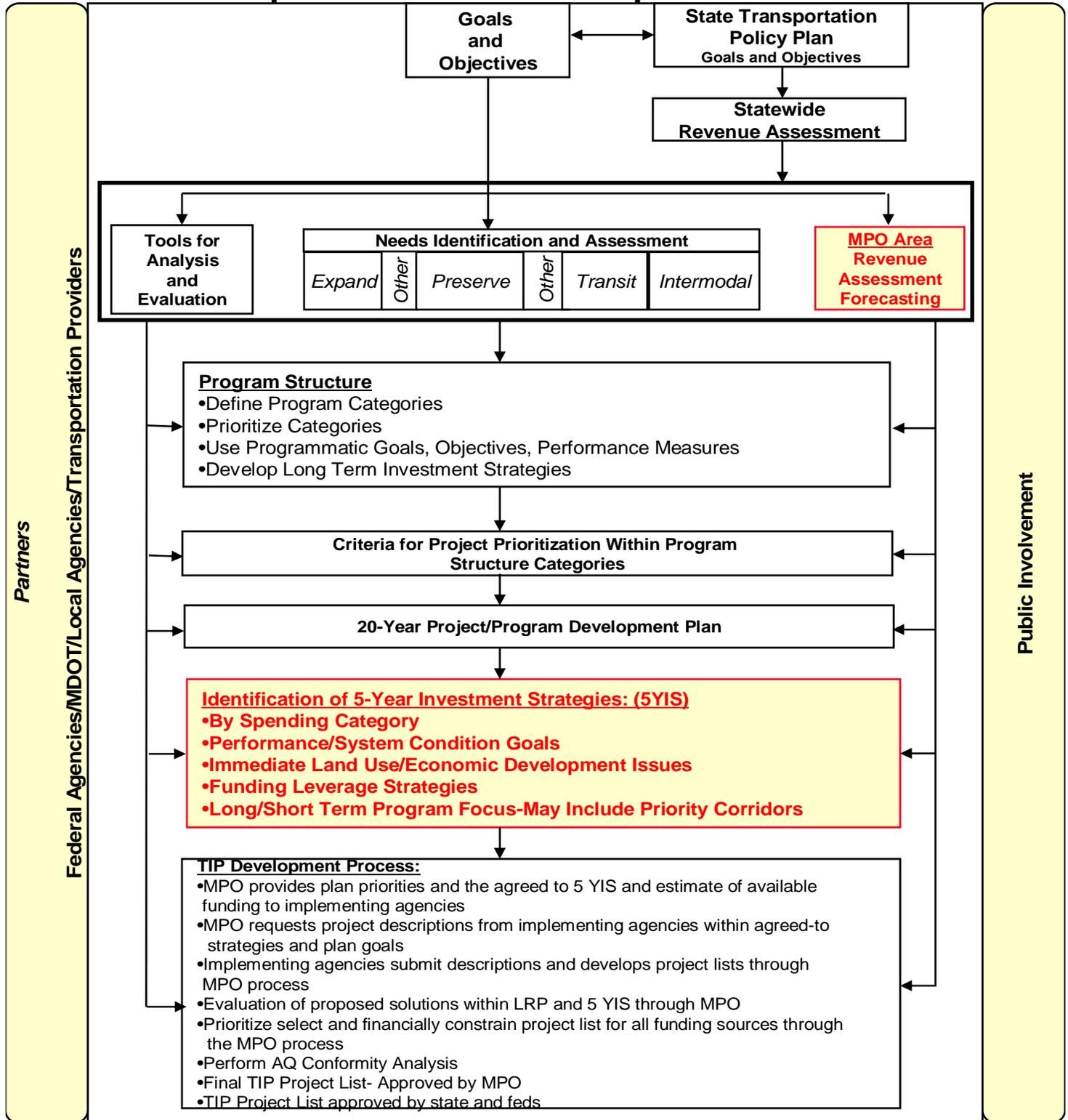
- Metropolitan Development Framework (MDF) Plan offering a regional consensus based on sustainable development practices and the principles of livability.
- Ongoing meetings with GVMC membership to coordinate local existing and planning with the MDF Plan and the Metropolitan Transportation Plan. This element provides critical socio-economic data inputs for the MTP.
- SE Data for the travel demand model.
- Street Cross-sections which match street types to preferred land use development types.
- Ongoing collaboration with local transportation entities and governmental units to provide examples, case studies and development scenarios with transit oriented development.
- Engagement with other agencies or associations or collaborative organizations supporting sustainability practices and the principles of livability throughout the region.

Budget

Funding Source	Funding Amount	Performing Agency - GVMC	
STP	\$0.00	Person Weeks	0.00
PL-112	\$64,252.25	Salaries	\$0.00
CMAQ	\$0.00	Fringes	\$0.00
MDOT-SPR	\$0.00	Direct Cost	\$5,000.00
FTA-Sec 5303	\$21,200.00	Indirect Cost	\$0.00
GVMC- Match	\$19,547.75	Contractual-SPR	N/a
ITP-Match	N/A	Contractual-STP	N/a
STP-FLEX	N/A	Contractual-PL-112	\$100,000.00
		Contractual-Sec-5303	N/a
TOTAL	\$105,000.00	TOTAL	\$105,000.00

MPO Forum

Transportation Plan Development Process



BUDGET BY PERFORMING AGENCY

RESOLUTION OF APPROVAL FOR FY2014 UNIFIED PLANNING WORK PROGRAM

Resolution of the Grand Valley Metropolitan Council approving the Unified Planning Work Program for the Fiscal Year 2014

WHEREAS the Grand Valley Metropolitan Council, as of January 1, 1992, is the designated Metropolitan Planning Organization (MPO) according to the provisions of title 23 of the U.S. Code, Section 135; and

WHEREAS the 3C urban transportation planning process for the Grand Rapids urbanized area has been certified according to the requirements of 23 CFR 450.114 (c); and

NOW, THEREFORE, BE IT RESOLVED that the Grand Valley Metropolitan Council adopt the Unified Planning Work Program for Fiscal Year 2014.

GVMC Chairperson, Honorable James Buck

Date

Grand Valley Metro Council

Metropolitan Transportation Planning Process Certification

In accordance with 23 CFR 450.334, the Michigan Department of Transportation and the Grand Valley Metropolitan Council the Metropolitan Planning Organization for the Grand Rapids urbanized area hereby certify that the transportation planning process is addressing the major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

- I. 49 U.S.C. Section 5303, 23 U.S.C. 134, and 23 CFR part 405.334;
- II. Title VI of the Civil Rights Act of 1964 and the Title VI Assurance executed by each State under 23 U.S.C. 324 and 29 U.S.C. 794;
- III. Section 1101 of the Transportation Equity Act for the 21st Century (Pub. L. 105-178) regarding the involvement of disadvantaged business enterprises in the FHWA and the FTA funded project (Sec. 105(f), Pub. L. 97-424, 96 Stat. 2100, 49 CFR part 23);
- IV. The provisions of the Americans with Disabilities Act of 1990 (Pub. L. 101-336, 104 Stat. 327, as amended) and the U.S. DOT implementing regulation;
- V. The provision of 49 CFR part 20 regarding restrictions on influencing certain activities; and
- VI. Sections 174 and 176(c) and (d) of the Clean Air Act as amended (42 U.S.C. 7504, 7506(c) and (d)). (Note--only for Metropolitan Planning Organizations with non-attainment and/or maintenance areas within the metropolitan planning area boundary).

Grand Valley Metropolitan Council
Metropolitan Planning Organization

Michigan Department of Transportation

John Weiss

Signature

Executive Director

Title

Title

Date

Date

CERTIFICATE OF INDIRECT COSTS

This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal for the fiscal year starting October 1, 2013 to establish billing or final indirect costs rates for fiscal year ending September 30, 2014 are allowable in accordance with the requirements of the Federal award(s) to which they apply and 2 CFR part 225, Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A 87). Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

Governmental Unit: **Grand Valley Metropolitan Council**

Signature: _____

Name of Official: **John Weiss**

Title: **Executive Director**

Date of Execution: **07/03/2014**