

Appendix L

Policies and Practices for Programming Projects

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 committee 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.

Proposed 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 1/3 of the entire system condition data annually. This data will be reviewed by local agency staff. Any discrepancies noted by local agency staff will be reviewed by MPO staff. MPO staff will make the final Pavement Condition Index (PCI) determination. Once complete the condition data will be incorporated into the Roadway Infrastructure Management System (RIMS).

The MPO shall program federal funds according to the following criteria:

PCI Investment Scale

PCI 0 - 45 eligible for Reconstruction

PCI 0 - 70 eligible for Major Overlay

The MPO shall divide equally all available STP (or similar) funding between major reconstruction and major overlay projects. Major reconstruction projects are defined as complete removal of the existing roadway and replacement. Major overlay is defined as removal, if necessary, of the top layer of pavement and replacement.

Match ratios for reconstruction projects will be set at 50% federal with a required 50% match. Alternative match ratios may be applied for facilities on the high priority network.

Suggested Match Ratio for Overlay Projects

<u>ADT Range</u>	<u>Match Ratio (fed/local)</u>
25,000 & Over	80/20
10,000 – 24,999	70/30
5,000 – 9,999	60/40
Under 5,000	50/50

Projects should not be programmed on facilities that are scheduled for major water, sewer, or utility work, as these facilities will be reconstructed as part of the utility project. Federal transportation funding should not be used to subsidize water, sewer, and other major utility projects.

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

MPO staff will work with MDOT staff to develop a system-wide inventory that includes state trunk lines.

Condition improvement projects shall include in the project description (as a participating cost) any/all elements of planned ITS deployment.

Staff recommended tabling the discussion until the consultant (SME) completes a Non Destructive Testing Study which will determine the condition of the base of the roadway. The consultant will also be able to give the committee recommendations as to how monies could be spent on projects to get "the most bang for the buck" (total reconstruction vs. overlays).

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 committee 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 committee recommends 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 issues

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 Committee recommends 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 projects/revised project limits to the TIP and LRTP

Current Policy/Practice

No policy/practice is currently in place.

TIP Committee recommended Policy/Practice:

Adding/Amending New Projects to an Existing TIP

Resurfacing Project - Action required -	Should be listed in the Pavement Management System deficiency list with a PCI of 70 and below. A new project requires a TIP amendment.
Reconstruction Project - Action required -	Should be listed in the Pavement Management System deficiency list with a PCI of 45 and below. A new project requires a TIP amendment.
Expand & Widen Project - Action required -	Should be listed in the Congestion Management System capacity deficiency list and be listed in the Long Range Transportation Plan. A new project requires air quality conformity analysis and a TIP amendment.
ITS Project - Action required -	Should be recommended by the ITS committee. A new project requires a TIP amendment.
Transit Project - Action required -	Should be listed in the 5 years Short Range Public Transportation Plan or in the Long Range Public Transportation Plan. A new project requires a TIP amendment.
Buses - Action required -	All buses should come from the Fleet Replacement Plan. A new project requires a TIP amendment.
Procedure for Adding New Project(s) - Action required -	A call for projects will be sent to all transportation providers, project(s) will be selected through the project selection process we have in place. Adding a new project to an existing TIP requires a TIP amendment.
Illustrative Projects - Action required -	All projects listed in illustrative years can move forward into the TIP. Moving Illustrative projects into a current TIP requires a TIP amendment.

Adjusting Projects in an Existing TIP

- Cost Adjustment -** All projects exceeding the programmed federal cost by more than 10 percent require a TIP administrative adjustment.
- Scope of work changes -** Any changes to the scope of work on programmed projects leading to cost increases of more than 10 percent of programmed federal cost would require a TIP administrative adjustment.
- Air Quality Impact -** Any project(s) that require air quality conformity analysis would require a TIP amendment.

Adding/Amending New Projects to an Existing Long Range Transportation Plan

- Reconstruction Project -** Should be listed in the Pavement Management System deficiency list with a PCI of 45 and below.
Action required - A new project requires a Plan amendment.
- Expand & Widen Project -** Should be listed in the Congestion Management System capacity deficiency list. Should be regionally significant.
Action required - A new project requires air quality conformity analysis and a Plan amendment.
- ITS Project -** Should be recommended by the ITS committee.
Action required - A new project requires a Plan amendment.
- Transit Project -** Should be listed in the 5 years Short Range Public Transportation Plan or in the Long Range Public Transportation Plan.
Action required - A new project requires a Plan amendment.
- Procedure for Adding New Projects(s) –**
A call for projects will be sent to all transportation providers, project(s) will be selected through the project selection process we have in place.
Action required - A new project requires a Plan amendment.

Adjusting Projects in an Existing Long Range Transportation Plan

- Cost Adjustment -** All projects exceeding the programmed cost by 10% (Federal Cost) will require a Plan administrative adjustment.
- Scope of work changes -** Any changes to the scope of work on programmed projects leading to increases in programmed cost would require a Plan administrative adjustment.
- Air Quality Impact -** Any project(s) that require air quality conformity analysis would require a Plan amendment.

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 Committee recommends 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 issues

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

4. MDOT will do the East/West estimating of funding split.
5. 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.
6. Working through the TIP development process the MPO and MDOT representatives will cooperatively distribute the funds to local and state eligible projects.
7. MDOT will provide a time line with the estimates for completion of task #3.
8. All parties will meet to discuss all projects and compile the CMAQ program.
9. MDOT makes the final decisions to reach financial constraint of the final program.
10. This entire agreement will be re-evaluated when the USEPA takes action on the 8 hour standard.

Funding Sidewalks

Current Policy/Practice

Use of Federal Funds under the current policy/practice is not allowed to build sidewalks.

TIP Committee recommended Policy/Practice:

The TIP Committee recommends continuing the practice of not allowing federal funds for the construction of new sidewalks.

Regional Non Motorized Facilities

Current Policies/Practices

Encourage the use of the Enhancement program and local funds to build non motorized facilities.

TIP Committee recommended Policy/Practice:

Enhancement and local funds will be used to build non motorized facilities.

The TIP Committee recommends continuing the practice of using Enhancement Funds to build non motorized facilities.

Funding Right of Way (ROW) with federal funding

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.

Funding Engineering costs

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.

Other Issues

Safety

TIP/Staff recommendations:

The MPO will develop a Safety profile. Additional safety groups should be included in the public involvement list. The ITS Traffic Operations committee should address the technical aspects.

ITS

TIP/Staff recommendations:

ITS projects shall come through the ITS Committee. Develop a demonstration of a high priority project package for ITS in the region and to set aside a formal dedicated source of funding to mainstream ITS applications.

Rural areas

TIP/Staff recommendations:

No changes recommended, all projects included for rural funds come through the Rural TIP Committee.

Planning/Engineering studies

TIP/Staff recommendations:

No changes recommended. As requests are made for studies, provided the study is regional in nature and funding is available, GVMC will provide funds along with the participant providing local match for the study to be undertaken.

Land Use/Transportation Planning

TIP/Staff recommendations:

Staff will coordinate projects with the blue print and local planning staff.

Public Involvement

Staff recommendations:

Staff is currently reviewing the current public involvement process.

Railroads

No recommendations are being made at this time.

Traffic Calming

This item was added as a result of a suggestion at a Technical Committee meeting.