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# FY 2018 Regional Transportation Planning Work Program

Region 3

Southcentral Michigan Planning Council



**Approved: June 6, 2017**

## **Southcentral Michigan Planning Council**

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*Administrative modification to revise budget for approved funding levels: September 20, 2017.*

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## INTRODUCTION

The Michigan Department of Transportation (MDOT) recognizes the importance of the state-local partnership in delivering a safe and efficient transportation system.—The Regional Transportation Planning Program (RTPP) was created by the MDOT Bureau of Transportation Planning (BTP) in 1974 in order to contract various planning services to be performed by the State Planning and Development Regions to assist BTP and local units of government.

The RTPP requires each participating regional planning agency to have an annual work program in accordance with a three-year Master Agreement.—Since 1984, the State Legislature has set a budget of \$488,800 of Act 51's Michigan Trunkline Fund (MTF) for the RTPP.—The scope of work identified in the annual work program includes specific activities identified to assist MDOT and local communities.—Over the years, the work elements and funding levels of the basic work program have been stable.—In previous years, the basic work program contained the following work elements:—Administration, Technical Assistance to MDOT, Highway Performance Management System, Public Involvement and Local Technical Assistance.

For FY 2018, the work program continues to have a budget of \$488,800 for the basic work elements with \$267,000 in supplemental funding for the Rural Task Force Program and \$710,300 in state funding for the Asset Management Program. The BTP has also allocated additional state funding to provide annual transportation technical assistance for non-metropolitan areas of the state.—In FY 2018, each regional planning agency, with exception of SEMCOG, may receive supplemental funding, as needed and if available from the FY 2018 SPR program to assist MDOT and the Regional Planning Agencies in:

- Improving public involvement and the consultation process in non-metropolitan areas of the state.
  - Providing interagency coordination and public involvement for air quality conformity in non-attainment areas for ozone and PM2.5 (Only for Regional Planning Agencies with non-attainment counties).
  - Preparing Access Management Plans and Ordinances.
  - Non-Motorized Planning and Mapping.
  - Byway Corridor Route Planning.
  - Data Collection to meet federal reporting requirements
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## **SOUTHCENTRAL MICHIGAN PLANNING COMMISSION FY 2018 PROGRAM**

The SMPC entered into an agreement with the Kalamazoo Area Transportation Study (KATS) to provide staffing for the Transportation Program through FY 2018. SMPC and KATS will work to provide technical support to MDOT and the various agencies within the Region 3 area during FY 2018 (ending September 30, 2018).

Lee Adams, Director of the Southcentral Michigan Planning Commission, is serving as the Program Coordinator at the time of this work program's adoption.

### **FY 2018 BUDGET**

The following is the estimated budget for FY 2018 utilizing the services of the Kalamazoo Area Transportation Study, the consulting agency for SMPC. For FY 2018, the budget was based on:

- \$26,000 in Michigan Transportation Fund (MTF) Program funds for the Regional Transportation Planning Work Program;
- \$19,000 in Michigan Transportation Fund (MTF) Program funds for the Rural Task Force Program and Small Urban Program; and
- \$57,300 in Michigan Transportation Fund (MTF) Program funds for Asset Management.

The indirect and fringe rates used to develop the FY 2018 Regional Transportation Planning Work Program are those that are part of the Kalamazoo Area Transportation Study's FY 2018 Unified Planning Work Program (UPWP). The rates have been approved by the Michigan Department of Transportation as well as the Federal Highway Administration and Federal Transit Administration. The RTPP uses estimates based on the percentage of the program for each RTPP work code.

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## FY 2018 BUDGET TABLE

### Fiscal Year 2018 Regional Transportation Planning Work Program

#### Region 3- Southcentral Michigan Planning Council

October 1, 2017-September 30, 2018

#### BUDGET TABLE

Work Element	Project	Salary	Fringe	Indirect	Other	MTF Funds	SPR/MTF Funds	MTF Funds	Hours	Budget
3101	Program Management	\$4,346	\$2,182	\$1,136	\$4,971	\$12,635			175	\$12,635
3102	Technical Assistance to MDOT	\$2,702	\$1,012	\$646		\$4,360			110	\$4,360
3103	Technical Assistance to Member Agencies	\$3,443	\$982	\$770		\$5,195			148	\$5,195
3104	Access Management	\$167	\$22	\$33		\$222			8	\$222
3105	Pure Michigan Byway Program	\$167	\$22	\$33		\$222			8	\$222
3106	Non-motorized Mapping and Investment Plan	\$292	\$114	\$71		\$477			15	\$477
3107	Rural Safety Planning	\$1,631	\$830	\$428		\$2,889			49	\$2,889
3108	Management of the Rural Task Force and Small Urban Programs	\$10,903	\$2,454	\$2,324			\$15,681		390	\$15,681
3109	Public Involvement and Consultation Process for Non-Metropolitan Areas	\$2,049	\$282	\$406			\$2,737		75	\$2,737
3110	Public Involvement for Air Quality Conformity	\$385	\$111	\$86			\$582		16	\$582
3111	Asset Management	\$26,838	\$10,043	\$6,419	\$10,000			\$57,300	891	\$57,300
	TOTALS	\$52,923	\$18,054	\$12,352	\$14,971	\$26,000	\$19,000	\$57,300	\$1,885	\$102,300

Funds classified as other have been set aside for:

3101 Work completed by SMPC staff

3111 Asset Management Training and reimbursements to local agencies for time spent on collecting Pavement and Surface Evaluation Rating (PASER) Ratings

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## WORK PROGRAM OUTLINE

### 3101. Program Management

#### Objectives

- Prepare and adopt annual work program.
- Prepare monthly or quarterly progress reports.
- Ensure expenditures are well documented and cost effective.
- Prepare a Final Acceptance Report (FAR) on the status of the work activities and products, within ninety (90) days from the end of the fiscal year.
- Assist auditors in carrying out general and specific audits of programs annually and send such audit reports to the Program Coordinator.
- Administration and coordination for the transportation planning contract between KATS staff and the Southcentral Michigan Planning Commission.

#### Products

1. The following will be submitted to the Program Coordinator by the Agency for reimbursement of costs incurred in conjunction with the work activities identified in the work program.
  - a) Progress reports that summarize accomplishments and attendance at applicable meetings for each work item.
  - b) Invoices for payment, at least quarterly, from the funding source as per the project authorizations.
  - c) Receipts of equipment purchased, i.e. traffic counters, computer hardware and software, etc.
  - d) Itemization of program expenses in terms of work items, including salaries, fringe benefits, indirect costs, and other direct costs.
  - e) Tabulation of progress by work item, indicating the amount and percent billed the current billing period and to date.
2. The FAR on the status of activities and products in the work program will be submitted to the Program Coordinator within ninety (90) days following the contractual period in the work program, as specified within the Master Agreement. The FAR is a performance evaluation, not a financial audit and must contain the following information for each work item
  - a) Products completed.
  - b) Products not completed and reason for lack of completion.
  - c) The amount of funds budgeted and expended.
  - d) Work items that are to be continued next year.

**Budget:** \$12,635 (MTF)

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## 3102. Technical Assistance to MDOT

### Objectives

- Assist in various tasks to update the Statewide Long-Range Transportation Plan (MI Transportation Plan) and the Statewide Transportation Improvement Program (STIP).
- Provide support for specific department issues and/or requests for information on transit, special projects and/or program development issues.

### Activities

1. Assist in conducting transportation related workshops and meetings, including but not limited to, workshops and seminars for Access Management, Heritage Routes, Functional Classification, Highway Performance Monitoring System (HPMS) and the Non Trunk-line Federal Aid Program (NTFA) updates, non-motorized transportation, safety, and non-metropolitan area elected officials. Activities may include locating adequate facilities, registering participants, scheduling speakers, and other meeting management related activities.
2. Provide staffing and technical planning assistance in the area of transportation.
3. Conduct transportation studies as needed.
4. Assist in identifying transportation interest, programs, and projects as appropriate for the STIP and the Statewide Long-Range Transportation Plan.
5. As appropriate, assist the MDOT Office of Passenger Transportation and local transit providers.
6. Statewide Travel Demand Model:
  - a) Review and provide feedback on REMI socio-economic forecasting outputs and assist in reviewing and allocating data to statewide traffic zones.
  - b) Verify statewide model network inventories.
  - c) Provide traffic counts, as available, for model update not covered in acquiring traffic counts for the the non trunkline federal aid program.
  - d) Collect and submit data items for HPMS for all non-trunkline samples, excluding traffic related data. In conjunction with MDOT's HPMS Coordinator, staff will review and update the HPMS database sample segments using MDOT supplied spreadsheets that contain only the data items needing to be updated for each sample.
7. Highway Performance Monitoring System (HPMS)

Collect and submit data items for HPMS in conjunction with MDOT's HPMS coordinator. Staff will review and update the HPMS database sample segments using MDOT supplied spreadsheets that contain only the data items needing to be updated for each sample in the format provided.
8. Traffic Data Collection for Federal Reporting

Provide support to MDOT in the cross-agency coordination effort (NTFA) to gather and report traffic data on the non MDOT road network (federal aid and non-federal aid) to meet federal reporting requirements of HPMS, MAP21, and FAST. Support is defined as (but not limited to):

  - Outreach
  - Training and education
  - Data coordination with Local agencies
  - Data compilation
  - Data load, transfer, and/or reporting
  - Conduit between local agencies and MDOT/FHWA

**Budget:** \$4,360 (MTF)

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## **3103. Technical Assistance to Member Agencies**

### **Objective**

- Provide services to local transportation agencies to improve existing and new multi-modal transportation systems, and identify actions to improve the area's transportation system.

### **Activities**

1. Assist local units of government in obtaining grant funds to improve existing and new multi-modal transportation systems, and identify actions to improve the area's transportation system.
2. Assist local agencies seeking to improve and expand the public transportation and to promote improved transportation systems for all modes.
3. Coordinate planning to promote safety, livable communities, and environmental sustainability.
4. Work with local agencies to assess impacts of transportation on projected land uses in the region.
5. Review and/or develop proficiency in traffic crash data.
6. Prepare and Report to Regional Boards and local agencies on the status of transportation planning work program activities and tasks.

### **Products**

Provide Program Coordinator with a copy of any reports produced as a result of these activities.

**Budget:** \$5,195 (MTF)

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## **3104. Access Management**

### **Objective**

- To develop an Access Management training program for client communities. Prepare and/or assist consultants in preparing Access Management plans and ordinances.

### **Activities**

1. Develop and implement educational programs that teach public officials, property owners, and citizens what access management is and how it can benefit their community.
2. Prioritize and select corridor locations within the region for the development of access management plans and ordinances. Location and prioritization of routes should be based on safety issues and opportunities to implement all or portions of the plan.
3. Assist local communities to ensure adoption of plans and ordinances. Assist road agencies, client communities, and property owners as required when road and utility projects provide plan implementation opportunities. Provide follow up to communities with existing access management plans and ordinances.

### **Product**

Provide local client communities and road agencies with hard and electronic copies of any plans, ordinances or education materials.

### **Upon Billing Submittal:**

- Costs incurred will be reimbursed upon review and approval of detailed documentation submitted to the MDOT Access Management Coordinator and/or the appropriate department representative.

**Budget:** \$222 (MTF)

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## 3105. Pure Michigan Byway Program

### Objectives

- Implement the Pure Michigan Byway Program for the MDOT.
- Manage or assist in the management of designated state byways and/or National Scenic Byways within the region's geographical boundaries.

### Activities

1. Prepare and or manage contracts to develop Corridor Management Plans.
2. Provide guidance to local "grassroots" organizations seeking to nominate a state highway as a Pure Michigan Byway or National Scenic Byway.
3. Address local specialized issues relating to future transportation system improvements, such as conducting impact studies on new or planned retail and industrial growth, or on current business or industrial activity.
4. Provide opportunities for public involvement activities related to the Byway.
5. Ensure the Byway corridor management plan is up to date.
6. Conduct studies of the safety and convenience of the Byway transportation and visitor oriented facilities.
7. Attend conferences, workshops, and seminars.

### Products

1. Designation of Pure Michigan Byways and National Scenic Byways in accordance with P.A. 69 of 1993 as amended and Title 23 U. S. Code.
2. Corridor Management Plans containing improvement, protection, and economic development strategies for the region's Byways.
3. Study and investigate the safety, efficiency, and economic viability of region's proposed and designated Byways.
4. Statewide Byway maps, brochures, pamphlets, web site, and other promotional/educational material to constituents.
5. Provide MDOT with a copy of any reports (excluding grant applications) as a result of this activity, or a copy of cover letters for products submitted to others.
6. The Agency shall bill at least quarterly with invoices submitted to the Pure Michigan Byway Program Manager. Supplemental funding, if available, is eligible for activities/tasks 1, 3, 5, 6 and 7.

#### Upon Billing Submittal:

- Costs incurred will be reimbursed upon review and approval of detailed documentation.
- Original invoice - consecutively numbered, stating period covered, dollar amount and work performed.
- Itemizing of program expenses in terms of work items and cost groups, including charges to direct salaries, fringe benefits, indirect costs, and other direct costs.
- Tabulation of progress by work item (not by groupings of work items) indicating the amount and percent billed in the current period and to date. (This requirement allows tracking of costs to provide specific services.)

**Budget:** \$222 (MTF)

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## **3106. Non-Motorized Mapping and Investment Plan**

### **Objective**

- Facilitate the process of completing non-motorized planning efforts for the State of Michigan by region.

### **Activities**

1. Collect information to match the data fields in MDOT's Transportation Management System (TMS) Program.
2. Develop and implement aspects of a non-motorized investment plan to identify needed projects and project elements, prioritizing those projects, and determining the optimum funding arrangements for the projects within each region.
3. Promote the consideration of bicycle and pedestrian facilities in the overall transportation planning activities.
4. Coordinate with stakeholders and public input.

### **Products**

1. Non-motorized master plans by region including up-to-date non-motorized maps.
2. The end map product will be a ready-to-print region wide bike map and data base with the support data to go into the TMS for future planning and maps. Provide MDOT with a copy of any reports (excluding grant applications) as a result of this activity, or a copy of cover letters for products submitted to others.
3. Print three (3) year's supply of maps for MDOT distribution as well as three (3) year's supply of maps for stakeholders within the region.
4. The development of a comprehensive plan and the identification of priority projects within the area will help guide MDOT's investment in the region's non-motorized transportation system.

### **Upon Billing Submittal:**

- Progress Reports that summarize accomplishments for each work item.
- Original Invoice, consecutively numbered, stating period covered, dollar amount, and work performed.
- Itemizing of program expenses in terms of work items and cost groups, including charges to direct salaries, fringe benefits, indirect costs, and other direct costs.

**Budget:** \$477 (MTF)

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## 3107. Rural Safety Planning

### Objectives

- Assist in conducting rural safety planning forums to increase or create awareness for safety, and encourage formation of cross-discipline safety partnerships at the local level and assist MDOT in the process of preparing rural safety plans.
- Determine areas of safety risks (i.e., behavioral, structural) and schedule workshops to educate constituents in mitigating these risks, if appropriate.

### Activities

1. Conduct Rural Safety Forums on a biannual basis. These forums will include emergency, enforcement, education and engineering staff as well as other interested parties. Schedule specific safety workshops in other years if appropriate.
2. Update and maintain a list of safety advocates, including mailing labels.
3. Partnerships to promote safety as an integral part of the planning and project development process.
4. Maintain updated mailing lists identifying safety groups and individuals.
5. Assist MDOT in the process of preparing of Rural Safety Plans.

**Budget:** \$2,889 (MTF)

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## **3108. Management of the Rural Task Force and Small Urban Programs**

### **Objective**

- To assist MDOT in the management of the Rural Task Force (RTF) and Small Urban programs.

### **Activities**

1. Regional Planning Agency staff shall communicate all correspondence from MDOT regarding changes in program funding and/or processes improvements to their respective Rural Task Force(s).
2. Schedule, set-up, and facilitate RTF project selection meetings and Small Urban meetings.
3. Ensure a cooperative planning process is being followed, the correct functional classification and system is identified, and eligible work is submitted.
4. Ensure balance sheets and/or E-Files are properly managed with updated information.
5. Ensure the required public involvement and consultation process is completed, by providing citizens, affected public agencies, Tribal Governments, private transportation providers and other interested parties with sufficient notice and opportunity to comment on proposed transportation projects, plans and programs.
6. Submit eligible projects to MDOT as approved by the RTF committees.
7. Submit proof of public involvement and meeting minutes as part of monthly or quarterly progress reports.
8. Submit All Season Road changes to MDOT.

**Budget:** \$15,681 (SPR)

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## 3109. Public Involvement and Consultation Process for Non-Metropolitan Areas

### Objectives

- To provide for non-metropolitan local official participation in the development of the State Long-Range Transportation Plan (LRTP) and the STIP.
- To provide opportunities for the public to review and comment in the development of the LRTP and STIP.
- To manage consultation with local elected officials, local officials with responsibility for transportation, public agencies, general public, Tribal Governments, businesses, and organizations in accordance with the Statewide Planning Process Public Participation Plan.

### Activities

1. Work with MDOT on public involvement issues, including organizing meetings, focus groups, and advisory committees.
2. Conduct local program meetings and ongoing communication and technical assistance in non-metropolitan areas of the state to provide information on various state and federal programs.
3. Document the RTF's public involvement and consultation processes.
4. Partner with educating and training local officials with regard to state and federal funded programs, policies applications, and other key information.
5. Respond to requests from both the public and private sector to provide information on state and federal transportation programs, projects, funding, and to stay informed on local issues.
6. Participate in statewide conferences, meetings, seminars, forums, and training sessions on state and federal programs available to local communities.
7. Assist MDOT in keeping elected public officials, general public, local planning agencies, and Tribal Governments informed early of the list of projects in the Five-Year Program and of the investment strategies, funding assumptions, economic benefits, and impacts on the various modes.
8. Assist in the creation and maintenance of a list serve for managing the electronic distribution of information to the local elected officials.

**Budget:** \$2,737 (SPR)

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## 3110. Public Involvement for Air Quality Conformity<sup>1</sup>

### Objectives

- To comply with the provisions of federal transportation legislation and the transportation conformity provisions of the Clean Air Act for non-attainment areas for ozone and particular matter (PM2.5).
- To provide local interagency coordination in the transportation planning process.
- To provide results and gain input for the air quality conformity process to all interested individuals, citizens, and organizations (public and private).

### Activities

1. Attend air quality training courses and seminars to become fluent in conformity/non-conformity regulations, language, and issues.
2. Conduct and participate in interagency discussions and consultation at a statewide and/or region-wide level to discuss and evaluate attainment strategies pertaining to air quality conformity as part of the statewide transportation planning process.

**Budget:** \$582 (SPR)

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<sup>1</sup> For Ozone and PM 2.5 Non-Attainment Areas/ Counties

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## **3111. Asset Management**

### **Objective**

The objective of this work element is to support the work program of the Transportation Asset Management Council by coordinating data collection and analysis with local agencies including the development of local Asset Management Plans.

The resources allocated to Kalamazoo Area Transportation Study from the Transportation Asset Management Council annual budget shall be utilized to assist in the completion of the Transportation Asset Management Council Work Program. All work shall be consistent with the policies and priorities established by the Transportation Asset Management Council. All invoices submitted for reimbursement of Asset Management activities shall utilize Michigan Department of Transportation standard invoice forms and include the required information for processing. Kalamazoo Area Transportation Study shall complete the required products and perform tasks according to the timeframes and directives established within Transportation Asset Management Council's data collection policies, which are located on the Transportation Asset Management Council website (<http://tamc.mcgi.state.mi.us/TAMC/#/aboutus>). Kalamazoo Area Transportation Study will emphasize these tasks to support the top 125 Public Act 51 agencies (agencies that certify under Public Act 51 a minimum of 100 centerline miles of road) within the planning area when resources are limited.

The activities eligible for Transportation Asset Management Council reimbursement include the following:

### **Training Activities**

- Attendance at training seminar(s) on the use of Pavement Surface Evaluation and Rating and Inventory-based Rating System for unpaved roadways
- Represent Kalamazoo Area Transportation Study at Transportation Asset Management Council - sponsored conferences and seminars, including attending either the Spring or Fall Transportation Asset Management Council Conference
- Attend Transportation Asset Management Council -sponsored Investment Reporting Tool training seminars
- Attend TAMC-sponsored Asset Management Plan Development training seminars

### **Data Collection Participation and Coordination**

- Federal Aid System:
    - Organize schedules with Public Act 51 agencies within the Region 3 Planning Area for participating in Federal Aid data collection efforts; ensure all participants of data collection have access to State of Michigan travel reimbursement rates
    - Coordinate, participate and facilitate road surface data collection on approximately one-half of the Federal Aid System in accordance with the Transportation Asset Management Council Policy for the Collection of Roadway Condition Data on Federal Aid Eligible Roads and Streets
    - Collect unpaved roadway condition data on approximately half of any unpaved Federal Aid eligible roadways using the Inventory-based Rating System developed by the Michigan Technological University's Center for Technology and Training
  - Non-Federal Aid System:
    - The Kalamazoo Area Transportation Study may allocate reimbursements for Non-Federal Aid data collection to Public Act 51 agencies according to the resources available to them in the manner that best reflects the priorities of their area and supports the Transportation Asset Management Council work
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- Coordinate Non-Federal Aid data collection cycles with Public Act 51 agencies with an emphasis on the top 125 agencies.
  - Ensure all participants of data collection understand procedures for data sharing with Transportation Asset Management Council as well as Transportation Asset Management Council policy and procedures for collecting Non-Federal Aid data
  - Participate and perform data collection with Public Act 51 agencies on an as-needed basis for the data collection of Non-Federal Aid roads when requested

### **Equipment**

- Ensure rating teams have the necessary tools to complete the federal aid data collection activity by maintaining a laptop compatible with the Laptop Data Collector and Roadsoft programs, a functioning Global Positioning System unit, and other required hardware in good working order
- Communicate any equipment needs and purchases with the Transportation Asset Management Council Coordinator; laptops are eligible for replacement on a three-year cycle

### **Data Submission**

- Develop and maintain technical capability to manage regional Roadsoft databases and the Laptop Data Collector program; maintain a regional Roadsoft database that is accurate and consistent with local agency data sets
- Coordinate Quality Assurance/Quality Control activities and data submission tasks according to protocols established in Transportation Asset Management Council Data Collection Policies for Federal Aid and Non-Federal Aid Roads
- Monitor and report status of data collection efforts to Transportation Asset Management Council Asset Management Coordinator through monthly coordinator calls and/or monthly or quarterly program updates that are submitted with invoices
- Provide links on agency websites and reports to the Transportation Asset Management Council website, interactive maps and dashboards for the dissemination of roadway data

### **Asset Management Planning**

- Attend and participate in Transportation Asset Management Council-sponsored training and workshops in order to provide technical support for Asset Management Plan development activities
- Provide an annual reporting of the status of Public Act 51 agency Asset Management Plans and keep abreast of the status of these plans for updates and revision
- Provide technical assistance and training funds to Public Act 51 agencies during the development of local Asset Management Plans using Transportation Asset Management Council templates when applicable; coordinate these tasks with an emphasis on the Top 125 agencies

### **Technical Assistance**

- Provide technical assistance to local agencies in using the Transportation Asset Management Council reporting tools for planned and completed infrastructure investments or any other Transportation Asset Management Council Work Program Activity
- Integrate Pavement Surface Evaluation Rating data and asset management into project selection criteria:
  - Analyze data and develop road preservation scenarios
  - Analyze performance of implemented projects

**Budget: \$57,300 (MTF)**

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## **APPENDIX A: SOUTHCENTRAL MICHIGAN PLANNING COUNCIL BOARD**

### **Branch County:**

Keith Baker, Chair

Randall Hazelbaker, Secretary

### **Calhoun County:**

Ingrid Ault, Treasurer

Steve Frisbie

Art Kale

### **Kalamazoo County:**

Vince Carahaly, Vice-chair

Scott McGraw

Lowell Seyburn

Vacant

### **St Joseph County:**

Kathy Pangle

Vacant

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## **APPENDIX B: SOUTHCENTRAL MICHIGAN PLANNING COUNCIL STAFF AND CONTACT INFORMATION**

### **Lee Adams**

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## **APPENDIX C: KALAMAZOO AREA TRANSPORTATION STUDY STAFF AND CONTACT INFORMATION**

### **Jonathan Start**

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### **Mailing Address and Phone Number:**

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