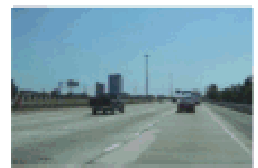




Transportation Committee Handbook



Who we are...

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

What we do...

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

Unified Work Program

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

Transportation Improvement Program

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

Metropolitan Transportation Plan

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

Congestion Management Process

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

Asset Management

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

Pavement Management

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

Traffic Monitoring

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

Non-motorized

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

Safety

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

Environmental Justice

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

ITS

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

Geographic Information System (GIS)




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

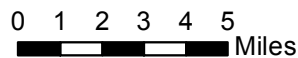
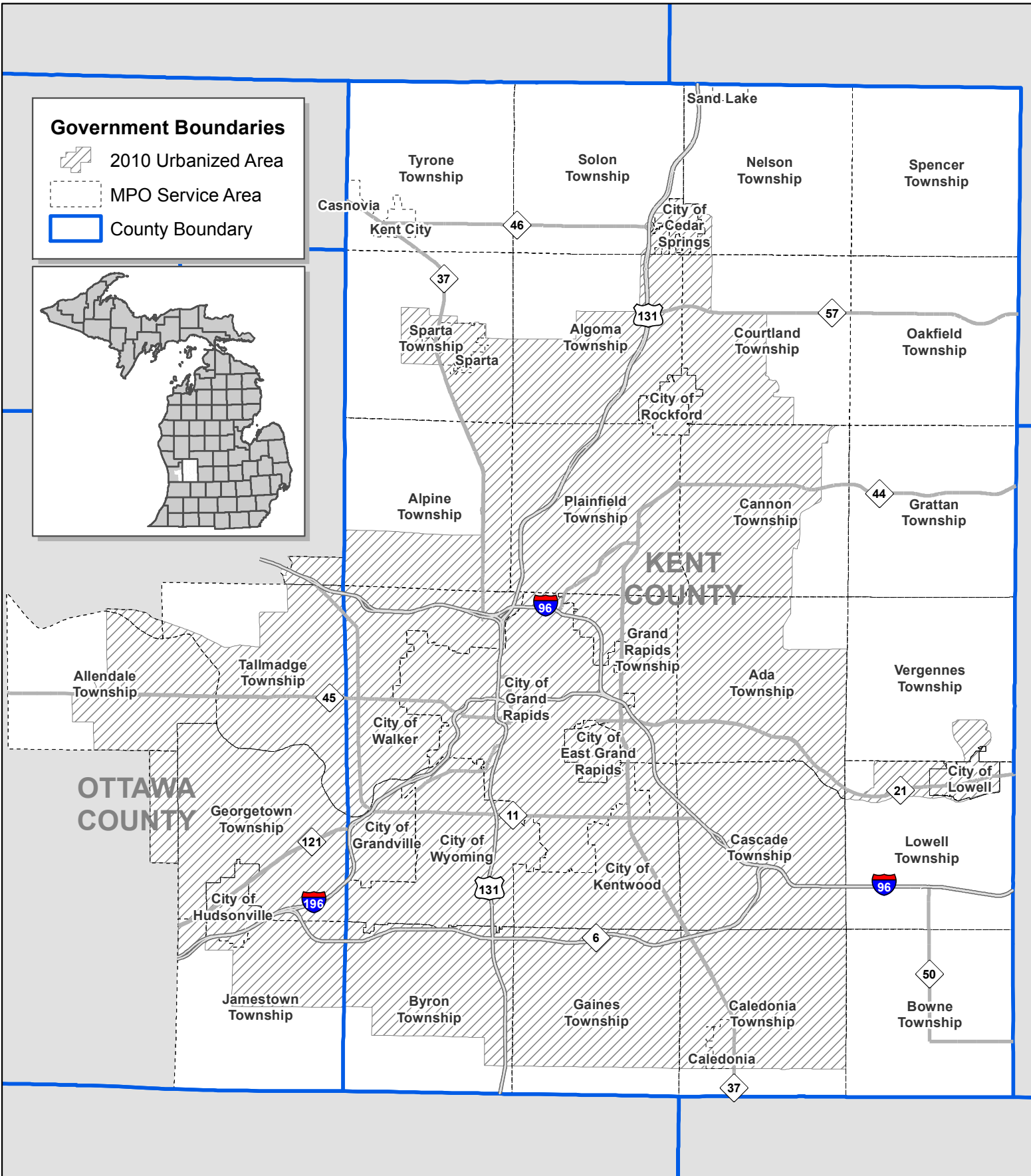
Clean Air Action

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

GVMC MPO & Urbanized Area Boundaries

Government Boundaries

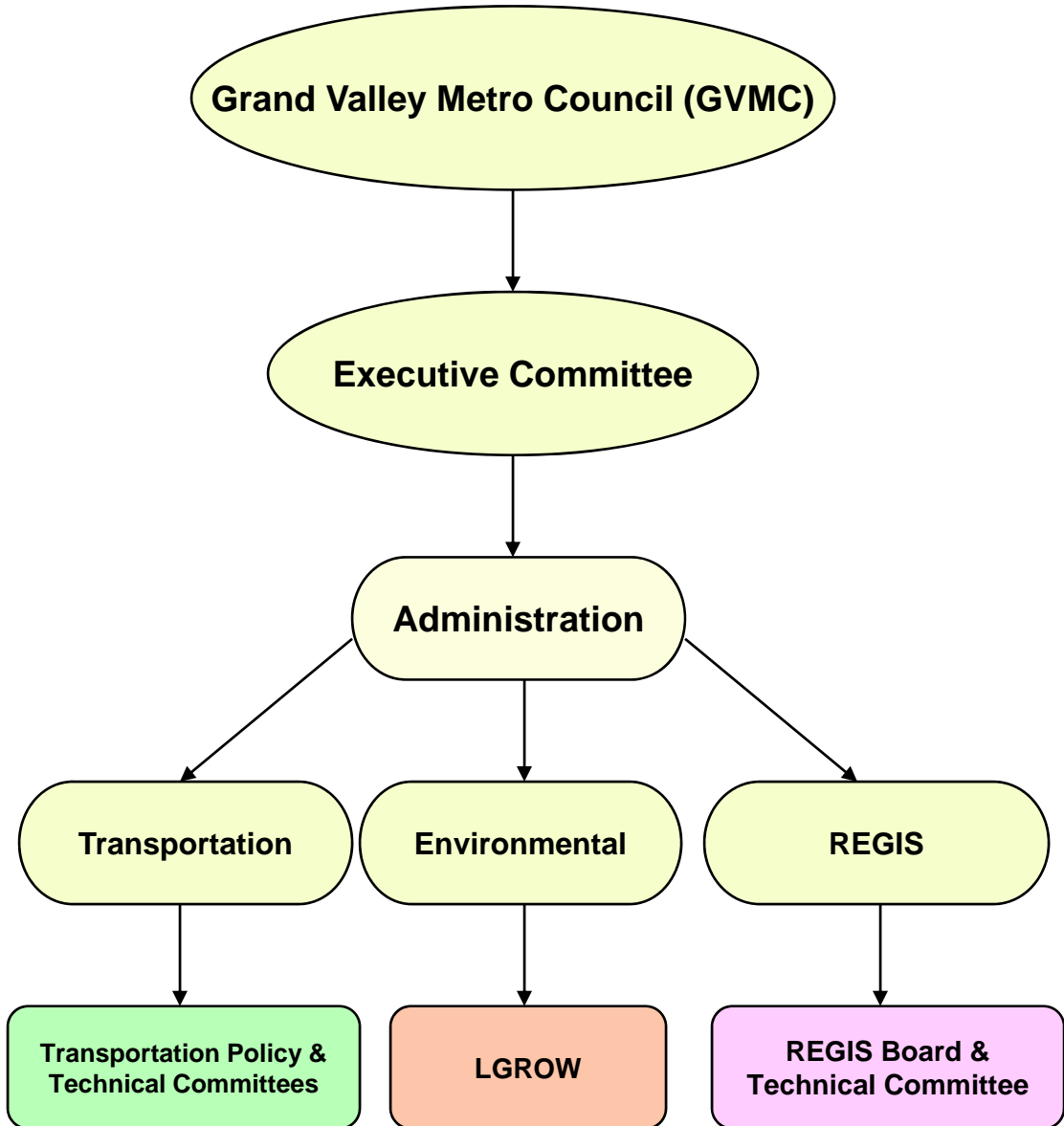
-  2010 Urbanized Area
-  MPO Service Area
-  County Boundary



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

STRUCTURE

GVMC Organizational Structure



Grand Valley Metro Council (GVMC)

GVMC Staffing Structure

Executive Director

Transportation

Administration

Environmental

REGIS

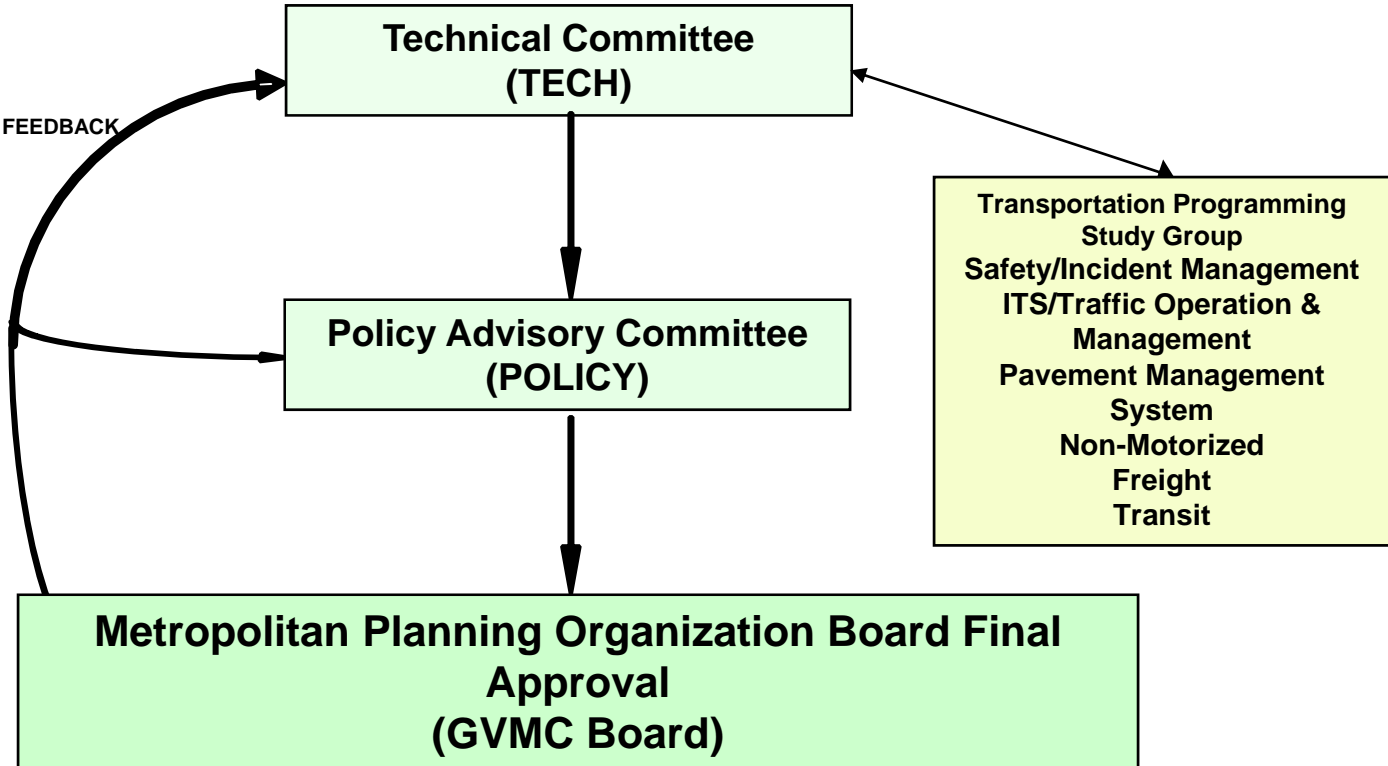
Director Staff

**Director of Finance
Director of Human Resources**

Director Staff

Director Staff

GVMC Existing Transportation Committees Structure



Grand Valley Metro Council (GVMC)

Transportation Department Staffing Structure

Director of Transportation

Operations

Planning

**Congestion Management Plan
Pavement Management
Travel Demand Modeling
Signal Optimization
Safety Studies
Travel Time/Delay Studies
Traffic Count Program**

**Long Range Transportation Plan
Transportation Improvement Program
Public Transportation
Freight Planning
Intelligent Transportation System
Public Participation Plan
Environmental Justice
Non-Motorized
Safety Planning
Technical Assistance
Clean Air Action! Program**

MEMBERS

Technical & Policy Committee Membership List

Ada Township

Policy Committee Representative: Julius Suchy (jsuchy@adatownshipmi.com)

Technical Committee Representative: John Said (jsaid@adatownshipmi.com.)

7330 Thornapple River Dr.—PO Box 370

Ada, Michigan 49301

Phone (616) 676-9191

Algoma Township

Policy Committee Representative: Kevin Green (supervisor@algotatwp.org)

Technical Committee Representative: Kevin Green

10531 Algoma NE

Rockford, Michigan 49341

Phone (616) 866 -1583

Allendale Charter Township

Policy Committee Representative: Zachary Fields (ZacharyFields@allendale-twp.org)

Technical Committee Representative: Zachary Fields

6676 Lake Michigan Drive, PO Box 539

Allendale, Michigan 49401

Phone (616) 895-6295

Alpine Township

Policy Committee Representative: Greg Madura (g.madura@alpinetwp.org)

Technical Committee Representative: Sue Becker (s.becker@alpinetwp.org)

5255 Alpine Ave NW

Comstock Park, Michigan 49341

Phone (616) 784-1262

Byron Township

Policy Committee Representative: Amos "Don" Tillema (Amos@byrontownship.org)

Technical Committee Representative: Don Tillema

8085 Byron Center SW

Byron Center, Michigan 49315

Phone (616) 878-1222

Caledonia Charter Township

Policy Committee Representative: Bryan Harrison (bharrison@caledoniatownship.org)

Tim Bradshaw - alternate

Technical Committee Representative: Tim Bradshaw (tim.bradshaw@kentcountymi.gov)

8196 Broadmoor Ave SE

Caledonia, Michigan 49316

Phone (616) 891-0070

Caledonia, Village of

Policy Committee Representative: Jeff Thornton (manager@villageofcaledonia.org)

Technical Committee Representative: Jeff Thornton

250 S. Maple

Caledonia, MI 49316-9434

Phone 616-891-9384

Cannon Township

Policy Committee Representative: Terry Brod (tbrod@cannontwp.org)

Technical Committee Representative: Terry Brod

6878 Belding Rd.

Rockford, Michigan 49341

Phone (616) 874-6966

Cascade Township

Policy Committee Representative: Jade Smith (Jsmith@cascadetwp.com)

Technical Committee Representative: Jade Smith (Jsmith@cascadetwp.com)

5920 Tahoe Dr. SE

Grand Rapids, MI 49546

Phone (616) 949-1500

Cedar Springs, City of

Policy Committee Representative: Member Awaiting Appointment

Bill LaRose-alternate

Technical Committee Representative: Bill LaRose (dpw@cityofcedarsprings.org)

66 S. Main St.—PO Box 310

Cedar Springs, Michigan 49319

Phone (616) 696-1330

Courtland Township

Policy Committee Representative: Matt McConnon (mattmccnonn@gmail.com)

Technical Committee Representative: Matt McConnon

7450 14 Mile Rd.

Rockford, Michigan 49341

Phone (616) 866-0622

East Grand Rapids, City of

Policy Committee Representative: Doug LaFave (dlafave@eastgr.org)

Technical Committee Representative: Doug LaFave

750 Lakeside Dr. SE

East Grand Rapids, Michigan 49506

Phone (616) 940-4817

Gaines Charter Township

Policy Committee Representative: Rod Weersing (rod.weersing@gainestownship.org)

Technical Committee Representative: Tim Haagsma (thaagsma@kentcountyroads.net)

8555 Kalamazoo Ave
Caledonia, Michigan 49316
Phone (616) 698-6640

Georgetown Charter Township

Policy Committee Representative: Justin Stadt (jstadt@georgetown-mi.gov)

Technical Committee Representative: Justin Stadt

1515 Baldwin St. PO Box 769
Jenison, Michigan 49429
Phone (616) 457-2340

Gerald R. Ford International Airport

Policy Committee Representative: Casey Ries (cries@grr.org)

Brian Hilbrands – alternate

Technical Committee Representative: Brian Hilbrands (bhilbrands@grr.org)

Casey Ries - alternate

5500 - 44th St. SE
Grand Rapids, Michigan 49512
Phone (616) 233-6000

Grand Rapids, City of

Policy Committee Representative: Karyn Ferrick (kferrick@grcity.us)

Tim Burkman (tburkman@grand-rapids.mi.us)

Technical Committee Representative: Kristin Bennett (krbennett@grcity.us)

Rick DeVries (rdevries@grcity.us)

300 Monroe Ave. NW
Grand Rapids, Michigan 49503
Phone (616) 456-3060

Grand Rapids Township

Policy Committee Representative: Mike DeVries (mdevries@grandrapdstwp.org)

Wayne Harrall – alternate (wharrall@kentcountyroads.net)

Technical Committee Representative: Mike DeVries

Wayne Harrall – alternate (wharrall@kentcountyroads.net)

Steve Waalkes – alternate (swaalkes@miconcrete.net)

1836 E. Beltline Ave. NE
Grand Rapids, Michigan 49505
Phone (616) 361-7391

Grandville, City of

Policy Committee Representative: Ken Krombeen (krombeenk@cityofgrandville.com)

Technical Committee Representative: Charles Sundblad

(sundbladc@cityofgrandville.com)

3195 Wilson Ave. SW

Grandville, Michigan 49418

Phone (616) 531-3030

Hudsonville, City of

Policy Committee Representative: Dan Strikwerda (dstrikwe@hudsonville.org)

Technical Committee Representative: Robert Miller (rmiller@hudsonville.org)

3275 Central Blvd.

Hudsonville, Michigan 49426

Phone (616) 669-0200

Interurban Transit Partnership – The Rapid

Policy Committee Representative: Kevin Wisselink (kwisselink@ridetherapid.org)

Technical Committee Representative: Kevin Wisselink

Liz Schelling – alternate (lschelling@ridetherapid.org)

300 Ellsworth

Grand Rapids, Michigan 49503

Phone (616) 456-7514

Jamestown Charter Township

Policy Committee Representative: Dean Smith (bigcheez52@aol.com)

Laurie Van Haitsma - Alternate (supervisor@twp.jamestown.mi.us)

Technical Committee Representative: Dean Smith (bigcheez52@aol.com)

Laurie Van Haitsma - Alternate

2380 Riley St.

Hudsonville, MI 49426

Phone (616) 896-8376

Kent County Board of Commissioners

Policy Committee Representative: Kris Pachla (kristofer.pachla@kentcountymi.gov)

Technical Committee Representative: Wayne Harrall (wharrall@kentcountyroads.net)

Rick Sprague – alternate (rsprague@kentcountyroads.net)

300 Monroe Ave. NW

Grand Rapids, Michigan 49503

Phone (616) 336-3550

Kent County Road Commission

Policy Committee Representative: Jerry Byrne (jbyrne@kentcountyroads.net)

Rick Sprague – alternate (rsprague@kentcountyroads.net)

Technical Committee Representative: Rick Sprague

1900 4 Mile Rd NW

Grand Rapids, Michigan 49544

Phone (616) 242-6960

Kentwood, City of

Policy Committee Representative: Terry Schweitzer (SchweitzerT@kentwood.us)

Lisa Golder (golderl@kentwood.us)

Shay Gallagher – alternate

Jim Kirkwood - alternate

Technical Committee Representative: Jim Kirkwood (kirkwoodj@kentwood.us)

Shay Gallagher (gallaghers@kentwood.us)

Lisa Golder - alternate

Terry Schweitzer - alternate

4900 Breton

Kentwood, Michigan 49518

Phone (616) 554-0770

Lowell, City of

Policy Committee Representative: Mike Burns (mburns@ci.lowell.mi.us)

Dennis Kent-alternate (kentd@michigan.gov)

Technical Committee Representative: Mike Burns

Dennis Kent-alternate

301 E. Main St.

Lowell, Michigan 49331

Phone (616) 897-8457

Lowell Charter Township

Policy Committee Representative: Jerry Hale (supervisor@twp.lowell.mi.us)

Technical Committee Representative: Jerry Hale

2910 Alden Nash Ave SE

Lowell, MI 49331

Phone (616) 897-7600

Michigan Department of Transportation

Policy Committee Representative: Heather Bowden (bowdenh@michigan.gov)

Technical Committee Representative: Luke Walters (WaltersL3@michigan.gov)

Van Wagoner Building

425 W. Ottawa—PO Box 30050

Lansing, MI 48909

Phone (517)-241-2400

Nelson Township

Policy Committee Representative: Tom Noreen (supervisor@nelsontownship.org)

Technical Committee Representative: Tom Noreen

2 Maple Street— PO Box 109

Sand Lake, MI 49343

Phone (616) 636-5332

Ottawa County Board of Commissioners

Policy Committee Representative: Jim Holtvluwer (jholtvluwer@miottawa.org)

Technical Committee Representative: Jim Holtvluwer

12220 Fillmore Street, Room 310

West Olive, Michigan 49460

Phone (616) 669-6523

Ottawa County Road Commission

Policy Committee Representative: Francisco Garcia (fgarcia@ottawacorc.com)

Betty Gajewski - alternate (betty@gajewski.us)

Brett Laughlin – alternate

Technical Committee Representative: Brett Laughlin (BALaughlin@ottawacorc.com)

14110 Lakeshore Drive P.O. Box 739

Grand Haven, MI 49417

Phone (616) 842-5400

Plainfield Charter Township

Policy Committee Representative: Cameron Van Wyngarden

(vanwyngardenc@plainfieldmi.org)

Technical Committee Representative: Rick Solle (soller@plainfieldmi.org)

6161 Belmont Ave. NE

Belmont, Michigan 49306

Phone (616) 364-8466

Rockford, City of

Policy Committee Representative: Thad Beard (tbeard@rockford.mi.us)

Dan Apkarian – alternate (dapkarian@rockford.mi.us)

Technical Committee Representative: Phil Vincent (pvincent@rockford.mi.us)

7 S. Monroe St. PO Box 561

Rockford, Michigan 49341

Phone (616) 866-1537

Sand Lake, Village of

Policy Committee Representative: Member Awaiting Appointment

Technical Committee Representative: Member Awaiting Appointment

2 East Maple St.

Post Office Box 139

Sand Lake, Michigan 49343

Phone (616) 636-8854

Sparta, Village of

Policy Committee Representative: James Lower (villagemanager@spartami.org)

Technical Committee Representative: Bill Hunter (bill@spartami.org)

James Lower - alternate

160 E. Division Street

Sparta, Michigan 49345

Phone: (616) 887-8251

Tallmadge Charter Township

Policy Committee Representative: Mark Bennett (mbennett@tallmadge.com)

Technical Committee Representative: Mark Bennett

0-1451 Leonard St. NW

Grand Rapids, Michigan 49534

Phone (616) 677-1248

Walker, City of

Policy Committee Representative: Darrel Schmalzel(dschmalzel@walker.city)

Technical Committee Representative: Scott Connors (sconnors@walker.city)

4243 Remembrance Road NW

Walker, Michigan 49534

Phone (616) 453-6311

Wyoming, City of

Policy Committee Representatives: Robert Arnoys (Robert.Arnoys@wyomingmi.gov)

Rob Postema (RDP@rpaae.com)

Technical Committee Representative: Russ Henckel (HenckelR@wyomingmi.gov)

Nicole Hofert (hofertn@wyomingmi.gov)

1155 28th Street – PO Box 905

Grand Rapids, Michigan 49509

Phone (616) 530-7226

BY-LAWS

**GRAND VALLEY METRO COUNCIL
TRANSPORTATION PLANNING DIVISION
COMMITTEE BYLAWS
As of November 16, 2022**

ARTICLE I - OFFICERS

1.1 - Composition & Election

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

1.2 - Chairperson

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

1.3 - Vice Chairperson

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

1.4 - Term of Officers

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

1.5 - Officer Replacements

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

ARTICLE II - MEETINGS

2.1 - Location

All meetings shall be held in Kent or Ottawa Counties.

2.2 - Order of Business

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

2.3 - Agenda

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

2.4 - Special Meetings

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

2.5 - Recording Duties

Secretarial and recording duties shall be performed by staff.

ARTICLE III - COMMITTEE MEMBERSHIP

3.1 - Membership

Policy Advisory Committee

The Policy Committee shall address all transportation matters related to transportation planning. The Grand Valley Metropolitan Council authorizes the Committee to do the following; develop and recommend to the Council Board, the Metropolitan Transportation Plan, Transportation Improvement Program, and the Unified Planning Work Program. The Committee is delegated the authority to amend the Metropolitan Transportation Plan and the Transportation Improvement Program. The Committee is responsible for developing policies for compliance with the federal rules and procedures. In particular, this committee shall have responsibility for assuring that GVMC transportation plans and programs comply with applicable federal and state laws.

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

City of Cedar Springs	1
City of East Grand Rapids	1
City of Grandville	1
City of Grand Rapids	4
City of Hudsonville	1
City of Kentwood	2
City of Lowell	1
City of Rockford	1
City of Walker	1
City of Wyoming	2
Ada Township	1
Algoma Township	1
Allendale Township	1
Alpine Township	1
Byron Township	1
Caledonia Township	1
Cannon Township	1
Cascade Township	1
Courtland Township	1
Gaines Township	1
Georgetown Township	2
Grand Rapids Township	1
Jamestown Township	1
Nelson Township	1
Plainfield Township	1
Tallmadge Township	1
Village of Sand Lake	1
Village of Sparta	1
Kent County Board of Commissioners	3
Kent County Road Commission	1
Ottawa County Board of Commission	1
Ottawa County Road Commission	1
Interurban Transit Partnership	1
Gerald R. Ford International Airport Authority Board	1
Michigan Department of Transportation	1
Total Units	35

Total Votes	43
<i>Units Required for Quorum</i>	18
<i>OR</i>	
<i>Votes Required for Quorum</i>	22

Technical Committee

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

VOTING Members

- City of Cedar Springs
- City of East Grand Rapids
- City of Grand Rapids
- City of Grandville
- City of Hudsonville
- City of Kentwood
- City Of Lowell
- City of Rockford
- City of Walker
- City of Wyoming
- Ada Township
- Algoma Township
- Allendale Township
- Alpine Township
- Byron Township
- Caledonia Township
- Cannon Township
- Cascade Township
- Courtland Township
- Gaines Township
- Georgetown Township
- Grand Rapids Township
- Jamestown Township
- Nelson Township

Plainfield Township
Tallmadge Township
Village of Sand Lake
Village of Sparta
Kent County Board of Commissioners
Kent County Road Commission
Ottawa County Board of Commissioners
Ottawa County Road Commission
Interurban Transit Partnership
Michigan Department of Transportation
Gerald R. Ford International Airport Authority Board

ADVISORY Members

Grand Rapids Area Chamber of Commerce
West Michigan Environmental Action Council
The Right Place
Hope Network

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

3.2 - Delegates

Each of the member units shall designate a delegate. Each delegate shall name at least one official alternate to represent them in the event of the delegate's absence from committee meetings. If neither designated representative can be present, a substitute delegate may attend and have full voting privileges. Any substitute delegate not from the same community shall have a signed proxy or have communicated their proxy prior to meeting. Each representative in attendance at a Committee meeting shall carry no more than the votes for two members at a time.

Example: Village of Sparta cannot attend the meeting but has asked Alpine Township to be their proxy. In this scenario it would be allowable for Alpine Township to vote for both themselves and Village of Sparta at the meeting. However, if the City of Walker could not attend the same meeting and also reached out to Alpine Township to be their proxy, the Alpine Township representative could not vote on behalf of all three jurisdictions.

3.3 - Meeting Attendance

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

3.4 - Admission of New Agencies or Organizations

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

ARTICLE IV - VOTING

4.1 - Voting Structure

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

4.2 - Quorum

A quorum shall be required before any resolution, motion, or any other official action can be formally acted upon. A quorum shall consist of designated representatives from one more than half or more of the units comprising the Committees or one more than half or more of the total votes represented. A simple majority of those present shall be required to pass a decision.

Revision of bylaws shall require two-thirds of the votes present of the Policy Advisory Committee Members.

ARTICLE V - SUBCOMMITTEES

5.1 - Standing Subcommittees

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

5.2 - Transportation Programming Study Group

This subcommittee shall address matters related to project selection and evaluation for the Transportation Improvement Program and Metropolitan Transportation Plan. This is a working subcommittee which prepares draft materials for the Technical Committee. This

subcommittee is responsible for developing local guidelines for compliance with the federal rules and procedures.

The composition of the Transportation Programming Study Group shall include the following:

City of Cedar Springs	1
City of East Grand Rapids	1
City of Grandville	1
City of Grand Rapids	2
City of Hudsonville	1
City of Kentwood	1
City of Lowell	1
City of Rockford	1
City of Walker	1
City of Wyoming	2
Village of Caledonia	1
Village of Sand Lake	1
Village of Sparta	1
Kent County Road Commission	2
Kent County Township Representative	1
Ottawa County Road Commission	1
Ottawa County Township Representative	1
Interurban Transit Partnership	1
Gerald R. Ford International Airport Authority Board	1
Michigan Department of Transportation	1
Total Votes:	23
No quorum requirement	

Kent and Ottawa County Township representation will be reviewed prior to each TIP development cycle.

Voting

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

5.3 - Ad-hoc Subcommittees

An ad-hoc subcommittee may be appointed at any time by the Chairperson of the Technical Committee to address a specific matter.

ARTICLE VI – ADVISORY COMMITTEES

6.1 – Purpose

Advisory committees may be formed to convene around a specific topic related to transportation planning, e.g., safety, freight, nonmotorized transportation, etc. These committees serve as working groups – delving deeper into the issues falling under a topic area, providing feedback and recommendations to the Technical and Policy Committees related to applicable short- and long-term planning and programming efforts.

6.2 – Membership and Voting

There are no specific membership requirements for advisory committees. Membership for these groups may include Technical/Policy Committee members, but also may, and in many cases should, include representation from other stakeholders/groups/members of the public to increase the variety of topic-area knowledge present on the committee. Staff shall maintain membership lists for each of these committees.

As advisory committees, there shall be no quorum requirements for these committees. Reports from advisory committees shall be brought to the Technical and Policy Committees for any required action.

6.3 – Meetings

Meetings for advisory committees shall be facilitated and called by staff as needed and if requested by the Technical or Policy Committee.

**POLICIES
AND
PRACTICES**



POLICIES AND PRACTICES
FOR PROGRAMMING
PROJECTS

Updated May 2021

General Policies and Transportation Performance Measures

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

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

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

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

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

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

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

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

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

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

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

Funding Sources and Eligible Work

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

Bridge

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

Congestion Mitigation and Air Quality (CMAQ)

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

FTA Section 5307 – Urbanized Area Formula Grants

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

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

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

FTA Section 5339 – Buses and Bus Facilities Program

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

Highway Infrastructure Program (HIP)

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

Highway Safety Improvement Program (HSIP)

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

National Highway Performance Program (NHPP)

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

Surface Transportation Program

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

Transportation Alternatives (TA)

Funds can be used for several activities to improve the transportation system environment, including (but not limited to) nonmotorized projects, preservation of historic transportation facilities, outdoor advertising control, vegetation management in rights-of-way, and the planning and construction of projects that improve the ability of students to walk or bike to school. Funds may also be used to support nonmotorized improvements on other road and bridge jobs. These funds do not have location restrictions (i.e. they can be used off road/off the federal aid network).

State Funding Sources

Michigan also has programs that use both state and federal funding. These programs are collectively known as the Transportation Economic Development Fund (TEDF). The following TEDF funds apply to GVMC's area.

Category C – Urban Congestion Relief (Kent County) (EDC)

To provide funding for transportation projects which improve the operational level of service in heavily congested urban areas, reduce the accident rate on heavily congested urban roadways, improve the surface and base condition of heavily congested urban roadway.

Category D – Secondary All-Season Roads (Ottawa County) (EDD)

To provide funding for transportation projects which complement the existing state trunkline system with improvements on connecting local routes that have high commercial traffic and minimize disruptions that result from seasonal load restrictions.

2045 MTP Priorities

During the development of the 2045 Metropolitan Transportation Plan (MTP), the MTP Steering Committee determined five priority areas for future investment, including:

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

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

Priority	Fund Source(s)
Maintaining the system in a state of good repair	STP, NHPP
Congestion Management	<i>Expansion Projects</i> STP (Ottawa County only), EDC (Kent County only), NHPP <i>System Signal Operations and Intersection Improvements</i> CMAQ (~50% of available funds) MDOT Operations Template funding (state highway only)
Nonmotorized	All TAP Funds
Safety	STP Funds (\$50 million over the life of the Plan proposed)
Transit	CMAQ (~50% of available funds), FTA funds

Capacity Deficient Project Eligibility

Goal

Reduce system-wide congestion and unreliability.

Strategy/Practice

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

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

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

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

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

Eligibility/Explanation

All capacity and bridge improvement projects programmed in the TIP will be designed to reduce the existing/projected congestion and unreliability through the time period of the Metropolitan Transportation Plan. No improve/expand or bridge projects will be programmed that do not address current and future congestion through the life of the MTP.

New transit routes (aiming to address capacity/congestion issues) to be included in the TIP that receive non-FTA federal funding, must be supported by information identifying the need and demand for such

services. A commitment to continue the proposed service beyond the scope of the federal funding must also be in place if ridership meets projections.

Level of Service (LOS)/Volume to Capacity Ratio (V/C)

Level of Service (LOS) grades may be used to assess relative traffic conditions, both quantitatively and qualitatively. Historically, LOS grades (A representing optimum facility operation and F being capacity deficient / over-capacity) were used to determine funding eligibility and prioritization of projects. As a result of the new travel demand model used for the MPO’s MTP, and to align with Travel Time Reliability metrics, it was necessary to modify the categories to represent the operational conditions in a broader sense. LOS grades can be applied at a high level using these revised categories: LOS A, B and C would equate to the low/no congestion category including some LOS D conditions, high LOS D through low LOS E would equate to moderate congestion, while high LOS E and LOS F would equate to severe congestion or traffic conditions above safe operational capacity of a roadway.

If a facility on the National Highway System (NHS) in the GVMC region has a 24-hour capacity of 24,000, and a 24- hour traffic volume of 18,000, then the V/C ratio would be 0.75. The enhanced GVMC travel demand model will produce estimated volume, speed, and travel time for each road. GVMC will use peak hour volume-capacity (V/C) ratio from the enhanced travel demand model to identify congested corridors on existing and future highway network. Greater of the AM and PM peak period V/C ratio will be selected for congestion deficiency analysis. Corridors are identified as “Low/No Congestion,” “Moderate Congestion,” or “Severe Congestion,” as summarized below. Corridors identified with “Low/No Congestion” would not be eligible for federal funding for the purpose of widening or adding capacity.

LOS Scale	
V/C 0.00-0.79	Low/No Congestion
V/C 0.80-0.99	Moderate Congestion
V/C 1.00-9.99	Severe Congestion

Travel Time Index

Travel time index provides an easy way to understand the scale of congestion. It is defined as the ratio of actual travel time to free-flow travel time. GVMC also uses AM (7:00-9:00am) and PM (3:00-6:00pm) travel time index on weekdays to identify congested corridors on the highway network. The thresholds for different congestion levels based on travel time index are shown below.

Travel Time Index for Congestion Levels for Freeway	
<1.25	Low/No Congestion
1.25-1.5	Moderate Congestion
>1.5	Severe Congestion

Travel Time Index for Congestion Levels for Non-Freeway Arterial	
<1.5	Low/No Congestion
1.5-2.0	Moderate Congestion
>2.0	Severe Congestion

Planning Time Index

Planning time index is defined as the ratio of the 95th percent travel time to the free-flow travel time. It represents the total time needed to plan for an on-time arrival 95% of the time. A value of 1.50 means that a 30-minute trip in free-flow traffic should be planned for 45 minutes. The thresholds for different reliability levels based on worst peak period (AM or PM peak) planning time index are shown below.

Planning Time Index for Reliability Levels	
<2.0	Low/No Congestion
2.0-3.0	Moderate Congestion
>3.0	Severe Congestion

Level of Travel Time Reliability

As defined in federal regulations, the Level of Travel Time Reliability Index (LOTTRI) is defined as the ratio of the 80th percentile travel time to the 50th percentile travel time for four time periods including 6AM to 10AM, 10AM to 4PM, 4PM to 8PM for weekdays and 6AM to 8PM for weekends. The segment will be deemed as reliable when the LOTTR for each time period is below 1.5.

Condition Deficient Project Eligibility

Goal

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

Strategy/Practice

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

Eligibility/Explanation

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

GVMC will follow directives from the Transportation Asset Management Council (TAMC) annually to determine what networks will be evaluated at a minimum using the Pavement Surface Evaluation and Rating (PASER) system. The PASER system will be utilized as the primary basis for determining project

eligibility. Staff representing individual jurisdictions in conjunction with trained GVMC staff will conduct the survey in the GVMC data collection vehicle. Field data for the entire network will be verified by GVMC staff by using data and photos collected concurrently with the automated data collection system. Final PASER ratings will be provided to each jurisdiction in the study area. Upon completion of the data review, an annual system condition report will be produced and placed on the GVMC website for public consumption.

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

PASER Rating	PASER Investment Scale
PASER 10-8	Not eligible for federal funds
PASER 7	Eligible for crack sealing funding*
PASER 6-5	Eligible for sealcoat/thin overlay funding*
PASER 4	Eligible for structural overlay funding
PASER 3-1	Eligible for reconstruction funding
*Approved GVMC treatment, subject to MDOT programming approval	

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

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

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

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

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

Safety Project Eligibility

Goal

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

Strategy/Practice

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

Eligibility/Explanation

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

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

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

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

Furthermore, GVMC has maintained a safety plan or safety management system for many years.

Currently, this plan lists the top 25 segments and intersections ranked by the following safety criteria:

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

- Segments Ranking by Total Crash in five year
- Segments Ranking by Fatal and Serious Injury Crash in five year
- Intersection Ranking by Expected Excess Fatal and Injury Pedestrian Crash
- Intersection Ranking by Pedestrian Crash in five year
- Intersection Ranking by Expected Excess Fatal and Injury Bicycle Crash

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

CMAQ Project Eligibility

Goal

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

Strategy/Practice

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

Eligibility/Explanation

MPO staff/Committees, based on MTPA and MDOT process agreements, will develop and implement a consistent and improved statewide evaluation process of CMAQ projects, and project selection process, based on federal guidelines and TPM targets for CMAQ (if applicable to the GVMC region). The Statewide CMAQ Committee has delegated authority, from FHWA, to determine most state and local project eligibility, unless there is a need for FHWA clarification on federal eligibility guidelines. The MPO will monitor improvements to air quality and the effectiveness of CMAQ projects based on MPO progress toward approved statewide or future MPO targets.

All new transit route projects need to show a demonstration of need and that service will continue beyond a 3-year commitment if ridership meets projections.

Agreement for CMAQ funding in West Michigan:

1. MDOT allocates CMAQ funding to local areas (MPOs, RTFs, etc.) based on population from the most current Census data, Air Quality non-attainment status, and other applicable guidelines.
2. MDOT will provide estimates of funding available for each eligible MPO.

3. Working through the TIP development process, the MPO will cooperatively distribute the funds to local and state eligible projects; currently, statewide CMAQ funding for MDOT state highway projects are programmed through the Statewide Operations Template, based on eligibility.
4. All parties will meet to discuss all projects and compile the CMAQ program.
5. MDOT (Statewide CMAQ Committee) makes the final decisions to reach financial constraint statewide and project eligibility. The MPO is responsible for CMAQ financial constraint for local projects.
6. This process may be modified based on updated FHWA and USEPA air quality guidelines and federal funding levels. MDOT will notify the MPOs, through MTPA, of program and process changes.

Nonmotorized Transportation Project Eligibility

Goal

Promote a balanced transportation system and work toward creating a mode shift from single occupancy vehicles to more active forms of transportation.

Strategy/Practice

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

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

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

Eligibility/Explanation

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

Projects receiving TA funding must be selected using a competitive process. Therefore, proposed projects shall be evaluated during the development of the Nonmotorized Plan and the development of the TIP and scored using the evaluation criteria set forth in the plan and/or agreed upon by the Nonmotorized Subcommittee (if updated between NM Plans). The utilized evaluation criteria and scoring process will be documented in the Nonmotorized Plan and TIP documents as applicable. Project

evaluation results – along with fiscal constraint, project readiness, and other context-related factors – shall drive the programming process.

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

Transit Project Eligibility

Goal

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

Strategy/Practice

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

Eligibility/Explanation

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

Bridge Project Eligibility

Goal

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

Strategy/Practice

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

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

Freight-Related Project Eligibility

Goal

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

Strategy/Practice

Allow the use of federal funds, where eligible, to address identified freight constrained intersections, roadways, and corridors. While there are no identified federal fund sources specifically designated for freight projects, during the development of a TIP, special consideration may be given to proposed projects that are in an identified and/or candidate freight corridor/route and contribute to statewide or MPO performance targets. Concerns identified by the GVMC Freight Subcommittee, made up of industry stakeholders, will also be considered in this process, to the extent practicable.

Eligibility/Explanation

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

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

The Use and Definition of General Program Accounts (GPAs)

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

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

To streamline TIP and STIP development processes and minimize the need to amend the TIP and STIP, a statewide committee was developed in 2017 to review current definitions for General Program Accounts. The goal of the committee is to clearly define the General Program Account categories and to find ways to make more efficient use of them for eligible state, local and transit projects. Furthermore, this committee will continue to review the GPA process and reconvene as deemed necessary to make updates to this process and this document. MDOT-Statewide Transportation Planning Division worked with the Michigan MPOs, FHWA, FTA and others within MDOT to review the current use of GPAs and their definitions.

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

Strategy/Practice

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

The following rules apply to all GPA categories:

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

Adding/Programming New or Revised Projects to the TIP

Federal TIP Amendments

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

- Applies to projects over \$5.0 million and all reconstruction projects.
- Projects (including GPA category accounts/budgets) with cost change exceeding 25% of the programmed total participating project cost.
- Adding a “new” project; the candidate project should be included on a deficiency list as well as the illustrative list.
- Deleting a project; where applicable, funding will be returned to the MPO for reprogramming.
- Changing non-federally funded project to federally funded project.
- Major changes in project design concept or design scope affecting lane configuration, roadway capacity, and/or air quality.

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

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

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

At all times, the TIP must maintain financial constraint through a combination of Federal and non-federal funds. Committee approved Federal amendments will be forwarded to MDOT via electronic

format (via JobNet) with the noted changes, financial constraint documentation, and proof of MPO action. MDOT will then forward the changes to FHWA.

TIP Administrative Modifications

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

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

Administrative modifications or MPO adjustments do not require Federal approval. GVMC practice is that project changes affecting Federal-aid and/or other projects require Technical review and

recommendation and Policy Committee approval as an MPO adjustment. In addition, MPO staff may approve modifications as noted above. The public will be notified of administrative modifications and MPO adjustments affecting existing projects in the TIP through the MPO committee meetings or the GVMC website.

If an administrative modification or MPO adjustment must be considered immediately, staff will have the authority to implement it; for MPO adjustments, with permission from the Chairpersons of the Technical and Policy Committees and the requesting agency impacted by the adjustment. If the Chairperson from either committee is not available, permission for the Vice-Chairperson will be sought. The modification will be included in the next TIP list of projects.

At all times, the TIP must maintain financial constraint through a combination of Federal and non-federal funds. Administrative modifications and MPO adjustments will be communicated to MDOT and FHWA in a timely fashion and reflected in the next TIP list of projects and posted on the GVMC website for public information.

Major transit capital expenditures and/or projects may be considered a Federal TIP amendment, depending on their scope and impact on the air quality conformity process.

Technical and Policy Committee Quorum

If a quorum is not present, or an action item (modifications or amendments) is time sensitive, at the Technical Committee meeting, action items can go directly to the Policy Committee; if a quorum is not present at either the Technical and/or Policy Committee meeting(s), then action by the respective Chairperson(s) may be requested and then confirmed at the next committee meeting.

Adding/Programming New or Revised Projects to the MTP

MTP Amendments

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

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

- Changing non-federally funded project to federally funded project.
- Changing air quality conformity model year grouping for a regionally significant project.

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

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

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

MTP Administrative Modification

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

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

Administrative modifications regarding the addition of lanes or non-motorized facilities up to one mile and increases in Federal-aid project cost up to 25% require MPO Committee approval. The other minor modifications to the MTP occur only when the MTP itself is undergoing an update or is being amended.

The MTP document is visionary and long range by its very nature and is only administratively modified when other major changes (amendments) are demanded.

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

Regionally Significant Project

Regionally significant project definition from 23 CFR 450.104:

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

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

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

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

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

Advanced Construction

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

Policy/Practice

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

Obligation Authority

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

Policy/Practice

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

Functional Classification

Policy/Practice

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

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

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

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

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

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

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

- NFC 6 = Minor Collector – more through traffic than a local road but not as heavy as a major collector. These may directly serve schools, business districts and public functions but less important than major collectors. Urban minor collectors were created recently by the 2010 Highway Performance Monitoring system (HPMS) re-assessment and have federal-aid eligibility; rural minor collectors are not federal-aid highways but do have limited STP federal-aid eligibility.
- NFC 7 = Local – predominately traveled by those accessing their property, rural farm roads and residential neighborhood roads. This is the majority of public road mileage, prior to the 2013 functional classification federal guidance, considered 65% or greater of a state’s mileage. Not federal-aid eligible.

NFC Modification Process

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

High Priority Corridors

Policy/Practice

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

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

Federal Funding of Right of Way (ROW)

Policy/Practice

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

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

Federal Funding of Engineering Expenses

Policy/Practice

There is no local allowance for the use of Federal funds for engineering costs by the MPO Committees.

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

Title VI

Policy/Practice

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

GLOSSARY OF TERMS

Glossary of Terms

Access

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

ADA

Americans with Disabilities Act

Allocation

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

Alternative Fuels

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

American Association of State Highway and Transportation Officials (AASHTO)

Group involved in setting standards for transportation facility development.

Americans with Disabilities Act (ADA)

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

Apportionment

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

Arterial

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

Average Daily Traffic (ADT)

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

Base Year

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

Bikeway

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

BLVD

Boulevard

BRRP

Federal Bridge Repair Program

BR

Business Route

Build/No-Build

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

CL

City Limits or County Line

CMS

Congestion Management System

CON

Construction Phase

CTF

Michigan Comprehensive Transportation Fund

Carbon Monoxide (CO)

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

Clean Air Act of 1990 and Amendments (CAAA)

Federal legislation that sets standards for air quality levels.

Clean Fuels

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

Collector-Distributor Street

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

Conformity

Compliance of any transportation plan with air quality control plans.

Compressed Natural Gas (CNG)

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

Congestion Management System (CMS)

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

Congestion Mitigation and Air Quality Improvement Program (CMAQ)

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

Contract Authority

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

DEMO

Congressionally Designated Demonstration Funds

Demand-Responsive

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

EDFA

Transportation Economic Development Fund - Category A

EDFC

Transportation Economic Development Fund - Category C

EPE

Early Preliminary Engineering

Elderly and Handicapped (E & H)

Anachronistic designation for special transportation planning and services.

Emissions Budget

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

Environmental Impact Statement (EIS)

Reports which details any adverse economic, social, environmental effects of a proposed transportation project that the federal government funds.

Environmental Justice

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

Environmental Protection Agency (EPA or USEPA)

Federal source agency of environmental and air quality regulations affecting transportation.

Expenditures

Disbursement of funds for repayment of obligations occurred.

Expressway

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

Federal Highway Administration (FHWA)

Federal agency within the United States Department of Transportation that deals with roadway and highway issues.

Federal Transit Administration (FTA)

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

Financial Constraint

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

Fiscal Year (FY)

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

Geographic Information System (GIS)

Computer mapping capabilities used to provide information.

Grand Rapids Area Transit Authority (GRATA)

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

Grand Rapids and Environs Transportation Study (GRETS)

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

Grand Valley Metropolitan Council (GVMC)

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

Highway Performance Monitoring System (HPMS)

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

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

A statewide geographic data sharing organization.

Inspection and Maintenance (I/M)

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

Institute of Transportation Engineers (ITE)

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

Integrated Roadway Information System (IRIS)

System used to collect data about the roadway network.

Intelligent Transportation Systems (ITS)

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

Interagency Work Group (IAWG)

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

Intermodal

Refers to connections between modes of transportation.

Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA)

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

IM

Interstate Maintenance Program

Interstate System

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

Interurban Transit Partnership (ITP – THE RAPID)

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

Kent County Road Commission (KCRC)

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

Local Street

A street intended solely for access to adjacent properties.

Long-Range Transportation Plan (LRTP)

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

MTF

Michigan Transportation Fund

MIS

Major Investment Study

Metropolitan Planning Organization (MPO)

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

Metropolitan Statistical Area (MSA)

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

Michigan Accident Location Index (MALI)

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

Michigan Department of Environmental Quality (MDEQ)

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

Michigan Department of Transportation (MDOT)

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

Michigan Resource Information System (MIRIS)

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

Mode

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

Model

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

Multimodal

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

National Ambient Air Quality Standards (NAAQS)

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

National Highway System (NHS)

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

Network

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

O/D

Origin-Destination Study

Obligations

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

Ottawa County Road Commission (OCRC)

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

Oxides of Nitrogen (NoX)

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

Paratransit

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

Particulate Matter-10 (PM-10)

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

Parts Per Million (PPM)

A measurement used in relating concentrations of matter, such as ozone in the atmosphere.

Pavement Management System (PaMS or PMS)

A system used to monitor and evaluate pavement conditions on the road network.

Peak Hour

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

Penalty

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

Person-Trip

A trip made by one person from one origin to one destination

Privatization

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

Provider

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

Public Involvement Plan (PIP)

Plan developed by GVMC that dictates how public involvement will be incorporated into the transportation planning process.

Public Transportation Management System (PTMS)

A system which allows for the monitoring and evaluation of the public transportation system for an area.

Region

An entire metropolitan area including designated urban and rural subregions.

Regional Geographic Information System (REGIS)

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

Regionally Significant

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

Rescission

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

Reverse Commute

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

Right of Way (R-O-W)

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

Road

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

S9C

Federal Transit Administration Program Section 9 Capital

S9O

Federal Transit Administration Program Section 9 Operating Assistance

S18O

Federal Transit Administration Program Section 18 Operating Assistance (Rural)

S16B

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

SAFETEA-LU

Safe, Accountable, Flexible, Efficient Transportation Equity Act.

Shuttle

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

Single Occupancy Vehicle (SOV)

The use of vehicle to get one person to a destination

Standard Metropolitan Statistical Area (SMSA)

A U.S. Census delineation for larger metropolitan areas in the U.S.

State Implementation Plan (SIP)

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

State Transportation Improvement Program (STIP)

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

Surface Transportation Program (STPC) – Small Cities

Federal funding category geared specifically to small cities

Surface Transportation Program (STPE) - Enhancements

Federal funding category geared specifically to enhancement

Surface Transportation Program-Rural (STPR)

Federal funding category geared specifically to rural areas.

Surface Transportation Program-Urban (STPU)

Federal funding category geared specifically to urbanized areas.

Traffic Analysis Zone (TAZ)

The smallest geographically designated area for analysis of transportation activity.

TRANPLAN

Computerized Transportation Modeling Package (see model).

Transit

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

Transit Dependent

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

Transportation Control Measures (TCM)

Local actions to adjust traffic patterns or reduce vehicle use to reduce air pollution.

Transportation Demand Management (TDM)

Process used to monitor and evaluate the need of the transportation network relative to the number of users, and the total amount of usage the transportation network will receive.

Transportation Economic Development Funds (TEDF)

This program has different lettered categories AA@ through AF@ that provide competitive

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

Transportation Improvement Program (TIP)

A document prepared by States and MPOs citing projects to be funded under federal transportation programs for a three-year period.

Transportation Management Area (TMA)

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

Transportation System Management (TSM)

The element of a TIP that proposes non-capital-intensive steps toward the improvement of a transportation system.

Travel Time

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

Unified Work Program (UWP)

Annual document prepared by the MPO that outlines transportation work tasks and products that will be completed and produced for the upcoming fiscal year.

United States Department of Transportation (DOT or USDOT)

The principal direct federal funding and regulating agency for transportation facilities and programs.

Urbanized Area

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

Vehicle Miles Traveled (VMT)

The number of miles a vehicle or group of vehicles travel in a given unit of time.

Volatile Organic Compounds (VOC)

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

West Michigan Clean Air Coalition (WMCAC)

A partnership of business, academia, government, industry, and the non-profit sector in Kent, Ottawa, and Muskegon counties working together to achieve cleaner air in the region.

West Michigan Environmental Action Council (WMEAC)

A non-profit environmental advocacy and education organization founded in 1968.

**TRANSPORTATION
STAFF
CONTACT
INFORMATION**

GVMC - Transportation Staff

678 Front Ave NW, Suite 200
Grand Rapids, MI 49504
(616) 776-3876 - Telephone
(616) 774-9292 - Fax

Laurel Joseph – Director of Transportation Planning
(616) 776-7610
Laurel.Joseph@gvmc.org

Clover Brown – Assistant Transportation Planner
(616) 776-7609
clover.brown@gvmc.org

Andrea Faber – Transportation Planner
(616) 776-7603
andrea.faber@gvmc.org

Mara Gericke – Transportation Planner
(616) 776-7601
gerickem@gvmc.org

Peter Kimball – Transportation Planner
(616) 776-7663
peter.kimball@gvmc.org

George Yang – Senior Transportation Planner
(616) 776-7696
yangg@gvmc.org

Mike Zonyk – Transportation Planner
(616) 776-7669
zonykm@gvmc.org