
Application & Instructions for Transportation Improvement Program Projects

**Approved by TTCI Policy Board on
4/01/2024**



Traverse Transportation Coordinating Initiative

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Application & Instructions for Transportation Improvement Program Projects

Introduction

The purpose of this document is to provide a guide concerning the Traverse Transportation Coordinating Initiative's (TTCI) Prioritization Process. This process is used to prioritize and award Federal Surface Transportation funding for projects that further the established goals of the TTCI.

Goals and Objectives

Since the Transportation Improvement Program (TIP) is the short-range planning element of the Metropolitan Transportation Plan, each TIP project must comply with the goals and objectives listed in the Metropolitan Transportation Plan (MTP). In addition to the goals and objectives in the MTP, the TTCI has adopted goals to help facilitate the prioritization of funds in the TIP and guide the process. These goals include:

1. Equally distribute funds across the region through a continuing, cooperative, and comprehensive process.
2. Develop every project in coordination with adopted Transportation Performance Measures.
3. Affirm adopted projects reflect the goals of the MTP.
4. Encourage local agencies to coordinate with each other in preventative maintenance projects for funding.
5. Coordinate various funding sources for projects.
6. Supports projects with local significance.
7. Promote cost effectiveness of project and Transportation Asset Management Council (TAMC) goal of applying the right fix at the right time.

Eligible Projects

To be eligible to apply for and receive Surface Transportation Program (STP) funding, or to receive any additional funding received through inclusion in the Traverse Transportation Coordinating Initiative's Transportation Improvement Program (TIP), a project must be:

1. Proposed by an agency eligible to receive transportation funding through the State of Michigan.
2. Within the Metropolitan Planning Area Boundary.
3. Proposed by an active and eligible member of the Technical Committees.

Selection Process

Review and Prioritization of Concept Statements

This Prioritization Process is the adopted procedure to be followed in prioritizing and selecting projects. All Project Concept Statements submitted to the TTCI for funding will be reviewed using the following procedures:

1. Local agencies submit projects from their Capital Improvement Program (CIP) using the TTCI TIP Application along with supporting documentation.
2. TTCI staff will review project submissions using the identified Prioritization Process. Each project will receive a score.
3. TTCI staff will develop a preliminary list of all projects based on the score of the Prioritization Process Factors. Projects will be competing against one another based on the funds available.
4. The prioritized list will be adjusted to remain fiscally constrained and to meet the goals set forth in the Prioritization Process.
5. The Technical Committee will review and make a recommendation to the Policy Committee based on the goals and objectives with the prioritization process taken into consideration.

Timeline

Projects to be considered for FY 2026-2029 funding need to be received by the TTCI no later than **September 13, 2024, at 5:00 pm.**

Transportation Improvement Program – 9 Month Process					
TIP Development Starts	Call for Projects	Project Prioritization	TTCI Technical Committee Review	TTCI Policy Committee Review	Funded Proposed List goes to Adoption
May 2024	September 2024	Sep/Oct 2024	October 2024	November 2024	December 2024
Public Involvement Period					

Guidelines for Applicants

The Project Concept Statement is to be filled out by the local agency for each project per fiscal year. Applications should be filled out thoroughly and include any supplemental information required. It is recommended that agencies submit enough projects so that a comprehensive recommended project list may be developed.

NOTE: If there is more than one phase for the project (Preliminary Planning, Construction), a separate sheet will need to be filled out with cost for each phase shown under Project Cost Estimate. If more than one Federal, State, or Local Cost are used during that phase, provide the breakdown in the Other Project Information section of the application.

Definitions

Prioritization Process

AADT (Annual Average Daily Traffic):

- Annual Average Daily Traffic (AADT) is an estimated mean daily traffic volume on a roadway. It is a useful and simple measurement of how busy a road is. The higher the AADT, the more traveled the route is, which will have a higher impact per vehicle traveled.
- Count must be within 3 years of project.

Asset Management:

- According to Public Act (PA) 325 of 2018, Asset Management is “an ongoing process of maintaining, preserving, upgrading, and operating physical assets cost effectively, based on a continuous physical inventory and condition assessment and investment to achieve established performance goals.” To care for Michigan’s road, bridge, culvert, and traffic signal assets in the most effective and efficient manner.

CAADT (Commercial Average Daily Traffic)

- Commercial Annual Average Daily Traffic (CAADT) is an estimated mean daily commercial traffic volume on a roadway. It is a useful and simple measurement of how busy a road is. The higher the CAADT, the more traveled the route is, which will have a higher impact per vehicle traveled.
- Count must be within 3 years of project.

Environmental Justice:

- Project is located within, or directly adjacent to, an Environmental Justice area defined in the TTCI Metropolitan Transportation Plan.
- An environmental justice area refers to a specific geographical area, community, or region where there are disproportionate levels of environmental burdens, risks, or hazards, often borne by marginalized or vulnerable populations.

Existing Condition:

- PASER for Roads, data is already collected and maintained by TTCI staff.
- If a roadway has more than one rating for the length of the project, the worst condition will be used.

Preventive maintenance (PM)

- Addresses pavement problems of roads before the structural integrity of the pavement has been severely impacted. PM is a planned set of cost-effective treatments applied to an existing roadway that slows further deterioration and that maintains or improves the functional condition of the system without significantly increasing the structural capacity. The purpose of PM fixes is to protect the pavement structure, slow the rate of deterioration, and/or correct pavement surface deficiencies. To promote proper asset management principles, points are given based on the number of PM fixes over the lifetime of the roadway.

Infrastructure Coordination:

- Organizing and managing various aspects of infrastructure development within a specific geographic area, typically at the municipal or regional level. This coordination involves bringing together stakeholders from different sectors such as government agencies, utilities, businesses, and community organizations to plan, implement, and maintain infrastructure projects effectively.

Local Planning and Economic Development:

- Project conforms with either local land use plan, corridor plan, Complete Streets plan, water and sewer master plan, or other locally supported planning document.

National Functional Classification:

- The most recently adopted and approved National Functional Classification (NFC) for the roadway.

Operational Improvements:

- Measures taken to enhance the efficiency of traffic flow and ensure the safety of road users. These improvements can include various strategies and interventions aimed at managing traffic congestion, reducing accidents, and improving overall transportation systems.
- A capital improvement for installation of traffic surveillance and control equipment; computerized signal systems; motorist information systems; integrated traffic control systems; incident management programs; transportation demand management facilities; strategies, and programs; and such other capital improvements to public roads as the Secretary may designate, by regulation. By definition, an operational improvement still does not include restoration or rehabilitating improvements; construction of additional lanes, interchanges, and grade separations; or construction of a new facility on a new location.

Safety:

- Projects will be measured as a rate per Million Vehicle Miles Traveled (MVMT) for road segments and Million Entering Vehicles (MEV) for intersection projects.
- Projects will utilize techniques and technologies that reduce risk, danger, or injury.

Prioritization Process Factors

Local Municipality Infrastructure Coordination (Max of 10 points)

The TTCI Technical Committee will review all projects and may prioritize based on other local or region-wide projects that present opportunities to coordinate efforts and reduce costs. Infrastructure Coordination shows the local agencies will be minimizing the disruption on the community and using wise investment strategies.

May include projects that cross jurisdictional boundaries, utilize grant funding that must be expended within a limited time-frame, bridge construction or culvert maintenance or replacement, projects being undertaken by public transit agencies or port authorities, rail or freight authorities, non-motorized projects, or projects that may be built concurrently with public utility projects.	Up to 10 points as determined by the TTCI Technical Committee
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Local Planning and Economic Development (Max of 5 points)

Includes projects that are in local or regional plans (such as a Master Plan or other community development related plan) and has a significant impact on the local or regional economy. This may include areas with planned future land uses such that would increase density and traffic volume (high-density commercial, residential, or mixed-use developments).	Up to 5 points as determined by the TTCI Technical Committee
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Pavement Condition (Max of 10 points)

The Existing Pavement Conditions will award up to 10 points based on the roadway pavement condition or bridge condition. Pavement Surface Evaluation and Rating (PASER) scale, which uses a 1-10 rating system, will be used to score projects based on road pavement condition. PASER uses visual inspection to evaluate pavement surface conditions. When assessed correctly, PASER ratings provide a basis for comparing the quality of roadway segments. If a road has more than one rating for the length of the project, the worst condition will be used.

PASER rating of 1-2	5
PASER rating of 3-4	8
PASER rating of 5-6	10
PASER rating of 7 and higher	0

Annual Average Daily Traffic (Max of 5 points)

Annual Average Daily Traffic (AADT) is an estimated mean daily traffic volume on a roadway. It is a useful and simple measurement of how busy a road is. The higher the AADT, the more traveled the route is, which will have a higher impact per vehicle traveled.

If the applicant has more current data, it may be provided.

AADT is 20,000 or more	5
AADT is 15,000-19,999	4
AADT is 10,000-14,999	3
AADT is 5,000-9,999	2
AADT is below 4,999	1

Commercial Annual Average Daily Traffic (Max of 5 points)

Similar to AADT, the Commercial Annual Average Daily Traffic (CAADT) is the estimated mean daily traffic volume of commercial vehicles.

CAADT is 600 or more	5
CAADT is 400-599	3
CAADT is below 399	1

Remaining Service Life (Max of 10 points)

The Expected Increase in Remaining Service Life (RSL) is defined as the estimated number of years until it is no longer cost effective to perform preventive maintenance on a pavement section.

Extended RSL by 15 years or more	10
Extended RSL by 10-14 years	7
Extended RSL by 5-9 years	4
Extended RSL by 2-4 years	1
Extended RSL by 0-1 years	0

Environmental Justice (Max of 10 points)

Project is located within, or directly adjacent to, an Environmental Justice area defined in the TTCI Metropolitan Transportation Plan.

Project located in an identified Environmental Justice area	Up to 10 points as determined by the TTCI Technical Committee
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Safety (max of 15 points)

Impact on Safety assesses the impact the proposed project will have on the existing road segment, providing a maximum of 15 points depending on the number of crash reduction factors associated with the completed road project.

3 or more crashes per MVMT	10
Less than 3 crashes per MVMT	5
Projects identified as an area of safety concern in local or regional planning documents	5

Road Type – National Functional Classification (Max of 10 points)

The National Functional Classification (NFC) is the process by which roads, streets, and highways are grouped into classes according to the character of service they provide. Individual roads and streets do not serve travel independently, but as part of a network of roads through which the traffic moves. Functional classification defines the nature of this movement by defining the part that any particular road or street should play in serving the flow of trips through a highway network and the type of access it provides to adjacent properties. Functional classification describes the importance of a particular road or network of roads to the overall system and, therefore, is critical in assigning priorities to projects and establishing the appropriate highway design standards to meet the needs of the traffic served. Functional classification is also used to determine which roads are eligible for project funding under the STBG administered by the FHWA.

Minor Arterial	10
Major Collector	7
Minor Collector	4
Local	0 (not eligible)

Operational Improvements (Max of 5 points)

A capital improvement for installation of traffic surveillance and control equipment; computerized signal systems; motorist information systems; integrated traffic control systems; incident management programs; transportation demand management facilities; strategies, and programs; and such other capital improvements to public roads as the Secretary may designate, by regulation. By definition, an operational improvement still does not include restoration or rehabilitating improvements; construction of additional lanes, interchanges, and grade separations; or construction of a new facility on a new location.

Traffic control measures – may include traffic signal optimization, installing roundabouts, narrowing roads or other measures to reduce speed and improve safety for pedestrians and non-motorized transportation users	2
Increases police presence or surveillance to deter speeding, reckless driving, or other dangerous behavior	2
Includes public transportation enhancements	1

Total Possible Points: 85

**Traverse Transportation Coordinating Initiative (TTCI)
Metropolitan Planning Organization (MPO)
PROJECT/PROGRAM NOMINATION FORM**

Transit agency legal name: _____

Agency contact person: _____

Proposed project: _____

Local agency project rank: _____

Fiscal year funding is requested: _____ Proposed let date: _____

Major route: _____

Project limits: _____

Length (in mi.): _____ Project area map attached?

Project description: _____

Project Conditions

PASER rating: _____ Remaining Service Life (RSL): _____ years

Is this project 100% preserve? Yes No

Is this a preventative maintenance project? Yes No

Please attach a description of the preventative maintenance fix(es) since the last reconstruction. Describe the fix(es) and include the year the fix(es) was/were completed.

Does this project have a capacity change? Yes No

If yes, please attach travel analysis in pdf format.

Traffic Volume (AADT): _____ Freight Traffic Volume (CAADT): _____

Estimated % Commercial Traffic: _____ On MTP Freight Route? Yes No

Freight – Will the project will reduce congestion or improve reliability on roadways identified as a freight route? Yes No

Functional Class: _____ Year of last improvement: _____

Description of last improvement: _____

Funding

Federal Non-Participating Work?

Yes No

Advance Construction Funding?

Yes No

If yes to either question, please explain: _____

If you have a preferred funding source, check box: STP CMAQ

Proposed Participating Cost	\$	Proposed Federal	\$
Proposed Non-Participating Cost	\$	Proposed State	\$
Total Project Cost	\$	Proposed Local	\$

Planning

Project Listed in the TTCI Metropolitan Transportation Plan (MTP)? Yes No N/A

Project Identified in Local Plan? Yes No (If "Yes," please attach pages from plan)

Project Conforms to Complete Streets Policy? Yes No N/A

Describe existing and future non-motorized facilities within the project limits/additional comments/exception rational:

Project located in Environmental Justice Area? Yes No

If yes, please include the MiEJ Environmental Justic Score: _____

Please attach a map/screenshot from [MiEJScreen Mapping Tool](#)

Safety

Number of crashes per MVMT/MEV: _____

Does the project fix the identified correctable safety issues? Yes No

Describe how the project fixes identified correctable safety issues:

Assessment

If the answer is “Yes” to any of the following criteria, provide additional explanation in an attachment. Please consider the following factors when completing the work description:

Regional Benefit – Is there a benefit beyond the project to the area wide transportation system or region?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Connectivity – Does the project add or enhance a road connection between two or more existing roadways functionally classified as a Major Collector or higher; OR add or enhance connections between two or more pathway corridors or transit routes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Environmental Justice – Is the project located within an identified EJ area and are no adverse impacts projected?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Complete Streets – Does the project contain enhancements to serve pedestrians, cyclists, and/or transit users?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Transit – Will the project improve service, efficiency, and attractiveness of public transit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Green Infrastructure – Does the project involve the use of stormwater best management practices?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Environment – Does the project contain elements to preserve, mitigate, or enhance an environmentally sensitive area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Economic Development – Does the project support job creation or growth?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Freight – Will the project will reduce congestion or improve reliability on roadways identified as a freight route?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Safety – Can the project be shown to do one or more of the following: reduce fatalities and serious injuries; reduce nonmotorized crashes; enhance transit safety?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Narrative

Please attach a narrative for the project and be certain to address the following specific issues:

Local Municipality Infrastructure Coordination: May include projects that cross jurisdictional boundaries, utilize grant funding that must be expended within a limited time-frame, bridge construction or culvert maintenance or replacement, projects being undertaken by public transit agencies or port authorities, rail or freight authorities, non-motorized projects, or projects that may be built concurrently with public utility projects.

Local Planning & Economic Development: Includes projects that are in local or regional plans (such as a Master Plan or other community development related plan) and has a significant impact on the local or regional economy. This may include areas with planned future land uses such that would increase density and traffic volume (high-density commercial, residential, or mixed-use developments).

Additional Information for consideration (if applicable):

- Current number of lanes
- Proposed number of lanes
- Current lane width
- Proposed lane width
- Total crashes on segment in last 3 years
- Drainage problem corrected?
- Replace/new bridge or culvert as part of project?
- Project benefits other modes (wide shoulders, separated nonmotorized facility done as part of project, correct hazardous intersection)

Acronyms/Definitions

AADT (Annual Average Daily Traffic) – Traffic metric that represents the average number of vehicles passing a specific point on a roadway per day over the course of a year.

CAADT (Commercial Annual Average Daily Traffic) – Traffic measurement that specifically tracks the average number of commercial vehicles such as trucks, buses, and delivery vehicles passing a certain point on a roadway per day over the course of a year.

MEV (Million Entering Vehicle) – Quantity of vehicles entering a specific point, location, or area over a given year, expressed in millions.

MiEJ Screen – A mapping tool developed by the Michigan Department of Environment, Great Lakes, and Energy (EGLE) to identify and visualize areas in Michigan facing environmental justice concerns.

MTP (Metropolitan Transportation Plan) – A long-term, strategic document developed by a MPO to guide transportation investments and policies in a metropolitan region over a 20-25 year horizon.

MVMT (Million Vehicle Miles Traveled) – A common way to measure exposure in traffic safety. Crash rates are often expressed as crashes per million vehicle miles traveled.

RSL (Remaining Service Life) – Measure used to estimate the amount of time a roadway, bridge, or other infrastructure component will continue to perform its intended function before requiring significant rehabilitation, reconstruction, or replacement.