



600 E Front Street, Suite 104, PO Box 506
Traverse City MI 49685-0506
(231) 929-5000 • 1-800-692-7774 • FAX (231) 929-5012
traversetransportation.org



The mission of the Traverse Transportation Coordinating Initiative (TTCI) is to provide coordinated leadership and direction for the development and conduct of the continuing, cooperative & comprehensive transportation planning process for the Traverse City urban area.

TTCI Technical Committee Agenda

SPECIAL MEETING

Tuesday March 12th, 3:00 PM

In-Person at the MI Works! Conference Room
1209 S Garfield Ave # C, Traverse City, MI 49686

Or via zoom at:

Join Zoom Meeting

<https://us02web.zoom.us/j/85322010717>

Meeting ID: 853 2201 0717

- 1) Introductions and Roll Call of Voting Members (See **attached, Page 2**)
- 2) February 15th 2023 Technical Committee Minutes (See **attached, Page 3**)
- 3) New Business
 - a) Call for Project and TIP process (See **attached, Page 7 onwards**)
- 4) Roundtable Updates
- 5) Member Comments/Discussion of future agenda items
- 6) Next Meeting: Thursday, April 18th, 2024 at 1:30 pm
- 7) Adjourn

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TTCI TECHNICAL COMMITTEE MEMBERS CONTACT LIST

Name	Title	Organization	Email	Phone	Officers	Voting Member
Luke Walters	Transportation Planner / MPO Program Manager	MDOT	WaltersL3@michigan.gov	517-331-2233		Yes
Kyle Kobylski	LAP Engineer	MDOT	KobylskiK@michigan.gov	231-340-3541		
Daniela Khavajian	Statewide and Urban Travel Analysis Section (SUTA)- MDOT	MDOT	KhavajianD@michigan.gov	517-388-4060		
Katie Beck	Supervisor, Urban Travel Analysis Unit	MDOT	beckk1@michigan.gov			
Alex Simonetti	MDOT-Office of Passenger Transportation - Project Manager	MDOT	SimonettiA@michigan.gov			
Dan Wagner	TC TSC Manager	MDOT	wagnerD2@michigan.gov	231-340-9295		
James Johnson		MDOT	johnsonJ114@michigan.gov			
Valerie Shultz	RPM North Unit Manager	MDOT	ShultzV@michigan.gov			
Derek Weichlein	Assistant County Highway Engineer	GTCCRC	dweichlein@gtccrc.org	231-322-1941	Vice Chair	Yes
Craig Brown	Engineer	LCRC	cbrown@leelanauroads.org	231-271-3993		Yes
Troy Hinds	Manager	BCRC	bcrcmanager@benzieroad.net	231-325-3051 X 207		
Gregg Bird	Emergency Management Coordinator	Grand Traverse County	gbird@gtcountymi.gov	231-590-2373		Yes
Deborah Allen	Leelanau County Administrator	Leelanau County	dallen@leelanau.gov	12312568100		Yes
Rob Kalbfleisch	Land & Roads Management Director	Grand Traverse Band of Ottawa and Chippewa Indians	Rob.Kalbfleisch@gtb-nsn.gov	231-534-7716		
Lindsey Wolf	Planning & Zoning Administrator	Acme Township	zoning@acmetownship.org	231-938-1350	Treasurer	Yes
Steve Patmore	Zoning Administrator	Bingham Township	zoningadmin@suttonsbaytwp.com			Yes
Nicole Blonshine	Supervisor	Blair Township	supervisor@blairtownshipmi.gov	231-276-9263		
Claire Karner	Director of Planning & Zoning	East Bay Township	ckarner@eastbaytwp.org	231.947.8681 x2		Yes
Sarah Clarren	Planner/Zoning Administrator	Elmwood Township	planner@elmwoodmi.gov	231-946-0921		Yes
John Sych	Planning Director	Garfield Township	jsych@garfield-twp.com	231-225-3155	Chair	Yes
Andy Marek	Treasurer	Green Lake Township	treasurer@greenlaketownship.org			Yes
Ron Lemcool	Supervisor	Long Lake Township	Supervisor@LongLakeTownship.com	231-946-2249		Yes
Jenn Cram	Director of Planning & Zoning	Peninsula Township	planner@peninsulatownship.com	231-223-7314		Yes
Bill Clark	Transportation Planner	BATA	clarkw@bata.net	231-933-5534		Yes
Shawn Winter	City Planner	Traverse City	swinter@traversecitymi.gov	231-922-4465	Secretary	Yes
Kevin Klein	Airport Manager	Cherry Capital Airport	admin@tvairport.com , kevin.klein@tvairport.com			
Bob Nelesen	Airpor Engineer	Cherry Capital Airport	bob.nelesen@tvairport.com			
Mark Bishop	Airport Finance Director	Cherry Capital Airport	mark.bishop@tvairport.com			
Carolyn Ulstad	Transportation Program Manager	Groundwork	carolyn.ulstad@groundworkcenter.org	231-941-6584 x710		
Troy Kierczynski	VP of Finance and Administration	Northwestern Michigan College	tkierczynski@nmc.edu	231-995-1147		
Elizabeth Calcutt	TART Trails Representative	TART	elizabeth@traversetrails.org			
Chris Kushman	TART Trails Representative	TART	ckushman@traversetrails.org			
Christine Thomas	Assistant Superintendent of Finance and Operations	TCAPS	thomasch@tcaps.net	231-933-1730		
Camille Hoisington	Director of Ecosystem Development	Traverse Connect	Camille.Hoisington@traverseconnect.com			
Warren Call	Executive Director	Traverse Connect	warren.call@traverseconnect.com			
Alternates						Alternate Voting Member
Heidi Phaneuf	North Region Planner	MDOT	PhaneufH@michigan.gov	231-340-0326		Yes #1
Krista Phillips	MDOT TC TSC Operations Engineer	MDOT	phillipsk7@michigan.gov	989-245-2173		Yes #2
Wayne Schoonover	Manager of Engineering	GTCCRC	wschoonover@gtccrc.org			Yes
Brendan Mullane	Managing Director	LCRC	bmullane@leelanauroads.org	231-271-3993		Yes
Lynette Wolfgang	Clerk	Blair Township	clerk@blairtownship.org	231-276-9263		Yes
Steve Hannon	Deputy Planning Director	Garfield Township	shannon@garfield-twp.com	231-225-3156		Yes
Bill Vandercook	Zoning Administrator	East Bay Township	zoning@eastbaytwp.org	231.947.8681 x3		Yes
Kelly Dunham	Executive Director	BATA	dunhamk@bata.net	231-778-1035		Yes
Zach Cole	Civil Engineer 1	Traverse City	zcole@traversecitymi.gov	231-922 4492		Yes #1
Anne Pagano	Civil Engineer	Traverse City	apagano@traversecitymi.gov	231-922 4455		Yes #2

Traverse Transportation Coordinating Initiative (TTCI)

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Thursday, February 15, 2023, at 1:30 pm

1209 S Garfield Avenue Suite C, Traverse City, MI or Via Zoom

DRAFT - TTCI Technical Committee Meeting Minutes

Call to Order

John Sych called the meeting to order at 1:30 pm on Thursday, February 15, 2024.

1) Introductions and Roll Call of Voting Members

Roll Call: Voice introduction of membership was accepted as roll call.

Present

John Sych (Garfield Township)

Derek Weichlein (GTCRC)

Gregg Bird (GTC)

Nate Alger (GTC)

Ron Lemcool (Long Lake Township)

Chuck Korn (Garfield Township)

Nicole Blonshine (Blair Township)

Craig Brown (LCRC)

Zach Cole (Traverse City)

Andy Marek (Green Lake Township)

Claire Karner (East Bay Twp)

Luke Walters (MDOT)

Kyle Kobylski (MDOT)

Sarah Clarren (Elmwood Twp)

Bill Clark (BATA)

Chris Kushman (TART)

Dana O'Dell (Networks Northwest)

Barry Hicks (Networks Northwest)

Isha Pithwa (Networks Northwest)

Rob Carson (Networks Northwest)

Isha Pithwa (Networks Northwest)

Wayne Schoonover (GTCRC)

Jenn Cram (Director of Planning & Zoning) Alternate Voting Member

John Sych proposed an amendment concerning one of the topics addressed in the previous meeting i.e., the appointment of a treasurer. The individual who was previously voted as treasurer serves as an alternative voting member, and it is suggested that a primary voting member be designated as the treasurer. Proposed to add this item as 3(a) on the agenda.

Motion to amend the agenda to include voting of the treasurer under item 3 as (a) made by Derek Weichlein supported by Andy Marek

2) December 14th 2023 Technical Committee Minutes (See attached, Page 3)

Attached to the packet from February 14, 2024. Claire corrected the treasurer appointed in the last meeting as Lindsey Wolf not Leslie Sickterman. *All ayes no nays –Motion carried unanimously*

Motion to approve the attached meeting minutes and amend the agenda with the change from previously stated, made by Claire Karner supported by Andy Marek. All ayes no nays –Motion carried unanimously

3) New Business

a) Call for Project and TIP process (See attached, page 7)

Rob explained that attached to the packet of Feb 14th is the information on process of TTCI Call for projects and examples of other MPOs in Michigan along with other information provided by MDOT staff. In the next couple of months discussions will include the call for projects, TIP and Metropolitan Transportation Planning Process along with Unified Work Program that needs to be completed within various timeframes.

One of the first agenda items will involve discussing policy recommendations for the Call for Projects to present to the Policy Board. This will be established in a timeframe allowing Transportation Transit Agencies to submit materials for their respective projects as needed if they are requesting. Secondly it is essential also because the information will be helpful to begin the development of the Transportation Improvement Program which needs to be initiated in time as well.

In either this meeting or calling for a potential March special meeting to determine a recommendation for Policy Board for their meeting in March (or either arrange to adjust policy board meeting) in a way to get it approved by April 1st and release the Call for Projects by April 1st. Simultaneously we will be working on the development of UWP. The draft of UWP needs to be completed by early May to then get approval by Policy Board as MDOT would like to have that completed and approved by June 1st.

Rob introduced Barry Hicks, MPO Program Manager TTCI to explain the further process.

Barry explained the attached memo from Feb 14th Packet that has outlined the application criteria which is generally included. Attached are some of the examples of what other MPOs are doing i.e., the type of things to look at when they consider projects. There are multiple ways that it has been done. Attached are 4 examples of CFP processes to get ideas. Committee discussed on the note to start the thoughts on the selection process etc. looking at those examples. Since there should be a starting point to discuss this in the next meeting, the committee decided to go through the examples and make changes for TTCI. The following changes were discussed:

- i) Kalamazoo –
 - Goals:
 - Something in goals and objectives to provide flexibility with the point system
 - National Highway Performance Program (NHPP), Congestion Mitigation and Air Quality (CMAQ) won't apply to TTCI so end after "Projects" in #5 page 1
 - Page 1 #6 - projects with local significance
 - Eligible Projects:
 - Page 1 #2 ~~Study area~~ MPA

- Page 1 #3 edit sentence “an active and eligible member of the Policy and/or Technical Committees.”
- Page 1 #4 remove point
- Guidance for Applicants:
 - Page 2 paragraph 1 - Remove “TAP, National Highway Performance Program (NHPP), Congestion Mitigation and Air Quality (CMAQ)”
 - Page 2 #3 remove sub-committee reference
- Timeline:
 - Remove years replace with submission date
 - Remove reference to TIP sub-committee
 - Remove re-order
 - Staff score – Tech Committee review – Policy Board review and approval (follow similar timeline)
- Application Instructions:
 - Note – change “Preliminary engineering” to “Planning”
- Definitions:
 - Environmental Justice: (leave the heading and write “To be defined”)
 - Safety – do not have Regional Safety Plan keep TBD there
 - Operational improvements – (Confusing - verify that its MDOT secretary)
 - Add definition of congestion reduction
- **Prioritization Process Factors:**
 - Safety: “remove corrects ... (entire) “. Lansing plan has better **(total 15 for safety)**
 - Remove “Projects (or condition) identified...”
 - 3 or more crashes per MVMT – 10 points
 - Less than 3 – 5 points
 - Operational improvements (defined) 10 points total – consider improving connectivity, congestion reduction, efficiency, etc.
 - Remove last line “Project Located on Line Haul Transit Route”
- Forms – discussed that transportation agencies should review it.

b) Need for special meeting early March (potential action required)

Technical committee – 3 pm on March 12th. Cancel the policy board meeting scheduled for March 12 and request a special meeting during the first week of April instead.

Motion to establish a special meeting for the Technical Committee on Tuesday March 12th at 3:00 pm made by Jen Cram and supported by Andy Marek. All ayes no nays - Motion carried unanimously.

c) Metropolitan Transportation Plan scope development (formally called Long Range Transportation Plan)

Rob Carson explained - The Federal Highway Administration has now changed the name of Long Range Transportation Plan to Metropolitan Transportation Plan. In reference to scope, NN will work with MDOT staff to define a draft considering the timeline and will be brought to the Technical Committee to approve and move forward with it. Metropolitan Transportation Plan draft form is needed in the next few months, no later than mid-June.

d) Pre-UWP meeting update

MDOT staff hosted the pre-UWP meeting to go over the necessary revisions for the next UWP for FY 25. Draft is UWP is on the way by the end of April. To get approved by the Technical Committee followed by the Policy Board.

4) Old Business

a) December approved Technical Committee Bylaws (See attached, page 9)

Page 1 Section 2 paragraph 2 – Charter Townships correction

b) December approved Meeting Contact List (See attached, page 2)

Few changes TC and alternative voting list – suggested to send an email for all contact list changes.

5) Roundtable Updates

- MDOT – If anyone has not yet signed up for MDOT updates, please inform Luke or the MDOT staff to be included. The FY27 Local Bridge Program's Call for Projects is now open and due on April 1st. The Local Safety Projects submission deadline is May 1st. Safe Routes to School Program Grants are available starting March 1st.
- BATA – new changes at BATA in march
- East Bay Township – RC alongside submitting TAP application for Trail (3 mile 21st St). Complete revitalization and zoning ordinance.
- Traverse City – Summer constructions
- Garfield – Applying for Raise Grant Fed Level for S airport around local's landings area. If anyone has any pictures of flooding or water please contact it will be helpful to add. During construction season they are doing a roundabout at Garfield and potters – detour will be 3 mile rd. In fall long lake township constructions. In spring – chip seals and pavement marking county wide.
- LCRC – Reconstruction – 32 miles of chip seal and 6 miles of asphalt paving
- Blair Township – Emergency services on M37. Updated Parks and Rec plan included regional trail designs etc.
- Long Lake Township – Rec plan updated. Master plan approved. Natural features plan continuing. Working on watershed plans
- Garfield – Wrapping master plan Michigan Planning and Enabling Act inclusive – Private and public connections to the community and access management.

6) Member Comments/Discussion of future agenda items

None Stated

7) Next Meeting:

Thursday, March 12th special meeting, 2024 at 3:00 pm

8) Adjourn

John Sych made the motion to adjourn the meeting at 3:20 pm.

Application & Instructions for Transportation Improvement Program Projects

Draft 3/12/2024



Traverse Transportation Coordinating Initiative

PO Box 506

Traverse City, MI 49685-0506

(231) 929-5000

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. Foster coordination and participation within the region, the TTCI will attempt to fund at least one project per Act51 Agency every two TIP cycles.
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, ~~such as Transportation Alternatives Program (TAP), National Highway Performance Program (NHPP), Congestion Mitigation and Air Quality (CMAQ).~~
6. Projects with local significance
- ~~6.7.~~ Include an out year call for projects during each TIP development for a two year overlap of projects.
- ~~7.8.~~ 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 ~~TTCI Study~~Metropolitan Planning Area Boundary.
3. Proposed by an active and eligible member of the ~~Policy and/or~~ Technical Committees.
- ~~4. Proposed by an agency that is satisfactorily contributing to the Transportation Planning Process of the TTCI through the means prescribed by the Policy Committee.~~

Guidance for Applicants

Review and Prioritization of Concept Statements

This Prioritization Process is the adopted procedure to be followed in prioritizing and selecting projects for ~~Federal Surface Transportation (STP) funding, NHPP, CMAQ, and TAP. When applicable, additional CMAQ and TAP forms for a project will also need to be completed and sent with TIP application or completed through the Michigan Grant System (MGS).~~ 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 ~~for CMAQ or TAP.~~
2. TTCI staff will review project submissions using the identified Prioritization Process. Each project will receive a score.
3. TTCI staff ~~and the Prioritization Subcommittee~~ 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 recommended project list will be reviewed at the Technical Committee level. Technical Committee will then make a recommendation to the Policy Committee for approval.

Timeline

Projects to be considered for FY ~~2023-2026~~2006-2009 funding need to be received by the TTCI no later than ~~July 30~~May 31, 20212024, at 5:00 pm.

Transportation Improvement Program – 9 Month Process					
TIP Development Starts	Call for Projects	Project Prioritization	TIP Sub-Committee Review <u>TTCI Technical Committee Review</u>	Reorder of Prioritization based on Meeting Goals <u>TTCI Policy Committee Review</u>	Funded Proposed List goes to Adoption
May 2021 <u>2024</u>	June to July <u>May 2024</u>	August <u>July 2024</u>	September 2021	October <u>September</u> 2021	November to December 2021 <u>2024</u>
Public Involvement Period					

Application Instructions

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 EngineeringPlanning, 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.
- ~~Count totals/divisions may need revision.~~

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.

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.

Environmental Justice:

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

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.
- ~~Regional Safety Plan:~~

National Functional Classification:

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

Operational Improvements

- Improves connectivity and efficiency while reducing congestion.
- 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.

Prioritization Process Factors

Factor	Measure	Points Available	
AADT (Average Daily Traffic)	ADT / 1000, rounded 20,000+ 15 points 15,000-19,999 10 points 10,000-14,999 8 points 5,000-9,999 2 points Below 4,999 1 point	Up to 5	
Freight	Percent of commercial traffic, rounded to the nearest whole number	Up to 5	
Condition- PASER (Pavement Surface Evaluation & Rating)	PASER 1-2 10 points 3-4 20 points 5-6 15 points 7-10 0 points	Up to 20	
Preventive Maintenance	Number of Preventive Maintenance Fixes	Years	
	1	1-5	2.5
	2	6-10	5
	3	11-15	7.5
	4	16+	10
Local Planning and Economic Development	Identified in Local Planning Efforts: 5 points will be assigned for a plan that the project supports.	5	
Environmental Justice	Project located in identified EJ area	10	
Safety	3 or more crashes per MVMT/ MEV- 5-10 Points Less than 3 crashes per MVMT/ MEV- 3-5 Points Project corrects the above identified safety issues and has a correctable MVMT/MEV crash rate of 3 or higher	Up to 5 5	
	Project (or corridor) identified in <u>an area of safety concern in Regional Safety Plan</u> <u>Local or Regional Planning documents</u>	5	

National Functional Classification	Interstate/Other Highway	10	Up to 10
	Other Principal Arterial	8	
	Minor Arterial	6	
	Major Collector	4	
	Minor Collector	2	

Operational Improvements 5

~~Project Located on Line Haul Transit Route 5~~

Total: ~~10085~~

Transportation Improvement Program Project Application

Project Location

Total Project Length

Limits

Major Route (road name)

Beginning Mile Point

Ending Mile Point

Project Phase (choose one)

Primary Work Type

Federal non-participating work?

Yes No

CMAQ Funding?

~~Yes~~ ~~No~~

Advance Construct Funding?

Yes No

Agency

Agency Contact Person

Year (choose one):

Proposed Let Date

Project Description

Proposed Federal Cost:

Proposed Total Project Cost:

Proposed State Cost:

Proposed Local Cost:

Proposed Total Phase Cost:

Project listed in the TTCI Metropolitan Transportation Plan?

Yes No

Identified in Local plan?

Yes No

Project conforms with Complete Streets Policy?

Yes No

Exception being requested?

Yes No

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



Number of crashes per MVMT/MEV:

Current PASER Rating (choose one)

Current Traffic Volume

Is the project 100% preserve?

Yes No

Does the project fix the identified correctable safety issues?

Yes No

Describe how the project fixes identified correctable safety issues:

Project located in an identified Environmental Justice area?

Yes No

Is this a preventative maintenance project?

Yes No

National Functional Classification

Does this project include operational improvements?

Yes No

Does this project have a capacity change?

Yes No

If this project includes a capacity change, please attach travel analysis in pdf format.

Preventative Maintenance fixes since last reconstruction:

Describe fix(es) with year fix was completed.

Select One

Please attach a map image of the project location with project limits in jpeg or png format.

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Draft 3/12/2024



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2. Within the Metropolitan Planning Area Boundary.
3. Proposed by an active and eligible member of the Technical Committees.

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4. The prioritized list will be adjusted to remain fiscally constrained and to meet the goals set forth in the Prioritization Process.
5. The recommended project list will be reviewed at the Technical Committee level. Technical Committee will then make a recommendation to the Policy Committee for approval.

Timeline

Projects to be considered for FY 2006-2009 funding need to be received by the TTCI no later than **May 31, 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	May 2024	July 2024	September 2021	September 2021	November to December 2024
Public Involvement Period					

Application Instructions

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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.

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

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.

National Functional Classification:

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

Operational Improvements

- Improves connectivity and efficiency while reducing congestion.
- 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.

Prioritization Process Factors

Factor	Measure	Points Available		
AADT	20,000+ 15 points	Up to 5		
	15,000-19,999 10 points			
	10,000-14,999 8 points			
	5,000-9,999 2 points			
	Below 4,999 1 point			
Freight	Percent of commercial traffic, rounded to the nearest whole number	Up to 5		
Condition- PASER (Pavement Surface Evaluation & Rating)	PASER	Up to 20		
	1-2 10 points			
	3-4 20 points			
	5-6 15 points			
Preventive Maintenance	7-10 0 points			
	Number of Preventive Maintenance Fixes		Years	
	1		1-5	2.5
	2		6-10	5
	3		11-15	7.5
4	16+	10		
Local Planning and Economic Development	Identified in Local Planning Efforts: 5 points will be assigned for a plan that the project supports.	5		
Environmental Justice	Project located in identified EJ area	10		
Safety	3 or more crashes per MVMT/MEV- 10 Points	Up to 10		
	Less than 3 crashes per MVMT/MEV- 5 Points			
	Project (or corridor) identified as an area of safety concern in Local or Regional Planning documents	5		
National Functional Classification	Interstate/Other Highway 10	Up to 10		
	Other Principal Arterial 8			
	Minor Arterial 6			
	Major Collector 4			
	Minor Collector 2			
Operational Improvements		5		
Total:		85		

Transportation Improvement Program Project Application

Project Location

Total Project Length

Limits

Major Route (road name)

Beginning Mile Point

Ending Mile Point

Project Phase

Primary Work Type

Federal non-participating work?

Yes No

Advance Construct Funding?

Yes No

Agency

Agency Contact Person

Year:

Proposed Let Date:

Project Description

Proposed Federal Cost:

Proposed Total
Project Cost:

Proposed State Cost:

Proposed Local Cost:

Proposed Total Phase Cost:

Project listed in the TTCI Metropolitan Transportation Plan?

Yes No

Identified in Local plan?

Yes No

Project conforms with Complete Streets Policy?

Yes No

Exception being requested?

Yes No

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

Number of crashes per MVMT/MEV:

Current PASER Rating (circle one)

1 2 3 4 5 6 7 8 9 10

Current Traffic Volume

Is the project 100% preserve?

Yes No

Does the project fix the identified correctable safety issues?

Yes No

Describe how the project fixes identified correctable safety issues:

Project located in an identified Environmental Justice area?

Yes No

Is this a preventative maintenance project?

Yes No

National Functional Classification

Does this project include operational improvements?

Yes No

Does this project have a capacity change?

Yes No

If this project includes a capacity change, please attach travel analysis in pdf format.

Preventative Maintenance fixes since last reconstruction:

Describe fix(es) with year fix was completed.

Please attach a map image of the project location with project limits in jpeg format.

Definitions

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
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.
Environmental Justice	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.
CAADT (Commercial Average Daily Traffic)	<ul style="list-style-type: none"> - 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.
Operational Improvements	Traffic and safety operational improvements refer to 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.

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	10
PASER rating of 3-4	8
PASER rating of 5-6	5
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.

Principal Arterial	10
Minor Arterial	7
Major Collector	5
Minor Collector	2
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