

Traverse Transportation Coordinating Initiative (TTCI)  
Metropolitan Planning Organization

# Unified Work Program Fiscal Year 2025

Approved by the TTCI Policy Board on May 14th, 2024

Prepared by Networks Northwest  
Community Development Department  
as  
Professional Staff  
to the  
Traverse Transportation  
Coordinating Initiative (TTCI)

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*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.*

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Resolution approving the Traverse Transportation Coordinating Initiative Fiscal Year 2025 Unified Work Program  
Resolution# 01-24

**WHEREAS**, the Traverse Transportation Coordinating Initiative (TTCI) is the organization which has requested designation by the Governor, as being responsible together with the State for carrying out the provisions of 23 U.S.C. 134 (Federal Aid Planning Requirements); and

**WHEREAS**, the TTCI is responsible for overseeing the metropolitan transportation planning process making related decisions in the Traverse City-Garfield urbanized area; and

**WHEREAS**, the metropolitan transportation planning process for the Traverse City-Garfield urbanized area has been certified according to the requirements of 23 CFR 450.336; and

**WHEREAS**, the development of this initial UWP for the TTCI is based upon the input of Federal and State Transportation Agency Staff; and

**WHEREAS**, modifications for inclusion of necessary information as outlined by those agency staff may occur; and

**WHEREAS**, all proposed modifications will be provided to the TTCI Policy Board membership;

**NOW THEREFORE BE IT RESOLVED**, that the TTCI Policy Board adopts the Unified Work Program for fiscal year 2025, with any modifications to the document brought to the Board at the appropriate time.

This resolution adopted at a meeting of the TCCI Policy Board at their regular meeting scheduled on May 14th, 2024.

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Beth Friend, Chair  
Traverse Transportation Coordinating Initiative

05/14/2024

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Date

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## Disclaimer

This Unified Work Program was prepared by the Traverse Transportation Coordinating Initiative (TTCI) in cooperation with the Michigan Department of Transportation (MDOT), Bay Area Transportation Authority (BATA), Grand Traverse County Road Commission, Leelanau County Road Commission and local units of government including:

- ◇ Grand Traverse County
- ◇ Leelanau County
- ◇ City of Traverse City
- ◇ Acme Township
- ◇ Bingham Township
- ◇ Blair Township
- ◇ Charter Township of East Bay
- ◇ Charter Township of Elmwood
- ◇ Charter Township of Garfield
- ◇ Green Lake Township
- ◇ Charter Township of Long Lake
- ◇ Peninsula Township

Preparation of this document was financed in part by funds from the United States Department of Transportation, the Michigan Department of Transportation, Bay Area Transportation Authority, Grand Traverse County Road Commission, Leelanau County Road Commission, Grand Traverse County, City of Traverse City, Charter Township of East Bay, Charter Township of Elmwood, Charter Township of Garfield and Acme Township. The opinions, findings and conclusions in this document are that of the Authors (Networks Northwest Staff and Advisors) and not necessarily those of the aforementioned entities, and or their respective governing bodies. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation. This document has been prepared in accordance with the rules/guidelines of the Metropolitan Planning Program, Section 104(f) of Title 23, U.S. Code. Arrangements have been made for the required financial and compliance audit, and the audit was conducted within the prescribed audit reporting cycle.

[TTCI Website](#)

## Introduction

The Greater Grand Traverse Area has been actively coordinating for transportation planning for over thirty years. This established effort to work cohesively has served the area well as relationships have been forged and communication channels between transportation and transit agencies and local units of government have been maintained. Transportation planning and coordination amongst agencies and local units of government is integral to the success of any region or place. Vehicular and transit movement is not dictated by governmental boundaries and a person's place of work is often not located in their place of residence. The impacts of commuting coupled with our influx of seasonal population have greatly impacted the movement of people and goods around the Greater Traverse Area, which is anecdotally supported through conversations with residents and visitors and is also supported objectively through data from the US Census Bureau and Cell Phone GPS "pings".

### History of TTCI

Coordinated discussions concerning transportation issues were initiated in 1988 through formation of the "Grand Traverse Area Transportation Task Force" by the Grand Traverse County Commission and Grand Traverse County Road Commission. The Task Force was organized to investigate the long-standing issue of a by-pass/belt-line around Traverse City.

Overtime the Board broadened its scope to include all real and potential transportation projects and processes, and how implementation would affect regional transportation. The Michigan Department of Transportation, in 1990 believed that the Greater Traverse Area would be close to qualifying for an urbanized area designation as outlined by the US Census Bureau. This was the driver for the formation of the Traverse City Transportation and Land Use Study (TC-TALUS), which was

pitched by MDOT to the Task Force.

TC-TALUS served in the role of coordinating entity for transportation discussions for the Greater Traverse Area. In 2015 in an effort to reinvent the coordination, it was suggested by the Board to consider a name change. Criteria brought forth included: (1) eliminating "land use" and "study"; and (2) a name to better represent the role of the program. Unanimously approved by the Board, the name was changed to the Traverse Transportation Coordinating Initiative (TTCI) in March of 2016. TTCI has been operating since this time with a directive to more effectively serve the region by focusing on transportation implementation efforts, providing resources for local communities and transportation agencies, while maintaining the coordination of agencies and local units of government.

### Geography

#### Census Urbanized Area

Upon the completion of the 2020 census; in late December of 2022, the US Census Bureau released the revised listing of urbanized areas. With a population of 56,890, the Traverse City/Garfield Urbanized Area was defined by the US Census Bureau (see map 1). The defined urbanized area in order to be established must meet the criteria of a population threshold of 50,000. Having met this threshold, the Census defined statistical area must now comply with requirements for the formation of a Metropolitan Planning Organization (MPO) which is federally mandated for local representation for transportation planning coordination and decision making.

## Map 1: Census Urbanized Area



## MPA Boundaries

The Metropolitan Planning Area (MPA) is the geographic area determined by agreement between the MPO and the Governor. The area is where the transportation planning process is carried out and must contain at a minimum the defined urbanized area, but also must consider contiguous geographic area that is likely to become urbanized within the next 20 years. The MPA is displayed on Map 2. *MPA Communities:*

- ◇ City of Traverse City
- ◇ Acme Township
- ◇ Bingham Township
- ◇ Blair Township
- ◇ Charter Township of East Bay
- ◇ Charter Township of Elmwood
- ◇ Charter Township of Garfield
- ◇ Green Lake Township
- ◇ Charter Township of Long Lake

- ◇ Peninsula Township
- ◇ Whitewater Township

Planning Staff will also provide support to the following local units of government which may reach urbanized area designation forecasted out a bit further to 30 years.

- ◇ Paradise Township
- ◇ Village of Kingsley
- ◇ Almira Township
- ◇ Village of Lake Ann
- ◇ Suttons Bay Township
- ◇ Village of Suttons Bay

**Map 2: Metropolitan Planning Area (MPA)**





## MPO TTCI Structure

### Policy Board Structure

Federal Statute outlines necessary composition of Policy Boards for MPO's as census urbanized areas of 50,000 - 200,000 or more residents. The Policy Board is open to membership from local governments, transportation agencies, transit providers, and other stakeholders within the metropolitan area and reflects the diversity of interests and communities within the region.

#### *Transportation Agency Representation:*

Our local Transportation Agencies serve in the capacity as voting members of the TTCI MPO Policy Board as experts in the field of transportation. These include:

- ◇ Grand Traverse County Road Commission
- ◇ Leelanau County Road Commission
- ◇ The City of Traverse City
- ◇ Bay Area Transportation Authority (BATA)

#### *Local Unit of Government Representation:*

The following local units of government contained within the Metropolitan Planning Area are members of the TTCI MPO Policy Board as experts of their local unit of government:

- ◇ Acme Township
- ◇ Bingham Township
- ◇ Blair Township
- ◇ Charter Township of East Bay
- ◇ Charter Township of Elmwood
- ◇ Charter Township of Garfield
- ◇ Charter Township of Long Lake
- ◇ Grand Traverse County
- ◇ Green Lake Township
- ◇ Leelanau County
- ◇ Peninsula Township

### Governance

1. Participating transportation agencies and local units of government pay annual dues for membership and representation.
2. The board establishes clear decision-making processes, including voting procedures and conflict resolution mechanisms. Transparent decision-making ensures that all stakeholders have an opportunity to participate and voice their opinions.
3. The board develops and adopts long-term transportation plans and policies that reflect the region's transportation needs and priorities.
4. The board engages with the public and stakeholders to gather input on transportation issues, projects, and policies.
5. The board develops transportation policies and guidelines to guide project selection, design, and implementation.
6. The board monitors the performance of transportation projects and programs to assess their effectiveness in achieving regional goals.
7. The board collaborates with regional partners, such as state agencies, transit operators, and advocacy groups, to address cross-border issues and promote regional coordination in transportation planning and implementation.
8. The board ensures compliance with federal and state regulations governing transportation planning and funding.

### *State Transportation Officials:*

MDOT State officials are engaged in the process and will be included as members of the MPO Policy Board. Voting rights are extended to MDOT staff.

### *Technical Advisors:*

The TTCI Technical Committee is comprised of staff planners and engineers from transportation agencies and local units of government. The Technical Committee may consult with other local subject matter technical experts such as the Federal Highway Administration (FHWA), Northwest Regional Airport Authority, Northwestern Michigan College, Traverse City Area Public Schools, Traverse Connect and the Grand Traverse Band of Ottawa and Chippewa Indians.

### *Public Input:*

Establishment of the Citizen Advisory Committee is requested to occur and include either appointment based citizen advisors or function as an open forum public input setting which seeks to obtain broad citizen input multiple times each fiscal year.

### *Dues, Match Commitment and Funding Implications:*

An 18.15% match commitment of the Consolidated Planning Grant (CPG) amount is statutorily required. The fiscal year 2025 appropriation of CPG to TTCI is \$232,317.00, which amounts to 81.85% of the total required funding. The local 18.15% required match amounts to \$51,515.62 in funding. This must be met by participating members of the TTCI MPO. The dues and match commitments will be included as an appendix referenced in the intergovernmental agreement.

**TTCI MPO Structure**

**TTCI MPO Policy Board**  
 Participating transportation, transit and local units of government representatives

**TTCI MPO Executive Committee**  
 Comprised of the elected officers of the Policy Board.  
*Chair, Vice-Chair, Treasurer, Secretary*

**TTCI MPO Technical Committee**  
 Comprised of professional staff of participating agencies and organizations.  
*Planners, Engineers, Administration*

**TTCI MPO Citizen Advisory Committee**  
 To be instituted by Policy Board.  
*Can be appointed citizens or a regular series of public engagement opportunities provided yearly by TTCI*

**TTCI MPO Other Ad Hoc Committees**  
 To be instituted by Policy Board as necessary.

**TTCI MPO Professional Staff**  
 Networks Northwest Staff  
*Community Development Director  
 MPO Program Manager  
 Transportation Planner  
 Community Planners  
 Information Technology  
 Accounting  
 Administration*



## **Program Staffing and Funding**

The TTCI MPO is staffed through continued integration with the Networks Northwest organization. As a designated Regional Planning Organization, Networks Northwest's established relationship with State and Federal entities provides continuation of coordination for Transportation Programs for our region both within and outside of the Metropolitan Planning Area of the MPO. Networks Northwest maintains appropriate staffing levels, providing the expertise necessary to meet the needs of the MPO.

The Consolidated Planning Grant will be directed towards commitment of staff time for full-time staff which will serve strictly duties of the MPO and for portions of staff time for positions which will only commit a portion of their time towards MPO duties. The following staff positions and duties are outlined for support of the MPO.

### **Staffing**

#### **Community Development Director**

The Community Development Director will attend TTCI meetings, assist in facilitation, and provide logistic organization of staff integrated into the MPO for completion of duties as required.

#### **MPO Program Manager**

The MPO Program Manager will answer directly to the MPO Policy Board, acting as lead staff for all duties of the MPO and works cooperatively and under the direction of the Community Development Director when integrating transportation planning activities into other planning processes within and outside of the Metropolitan Planning Area Boundary.

#### **Transportation Planner**

The Transportation Planner which serves as staff for transportation programs across the entirety of the region will act as support staff to the MPO Program Manager for duties associated with the MPO with direction taken from the Community Development Director.

#### **Community Planners**

Community Planners within the Community Development Department will be called upon to assist with the collection of data on a yearly basis for the MPO and for coordination of planning processes which impact the MPO or are conducted within the MPA boundary. Data collection will consist of community engagement practices for soliciting information from the public as well as the collecting and cataloging of numerical data and support data for the development of Transportation Plans and Reports.

#### **Accounting Staff**

Accounting staff will assist with all financial tracking for the MPO which includes receiving and paying of invoices, tracking of receipts and purchases, payroll, management of all funds allocated to the MPO, management of grant funds, facilitating audit and all audit requirements.

#### **Administration Staff**

Administrative staff will support the MPO by directing inquiries to appropriate contacts. Support for meeting location setup. Support for web-based hosting of information and materials. Support for public information and media.

#### **IT Department**

IT staff will support the MPO by supporting the technology utilized by professional staff to the MPO and also through the management and sup-

port of technology at office and meeting spaces.

## Budget Narrative

The budget accounts for the capacity to meet the required work program tasks outlined within this document through the maintaining of professional staff capacity, while also supporting organizational operating expenses directly related to the needs of the MPO. The budget outlines staff capacity equivalent to 2.5 full-time employees to meet the required workload of the MPO, which is outlined within the Unified Work Program.

Operational expenses for the MPO are also met within the outlined budget and include line items for support of rent, utilities, insurance, GIS services, IT services, public information and noticing, accounting and tax services, audit services, maintenance, infrastructure, office equipment, materials and supplies, travel, memberships and subscriptions, meeting food and beverage and printing costs. Each of these items supports the

staff and members of TTCI in meeting the mission of the MPO.

The budget is comprised of two main parts, the Work Plan Tasks and the Operating Expenses, with 73% of the budget going towards staff capacity to meet the Work Plan Tasks and the remaining 27% directed to the support of Operating Expenses. It is important to note here that Work Plan Task 3.0 “Asset Management” is currently funded through allotment of State funds provided by the MDOT. This funding source has provided capacity at the Regional Planning Agency (Networks Northwest) to meet the requirements of data collection for the entirety of the ten County region. Through collaborative processes the duties of Asset Management will still continue to be met in the same fashion for the ten counties, with coordination occurring with TTCI for the collection of data within the planning area boundary. To ease accounting and audit processes, funding provided for asset management will not be processed through the MPO.

### The overall funding for the 2024 UWP is as follows

<b>Consolidated Planning Grant</b>	
<b>Funding Source</b>	<b>Funding</b>
FHWA PL112 (Metro Planning)	\$195,145.00
Local Match 18.15%	\$35,846.78
FTA Section 5303 (Transit Planning)	\$37,172.00
Local Match 18.15%	\$15,668.84
<i>Total Federal Contribution</i>	<i>\$232,317.00</i>
<i>Total Local Match</i>	<i>\$51,515.62</i>
<b>Total Funding</b>	<b>\$283,832.62</b>

The following page details the overall budget for fiscal year 2025 for the TTCI MPO.

<b>FY 2025 UWP</b>				
<b>Work Plan Tasks</b>	<b>Funding Sources</b>			
<b>(2.5 FTE: Staff Time Commitment)</b>	<b>FHW PL112/FTA 5303</b>	<b>Local</b>	<b>State/Networks</b>	<b>Total</b>
1.0 Administration	\$67,829.95	\$15,041.10		\$82,871.05
2.0 Data Collection and Processes	\$33,914.98	\$7,520.55		\$41,435.53
3.0 Asset Management			\$75,000	**N/A
4.0 Short Range Planning	\$16,957.49	\$3,760.27		\$20,717.76
5.0 Transportation Improvement Program	\$33,914.97	\$7,520.55		\$41,435.52
6.0 Long Term Planning	\$16,957.49	\$3,760.27		\$20,717.76
<b>Total Work Plan Staff Time Expenditures</b>	<b>\$169,574.88</b>	<b>\$37,602.74</b>		<b>\$207,177.62</b>
<b>Operating Expenses</b>				
<b>Administrative Operations</b>	\$33,915.37	\$7,520.63		\$41,436.00
Rent				
Utilities				
Insurance				
GIS Services				
IT				
<b>Organizational Operations</b>	\$28,826.75	\$6,392.25		\$35,219.00
Public Information				
Accounting/Tax Services				
Audit				
Maintenance				
Infrastructure				
Office Equip./Materials/Supplies				
Travel				
Memberships/Subscriptions				
Meeting Food/Beverage				
Printing				
<b>Total Operating Expenditures</b>	<b>\$62,742.12</b>	<b>\$13,912.88</b>		<b>\$76,655.00</b>
<b>Total Expenditures</b>	<b>\$232,317.00</b>	<b>\$51,515.62</b>		<b>\$283,832.62</b>
	Federal	Local		
<i>*Percentage of Funding Source Commitment</i>	0.8185	0.1815		
<i>**Asset Management Funded by State outside of MPO</i>				

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## **MPA Transportation Issues**

This section of the document will be augmented with information as staff becomes actively engaged with road agencies, transit agencies, stakeholders, local units of government and other participating agencies. The UWP will include summarization of each of the issues types provided below.

### **Road Issues**

Road and vehicular traffic issues will be detailed for the MPA. Staff will coordinate and actively engage road/transportation agencies, the Grand Traverse County Road Commission and the Leelanau County Road Commission, and the Michigan Department of Transportation for information concerning the current status of identified road issues.

### **Transit Issues**

Transit issues will be detailed for the MPA through coordination with BATA.

### **Non-Motorized Issues**

Non-motorized issues will be detailed for the MPA through coordination with the Traverse Area Recreation Trails (TART) and other bike and pedestrian organizations along with discussions with local units of government and transportation agencies whom oversee these improvements.



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## **Air Quality**

The Clean Air Act Amendments of 1990 (CAAA) established the mandate for better coordination between air quality and transportation planning. The CAAA requires that all transportation plans and transportation investments in non-attainment and maintenance areas be subject to an air quality conformity determination. The purpose of such determination is to demonstrate that the Long Range Transportation Plan (LRTP) and Transportation Improvement Program (TIP) conform to the intent and purpose of the State Implementation Plan (SIP). The intent of the SIP is to achieve and maintain clean air and meet National Ambient Air Quality Standards (NAAQS). Therefore, for non-attainment and maintenance areas, the LRTP and the TIP must demonstrate that the implementation of projects does not result in greater mobile source emissions than the emissions budget.

The TTCI Planning Area meets all USEPA (the United States Environmental Protection Agency) Standards based on measured air quality and mobile source emissions. This means that a regional transportation conformity analysis for the LRP or TIP for the TTCI Planning Area is not required under this classification. This state of affairs is reflected in the current UWP by Air Quality not being one of the work tasks needed to be conducted within FY 2025, with time and funding assigned to it. If ever EPA publishes a notice designating the TTCI Planning Area as non-attainment area for any regulated pollutants (resulting from large changes in emissions levels), then the above mentioned regional transportation conformity analysis would need to be conducted, and the future UWP would reflect necessary work tasks.

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## MPO Transportation Planning, Data Collection and Coordination

This Unified Work Program Plan for the TTCI MPO outlines staffing, budget and tasks to be completed during the initial year of the MPO. As a recently formed MPO, staff must initiate the planning and data collection processes which will carry over, expand in comprehension and evolve through consecutive fiscal years of the MPO. This section of the plan will introduce requirements to

be completed by the MPO, additional data collection needs for planning process supports, and will speak to coordination with processes which overlap and are important to the work of the MPO.

### Transportation Emphasis and Planning Areas

MPO staff will undertake and focus on the following fiscal year 2025 planning emphasis areas incorporating these areas into transportation planning processes, documents and policies.

#### Federal Planning Emphasis Areas

- ◇ Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future;
- ◇ Equity and Justice in Transportation Planning;
- ◇ Complete Streets;
- ◇ Public Involvement;
- ◇ Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination;
- ◇ Federal Land Management Agency (FLMA) Coordination;
- ◇ Planning and Environmental Linkages (PEL); and
- ◇ Data in Transportation Planning.

#### MDOT Planning Areas

- ◇ Development and maintenance FY2024-2026 TIP
  - Incorporation of performance-based planning in project selection.
  - Correct utilization of GPAs, in alignment with the guidance document (should the MPO utilize GPAs)
  - Ensure that the public notification for TIP amendments aligns with the MPO's Public Participation Plan
- ◇ Development of the FY2026-2029 TIP
- ◇ Continued involvement and feedback in JobNet application enhancements;
- ◇ Continue to ensure transit projects are accurately shown in the TIP and fiscally constrained, through coordination with local transit agencies and MDOT Office of Passenger Transportation;
- ◇ Clear identification in the UPWP of the utilization of a minimum of 2.5% of PL funds on specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities.
- ◇ As needed, continue to review, evaluate, and update public participation plan (PPP) including consideration of virtual options for public participation.
- ◇ Ensure compliance with Transportation Performance Measures (TPM) requirements, including working with MDOT on data needed to identify how the MPO is working to meet the adopted targets within the MPO planning area.

## MDOT Planning Areas Continued

- ◇ Enhanced Long Range Plan Coordination between MDOT and MPOs.
  - Continuing coordination and collaboration between MTPs and the SLRTP.
  - Discussion of the next series of MTPs and travel demand models being adopted in the next few years. Several MPOs have MTPs that will need to be adopted between November 2026 and June 2028.
  - SUTA is coordinating model development for the MPOs with MTPs to be adopted between November 2026 and June 2028 with the MTC4 household travel survey. This will require developing, reviewing, and approving base year socio-economic data in FY24 and FY25 depending on MTP due date.
  - MDOT is working to re-develop the long range planning 101 course, taught originally in 2014, and updated in 2017. More to come on this, fall 2023 is targeted.
- ◇ Continue to focus on partnerships utilizing continuing, cooperative, and comprehensive (3C) approach to transportation planning.
- ◇ Participate in MDOT's TAP TMA Lean Process Improvement (LPI) and facilitate outreach and implementation of the updated process for project selection and programming

### **Data Review, Collection & Management, Program Education and Information Dissemination**

The following elements are required to be reviewed, gathered and managed through the MPO by State and Federal Agencies or are locally important data collection points for Transportation Planning Activities undertaken by the MPO.

#### **ACUB/NFC**

After the U.S. Census Bureau approves the 2020 Adjusted Census Urban Boundaries (ACUB), MDOT staff will prepare informational materials and meet with each MPO in the state. These meetings will consist of jurisdictional agencies proposing and reviewing National Functional Classification (NFC) revisions to the Act 51 certified public roads within their MPO planning boundary. MDOT staff may request materials such as traffic counts, worksheets, maps, local letters of concurrence, signed resolutions, and Act 51 certifications to process the proposed NFC revisions. The proposed revisions will be reviewed by MDOT staff. If MDOT is in

concurrence, the proposals would then be submitted to FHWA for final review.

#### **Transportation Alternatives Program (TAP)**

Training and information disseminated on grant programs including TAP, the Transportation Economic Development Fund, and State Infrastructure Bank Loan program in order to outline selection of appropriate funding sources and efforts to assist with application questions and access to support experts.

## Data Collection, Review and Management

### *Travel Information Unit:*

Data collection and management is to be undertaken by the MPO for the compiling, storing and transferring of road traffic count data to MDOT.

### *Model Inventory Roadway Elements (MIRE) Fundamental Data Elements (FDE):*

Required reporting of safety roadway data to MDOT by MPO's, specific to six pieces of required data collection pertaining to roadway design and feature elements.

### *Asset Management:*

The coordination and completion of roadway condition data is required, with training offered and necessitated in order to meet the guidelines of the program.

### *Highway Performance Monitoring System (HPMS):*

Inventory of HPMS data is required for the review of non-trunk line roadway systems, with data collection points supported through training opportunities provided by MDOT.

### *Crash Data (vehicular and non-motorized):*

Crash data from public safety and road agencies and will be gathered and catalogued within GIS, allowing for future analysis of crash and safety data.

### *Transit Users:*

Working closely with the Bay Area Transportation Authority MPO staff will collect and manage data related to transit users for transit planning activities.

### *Non-Motorized and Pedestrian Counts:*

Non-motorized and pedestrian counts will be gathered from sources such as trail/bike organizations, governmental units, and internally for the MPA. The data will be cataloged and utilized for planning purposes of the MPO.

## Data Collection for Transportation Plan Preparations

### *Community Engagement:*

Community Development staff captured significant public input during the latter half of summer 2024. Engagement activities focused on collection of data for the newly forming MPO and included input for all modes of transportation. The input collected occurred through the standard practice of hosting a drop in session at the MI Works Conference Room and also through two pop-up sessions in Traverse City.

The TC-TALUS Public Participation Plan (PPP) FY 2015/16 will be updated in 2024 and will provide the opportunity for public input during the 45-day public comment period. Additionally, TTCI will host public input sessions in 2024-25 throughout the TIP and MTP development process.

### *Planning Process Coordination:*

- Coordination with BATA Next Wave Transit Master Plan (TMP): Completion of the BATA TMP in October of 2022 has outlined a path forward for BATA as they continue to expand and evolve with the changing patterns of the Traverse Area, and to meet the demands of transit users both within and outside of the MPA boundary. Linking the TMP to Transportation Plans of the MPO allows for integration of strategies to be shared between the planning documents and to incorporate desired improvements and projects of BATA within the alternatives of the MPO Transportation Plans.
- Coordination with North Region Active Transportation Plan: Networks Northwest has undertaken the Active Transportation Planning Process in coordination with the Northeast Michigan Council of Governments and under the authorization of the Michigan Department of Transportation. The planning area encompasses the entirety of the Northern Lower Peninsula of Michigan, with Networks Northwest responsible for their planning region of the ten counties of Northwest Michigan. Planning for non-motorized use (sidewalks, paths, bike-lanes, cross-walks, etc.) fits within the needs of the MPO and coordination of likely potential improvements desired within the MPA can be cross-referenced and link to the plan strategies for the MPO Transportation Plans. The North Region Active Transportation Plan is to be completed late 2024 – early 2025.
- Coordination with local unit plans: Local unit Master Plans, Recreation Plans, Corridor Plans and other comprehensive planning documents are important to

coordinate with and include in reference to

the MPO Transportation Plans. Projecting future densities, use intensity, build-out scenarios and desired improvements in relation to transportation infrastructure are strategies often outlined within local unit planning documents. The MPO staff will include and reference strategies from local planning documents as appropriate to the Transportation Plans to be developed.

### *Travel, Commuter and Land Use Intensity Modeling:*

GIS Data and Model Development: Much of the spatial relationship of grounded data for population and structure density, commuter patterns and travel times for local units of government within the MPA and immediately adjacent, is able to be effectively displayed in GIS. The production of GIS maps with relevant datasets provides the opportunity to establish baseline analysis from which methodology for models can be developed and run. Successive year's data can then be compared against the models to display accuracy and effectiveness of the methodology. This model based planning will be extremely useful to the MPO and the Transportation Planning Processes which are undertaken.

### *Inclusion of Performance Based Planning (evaluation):*

Performance based planning seeks to collectively work together to achieve nationally set goals. Targets for performance are set for each of the outlined measures in the TTCI Planning area by State and are supported by the MPO Policy Board. Data and processes undertaken by the MPO and support agencies must utilize the performance based planning as a method of determining investment priorities and evaluating effectiveness.

### *MPO Transportation Planning Processes:*

- A Metropolitan Transportation Plan (MTP): is a long range transportation plan (looking out 20 years) is required to be completed and approved within the first three years of the establishment of the TTCI MPO. The plan incorporates desired improvements and alternatives for transportation projects within the MPA area looking out at least 20 years. The plan and alternatives must be financially constrained meaning that the projects can realistically be implemented by including sufficient financial information outlining committed or available revenue. Work program tasks will detail tasks towards the development of the initial draft of this planning document.

- Transportation Improvement Program (TIP): The Transportation Improvement Program is required to be completed as a collaborative process of the MPO, with incorporation of federally funded projects within the MPA which cover a four year period. The process must include State and public transit providers. The TIP should include capital and non-capital surface transportation projects, bicycle and pedestrian facilities and other transportation enhancements, Federal Lands Highway projects, and safety projects included in the State's Strategic Highway Safety Plan. All projects must be fiscally constrained similar to the MTP. Work programs will detail tasks towards the development of the initial draft of this planning document.
- Unified Work Program (UWP): The Unified Work Program is required to be updated on a yearly or biannual basis. A UWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds. Work program tasks will detail the necessary updating of this document.

### *Other Metropolitan Planning Activities:*

The scope of activities under the umbrella of the MPO and facilitated and carried out by professional staff can be far reaching and will certainly expand as the MPO becomes well established and moves beyond the initial steps of setting planning processes and formulating policy for data gathering and management. Coordination of local units of government, convening citizens for the effective collection of public input around specific alternatives and topics, providing professional grant research and application services, and leading additional transportation planning processes are a few of opportunities which can be built into successive work plans of the MPO.



*The remainder of this document outlines the specific Work Tasks to be undertaken by the MPO.*

**TTCI MPO  
Work Task Schedule**

Work Task Schedule												
TTCI Tasks	Oct 24'	Nov 24'	Dec 24'	Jan 25'	Feb 25'	March 25'	April 25'	May 25'	June 25'	July 25'	Aug 25'	Sept 25'
1.0 Administration												
2.0 Data Collection & Processes												
3.0 Asset Management												
4.0 Short Range Planning												
5.0 Transportation Improvement Program												
6.0 Long-Term Planning												

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# Task 1.0 Administration

<b>Administration Budget</b>			
	FHWA PL112 & FTA 5303	TTCI	Local
Source	\$67,829.95		\$15,041.10
Expenditures		\$82,871.05	
Staff Time (percentage)		40%	

## Communication, Meeting Coordination, Financial Management Tasks

Tasks associated with communication, meeting coordination and financial management of the TTCI MPO are numerous and comprise a significant commitment of staff time to complete. Tasks include management of meeting and meeting documents, communication locally and with State and Federal entities, web space and social media presence management and communication, financial administration activities including handling of financial and progress reporting, and management of payment of invoices and billing for reimbursements, participation in and assistance with required audits, reviewing State and Federal legislation, participation in training, workshops, seminars and activities and meetings of the State Transportation Association.

## Policy and Process Scoping Tasks

Staff of the MPO will outline and develop policies associated with Administration. The policies will frame tasks and actions which will meet the approval of the TTCI MPO Board and provide guidance for the following:

- ◇ Communications
- ◇ Meeting management, noticing, and document development and posting
- ◇ Web presence and social media
- ◇ Equity and Fairness

- ◇ Financial administration, reporting, invoicing, billing and audits
- ◇ Budget development
- ◇ Training, workshops and seminars
- ◇ Community Engagement

## Community Engagement, Public Input and Outreach Tasks:

Community engagement activities are to be undertaken through the fiscal year, with outreach efforts occurring through several methods as outlined here.

- ◇ The holding of drop-in public input sessions with information and data prepared for discussion and to stimulate conversations about all aspects of transportation.
- ◇ Pop-up public input sessions which occur in public spaces where input can be garnered from citizens who may not typically attend formal community engagement events.
- ◇ Outreach to participating Transportation and Transit Agencies, Local Units of Government and organizations associated with the MPO. Efforts will include communications and updates at respective meetings.
- ◇ Maintaining updated web presence, social media use and communications through media with press releases and interviews concerning topics of the MPO.
- ◇ Public comment opportunities at each Policy Board and Technical Committee Meetings.

## Equity and Fairness Alignment

TTCI will meet all requirements in promoting equity and fairness through all of its programs and activities. Alignment and compliance with Federal and State Civil Rights legislation related to transportation will be outlined within policy and will necessitate open lines of communication with a list of agencies for consultation as needed, which will include the Department of Natural Resources (DNR), the Department of Environmental Quality (DEQ), the State Historic Preservation Office (SHPO), and groups such as the Grand Traverse Band of Ottawa and Chippewa Indians.

### Task 1.0 Processes and Deliverables:

1. Policy development for the following:
  - i. Communications.
  - ii. Meeting management, noticing, and document development and posting.
  - iii. Web presence and social media.
  - iv. Equity and Fairness.
  - v. Financial administration, reporting, invoicing, billing and audits.
  - vi. Budget development.
  - vii. Training, workshops and seminars.
  - viii. Community Engagement.
2. Setting meeting schedules of the MPO Policy Board, Executive Committee, Technical Committee, Public Advocacy Committee and Ad Hoc Committees .
3. Preparing meeting agendas, materials and packets, taking minutes for each respective board and committee.
4. Communications with board members, committee affiliates, and respective partner organizations.
5. Budget preparation, oversight, management and reporting to MPO Policy Board.
6. Financial management of all invoices, payments, financial and progress reporting as required.
7. Participation in required financial audits.
8. Dissemination of information, trainings and educational information to board members.
9. Participation with State Transportation Planning Meetings.
10. Participation in applicable workshops, seminars and trainings.
11. Organizing, hosting and gathering input through community engagement sessions and opportunities.
12. Maintain web presence
13. Meet all requirements of the Open Meetings Act.
14. Disseminate information to the public through social media, press releases and media organizations.
15. Review and note updates necessary to existing Public Participation Plan.

## Task 2.0 Data Collection & Processes

<b>Data Collection &amp; Processes Budget</b>			
	FHWA PL112 & FTA 5303	TTCI	Local
Source	\$33,914.98		\$7,520.55
Expenditures		\$41,435.53	
Staff Time (percentage)		20%	

### Communication, Coordination and Policy Establishment Tasks

Data collection, management and coordination are an important function of the MPO. Integration of the required State and Federal data collection and management programs into the processes of the organization will set the stage for successful collection and management moving forward. Coordination with appropriate contacts at the State of Michigan Department of Transportation is important to establish strong working relationships and will be undertaken immediately for MPO staff. Utilizing opportunities for educational training for the various required data collection categories will be undertaken by appropriate staff to ensure accuracy and compliance with requirements.

Communication to local road, transit, BPW and public safety agencies will be made, outlining the ability and necessity of the MPO in collection, management and sharing of data through the organization. Program specifics will be shared and coordination will be established.

Policy language will be developed which will outline the required data collection and management programs of State and Federal Transportation Agencies and the relationship of the MPO in collecting, management and transferring of this data as required. These policies will outline necessary training, the methods of collection, methods of review, coordination required with local agencies,

how the data is managed, where it is stored, how it is shared and the specifics related to the software utilized for all aspects of data collection and management.

### Data Collection and Management Specifics

#### Travel Information Unit

- ◇ TTCI will aggregate, compile and store Non-Trunkline (Federal Aid/Non-Federal Aid) and Local Roads traffic count data collected throughout the year by Local Agencies (CRC's, Cities, Villages, etc.) within the MPA for preparation of submission to MDOT on an annual basis for HPMS Reporting to FHWA & the 2026 Model Inventory for Roadway Elements (MIRE) Fundamental Data Element (FDE) Requirement of count-based Annual Average Daily Traffic (AADT)s on all public roads. Through established relationships with the Local Agencies, TTCI will act as the primary contact for requesting the data by MDOT. This method of coordination streamlines the process of requesting and sharing data.
- ◇ TTCI will be prepared for MDOT's annual Non-Trunkline and Local Roads Traffic Count Data Submittal Request and respond to the request in a timely manner for HPMS Reporting to FHWA & the 2026 MIRE FDE Requirement of count-based AADT's on all public roads.
- ◇ When TTCI prepares to collect traffic counts in future years, and when local agencies are

collecting traffic counts; TTCI will communicate to MDOT the location of such counts. If there is availability for additional count locations, coordination with MDOT to generate supplemental count locations of Non-Trunkline and Local Roads for HPMS Reporting to FHWA & the 2026 MIRE FDE Requirement of count-based AADTs on all public roads. This will ensure minimal overlap of data collection locations and encourage coordination and collaboration for collection methods.

### Model Inventory Roadway Elements (MIRE) Fundamental Data Elements (FDE)

Federal reporting requirements for MIRE and FDE outline necessity of collecting roadway safety data. Statutes outline necessity of local agency participation in the data collection processes required to fulfill data collection responsibilities to MDOT. TTCI will coordinate with the local agencies of the planning area and perform annual maintenance and validating of six data items. The six items of data which must be reviewed include: Surface Type, number of through lanes, access control, median type, and traffic control. Established relationships with local agencies will support this data collection effort. All review and revision to data items will be completed within Roadsoft, with exports of the data files from Roadsoft to be sent to MDOT.

### Highway Performance Monitoring System (HPMS)

Federal reporting requirements for HPMS will be supported by TTCI. TTCI will work with the HPMS Team to update the sample file (spreadsheet or GIS file) provided by MDOT in October with the file returned by April 1st of the next calendar reporting year. Review of sample sections along the non-trunkline roadway system to identify data items that are in need of updating will be completed. Coordination with local road agencies will help facilitate the collection of this data. The requirement of MDOT to submit HPMS data fulfill federal reporting requirements

under Title 23 U.S.C. s315. There are a variety of uses of the data by FHWA including reports to Congress, Transportation Performance Measures, apportionment of federal highway funds, Highway Statistics, research, and economic models, among others. MDOT requests MPO assistance with HPMS due to relationships with local road agencies and familiarity with the non-trunkline roadway system.

### Crash Data (vehicular and non-motorized)

Data pertaining to vehicular and non-motorized accidents and crashes can be an important tool for planning for and prioritizing transportation related improvements. Crash data is typically captured by roadway and public safety agencies. Communication to and coordination with these agencies to acquire and store this data will allow for a single clearing house to be developed for the MPO planning area. A timeline shall be established for TTCI staff to perform coordination for obtaining this data and management activities to ensure the data is spatially referenced for inclusion as a GIS shapefile.

### Transit Data

Data encompassing information on Transit use, including user data, peak hours and location is very useful for tracking changes in mass transit ridership and patterns. TTCI staff will continually coordinate with BATA staff to assist with acquiring, management and sharing of data related to transit users. TTCI will provide data management space for a single clearing house for mass transit data. Coordination for sharing of data and data collection activities shall be undertaken by TTCI staff in combination with BATA staff.

### Non-Motorized and Pedestrian Counts

Non-motorized users of facilities such as sidewalks, pathways, bike-lanes and crosswalks are often accounted for through trail organizations

and bicycle groups. TTCI staff will communicate with these groups and initiate coordinated efforts to assist as available for the collection of this data and for the hosting and management of databases. The efforts are to meet an approach of providing a single clearing house for this data.

## **Task 2.0 Processes and Deliverables**

- 1. Policy Development which outlines the coordinated approach to data collection. Policy should include:**
  - i. Coordination with State representatives for the various data collection and management programs outlined by State and Federal entities.**
  - ii. Necessary training for collection of data and for understanding use of software programs.**
  - iii. Coordination with local road and transit agencies and units of government for collection, management and sharing of data.**
  - iv. Coordination with local non-motorized user groups and advocacy organizations for the collection, management and sharing of data.**
- 2. TTCI in conjunction with the RPA will maintain necessary licensing and server space for data collection and management needs.**
- 3. Staff will attend training for data collection and software use**
- 4. Staff will communicate and coordinate with State, Federal and Local Agency staff in regard to data collection and management.**
- 5. Staff will develop a timeline for data collection needs, including establishing communication, outlining data collection timeframes, and timelines for collection completion and transferring of data to required entities.**
- 6. TTCI will collect, manage and share the data items identified for completion for the Travel Information Unit.**
- 7. TTCI will collect, manage and share the data items identified for the Model Roadway Elements and the Fundamental Data Elements.**
- 8. TTCI will collect, manage and share the data items identified for the Highway Performance Monitoring System.**
- 9. TTCI will establish communication with public safety and road agencies for the coordinated sharing and management of vehicular and pedestrian crash/accident data.**
- 10. TTCI will coordinate with BATA for transit related data collection needs.**
- 11. TTCI will establish communication with local agencies, local units of government and non-motorized advocacy and support organizations for the collection of data of non-motorized users.**

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## Task 3.0 Asset Management

### **Asset Management Budget**

Funding for Asset Management is provided to Networks Northwest for the entirety of the 10 county region. Transfer of funds to the TTCI MPO is unnecessary for completion of these duties; rather coordination of the MPO Program Manager and Transportation Planner shall occur for the areas of the MPA.

### **Communication and Policy Establishment**

Asset Management for the ten county region is coordinated as a program of Networks Northwest in conjunction with MDOT and the local road agencies. Asset Management funding through the Michigan Transportation Fund provides the budgetary expenditures necessary to meet capacity for completion of the gathering of roadway condition data. The Asset Management program is funded and administered through the Regional Work Program. Internal coordination amongst Community Development planning staff will ensure that asset management requirements of the MPO are met.

Policy will be developed which will outline the activities and coordination of the Asset Management Program, directing the collection methods for data, training and educational opportunities for the program and roadsoft, inter-agency communication and coordination, timelines for collection and deliverables of the program.

### **Asset Management**

The resources allocated to the Metropolitan/Regional Planning Organization (MPO/RPO) from the Transportation Asset Management Council (TAMC) annual budget shall be utilized to assist in the completion of the TAMC Work Program. All work shall be consistent with the policies and priorities established by the TAMC. All invoices submitted for reimbursement of Asset Management

activities shall utilize Michigan Department of Transportation (MDOT) standard invoice forms and include the required information for processing. The MPO/RPO shall complete the required products and perform tasks according to the timeframes and directives established within TAMC's data collection policies, which can be found on the TAMC website (<http://www.michigan.gov/tamc>). The MPO/RPO will emphasize these tasks to support the largest PA 51 agencies (agencies that certify under Public Act (PA) 51 a minimum of 100 centerline miles of road) within the planning area when resources are limited. The activities are to provide TAMC reimbursement to local agencies including the following:

### **Tasks**

#### **Training Activities**

- ◇ Attendance at training seminar(s) on the use of Pavement Surface Evaluation and Rating (PASER) and Inventory-based Rating System for unpaved roadways.
- ◇ Represent MPO/RPO at TAMC-sponsored conferences and seminars, including attending either the Spring or Fall TAMC Conference.
- ◇ Attending TAMC-sponsored Investment Reporting Tool (IRT) training seminars.
- ◇ Attending TAMC-sponsored Asset Management Plan Development training seminars.
- ◇ Attending Roadsoft Training.
- ◇ Attending GIS training.

## Roadway Inventory and Condition Data Collection Participation and Coordination

### *Federal Aid System:*

- ◇ Organize schedules with PA 51 agencies within MPO/RPO's boundary for participating in Federal Aid data collection efforts; ensure all participants of data collection have access to State of Michigan travel reimbursement rates.
- ◇ Coordinate, participate and facilitate road surface data collection on no less than one-half of the Federal Aid System in accordance with the TAMC Policy for the Collection of Roadway Condition Data on Federal Aid Eligible Roads and Streets.
- ◇ Collect unpaved roadway condition data on approximately half of any unpaved Federal Aid eligible roadways using the Inventory-based Rating System developed by the Michigan Technological University's Center for Technology and Training.

### *Non-Federal Aid System:*

- ◇ It is required that the RPO/MPO make a formal call for interest for NFA data collection reimbursements to their respective PA 51 agencies annually, and that requests by PA 51 agencies are submitted to their respective RPO/MPO by October 1 each year to assist in the coordination of data collection priorities of the following data collection season. The RPO/MPO will allocate reimbursements for NFA data collection to PA 51 agencies according to the resources available to them in the manner that best reflects the priorities of their area and supports the TAMC work.
- ◇ Coordinate NFA data collection cycles with PA 51 agencies with an emphasis on the top 125 agencies.
- ◇ Ensure all participants of data collection understand procedures for data sharing with TAMC as well as TAMC policy and procedures for collecting NFA data.

- ◇ Participate and perform data collection with PA 51 agencies on an as-needed basis for the data collection of Non-Federal Aid roads when requested.
- ◇ The RPO/MPO will allocate funding for Non-Federal Aid data collection to PA 51 agencies according to the resources available to them in the manner that best reflects the priorities of their area and supports the TAMC work in accordance with Section VII (C).

### Equipment

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

### Data Submission

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

## Asset Management Planning

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

## Technical Assistance

- ◇ Provide technical assistance to local agencies in using the TAMC reporting tools for planned and completed infrastructure investments or any other TAMC Work Program Activity.
- ◇ Integrate PASER ratings and asset management into project selection criteria:
  1. Analyze data and develop road preservation scenarios.
  2. Analyze performance of implemented projects.

## Bridget and Culvert Inventory and Condition Data Collection

- ◇ Provide administrative and technical assistance to PA 51 agencies and MDOT for reimbursement of TAMC funds for participation in data collection efforts for culvert inventory, condition assessment and data submission.
- ◇ Utilize TAMC reporting forms to communicate progress and expenditures of Public Act 51 agencies to assist TAMC in the Culvert Mapping Pilot Report.
- ◇ PA 51 agencies must submit a written request for reimbursement; the request should include a total estimate of costs (actual costs claimed

must not exceed the estimated costs) for the data gathering, trained/certified team members' time, and vehicle use. It is required that the RPO/MPO make a formal call for interest for bridge and culvert collection reimbursements to their respective PA 51 agencies annually, and that requests by PA 51 agencies are submitted to their respective RPO/MPO by October 1 each year to assist in the coordination of data collection priorities of the following data collection season.. The RPO/MPO decision on what requests for reimbursement are approved may consider available budget, absence, or age of bridge data to be collected

### Task 3.0 Processes and Deliverables

1. Policy established for coordination with Community Development Transportation Planning Staff who perform Asset Management duties for the entirety of the ten county region.
2. PASER data for Federal Aid System submitted to TAMC via the IRT.
3. PASER data for Non-Federal Aid System submitted to TAMC via the IRT.
4. Quarterly or monthly activities reports submitted with invoices to TAMC Coordinator.
5. Create an Annual Report of Asset Management program activities as well as a summary of annual PASER condition data by local agency, functional classification, and PA 51 Legal System; provide links to the Regional Annual Report on agency website and submit copies to TAMC Coordinator by April 1 of each year.
6. Prepare a draft status report of PA 51 agency Asset Management activities and plans within MPO/RPO boundary by September 30 of each year.

*\* Funding for Asset Management is provided to Networks Northwest for the entirety of the 10 county region. Transfer of funds to the TTCI MPO is unnecessary for completion of these duties; rather coordination of the MPO Program Manager and Transportation Planner shall occur for the areas of the MPA.*

## Task 4.0 Short Range Planning

<b>Short Range Planning Budget</b>			
	FHWA PL112 & FTA 5303	TTCI	Local
Source	\$16,957.49		\$3,760.27
Expenditures		\$20,717.76	
Staff Time (percentage)		10%	

### Policy Establishment

Short range planning encompasses the activities of TTCI staff in preparation of data, performing community engagement, coordinating with local transportation and transit agencies for projects and processes, specified spatial data construction and modeling and coordination with regional planning processes which impact the MPO. Building on the initial year of establishment and planning efforts, the MPO will continue the development of the TIP and the MTP, through the development of scopes of work and support data.

Development of policy which outlines the standards for TTCI staff as they move through coordination and development of short range planning activities shall occur. The policy will speak to the communication and coordination with all entities included in the planning process to include but not limited to transportation and transit agencies, local units of government, educational, non-profit and business organizations and agencies within the planning area. The policy will speak to internal coordination with planning staff of the RPA and integration of staff members into MPO Planning Processes. Drafting, review and approval of short range planning processes and plans of the MPO will be at the discretion of the MPO Policy Board and will be included in the policy.

### Unified Work Program

The Unified Work Program (UWP) for the current fiscal year shall guide the activities of the MPO. The UWP tasks shall be monitored by TTCI staff, and effectiveness of the existing UWP shall be communicated to the TTCI Board and Technical Committee. The undertaking of current year policy development, initial data collection activities and communication and coordination with participating stakeholders and entities coupled with evaluation of on-going UWP activities and desired future tasks shall help guide future updates to successive year's UWP.

### MPO Policy Board and Technical Committee Engagement

Recent establishment of the MPO necessitates detailed engagement with Policy and Technical Committee members for coordination with current and future planning processes. The outlining of transportation projects and alternatives is reliant in part upon sufficient information and support from participating entities and stakeholders. Through initiating engagement early the standard is set for an inclusive process as TTCI moves through different data collection and planning processes. How this engagement is shaped and occurs will be outlined by TTCI staff and approved by the TTCI Board upon initial implementation of this Unified Work Program.

## Community Engagement

During the course of the 2025 fiscal year, TTCI will undertake additional community engagement efforts. These engagement efforts will be shaped by the Policy and Technical Committee membership with capacity provided by the entirety of the Community Development Department staff in order to achieve a sufficient ratio of staff leaders to public participants across several venues. These community engagement efforts will support the development of the upcoming TIP and MTP.

## GIS Data Collection and Modeling

Data collection beyond what is required of State and Federal partners will be undertaken by TTCI and Community Development staff. The data to be collected will be spatially referenced GIS data and will provide information and support for the decision making processes directing the development of various planning activities of which the Transportation Improvement Program and Long Range Transportation Plan are included. Data collection will set a baseline for land use, population density and commuter patterns which can evolve over time to display a picture of what is occurring with our population and transportation assets within the planning area and region. The Travel Demand Model managed by MDOT will be utilized and monitored as a baseline for functionality of other models. Various models are to be developed utilizing data which can outline drive time, population shifts, and land use density shifts for location of home, employment and entertainment. These models will be updated regularly through ACS, Census, and Bureau of Labor Statistics. The

models to be developed include:

- ◇ Existing land use and population densities.
- ◇ Spatial analysis of drive times modeling for commuter data from specific civil divisions.
- ◇ Residential and employment location spatial analysis of kernel density.

## Regional Coordination and Joint Planning

On-going and upcoming planning processes for the region which impact or include areas of the MPA will be undertaken by TTCI and Community Development Staff. Proposed strategies in planning documents for local units of government and organizations may impact and can be impacted by transportation alternatives being discussed by the MPO. Mindful coordination within the Networks Northwest Community Development Department with TTCI staff and extending out to all local units of government and organizations will establish and maintain open communication and dialogue. On-going or drafted planning processes which will be included for consideration of cross-reference of strategies for MPO Planning processes include:

- ◇ Northern Michigan Active Transportation Plan
- ◇ BATA Next Wave Transit Plan
- ◇ Local Unit Planning Plans and Processes

## Task 4.0 Processes and Deliverables

1. Policy development to include:
  - i. Communication and Coordination for short-term planning processes with all entities including transportation and transit agencies, local units of government, educational, non-profit and business organizations and agencies within the planning area.
  - ii. Internal coordination with Community Development staff outside of TTCI staff in assistance of TTCI processes and programs.
  - iii. Drafting, review and approval of short range planning processes and plans of the MPO.
4. TTCI staff shall complete Unified Work Program tasks.
5. TTCI shall evaluate and weigh effectiveness of initial Unified Work Program, and make notes for necessary revisions.
6. TTCI shall develop the Fiscal Year 2025 Unified Work Program.
7. TTCI staff shall outline future items to be included in successive year's UWP.
8. TTCI staff shall engage the membership of the TTCI Policy Board and Technical Committee in preparation of upcoming planning processes. Engagement shall be outlined in a scope of work detailing information sought.
9. TTCI staff in conjunction with Community Development staff shall undertake community engagement efforts for the current fiscal year.
10. TTCI staff shall coordinate with Community Development Staff for the collection and management of a geodatabase for use by the MPO.
11. GIS data shall be collected from available sources for the civil divisions of the MPA and immediately surrounding communities.
12. A plan outlining the GIS models to be developed shall be completed and implemented over the course of the fiscal year.
13. Coordination with on-going planning processes which incorporate all or portions of the MPA shall be undertaken.
14. Coordination to obtain drafted plans of transportation and transit agencies and local units of government shall occur.

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# Task 5.0 Transportation Improvement Program

<b>Transportation Improvement Program Budget</b>			
	FHWA PL112 & FTA 5303	TTCI	Local
Source	\$33,914.97		\$7,520.55
Expenditures		\$41,435.52	
Staff Time (percentage)		20%	

## Policy Establishment

The Transportation Improvement Program (TIP) is a plan and planning process which outlines various transportation improvements to be undertaken during a four to five year time-frame. Development, approval and continual updating of the plan are requirements for the MPO. Policy shall be established which outlines the process for development, review, revision, adoption and implementation of the TIP. The policy shall speak to the requirements of the State and Federal Transportation agencies, necessary coordination with transportation and transit agencies, communication with local units of government and stakeholders, extension and inclusion of community engagement, responsible roles for the implementation of the plan strategies, projects and processes, and evaluation criteria to determine the effectiveness of the planning process and plan implementation.

## Coordination, Process Scoping

Federal Regulations 613 which are both identical and speak to the “Planning Assistance and Standards” for Highway and Transit respectively.

At a baseline the TIP should include capital and non-capital surface transportation projects, bicycle and pedestrian facilities and other transportation enhancements, Federal Lands Highway projects, and safety projects included in the State’s Strategic Highway Safety Plan. The TIP should include all federally funded transportation projects and regionally significant non-federally funded projects., or for which FHWA or FTA approval is required, in addition to non-federally funded projects that are consistent with the Metropolitan Transportation Plan (MTP). Furthermore, the TIP must be fiscally constrained.

## Road Agency and Transit Agency Engagement

The Scope of Work will speak to engagement and coordination with respective local road agencies, transit agencies and MDOT. Experts in their areas of Transportation, the alternatives and projects to be captured within this TIP, are likely identified in respective agency plans. Engagement and coordination will be initiated early with the development of the Scope of Work and shall continue throughout the development process of the TIP.

## Policy Board and Technical Committee Engagement

The Scope of Work will outline the necessary engagement and coordination with both the Policy Board and the Technical Committee. Potential for assignment of an ad hoc committee (comprised of Policy and Technical Committee members) to act as the steering committee for the development of the TIP may be considered by the Policy Board. As the TIP is drafted the engagement of these members will review and offer guidance to sections of the document.

## Data integration and Public Input

Data and public input gathered by TTCI staff and under the umbrella of the Community Development staff will be utilized within the TIP. This information will help to craft supporting information of the TIP providing evidence for transportation alternatives which are strategized within the TIP. Staff will present the information in a clear and concise manner in order to support the prioritization of projects by the TTCI Policy Board.

## TIP Development

Development of the 2026-2029 TIP will begin in May of 2024. The process shall be completed in a manner which is transparent and coordinates efforts of the members of TTCI and is open to the public. Placement of information on the TTCI website will allow for the tracking of the planning process and TIP development. In order to effectively manage this TIP process in concurrence of other deliverables outlined within this UWP, the timeline for the development of the TIP shall occur over the course of two years with the Draft TIP being completed during fiscal year 2025. Prior to the development/implementation of the FY26-29 TIP, prioritized projects selected by the MPO will appear in the State Transportation Im-

## Task 5.0 Processes and Deliverables

1. Policy development to include:
  - i. TIP engagement activities related to all TTCI partners, stakeholders and the public.
  - ii. Prioritization of transportation alternatives within TIP and interim program of projects.
  - iii. Implementation process for prioritized alternatives proposed in TIP.
  - iv. Evaluation process for identifying successes and hindrances to the process and implementation of projects.
2. TTCI staff will coordinate and engage all TTCI transportation/transit agencies, technical advisors, local units of government, stakeholders and the public for inclusiveness, consensus building and transparency within the TIP process.
3. TTCI staff in conjunction with Community Development staff will hold public input sessions with the intent of obtaining information for the MPO and the development of required planning documents.
4. TTCI staff will incorporate the list of prioritized projects created prior to TIP.
5. TTCI staff will collect, manage, share and utilize the best available information and data for the development of the TIP.
6. TTCI staff will appropriately manage tasks of the Scope of Work, meeting timeline requirements for the development of the TIP over the course of this UWP and will outline the remaining steps for completion of the Draft TIP and appropriate timeline for the fiscal year 2025 UWP.
7. TTCI staff will log successes and hindrances for improvement of the plan development process for consecutive versions of the TIP to be developed/revised in later years.

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## Task 6.0 Long-Term Planning

<b>Long-Term Planning Budget</b>				
	FHWA PL112 & FTA 5303	TTCI	Local	PL Funding (2.5% of CPG)
Source	\$12,078.49		\$3,760.27	\$4,879.00
Expenditures		\$20,717.76		
Staff Time (percentage)		10%		

### Policy Establishment

Metropolitan Transportation Planning (MTP) processes look out to a 20 year horizon and potentially beyond for certain transportation alternatives which may take years or decades to come to fruition. The development of the initial MTP for the TTCI MPO will be an undertaking within the initial 3 years of the MPO establishment to be completed prior to the close of the 2025 fiscal year. The process will entail significant communication and coordination, data gathering, public input and public review, project alternatives, prioritization, financial support and funding avenues with detailed project specifics, the outlining of strategies and ultimately laying the framework for successive regular reviews and updates. Thus setting the stage for additional planning processes for specific transportation types and/or alternatives. The development of policy outlining the above will be completed by TTCI staff meeting the approval of the MPO Policy Board.

### Coordination, Process Scoping

Coordination should be well established with all transportation/transit agencies, State and Federal partners, local units of government and stakeholders through work plan tasks completed prior, and should be maintained throughout this planning process. TTCI staff will develop a Scope of Work for the Long Range Transportation Plan, actively engaging partners at TTCI meetings for

input, referencing best management practices of other LRTP's prepared by comparable MPOs, and ensuring that all State and Federal guidelines are met. The development of the process Scope shall include a timeline which denotes time-frames for tasks, meetings and community engagement activities. The timeline shall cover a period of no more than 3 years from the establishment of the MPO with completion and adoption by the Policy Board to occur prior to the end of the 2026 fiscal year.

### Policy Board and Technical Committee Engagement

As with other processes undertaken by the TTCI Staff at the direction of the Policy Board, both membership of the policy board and technical committee shall be actively engaged throughout the process. The scope and timeline shall set tasks with meetings denoted for update, review and feedback on specific steps of the process by members of the Policy Board and Technical Committee. The appointment of a MTP ad hoc committee by the Policy Board is recommended for more established participation within the process.

## Data integration and Public Input

Support for the plan strategies is borne of data and public input gathered by TTCI staff and Community Development Staff. Data integration is a high priority of each and every planning process undertaken by the MPO, which also is to include sufficient public input to meet a pure level of transparency and information sharing to the public realm. Cross-reference of data is encouraged across planning documents, creating a network of connectivity from one process to the next. All information, data and input presented within the plan and supporting documents shall be concise and easily interpreted for the reader.

## Coordinated Planning Activities

Through the initial year of this Unified Work Program multiple planning processes, data collection activities and public engagement opportunities will commence. Each of the activities has future needs for continuous review and revision, which cumulates with updated plans, public input, and data management and collection methods. Continual coordination of processes within the TTCI MPO, the Community Development Department and with other agencies, local units of government and partners will limit duplicative tasks, create efficiencies and lead to overall stronger support structure for all entities planning activities. Engagement activities outlined within areas of this document will initiate and lead to establishment of coordinated planning activities.

## Long Range Transportation Plan Development

The development of the Long Range Transportation Plan will follow the outline of the Scope of Work approved by the TTCI Policy Board. The diversity of transportation assets, the varied conditions, the sensitive environments and the growing

and evolving needs of residents and visitors to our area, are challenges that face communities of our region. These challenges are further compounded by the modern day needs related to safety, congestion, and addressing the implications of climate change. Strategies are to be set to address these challenges, proposing alternatives for all modes of transportation which are undertaken in the MPA. A travel demand model for the Metropolitan Planning Area will be developed as part of the MTP. TTCI will work with MDOT SUTA on the road network and traffic analysis zones review and the committee approvals of the base year and the future years SE and employment conditions to be used in the model

The MTP shall include financial components that demonstrate how the recommended transportation plan can be implemented, identify the public and private resources expected to be available to carry out the plan, and recommend any additional financing strategies for needed projects and programs which outline the fiscally constrained environment for the improvements. It is imperative that prioritization of transportation needs and investments across all travel modes and facilities occur within the plan and process. Through the planning process necessary revisions to the scope of work shall be instituted in order to meet an evolving regional landscape, ensuring that the most recent information and data is utilized. The plan shall be structured so that it is readily set for review and necessary revision, with an evaluation platform which will gauge the effectiveness of the plan and implementation efforts. The completion of the planning process prior to end of the 2026 fiscal year shall include public review and Policy Board adoption proceedings.

## Additional Planning Processes

Processes are likely be undertaken in successive years under the umbrella of the TTCI MPO, these

are likely to include focused transportation planning efforts to include but not limited to those outlined herein.

### Transit Planning

BATA has recently completed its “BATA Next Wave Transit Plan (Oct. 2023)”. The plan horizon is 5-10 years out, during this time the TTCI MPO may work in conjunction with BATA on other transit related planning processes, whether that be gathering public input, data collection, specific infrastructure related planning or assisting with updates to the current transportation plan. TTCI will coordinate with BATA in the consideration of transit asset management targets and transit agency safety targets.

### Non-motorized and Pedestrian Planning

Efforts are underway for the development of the “North Region Active Transportation Plan” which will establish a set of strategies for Non-motorized improvements for the entirety of the Northern Lower Peninsula. These efforts are being led by Networks Northwest Community Development for our region. Much of the public input gathered in and around the MPA can be built upon to detail a MPA specific Non-Motorized Transportation Plan.

### Freight Planning

In 2020 the “Northwest Michigan Freight Plan” was developed by Community Development Staff. The freight plan can be augmented in coming years through additional data collection and more focused planning and analysis efforts within the MPA.

### TTCI MPA Benchmarks

The development of a benchmark document which provides the baseline demographic information for the civil divisions within the MPA will be developed and updated accordingly.

### Performance Based Planning

TTCI will make effort to coordinate and work with MDOT to incorporate Federal Transportation Performance Measure and performance-based planning requirements, with a product of TTCI being support and approval of relevant TPM targets, and the establishment of a performance-based planning process.

### 2.5% PL Funding

The 2.5% PL funding which amounts to \$4,879.00, will be focused on specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities. Through these existing practices TTCI will set a course to ensure that the PL funding is utilized effectively for these planning activities. The following activities are proposed for FY25:

- ◇ Develop data driven insights and monitoring system to measure program effectiveness.
- ◇ Begin development of Complete Streets Plan/Program to promote, program, and fund projects that provide safe and convenient access for all users.
- ◇ Engage with all interested agencies to participate in the development of a Complete Streets Plan
- ◇ Provide updates and training to local agencies and interested parties to promote and continue to develop the MPO program and initiatives.

## Task 6.0 Processes and Deliverables

1. Policy development to include:
  - i. LRTP process and Scoping with outlined timeline for required review and updating.
  - ii. Requirements of what is to be included in LRTP, with additional items as desired or necessary.
  - iii. LRTP engagement activities related to all TTCI partners, stakeholders and the public.
  - iv. Coordination of LRTP to non-MPO planning processes and plans.
  - v. Prioritization of transportation alternatives within LRTP.
  - vi. LRTP timeline for pre-adoption review by Technical Committee and outlined support for recommendation for approval by the full MPO Policy Board prior to deadline submission to MDOT.
  - vii. Coordination, relation and integration of LRTP to the TIP.
  - viii. Evaluation process to identify success of implementation strategies.
2. TTCI staff will coordinate and engage all TTCI transportation/transit agencies, technical advisors, local units of government, stakeholders and the public for inclusiveness, consensus building and transparency within the LRTP process.
3. Staff will update the Public Participation Plan with revisions identified during the administrative tasks.
4. TTCI staff in conjunction with Community Development staff will hold public input sessions with the intent of obtaining information for the MPO and the development of required planning documents.
5. TTCI staff will collect, manage, share and utilize the best available information and data for the development of the LRTP and its component System Performance Report.
6. TTCI staff will appropriately manage tasks of the Scope of Work, meeting timeline requirements for the development of the LRTP over the course of this UWP and will outline steps for continuation of development of the LRTP and appropriate timeline for the fiscal year 2025 UWP.
7. TTCI staff will log successes and hindrances for improvement of the plan development process for consecutive versions of the LRTP to be developed/revised in later years.
8. TTCI staff will work with Community Development Staff on the development of an MPA Demographic Benchmarks document.
9. TTCI staff will strategize with Community Development Staff on necessary data collection and plan process efforts.
10. Provide review and required committee approvals of Travel Demand Model elements
11. Coordination of Travel Demand Model in conjunction with LRTP development
12. Utilize the 2.5% PL funding in the State of Michigan to develop a Complete Streets Program and to collect and to develop data driven insights and monitoring system to measure program effectiveness.



# Appendix A

## COST ALLOCATION PLAN Effective 10/1/2023

The Northwest Michigan Council of Governments (COG) dba Networks Northwest is a consortium of ten county governments and was formed under the Urban Cooperation Act of 1967. Member counties include Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee and Wexford. By definition under the Urban Cooperation Act of 1967, Networks Northwest is considered a governmental subdivision in the State of Michigan.

The mission of Networks Northwest is to further the purposes of federally and state-funded employment and training programs, and to fulfill the locally-determined functions of a regional planning commission in accordance with State laws providing for the formation of regional planning commissions.

Networks Northwest is financially supported by a combination of many different sources: federal, state, and local public funds, plus private foundations and contributions. The annual budget runs between \$7 million and \$17 million per fiscal year, and can vary widely. In addition, Networks Northwest's budget at the end of a fiscal year never looks the same as it did at the beginning of a fiscal year. Consequently a flexible cost allocation method which will account for varying start and end dates for a wide variety of grants and contracts, plus a variation in spending amounts within any given grant or contract within the same fiscal year, is a necessity. Also, Networks Northwest requires a cost allocation system that would account for the fact that some of Networks Northwest's functions involve products, objectives and/or outcomes differing drastically from those common to the employment and training community. The cost allocation method described in this document allows for easy monthly adjustments, allows for efficiency in application since data sources and allocation steps are minimized, and accommodates a multitude of programs, functions and funding sources.

Networks Northwest will not use an indirect cost rate. All costs incurred by Networks Northwest will either be direct costs or actual indirect costs generated from the general ledger cost centers detailed in this cost allocation plan. Net cumulative expenses for the cost centers will be shared among multiple funds and charged to each fund via the monthly application of this cost allocation plan.

The methodology described in this plan will be effective as of October 1, 2023 and will remain in effect until subsequently modified. Annually, before the beginning of the new fiscal year, this plan will be reviewed and a determination will be made as to whether it should be modified. However, such modification may not occur in the middle of a fiscal year; modifications may only occur at the start of a new fiscal year. At a minimum, each fiscal year this plan will be modified to include, as an attachment, the most current chart of accounts.

Networks Northwest will establish eight cost objectives (or cost centers) that will be directly charged under the cost allocation plan. The following cost centers will be maintained through the use of different department numbers under GL fund number 106:

- "COG Operating Expenses" (Dept. 750.000) includes building rent, utilities, insurance, lease of equipment used by all funding sources, company vehicles used by all funds, purchase of supplies used by all funds, telephones and internet. These are the most basic activities required by all Networks Northwest staff in the performance of their duties.

- "Public Information" (Dept. 775.000) includes staff and other costs associated with maintaining Networks Northwest website, maintaining Networks Northwest Intranet, production of Networks Northwest newsletter and its distribution via email to board members, staff, partners and businesses, producing news releases, producing brochures or fliers for program outreach or informational purposes, documenting program activities (including video production), and completing other types of tasks as required.
- "Secretarial" (Dept. 761.000) includes all costs associated with the provision of secretarial services to all funding sources including receptionist duties, answering the telephone, completing mailings, taking board minutes, completing word processing tasks, and performing other miscellaneous duties as required.
- "Accounting and Payroll" (Dept. 760.000) includes all costs associated with the provision of accounting and payroll services for all funding sources including payroll, accounts payable, receiving and depositing funds, audits, and performing other miscellaneous duties as required.
- "Overall Administration" (Dept. 770.000) includes all costs associated with the administration of all funding sources including supervision of programmatic staff, secretarial and accounting staff, and staffing Networks Northwest governing board.
- "Infrastructure Support" (Dept. 780.000) includes all costs associated with providing technical support to staff including technology training, acquisition, installation and configuration of hardware and software, maintenance of hardware and software, provision of a "help desk" for computer systems and applications, MIS and contract support, and performing other miscellaneous duties as required.
- "Employment and Training Administration" (Dept. 785.000) includes all costs associated with the administration of only employment and training funding sources including procurement of service delivery providers, representing the organization at state and federal levels, managing and overseeing the employment and training delivery structure and operations, and employment and training program planning. These tasks are required for each employment and training program for which Networks Northwest receives funds.
- "Employment and Training Program" (Dept. 787.000) includes all costs related to the direct provision of employment and training programs including service delivery staff training, providing the supplies and tools necessary for service delivery to employment and training program participants and employers, coordinating field-based service delivery with one-stop partners, troubleshooting program delivery problems, maintenance and dissemination of service delivery manuals and reference tools, program development and monitoring, and performing other miscellaneous duties as required. All job seeker and job provider employment and training programs will be delivered through the Northwest Michigan Works! Service Centers.

Monthly, the net expenses (from the trial balance, total expense debits minus total expense credits) in these cost centers will be allocated in the following order:

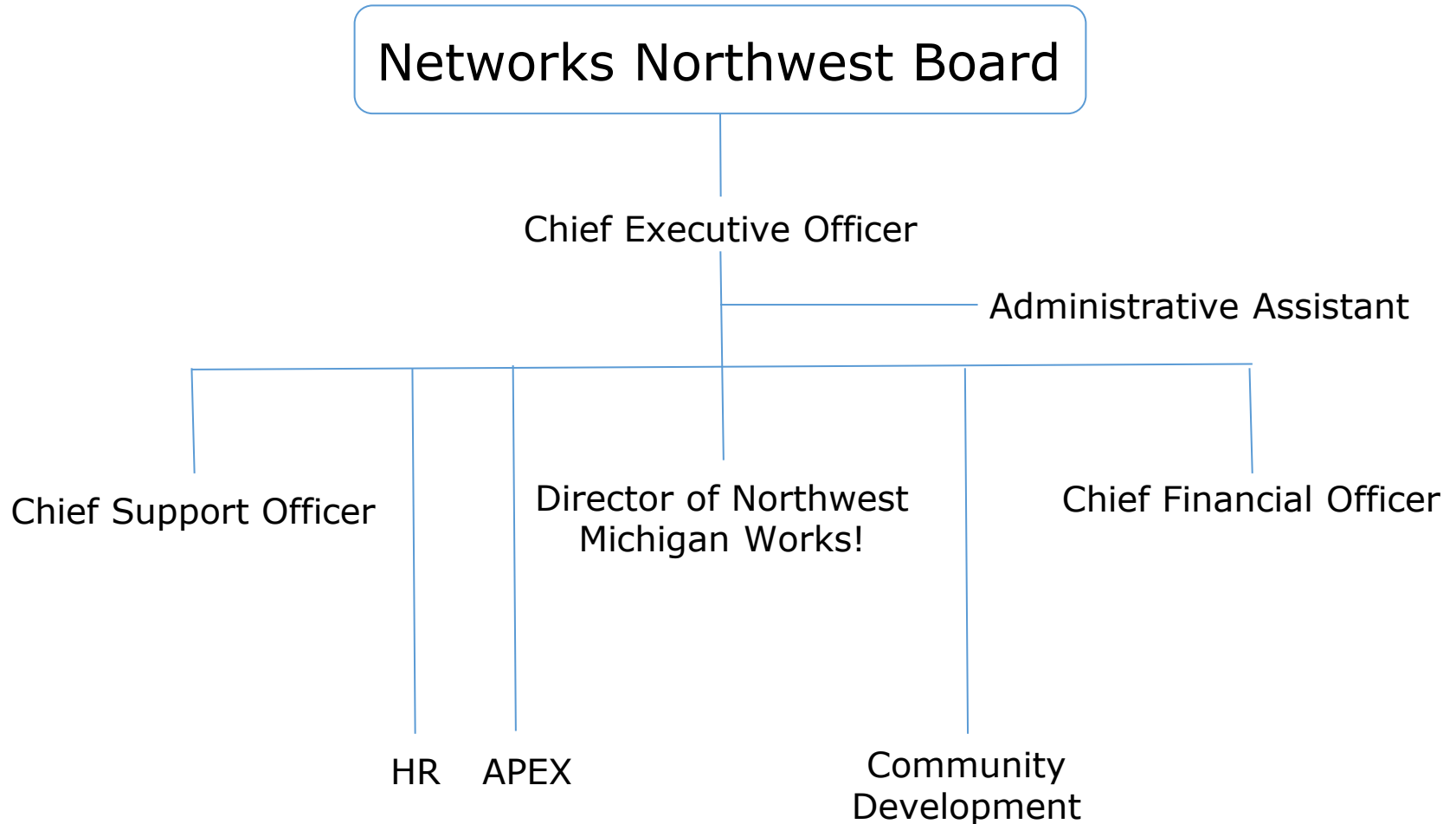
1. "COG Operating Expenses" and "Secretarial" costs will be allocated to each COG fund under activity code 754.000 based on its prorated share of personal compensation expenses for the month.
2. "Accounting and Payroll" and "Overall Administration" costs will be allocated to each COG fund under activity code 763.000 based on its prorated share of program expenses for the month. That portion of the "Accounting and Payroll" and "Overall Administrative" costs which are allocable to employment and training programs will be allocated to the "Employment and Training Administration" cost center.
3. "Public Information" costs will be allocated to each Networks Northwest fund under activity code 775.000 based on its prorated share of program expenses for the month.
4. "Employment and Training Program" will be allocated to each Networks Northwest employment and training fund under activity code 787.000 based on its prorated share of program expenses for the month.
5. "Infrastructure Support" will be allocated to each Networks Northwest fund under activity code 780.000 by department based on its prorated share of program expenses for the month.
6. "Employment and Training Administration" will be allocated to each Networks Northwest employment and training fund under activity code 799.002 based on its prorated share of program expenses for the month. In addition to employment and training administration expenses incurred directly by Networks Northwest, expenses for administration costs of any contractors with contracts including administration and covering more than one employment and training funded program will be booked into this fund and subsequently allocated.

Amounts to be allocated will be derived from Networks Northwest Trial Balance and Monthly Expenditure Report for the month. These reports shall be attached as backup to the computer-based spreadsheets used to complete the allocation process. The computer-based spreadsheets will be used to make appropriate General Ledger Journal entries. Both the General Ledger Journal entries and the computer-based spreadsheets with backup will be filed with all other Networks Northwest accounting records for the fiscal year.

**Allocation of Costs Charged to Carry-in Funding:**

The MWA will use the most current subrecipient reported expenditures as an allocation base to report cost categories for carry-in funds.

# Operations



## CERTIFICATE OF COST ALLOCATION PLAN

This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal to establish cost allocations or billings for fiscal years starting FY 2007 (and continuing until amended) are allowable in accordance with the requirements of 2 CFR Part 200 and the Federal award(s) to which they apply. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the awards to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently.

I declare that the foregoing is true and correct.

Governmental Unit: Northwest Michigan Council of Governments dba Networks Northwest

Signature: 

Name of Official: Darla Rowland

Title: Chief Financial Officer

Date of Execution: 10/1/2023