



**FINAL
FISCAL 2012
TRANSPORTATION PLANNING
WORK PROGRAM**

**ADOPTED
June, 2011**

Prepared by:

The Tri-County Regional Planning Commission
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DISCLAIMER

This document was prepared by the Tri-County Regional Planning Commission in cooperation with the Michigan Department of Transportation, county road commissions, public transportation providers and local jurisdictions. Preparation of this document was financed in part by funds from the United States Department of Transportation and the Michigan Department of Transportation. The opinions, findings and conclusions in this publication are the authors' and not necessarily those of the United States or Michigan Departments of Transportation.

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INTRODUCTION

The 2012 Transportation Planning Work Program describes transportation planning tasks scheduled in the Tri-County region between October 1, 2011 and September 30, 2012.

This work program includes comprehensive, cooperative and continuing transportation planning activities to be performed by the Tri-County Regional Planning Commission, the Michigan Department of Transportation and the Capital Area Transportation Authority.

The work program was developed with input from local units of government, public and private transportation providers, local agencies and the public.

The work described in this report will be completed using funds provided by the Federal Highway Administration, the Federal Transit Administration and the Michigan Department of Transportation.

This report contains two parts. The first identifies transportation issues and problems and related work program tasks. The second identifies specific work tasks and proposed budgets.

I. TRANSPORTATION ISSUES AND PROBLEMS

This section discusses new issues and challenges as they will be addressed in FY 2012 and beyond, including continuing air quality conformity and requirements as a result of legislation.

On August 10, 2005 the President signed the Safe, Accountable, Flexible and Efficient Transportation Equity Act - A Legacy for Users (SAFETEA - LU) of 2005. As with each previous reauthorization Act, SAFETEA - LU added new requirements and /or modified and codified various aspects of the MPO planning process, which will continue to challenge TCRPC in FY 2012. A series of short term extensions and continuing resolutions kept the current program intact throughout FY 2011. A new re-authorization will be required for FY 2012.

As a result, even at this writing, TCRPC'S final FY 2012 funding is still not known. However, in order to be conservative and to assure Commission expenditures do not exceed an uncertain federal allocation, the TCRPC has made conservative revenue estimates to assure we are able to live within available federal aid.

The FY 2012 Work Program is consistent with the TCRPC's preliminary budget adopted in March, 2011 and includes left over previously obligated funds as shown in the FY 2011 audit with MDOT's permission. Even though the final amounts of available federal funds remain uncertain, no other local or federal increases are assumed.

The federal administration has not yet officially announced its reauthorization plans and neither has either branch of Congress, although there appear to be growing indications that

work on a long term reauthorization is likely to accelerate as this Work Program is being developed.

An “unofficial” draft bill has recently surfaced that would dramatically change the nature and requirements for Metropolitan Planning, as well as the structure of the current program. While precise changes are not yet known, performance based planning, programmatic changes, livable communities, the federal deficit, lagging Highway Trust Fund revenues, energy sustainability, our aging and deteriorating transportation system and global climate change all are looming as a large hierarchy of issues which most likely will impact re-authorization of the nation’s surface transportation programs.

Thus, considerable uncertainty is likely to face the TCRPC about future federal funding levels and possible new requirements, as they have with every reauthorization.

Given this uncertainty, the 2012 Work Program’s primary assumption is continuation of existing programmatic requirements. It assumes 2009 funding levels continue in 2012. Work activities have been included based on still current final 2007 planning regulations.

Work program amendments or adjustments may be required if funding levels or programmatic requirements are substantially modified by reauthorization, other new legislation or new budget or appropriation bills. Continued participation in national associations and ongoing efforts to monitor regulatory developments are also assumed in the 2012 Work Program in order to assure that the region is prepared to adjust efforts as appropriate to meet new requirements or funding issues as they occur.

TCRPC is fully compliant with all current federal requirements. However, the need to maintain and implement all these requirements and begin the next update cycle towards completing an updated calibrated travel model, new socio-demographic forecasts based on 2010 census data and completing the next plan update to 2040, and a 2014-2017 TIP while meeting all other requirements on a continuing basis indicates that, once again, a challenging year is ahead for TCRPC.

New challenges are that EPA will further lower the ozone standard, which could again result in the area again being designated as a non-attainment area, with an 18-24 month deadline to comply with any additional new requirements. Information on the status of this designation may not be known until after this Work Program is approved. The EPA has also recently released a new mobile source emissions model called “MOVES” which TCRPC must implement by March, 2012. Various tasks provide time for air quality planning activities, including 504.01.

Further, with irrefutable scientific evidence and near consensus that human greenhouse gas emissions are changing global climate at even faster rates than previously predicted, numerous bills were introduced in Congress between FY 2008 to FY 2011 as was regulatory action by EPA (in response to a court order) have begun to focus resources on issues of energy sustainability and global climate change. Similar measures have been enacted by several state legislatures, cities and counties around the country - including the State of

California, Seattle and numerous other locations. Numerous local governments in the region have passed resolutions supporting carbon reduction goals.

Increasingly, MPO's around the country are being asked to address energy sustainability or greenhouse gas emissions modeling and absolute reductions targeted by various legislative or executive initiatives. When these requirements become law, for the region to begin proactively addressing these concerns, TCRPC must expand and maintain technical modeling capacity and professional staff expertise to accomplish these tasks.

All of these mandated tasks for planning and programming require increasing modeling expertise amid uncertain funding and potential new requirements. These remain overwhelmingly the dominant issues the TCRPC must face in FY 2012 - to both maintain the continuing capacity to address these types of modeling issues in house while having alternate or back up approaches available to assure we can respond to these challenges - or risk losing funding or regional economic development opportunities if we are unable to respond. The vacancy in TCRPC's modeling staff position in 2007 and 2008 clearly illustrated the precariousness the TCRPC is in if these capabilities are not at hand.

Having consultants available for on call or other services is a reasonable and prudent option for the TCRPC to take to assure modeling support can be available as needed in the near term.

With completion of the Regional 2035 Transportation Plan and 2011-2014 Transportation Improvement Program (TIP), work efforts now must begin to shift into preparation for completing the Regional 2040 Transportation Plan, due in October, 2014. The FY 2011-2014 TIP includes \$400,000 in urban STP funding, plus match, beginning in 2012, towards consultant and other support towards this effort. Decisions will need to be made early in 2012 as to the scope of services for this effort.

OTHER ISSUES

In addition to the significant issues associated with addressing continuing air quality and modeling requirements, other issues may be summarized as:

- Federal requirements;
- Emerging issues;
- A new focus on energy sustainability and climate change;
- Balancing regional growth, economic development, environmental mitigation, sustainability and mobility;
- Local issues;
- Transit issues;
- Regional issues; and
- Ridesharing.

Challenging issues in these categories the region's transportation program must address, and their relationship to work program activities, are summarized below.

FEDERAL REQUIREMENTS

As noted, TCRPC is fully compliant with final Metropolitan Planning regulations released in 2007 and has completed work required to address corrective actions in the 2010 certification review, although numerous recommendations remain to be considered. Time has been programmed in various tasks (as appropriate) to continue to address all federal planning requirements and to fully consider certification review recommendations.

EMERGING ISSUES

Consistent with final planning regulations, environmental streamlining, consideration of factors like water, climate change, energy, impervious surfaces and other environmental mitigation issues, integrating planning and the National Environmental Policy Act (NEPA) process, transportation security, safe routes to schools, context sensitive design/solutions, broader emphasis on alternative transportation options, impacts of obesity and an aging society, designs which promote public health by active living and more scenario or alternatives testing are emergent issues and emphasis areas in the year ahead. Livable and sustainable communities remain top federal priorities. A greater emphasis on performance based planning (using “targets,” ongoing measurement, reporting and transparency requirements), freight and financial planning are likely to be emphasized in reauthorization legislation. Ongoing monitoring of regulatory and other breaking issues or activities is included in task 504.01 to make sure the TCRPC is able to stay abreast of emerging issues. Tasks 502.01 and 502.02 generally allow these types of emerging issues to be addressed in the long range planning efforts of the TCRPC, while task 503.01 provides for shorter term consideration, as appropriate.

A NEW FOCUS ON ENERGY SUSTAINABILITY AND CLIMATE CHANGE

There is now broad scientific evidence and consensus providing irrefutable proof that human activities are directly responsible for global climate change and that the rate of change is accelerating faster than originally predicted. Questions like energy sustainability and how to drastically reduce our carbon footprints and other greenhouse gas emissions are and must increasingly take center stage in the Congress and state and local governing bodies, as are how to continue to fund transportation system improvements for an aging, crumbling infrastructure as revenues from gasoline taxes continue to tumble and their purchasing power continues to recede.

TCRPC’s existing transportation and air quality models only indirectly address greenhouse gases. New emissions models now have been mandated by EPA to better address these requirements. They will require changes to TCRPC’s modeling to meet the new requirements. TCRPC’s planning efforts are already focused on helping the region better face these issues through implementing results of the Regional Growth project, which encourages a smart growth land use pattern that lowers vehicle miles of travel and supports mixed uses at higher density. This reduces need for many longer vehicle commutes. Enhancing non-motorized travel, public transit and other alternatives to single occupant

vehicle commutes, improving traffic flow through management and operations improvements that reduce delay and can move traffic more efficiently at lower continuous speeds, also all reduce energy use, emissions and stopped delay.

These types of planning activities are further complemented by an asset management approach to maintaining our current infrastructure by targeting our limited funds to priority corridors and the right “ mix of fixes” to maximize effectiveness of limited funds available to maintain the current system. These activities give the region a head start on addressing our regional portion of larger global issues like climate change, energy sustainability, declining revenues for transportation system improvements and performance targets. Activities to address these critical emerging issues are included in the following tasks in the FY 2012 Work Program: 501.06, 502.01, 502.02, 502.03, 503.01, 503.03, 504.01, 505.02, 506.01, 506.02, 506.04 and 506.05.

All of these tasks collectively address aspects of air quality, regional transportation and land use alternatives, energy sustainability and regional aspects of climate change.

BALANCING REGIONAL GROWTH, ECONOMIC DEVELOPMENT ENVIRONMENTAL MITIGATION, SUSTAINABILITY AND MOBILITY

Current federal transportation legislation emphasizes improving mobility, the movement of people and goods. Concepts of “Intermodal” and “Efficiency” require more efficient management of the transportation system as an integrated whole, including intermodal components, to stimulate economic development, growth and national competitiveness in an ever-shrinking global economy. Concepts of safety, affordability and equity further amplify this direction.

These concepts are not new to TCRPC. TCRPC traditionally used a transportation system management approach which emphasized corridor and sub-area analysis to address transportation problems. This approach provides short-term, low-cost solutions to existing transportation problems that may defer major capital improvements. Public funds are a scarce commodity and reductions at the state and local level continue. As funding is reduced, so will allocations to the region. Smaller allocations and more intense competition for fewer dollars suggest efficient use of public expenditures is a critical issue. This means solving transportation problems with huge capital improvements and system expansion will become increasingly difficult. Instead, solutions are needed which focus on preventative maintenance, safety, modal equity issues (like complete streets) and other place-making activities, including improved management and operations, are essential to maximize mobility produced versus dollars spent. At issue is how to increase efficiency and effectiveness of the region's transportation system in light of severe resource constraints.

Implementing planning regulations, responding to air quality requirements, a focus on management and operations, implementing results of the Regional Growth project and addressing other issues (above) are all part of the approach TCRPC is taking to balance growth, economic development, environmental mitigation, sustainability and mobility throughout the region.

The work program continues emphasis on transportation data management and enhanced technical capacity to address long range planning needs. This approach addresses system issues by applying information to evaluate options that enhance efficiency and effectiveness of the transportation system with reduced funds. This program emphasis continues to enhance our ability to respond to data needs in an efficient and effective manner. Work element 501 addresses this issue. The following table also illustrates how balancing regional growth, economic development, environmental mitigation, sustainability and mobility as system wide transportation issues are addressed in the Work Program.

Tasks to Increase Efficiency and Effectiveness of the
Transportation System

501.01 - Data Monitoring
501.06 - Asset Management
502.01 - Regional Transportation Planning
502.02 - Long Range Transportation
502.04 - "Regional Growth: Choices for Our Future"
503.01 - Transportation Systems Management
505.02 - Transportation Improvement Program
506.01 - Public Transportation Planning
506.02 - Transit Service Planning

LOCAL ISSUES

Transportation issues have been identified through public meetings, local agencies and jurisdictions as well as consultation with MDOT and other stakeholders, agencies and the media. Specific local and regional transportation issues and problem areas include the following items. Tasks addressing these items are also identified.

- 1.) In FY 2002, state legislation established an Asset Management Council and required developing an extensive data base to assess the condition of the state's transportation system. The legislation requires regional planning agencies and MPO's to provide qualified technical staff to assist in data collection and other efforts to implement asset management on an annual, ongoing and continuing basis statewide. State funds are provided to TCRPC and passed through to local Act 51 agencies to cover costs. Task 501.06 shows these activities.
- 2.) Time for continued follow-up on many local traffic, operations, related studies or other issues in numerous corridors, spot accident locations and urban area parking issues is in 503.01.
- 3.) Activities to improve coordination between area transit services and Human Services Transportation agencies in the region are included under tasks 506.01, 506.02 and 506.03.

- 4.) For over 15 years, TCRPC, MDOT, CATA, MSU, the City of Lansing and other local jurisdictions have worked together to deploy Intelligent Transportation Systems (ITS) components (like a new signal system with integrated emergency vehicle preemption) in the region. Such technology improves traffic flow and must be consistent with national and regional ITS “architecture” documents which identify system inter-connectivity. TCRPC worked with a consultant under contract to MDOT in FY 2011 to update a Regional ITS Architecture and Strategic Action Plan which serves as the basis for a related chapter in TCRPC’s Long Range Plan. TCRPC’s standing Management and Operations Task Force has been instrumental in this update and in TCRPC’s Congestion Management (CM) process, safety conscious planning efforts and renewed funding emphasis on management and operations with CMAQ and other funds. Ongoing activity is in tasks 502.02 and 503.01.
- 5.) Regional land use and growth affect the transportation system. TCRPC’s **“Regional Growth: Choices for Our Future”** project documented and focused attention on these issues. Tasks 501.02, 502.01 and 502.03 continue transportation staff time for support to implement results of this effort.
- 6.) Discussions by the CARTS Committee has suggested interchanges at I-96 and Cedar/Pennsylvania, Okemos Road, US 127 at Lake Lansing Road, I-96 at Saginaw and other regional interchanges may warrant consideration for reconstruction and that potential need for additional interchanges in Ingham and Clinton Counties should be evaluated. A follow-up freeway modernization study was recommended in the Regional 2035 Transportation Plan. Staff time in tasks 501.04, 502.01, 502.02 and 503.01 assist these analyses as they are conducted. For example, an earmark funded study of I-96/Cedar/Pennsylvania (IPACE). Ongoing follow up on these types of studies is anticipated.
- 7.) In Walkable Communities training and community audits conducted by TCRPC since FY 1998, and in discussions with the CARTS Non-Motorized Task Force, bicycle/pedestrian and traffic calming design guidance was identified as an issue. This issue was once a high priority for MDOT. Coordinated research problem statements prepared by three separate committees of the Michigan Transportation Research Board also address this issue. These discussions also identified need for developing a regional non-motorized transportation spot improvements program, possibly through an Enhancement grant. Similarly, both the Regional 2035 Transportation Plan and the Regional Growth project call for developing a regional greenways plan. TCRPC has also been supporting the Heart of Michigan Trails effort. A regional Green Infrastructure forum was also held in FY 2008. TCRPC funded a project with the Michigan Natural Features Inventory to identify Potential Conservation Areas to assist in environmental mitigation efforts. A regional green infrastructure plan based on this project was funded by a People and Lands grant and was completed in FY 2010. TCRPC transportation staff provides related support under Tasks 501.02, 503.01 and 503.02.

Similarly, the Regional Land Use/Health team, the planning team for the Designing Healthy Livable Communities Conference, concerns about relationships between transportation/land use and design, obesity and active living, public health/safety, safe routes to schools and the “Healthy Kids, Healthy Michigan” campaign mean transportation staff are increasingly called upon to provide technical assistance, expertise and leadership to support these cooperative efforts. Similarly, emphasis by MDOT, stakeholders and other agencies on context sensitive solutions/design, complete streets, road diets, consideration of air quality education/commuter alternatives and similar issues involve staff support. Climate change, energy costs and impacts of impervious surfaces also link to these issues. Time is in 502.01 and 503.01 for these activities as appropriate. Staff time to follow-up and participate on all non-motorized planning, complete streets, Walkable Communities training or follow-up activities is included under task 502.01. Continued work on Green Infrastructure planning is in task 501.02.

- 8.) TCRPC’s Safety Forum identified safe routes to schools as the region’s highest priority safety issue and developed an initial action plan for this issue. A long range plan program category related to safe routes to schools was developed in consultation with the Management and Operations, Non-Motorized and Long Range Plan Task Forces and in direct consultation with the Governor’s Council on Physical Fitness, safe routes to schools staff and other stakeholders. Federal transportation legislation provided funding for eligible work activities and various construction projects. If the program is reauthorized, TCRPC staff still could submit an application for funding under this program for eligible activities. Task 503.03, Safe Routes to Schools is a place holder if an application is successful and, otherwise, provides limited staff support for those activities.
- 9.) Alternatives analysis has identified a cost competitive locally preferred alternative of modified bus rapid transit as a potential small start transit service alternative solution to travel demand between Lansing, East Lansing and the Meridian Mall in the Michigan Avenue/M - 43/Grand River corridor. Staff time to support this effort is in tasks 506.01 and 506.05.
- 10.) As in previous years, time is reserved in task 503.02 to address similar issues that may arise during the fiscal year.

Other local issues related to transit, regional transportation planning or ridesharing have been addressed separately below.

TRANSIT ISSUES

Policy Board members of major public transit providers sit on the TCRPC and are represented on the various advisory committees. CATA and other public transit providers are involved in the work program on an ongoing basis. Tasks include:

- Data monitoring (maintenance of ridership statistics and other operating data);

- Map update and transportation graphics;
- Regional transportation planning;
- Long range transportation planning;
- “Regional Growth: Choices for Our Future”;
- Transit service planning (route and sub-route evaluation, existing facility assessment, facility expansion, passenger surveys, etc.);
- Preparation of the transit element of the T.I.P;
- Public transit planning and the Transit Development Plan;
- Planning for elderly and persons with disabilities;
- Technical assistance;
- Program management;
- Work program development;
- Clean commute options; and
- Analysis of regional transportation and transit corridors.

As transportation funds decline and needs increase, it is necessary to continually examining transit service to assure use of the most effective methods to meet service needs. Financial planning in task 506.01 Public Transportation Planning assesses future financial capacity to support public transit. State and federal initiatives to reform welfare and shift recipients into the workforce affect public transportation demand and related Coordinated Human Service Transportation Plan requirements. Similarly, economic development initiatives on workforce development are in progress to help the region remain economically competitive. Tasks 501.02, 506.01 and 506.04 include time for these issues. Task 506.01 includes improved efforts to improve human services planning and coordination by local transit services. Task 506.04 addresses air quality and clean commute options to reduce emissions. Task 506.05 addresses the Lansing to Meridian Mall corridor small starts requirements.

REGIONAL ISSUES

Maintaining an effective multi-modal transportation system is an essential part of TCRPC's regional transportation planning agency role. Developing a regional transportation monitoring program, representing the regional interest in issues on trunklines and Federal Aid eligible routes, asset management, intermodal planning, local air service and airport planning, regional transportation plans, participation in non-motorized planning and freight movement planning activities are vital to TCRPC's regional planning programs. Staff support for local or MDOT access management studies, state heritage routes, enhancements or TEDF funding applications and technical support are provided region wide. Providing transportation planning staff expertise in response to requests from local transportation agencies, municipalities, member counties, businesses, the MDOT TSC and the public are also vital components of TCRPC's regional transportation planning responsibilities. Here is an index of the regional transportation planning needs in the work program.

Tasks Associated with Regional Transportation Planning

501.01 - Data Monitoring

- 501.02 - Maps and Transportation Graphics
- 501.03 - Demographic and Economic Forecasts
- 501.05 - Highway Performance Monitoring System
- 501.06 - Asset Management
- 502.01 - Regional Transportation Planning
- 502.02 - Long Range Transportation Plan
- 502.04 - “Regional Growth: Choices for Our Future”
- 504.01 - Planning Coordination Activities
- 504.02 - Program Management
- 505.01 - Transportation Planning Work Program
- 505.02 - Transportation Improvement Program
- 506.01 - Public Transportation Planning

RIDESHARING

The Capital Area Transportation Authority's (CATA) regional ridesharing program was established in 1980. The program had computer matching capabilities for over 2300 names. The ridesharing office worked with many area employers to create carpools, vanpools and familiarize employees with public transportation

Early efforts emphasized employer contacts and vanpools. A more comprehensive marketing approach was later initiated for both employers and individual commuters. Emphasis shifted to include long distance commuters from out-county areas using mass mailings, advertisements in local newspapers and other marketing approaches, including paycheck inserts and on-site information booths.

In 2005, an appropriations bill removed state funding used to match urban STP funds for the ridesharing office. The program was discontinued in its earlier form. New Congestion Mitigation Air Quality (CMAQ) funding permitted the program to initiate a broader commute alternatives program, linked to a regional ozone education program, with a broadened set of local partners. Task 506.04 provides for CATA’s direction of this regional effort using CMAQ funds. Work element 503.01 covers TCRPC staff support for the commute alternatives and air quality education housed at CATA. TCRPC staff participates on an advisory committee with other public transit providers and stakeholder groups.

II. SHORT-RANGE PLANNING PROCESS

The TCRPC's short-range planning process emphasizes management and operations and transportation system management for urban corridors and sub-areas. Specific projects, such as transit route evaluation and the Transit Development Plan, also address area wide problems.

The TCRPC does not have a single document called a Short-Range Transportation Plan. The TCRPC instead emphasizes a short range planning process. It produces a Transportation Improvement Program. This report draws projects from specific studies, such as the Regional 2035 Transportation Plan, Transit Development Plan or management system

information. Individual plans, special studies and management systems constitute the area's short-range planning process. This process, with emphasis on analysis and recommendations, is more effective than a single, short range plan.

III. AGENCY CONTRACTS AND AGREEMENTS

An updated Memorandum of Understanding (MOU) governing the transportation planning process between MDOT and TCRPC and an updated agreement on travel modeling was approved and executed in 2011, consistent with federal certification review comments. MOU's on air quality/ transportation planning, conformity requirements and the State Implementation Plan (SIP) were executed in FY 1995-1996 and a new MOU addressing technical corrections to the Conformity SIP was executed in 2005. Copies will be made available on request. Updated MOU's between TCRPC and providers of public transportation services were also completed in FY 2011 consistent with federal certification review requirements. The regional transportation planning work program (including all funds from the Federal Highway Administration, the Federal Transit Administration and the Michigan Transportation Fund) is also governed through master agreements and annual project agreements between TCRPC and MDOT. Copies of these agreements will be made available to interested parties on request.

ADMINISTRATIVE CHANGES

By adoption of the Work Program the Tri-County Regional Planning Commission, as the Metropolitan Planning Organization for the Lansing metropolitan area, recognizes that from time to time it may be necessary to amend or adjust annual budgets and expenditures, staff assignments, funding priorities or revenue assumptions based on actual receipts or other items, or to be responsive to changing needs or funding awards.

The TCRPC's operating policies reviewed and adopted annually include the following:

“The Commission authorizes the Executive Director, Susan M.C. Pigg, to execute all contracts, leases, purchase agreements and/or amendments thereto in accord with established procedures.”

Consistent with this policy, the Executive Director is authorized to submit such amendments to an approved Work Program/budget administratively as may be necessary to manage the approved budget and work program and in accord with agency wide budget and financial management practices of the TCRPC. The intent of this administrative change policy is to provide the broadest possible responsibility to the Director to seek such administrative adjustments as needed to manage the approved transportation work plan and budget.

In implementing this policy, the Executive Director may consult with the Chair or the full Executive Committee, the Finance Committee or Transportation Review Committee Chair to obtain guidance. The policy does not preclude the Director from completing a full committee and Commission review on such a budget or work program revision, however it is the TCRPC's intent that the Executive Director manage the work program and budget as

appropriate to discharge the responsibilities of the agency. Hence administrative changes executed and submitted by the Executive Director represent the request of the TCRPC for such an amendment in accord with the operating policy.

A similar amendment policy shall also be considered as an administrative change for adjustments requested, submitted and executed by the Executive Director of CATA or the MDOT Director which are submitted to the TCRPC Executive Director. In such cases, the TCRPC Executive Director is authorized to submit an amendment request on behalf of the MPO which presumes that the Directors are responsible for managing the work programs and budgets of their respective agencies for their own policy boards. Such amendments submitted by the CATA Executive Director or MDOT's Director to the approved budget and work program should be construed as submitted on behalf of the MPO if they are then transmitted to MDOT by the TCRPC Executive Director who is the MPO Director. In other words, since the MDOT must approve TCRPC's requested amendments, a request submitted on behalf of one agency and the TCRPC (MPO) Director comes with the approval of two of the three planning partners' chief executive officers. This is in keeping with the MPO's responsibility for preparing and managing the Transportation Planning Work Program.

IV. TRANSPORTATION PLANNING ACTIVITIES

Glossary of Notation and Work tasks for the coming year and their proposed budgets follow.

Glossary of Notation

To better track and schedule work activities and to identify required, necessary and optional work activities, the following notation is used. Notation is contained in brackets, typically at the end of each product or methodology statement.

- [A] = Annual Activity
- [O] = Ongoing Activity
- [FY 12] = Expected Completion Date
- [R] = Required work activity, as defined by federal law, or other Federal regulation, MDOT, or by contract, agreement or other commitments.
- [N] = A work activity or a step needed to complete a required work activity.
- [OP] = An optional work activity done for one or more of the following reasons:
 - TCRPC's agency goals;
 - Staff judgment based on professional regional transportation planning practice;
 - To provide expanded services to our member governments, agencies or the public;
 - To fill a need consistent with TCRPC's mission as a regional planning agency. Certain items may have been formerly required, and are being continued locally. They may be activities based the factors above, or may be an activity that is continued because it is required intermittently and will likely to be required again; or
 - An activity TCRPC member governments or others requested
- [O/D] = An optional item which is dependent on completion of another work activity or on assistance requests by MDOT or local governments
- [O/N] = An optional work activity which staff deems necessary because it represents the best method based on professional judgment, standards of practice, or for efficiency to accomplish other activities
- [*] = Necessary or related to fulfilling air quality requirements
- [**] = Necessary or related to fulfilling federal legal requirements

501.00 DATA BASE MANAGEMENT

501.01 Data Monitoring

OBJECTIVES:

TCRPC objectives are to:

- Maintain and monitor the existing regional data reporting system.
- Monitor growth, development and traffic volumes.
- Cooperate, assist and develop management systems for bridges and safety with the MDOT and local agencies.
- Integrate safety considerations in the planning process, while relying on local traffic engineering expertise, by emphasizing:
 - safety considerations in project programming and selection;
 - focus on land use, access management, corridor planning, management and operations;
 - walkability, bikeability and livability and training communities to improve by sponsoring community audits, charettes and other activities.

CATA objectives are to:

- Collect National Transit Data Base data as required for federal funding.
- Collect, analyze, and monitor Automatic Passenger Count (APC) and ridership data for accuracy and update system mileage. Collect data for performance evaluation reports, including daily on-time performance ridership data.
- Report monthly ridership by route and as requested for internal evaluation.

PREVIOUS WORK:

- CATA data collection and surveys of customers and non-customers.
- Delta Township Transit Needs Study.
- Census, building permit, land use and regional traffic count data, typically updated annually.
- A **“Regional Growth: Choices for Our Future”** databook containing socio-economic and travel trend data.
- Regional safety planning activities

METHODOLOGY:

Tasks to be accomplished by TCRPC:

- Coordinate with the Census Bureau, MDOT and local agencies as appropriate to analyze year 2010 Census and American Community Survey (ACS) data. [R]
- Traffic counts taken by local jurisdictions [N] are entered in a web based Traffic Count Data System (TCDS). [O/N] Maintain the regional TCDS of nearly 3000 counting stations. [A] [N].
- Participate in related training and educate local agencies about Traffic Monitoring Guide procedures and state and federal traffic data collection requirements. Assist local agencies in scheduling counts and compiling results. [R] [*] [O]
- In conjunction with Task 501.06, obtain counts from local agencies, adjust raw counts to ADT and submit to MDOT by December 31, 2011. [R] [*] [O]
- Continue to develop and maintain local [OP] indices for adjusting raw traffic counts to ADT for application to HPMS and other data. Related coordination with MDOT, FHWA and local jurisdictions as required. [R] [*]
- Maintain building permit monitoring program [R] and analyze trends. [OP]
- Assist MDOT and local agencies on the Bridge Management System. [R]
- Assist MDOT and local agencies on the Safety Management System, and integrate safety considerations into planning and programming activities. [R]
 - A second regional traffic safety summit. [O/D]
 - Long range plan materials detailing safety considerations. [OP]
 - Enhanced management and operations planning for priority corridors, consistent with the Management and Operations Task Force. [O]
 - Addressing land use/safety interactions through access management, traffic impact analysis, or promoting mixed use/clustered development products of the “Regional Growth” project. [O]
 - Bicycle/pedestrian safeties focus developing local capability by training officials and community audits. [O].
 - Participating on local project or corridor study teams [N].
 - Providing technical assistance to local governments and agencies. [N]
 - Safety considerations in regional goals and objectives, investment strategies and project prioritization criteria for safety or other projects [R];
 - A regional Safe Routes to Schools program. [OP] [N]
 - Other activities. [OP]

501.01 Data Monitoring (continued)

- Research and analyze environmental justice data. [R]
- Activities include locating, mapping and analyzing concentrations of protected classes of minority and low income populations as they relate to plans, programs and projects, engaging these constituencies through outreach, consultation and participation and publishing and providing products of these efforts. [R]
- TCRPC and CATA will provide transportation monitoring data to the public. [R]
- TCRPC will continue to develop, refine and update an inventory of growth related data about developable lands for all traffic zones to monitor growth or in-fill for allocating population and other socio-demographic data to traffic zones with task 501.03. [N] [*]
- With tasks 501.02, 502.01, 502.02, 502.03 and 503.01, inventory human and natural environmentally sensitive areas. Develop databases and GIS for system level assessments of plans and TIP impacts on environmentally sensitive areas. Analyze potential mitigation measures in consultation with resource agencies and do participation activities in conjunction with task 504.01. [R] [O] [**]
- Consider transportation security issues as required by law. [R] [O] [**]

Tasks to be accomplished by CATA:

- Staff will collect, organize, and issue reports on data from the following sources:
 - Farebox passenger type data.
 - Ridership data from the APC system.
 - On-time performance from Automatic Vehicle Location system (AVL).
- CATA to acquire associated hardware and software as appropriate to improve data collection.

PRODUCTS:

- Monthly ridership and annual service standards reports.
- Daily collection of operational data, National Transit Data Base reports, research reports and additional reports as needed.
- Regional web based Traffic Count Data System. [OP] [R]
- Local [OP] factors for adjusting traffic counts to ADT. [O] [R] [*]
- A regional safety management system and related safety planning. [R] [O]

501.01 Data Monitoring (continued)

- Basic building permit monitoring [R], including analysis of trends. [OP] [A]
- A regional bridge management system. [R] [O]
- A vacant developable lands inventory. [FY 12] [N] [*]
- Consideration of transportation security as required. [R] [O] [**]
- Data, GIS maps, analysis and assessment of system level environmental mitigation for plans and TIP. [R] [O] [**]

Funding 501.01:

	WORK DAYS	FHWA \$	LOC \$	FTA \$	LOC \$	MTF \$	MTF \$ MATCH	TOTAL \$	
TCRPC	126.0	48,792	10,820	15,115		3,779	2,350	0	80,855
CATA	254.0	0	0	0		66,916	0	0	66,916
MDOT	0.0	0	0	0		0	0	0	0
TOTAL	380.0	48,792	10,820	15,115		70,695	2,350	0	147,771

501.02 Maps and Transportation Graphics

OBJECTIVES:

- Maintain up-to-date maps for use in transportation planning activities. Provide graphics support for all transportation planning activities.
- Provide GIS mapping, graphics and application support for the **“Regional Growth: Choices for Our Future”** project.
- CATA will coordinate with TCRPC to generate GIS maps for transit planning.
- CATA will maintain and update Global Positioning System (GPS) bus stop coordinates.

PREVIOUS WORK:

- Extensive mapping for the **“Regional Growth: Choices for the Future”** project.
- Regional digital aerial imagery obtained in 2005 and 2010.
- Digital regional composite zoning and future land use maps were updated.
- CATA collected GPS location data for bus stops and Title VI demographic maps.

METHODOLOGY:

- Update and use the Framework base map in the long range plan and other applications. Maintain a five year update cycle for regional aerial photos. [O/N]
- Add water and sewer service areas and other data to GIS to help locate future development in conjunction with the environmental program. [O/N]
- Use GIS to analyze development patterns and growth trends. [O/N]
- Use GIS to refine the land use model to develop socio-demographic forecasts based on local comprehensive plans, zoning, and accessibility. [O/N] [*]
- To assist management system activities, continue to implement web based traffic data collection and reporting to improve visual real time mapping of traffic volumes and other transportation data. [O/N]
- CATA will supply TCRPC with updated schedule and routing information and will document GPS coordinates of bus stops as necessary.
- Update and maintain digital comprehensive plan and zoning ordinance maps for the land use model in conjunction with tasks 501.03 and 502.03. [N] [12]
- Prepare base maps and other graphics for environmental justice analysis. [R]
- Produce other maps needed to support the transportation planning program. [N]
- Provide all graphic supplies and graphics for any reports, presentations, newsletters or other transportation planning activities. [N]
- Continue to cooperate with the MDOT and other agencies on updating, maintaining and applying the Michigan Framework maps and related coordination with MDOT, and other staff for ongoing work as needed. [O] [R] [*]
- Provide staff support to prepare maps and graphics for the **“Regional Growth: Choices for Our Future”** project in conjunction with task 502.03. [N]
- With task 502.01, update and maintain digital regional bicycle and sidewalk maps for the non-motorized plan on an ongoing basis. [R] [O] [14]
- Update digital parking inventory maps and databases as appropriate. [O] [N] [13]
- Apply new digital rectified LIDAR and aerial photo coverage as appropriate. [N]
- Maintain GIS inventories of environmentally sensitive human or natural areas and analysis of environmental mitigation for plans or TIP. Examples include

501.02 Maps and Transportation Graphics (continued)

wetlands, land use/cover, historic sites or other physical or man-made sensitive areas. Add to the system over time in consultation with state and federal agencies and through the participation plan. [R] [N] [**]

- Apply Potential Conservation Area maps, value added features and the regional green infrastructure plan and fully integrate them in the planning process.[O] [N]
- GIS maps, digital imagery and other graphics to address visualization requirements in plans and TIP as specified by federal law. [R] [**]
- GIS maps and databases for required annual report on federal aid obligations. TCRPC and MDOT cooperatively develop digital maps and project listings for annual MDOT county transportation summits. TCRPC expands these efforts to include all obligations, publishing electronic reports and posting results on the website. [O] [R] [**]
- Other digital and electronically available graphics or map/files to address participation [R] [**] or other requirements (such as annual reports of PASER ratings) and Act 51 projects (required by Act 499) in conjunction with task 501.06. [R]

PRODUCTS:

- GIS layers, maps, digital imagery and other graphics for federal requirements including environmental mitigation, visualization, annual listing of obligations, and electronically available public information [R] [**] or state requirements, i.e. Act 499. [R]
- Updated land use files. [O] [O/N]
- Trend analysis of development patterns. [O] [O/N]
- Updated Framework, local and regional maps and aerial photos updates every five years, beginning in 1991. [O] [N]
- CATA route, system, stop and demographic maps as needed. [A] [O/N]
- Other maps and graphics support for the transportation planning program.[O] [N]
- Current digital bicycle and sidewalk facilities map with ongoing updates. [O/N]
- Current digital parking inventory. [O/N]
- Maintenance of digital zoning and comprehensive plan maps. [O] [O/N]

501.02 Maps and Transportation Graphics (continued)

- A regional green infrastructure plan fully integrated into transportation planning. [O] [10]

Funding 501.02:

	WORK DAYS	FHWA \$	LOC \$	FTA \$	LOC \$	MDOT \$	MTF \$ MATCH	TOTAL \$	
TCRPC	185.0	65,901	11,049	20,414		5,104	1,424	3,564	107,456
CATA	0.0	0	0	0		2,634	0	0	2,634
MDOT	10.0	0	0	0		0	0	0	0
TOTAL	195.0	65,901	11,049	20,414		7,738	1,424	3,564	110,090

501.03 Demographic and Economic Forecasts

OBJECTIVE:

Refine, maintain and periodically update forecasts of demographic- economic variables by traffic zone in five year increments to the year 2050. Forecasts are used in TCRPC’s transportation, air quality, land use and other plans. Update and allocate forecasts to traffic zones for traffic forecasting, emissions modeling and long range plan updates. Population, households, autos available, income and employment forecasts will be completed.

PREVIOUS WORK:

- Consultants completed updated 2005 base year zonal allocations in FY 2007.
- Revised forecasts and wise growth allocations to 2045 were adopted in FY 2008.

METHODOLOGY:

A new Request for Proposals (RFP) for consultants to work on a Task Order basis and provide on-call services on this activity will be drafted in FY 2011. Consultant selection and determination of a final scope of services is anticipated in FY 2012.

- Any work or Task Orders issued under a final contract let in FY 2012 based on this RFP and on the final scope of services (to be determined jointly by TCRPC and MDOT) is incorporated herein by reference. [FY 12 – FY 14] [R] [N]
- Consultant work on this activity will be charged to 501.04 for accounting purposes. Staff time to maintain and update these models is included here. Examples of staff work to be completed are listed below. [R]
- In FY 2012, the following tasks will continue and will be completed through 2012-2014.

- Update the forecasting model for the Regional 2040 Transportation Plan and extend the forecasts to 2050. Zonal allocation model input elements will be updated based on new traffic zone geography and new source data. Examples include updating the vacant lands inventory based on 2010 Census data and digital imagery, updating zoning GIS layers, accessibility inputs from the travel model and other variables like digital future land use plan maps, parks and cemeteries layers etcetera. These steps also address federal consultation requirements. [R] [O] [*] [12]
- Update base year employment data to a 2010 base year. [R] [O] [*] [12]
- Update household data to a 2010 base year. [R] [O] [*] [12]
- Update population base year data for 2010. [R] [O] [*] [12]
- Update draft and final socioeconomic forecasting report. [R] [*] [13]
- After local review and Commission approval of base year data, prepare draft forecasts for population, employment and households by household size, autos available and income by Minor Civil Division and Traffic Zone. [R] [O] [13] [*]
- Reallocate draft forecasts to reflect the region’s adopted land use policy map for “wise growth” in “**Regional Growth: Choices for Our Future**”. [N] [O] [*] [13]
- Provide draft forecasts and reallocations to local governments, land use, and economic development agencies for review and comment. Adjust as needed and present to advisory committees and the TCRPC for approval. [R] [*] [O] [13]
- Update user’s manual on applying the model. [O] [14] [*]
- Compile tables, reports, technical memos and long range plan chapters to document these activities for submittal to state and federal agencies and related public involvement activities. [R] [O] [*]
- Continue to acquire and maintain information (Digital Yellow Pages, MESA, Census, Dun & Bradstreet, etc.) to update zonal employment files. [N]
- Maintain regional employer data by street address for traffic zones. Use GIS address matching capabilities and match employers to traffic zone. Continue other address-matching applications as appropriate. [N] [O] [*]
- Provide feedback on draft REMI socio-economic forecasting outputs and assist in reviewing and allocating data to statewide traffic zones. Adjust control totals as needed. Verify statewide model network inventory. [R] [O]

501.03 Demographic and Economic Forecasts (continued)

- Base year and future employer files by traffic zone. [R] [O] [*] [13]
- Updated forecasts of population, households, employment (retail/ non-retail), autos available and income by zone in five year increments to the year 2050. [FY 13] [R] [*]
- Fully integrated models with TRANSCAD. [O] [13] [*]

PRODUCTS:

- All work performed to update and maintain TCRPC’s socio-economic forecasting models and generate new forecasts. [N] [*]
- Ongoing technical support and training. [O] [O/N]
- Updated socioeconomic forecasts and wise growth reallocations and adopted for the Regional 2040 Transportation Plan. [R] [O] [*] [13]
- Updated report showing all final socio-demographic forecasts at the zonal level in five year increments to 2050. [FY 13] [R] [*]
- GIS zonal data layers in TRANSCAD for all forecasts in report. [FY 13] [N] [*]
- Document methods updating traffic zone projections and allocations. [14] [N] [*]
- A GIS-based land use model for developing forecasts. [O] [O/N] [*]
- Regional socio-demographic data, inventories, forecasts and alternative land use growth scenarios. [O] [R] [*]
- Documented methods, training materials software, manuals, and other guidance for future forecast updates. [14] [R] [*]
- Statewide model inputs as appropriate. [O] [R]

Funding 501.03:

	WORK DAYS	FHWA \$	LOC \$	FTA \$	LOC \$	MDOT \$	MTF \$ MATCH	TOTAL \$	
TCRPC	101.0	39,814	8,829	12,333		3,083	2,000	0	66,059
CATA	0.0	0	0	0		0	0	0	0
MDOT	0.0	0	0	0		0	0	0	0
TOTAL	101.0	39,814	8,829	12,333		3,083	2,000	0	66,059

501.04 Traffic Forecasting Model Update

OBJECTIVE:

- To develop and maintain a travel forecasting model which is sensitive to changing issues and policies and available for local transportation studies.

PREVIOUS WORK:

- Model calibration to a 2005 base year was completed by consultants in FY 2008.
- A new staff modeler was hired in FY 2008 and modeling work was completed by consultants in FY 2009 for the Regional 2035 Transportation Plan.
- Training, testing and coordination on the MOVES model.

METHODOLOGY:

This task includes 100 percent of consultant work activities, related staff support and other items. Work to be performed by staff and/or consultants is summarized below. An RFP for a new consultant contract to be let in FY 2012 is under development and will provide support for the Regional 2040 Transportation Plan. Any work under a FY 2012 contract will be defined by task orders, as agreed to by MDOT and TCRPC, and is incorporated herein by reference. [FY 12 – FY 14] [O] [*]

The regional 2011-2014 TIP adopted by the TCRPC in July 2010 includes a total of \$400,000 in urban STP funds plus local match over three years, with \$100,000 federal in each of 2012 and 2013 and \$200,000 in FY 2014. Developing a scope of services for this next model, SE data and plan update is in progress. [N] [O] [2014]

- The scope of service for this RFP is under development. Some examples of work required include:
 - Update the highway network.
 - Complete model enhancements or adjustments determined necessary by agreement of MDOT and TCRPC.
 - Update network capacities to reflect new highway capacity manual.
 - Update freight and park-walk sub-models.
 - Convert model, outputs and reports to be compatible with new EPA MOVES model mandated after March 2012.
 - Update demographic and economic forecasts discussed in Task 501.03.
 - Update and calibrate model to a 2010 base year.
 - Update model to reflect refinements made as part of the W. Michigan / Grand River Ave. Corridor study and to support the Small Starts program.
 - Obtain and organize traffic counts and related data for model calibration.
 - Update and calibrate trip generation rates distribution, mode split and assignment model components.

- Assist in developing Regional 2040 Transportation Plan deficiency alternatives and conformity analysis and, as feasible, integrating Small Start Locally Preferred Alternative project activities with the plan update.
 - Collect emissions data for use in MOVES.
 - Participate in State Implementation Plan air quality budget revisions as needed.
 - Assist preparation of air quality findings for the plan, TIP or amendments.
 - Other work scope items as determined.
-
- Provide all maps, graphics, plots and related documentation in both electronic and camera ready hard copies in both black and white and color reproducible formats as required to complete the above activities. [R] [O]
 - Any future consultant on-call work in FY 2012 or beyond will be determined by Task Order and agreement between TCRPC, MDOT and the consultant. [R]
 - TCRPC's staff time supports the consultant's modeling contract, (above) and performs other model-related functions and activities below. [R] [O]
 - Update, maintain or apply the existing calibrated model as appropriate. [O/N]
 - Training and review of technical model related materials. [N] [O]
 - Participate in statewide Transportation Technical Committee (TTC) as appropriate. [N] [O]
 - Complete subarea model refinements as required and applications as appropriate. [N] [O]
 - Initiate conversion to EPA "MOVES" model, and participate in statewide conversion activities. [R] [2012]
 - Complete network update to 2010 base year. [R] [2012]
 - Evaluate and split traffic zones for 2010 calibration to reflect new developments and improve model performance as appropriate. [N] [2012]
 - Prepare revised traffic zone maps as appropriate. [N] [2012]
 - As appropriate, coordinate and participate in statewide data collection activities and surveys to update model parameters. [N] [O]
 - Verify statewide model network as appropriate. [R] [O]

PRODUCTS:

- Complete emissions modeling for above products with MDOT staff. [R] [O] [*]
- Continued training or application procedures for the regional model. [N]
- Updated link/node data and maps. [N] [O]
- Documentation of model updates procedures. [O] [N]
- Ongoing technical assistance and model applications. [N] [O]
- Staff time as necessary to complete or support the above activities. [N]
- Continued model work on an as needed basis to support the next Regional Transportation Plan update as required. [R] [O]
- Current emissions data for MOVES with MOVES fully incorporated in the conformity process.

Funding 501.04:

	WORK DAYS	FHWA \$	LOC \$	FTA \$	LOC \$	URBAN STP \$ *	LOCAL \$ *	TOTAL \$
TCRPC	218.0	92,188	20,442	28,558	7,139	100,000	22,175	270,502
CATA	0.0	0	0	0	0	0	0	0
MDOT	164.0	29,314	7,328	0	0	0	0	36,642
TOTAL	382.0	121,502	27,770	28,558	7,139	100,000	22,175	307,144

*STP/Match Modeling Consultant

501.05 Highway Performance Monitoring System (HPMS) Data

OBJECTIVE:

Annual update of HPMS sample segment data in accord with FHWA and MDOT guidelines.

METHODOLOGY:

- With task 501.01, implement annual counting of HPMS sample segments. [R] [O] [*]
- Update, collect or verify data and provide HPMS coding revisions to MDOT ready for processing by December 31, 2011. [R] [*]
- Coordination as required to complete annual update of HPMS data. [R] [*]

501.05 Highway Performance Monitoring System (HPMS) Data (continued)

- Field surveys to verify or collect updated HPMS sample segment data. [O/N]
- Coordinate local agency training on HPMS data collection requirements. [O/N]
- Code regional HPMS data. [R] [*]
- With task 501.01, continue research to update local [OP] ADT adjustment factors and default vehicle classification rates for HPMS data. Related coordination with MDOT, FHWA and local jurisdictions. [R] [*]
- Prepare AADT, commercial traffic estimates, roadway condition and inventory information, truth in data statements and documentation to address HPMS, Traffic Monitoring Guide, AASHTO or other requirements. [R] [*]
- Apply HPMS data to normalize travel model vehicle miles of travel (VMT), vehicle hours of travel (VHT) and speeds for conformity analysis. [R] [*] [O]

PRODUCTS:

- Completed HPMS data collection. [A] [R] [*]
- Expanded traffic count data for HPMS sample segments. [R] [*]
- Local [OP] ADT adjustment factors and default vehicle classification rates for application to HPMS data as appropriate. [O] [R] [*]

Funding 501.05:

	WORK DAYS	FHWA \$	LOC \$	FTA \$	LOC \$	MDOT \$	MTF \$ MATCH	TOTAL \$
TCRPC	37.0	18,264	4,050	0	0	3,000	0	25,314
CATA	0.0	0	0	0	0	0	0	0
MDOT	0.0	0	0	0	0	0	0	0
TOTAL	37.0	18,264	4,050	0	0	3,000	0	25,314

501.06 Asset Management

OBJECTIVES:

- Provide technical assistance and PASER ratings for federal aid eligible roads to satisfy requirements of P.A. 499 of 2002, as amended, which established the Asset Management Council and charged it to develop an Asset Management process.

- Regional and Metropolitan Planning Organizations play a significant role in this process, as outlined below.

PREVIOUS WORK:

- Training and annual data collection for 2003 through 2011.

METHODOLOGY:

- Asset Management of infrastructure focuses on performance, not ownership of roads. It is a process predicated on stewardship of public resources, accountability to system users and continuous improvement. This task collects roadway condition, Act 51 expenditures and a three year improvement plan to form the database needed annually by the Asset Management Council.
- The Asset Management Council has developed a statewide process that rates all 39,000 miles of federal aid eligible roads in the state using the PASER system. Activities include:
 1. Sponsor, host and attend a one day training seminar on PASER. [R] [A]
 2. Participation on a three person team (including MDOT and city/county staff) that rates federal aid eligible roads in the region. [R] [A]
 3. Providing PASER ratings to local agencies for review, comment and revision where appropriate. [R] [A]
 4. Map and display PASER ratings on TCRPC's web site (or other public means) so they are available for review and use in project and plan development. [R] [A]
 5. Transmit PASER ratings and other roadway data (i.e. traffic counts) in a format acceptable to the Asset Management Council. [R] [A]
 6. Monitor and report to the Asset Management Council status of prior year projects and a three year program of projects for all Act 51 agencies in a form acceptable to the Council. [R] [A]
 7. Contract and pass through reimbursements to city and county agencies for participation in data collection efforts. [R] [A]
 8. Coordinate asset management demonstration projects.
 9. Provide other assistance as may be requested by the Council.
- Develop interagency agreements needed to process payments to local Act 51 agencies for data collection and reimburse based on satisfactory documentation. [R] [A]
- Coordinate with state, local and other MPO and regional agency staff as required to complete the above activities. [R] [A]

501.06 Asset Management (continued)

- As appropriate, participate in data collection on local roads as may be requested or approved by the Asset Management Council. [R/OP]
- Develop and manage a schedule for annual data collection. Between 2003 and 2007, 100 percent of federal eligible routes were rated. From 2008 - 2010, 50 percent were. FY 2012 assumes rating 50 percent. [R] [O]
- Provide qualified technical assistance and training to local Act 51 agencies on asset management as required. [R] [O]

PRODUCTS:

- Road network loaded in ROADSOFT. [R] [A]
- PASER data collected on all federal-aid eligible roads in region. [R] [A]
- Web based or other public display of PASER road ratings.[R] [A]
- Report on PASER ratings, other roadway data and transportation project completion information for the region. [R] [A]
- List of future projects for three years, regardless of funding source, for all Act 51 agencies in the region. [R]
- Quarterly reports, billings and a Final Acceptance Report (FAR) submitted in an acceptable format to the Asset Management Council coordinator. [R] [A]
- Coordination, agreements and administration as necessary to receive payments and process reimbursement to local Act 51 agencies, including pass-through of a portion of funds shown in this task and related documentation. [R] [A]

Funding 501.06:

	WORK DAYS	FHWA \$	LOC \$	FTA \$	LOC \$	MDOT \$	MTF \$ MATCH	TOTAL \$	
TCRPC	48.0	0	0	0	0	0	33,767	0	33,767
CATA	0.0	0	0	0	0	0	0	0	0
MDOT	0.0	0	0	0	0	0	0	0	0
TOTAL	48.0	0	0	0	0	0	33,767	0	33,767

502.00 LONG RANGE PLANNING

502.01 Regional Transportation Planning

OBJECTIVES:

- To maintain an effective multi-modal and intermodal regional transportation planning program and develop an updated regional long range transportation plan.
- CATA to participate and assist in the “Regional Growth: Choices for Our Future” project in conjunction with task 502.03.
- Maintain and update the Tri-County Regional Coordinated Public Transportation and Human Services Transportation Plan and the Regional Transit Development Plan.
- CATA to maintain an accurate listing of projects and funding in the Transportation Improvement Program (TIP).
- CATA to develop a regional long range public transportation plan for the next update of Regional Transportation Plan.

PREVIOUS WORK:

- Ongoing monitoring of regional highway needs and issues.
- Ongoing coordination of airport planning as part of a multi-modal transportation plan.
- Regional Transit Development Plan (TDP), Delta Transit Needs Study, Regional Coordinated Public Transportation and Human Services Transportation Plan and rider/non-rider survey data.
- The non-motorized and intermodal elements of the Regional 2035 Transportation Plan were completed in FY 2010.

METHODOLOGY:

- Assist jurisdictions and transportation agencies in identifying and assessing local transportation needs. [R] [O]
- Assist local units of government in obtaining grant funds to maintain existing or build new systems. [R] [O]
- Assist in consideration of recreation travel and tourism in the region. [R] [O]

502.01 Regional Transportation Planning (continued)

- Monitor trunkline and other federal aid eligible routes by coordinating with local and state officials, monitoring operational conditions and deficiencies, serving on corridor teams, coordinating on Transportation Economic Development fund (TEDF) and Enhancement applications and related activities. [OP]
- As appropriate, assist in updates of the Capital Regional Airport Authority Master Plan and Part 150 Noise Plan. [OP]
- Provide assistance to MDOT in maintaining inventories of air service operations. Work with local units to respond to needs, benefits and issues regarding regional air service. [OP]
- With task 502.02, continue ongoing activities to update and apply the bicycle and sidewalk facilities inventory and other activities to update the non-motorized element of the Regional 2035 Transportation Plan. [R] [O] [14]
- Assist in identifying strategies to include bicycle transportation facilities and pedestrian walkways in regional projects. [R] [O]
- Continue to move towards linking the digital non-motorized facilities inventory to procedures to assist in performing advanced planning level analysis of non-motorized facilities in a GIS environment. [R] [O]
- Maintain contacts with and provide technical assistance to local bike users and pedestrian stakeholders and assist MDOT in non-motorized planning. [R] [O]
- Provide technical assistance to local governments and agencies on complete streets plans or policies. [O] [N]
- Maintain the regional non-motorized facilities inventory. [R/N]
- As appropriate, maintain a digital sidewalk facilities inventory to enhance non-motorized planning efforts. [R/N]
- Support and encourage walkable and livable communities' activities and provide local communities related technical assistance to follow-up on successful training and audits completed in FY 1997, FY 1998, FY 2001 and FY 2002, pedestrian safety engineering training hosted in FY 2006, context sensitive solutions training hosted in FY 2007 and ADA training hosted in FY 2011. [O/N]
- Encourage development of a state manual on bicycle/pedestrian and traffic calming design guidelines with the state, MPO's, interest groups and other organizations. [N]
- Disseminate the MDOT University Region bicycle map to interested parties. [O]

- Pursue a roadway suitability analytical tool for non-motorized planning and funding to accomplish this objective. Similarly, pursue development of sketch tools or models to estimate demand for bicycle and pedestrian facilities and evaluate how these tools can be linked to the travel demand model. [N]
- Continue to provide mapping and data support for community partners like the Heart of Michigan Trails Consortium, Tri- County Bicycle Association, green or green infrastructure mapping or planning efforts and regional parks mapping which supports TCRPC non-motorized and Regional Growth project efforts. [OP] [O] [N]
- Provide support to the CARTS Non-Motorized Task Force as appropriate. [O/N]
- As appropriate, based on results of the Regional Growth project and the Regional 2035 Transportation Plan, continue expansion of TCRPC's non-motorized planning activities to include development of a regional greenways plan. [OP]
- Support regional transportation/economic development initiatives as appropriate, including consideration of enterprise zones, brownfields development and related issues in the planning process. [N] [O]
- As appropriate, conduct required consultations with stakeholders, land use, economic development, resource agencies, freight interests and other regional groups as required by federal law to address environmental mitigation, congestion management process, management and operations or other participation requirements. [O] [R] [**]
- Continue representing the TCRPC, the Michigan Association of Regions (MAR) and the Michigan Transportation Planning Association (MTPA) on the Michigan Department of Community Health's Statewide Planning Committee for the Designing Healthy Livable Communities conference. [OP] [N] [O]
- With growing concern about impacts of land use/transportation design on livability, obesity, community health, active living, context sensitive solutions and complete streets, continue to provide ongoing transportation expertise and technical assistance to local governments or groups like the Regional Land Use/Health Team, Commuter Options and Alternatives projects by stakeholders and CATA and on related air quality education activities. [O] [OP] [N]
- Provide staff expertise on energy sustainability, climate change and livable communities to local agencies and the general public and integrate these considerations in the regional planning process. [N]

502.01 Regional Transportation Planning (continued)

- In cooperation with MDOT, local agencies and the private sector, as appropriate, assist in defining appropriate roles and in development and operation of the Intermodal Management System. [R] [O]
- As appropriate, continue evaluation of intermodal access, facilities, and freight and goods movement issues throughout the region, in conjunction with the evaluation of modal conflicts in task 502.02. [R] [O]
- Perform work identified by the MDOT University Region Planner and assigned to the Regional Work Program, such as enhancements, transit studies, heritage routes, non-motorized plans, corridor studies, land use, DeWitt or other access management studies or consensus building. [R] [O]
- With activities in 501.04, continue research and refinements to the regional freight model to assure consideration of freight in the planning process. Update the freight/shippers survey to enhance these efforts. [N] [O] [12]
- Work with state and federal partners to integrate freight in the planning process. [N] [O]
- Work closely with local officials, stakeholders, and interests to inventory and monitor freight routes, intermodal facilities and issues in the metropolitan area. [N] [O]
- Input from freight stakeholders will be sought by MPO staff and considered to successfully integrate freight planning into the planning processes. [N] [O]
- Participate in regional special studies, such as the M-43 access management study, or similar studies elsewhere in the region, the CATA busway project, Lake Lansing Road, M-43 Oakland/Saginaw and M-100 corridor studies or other similar studies and activities as appropriate. [N]
- Prepare for, publicize, attend and participate in annual MDOT Traffic Summits in each county. In conjunction with county summits, continue to generate maps and annual listings of projects and obligations as required in federal law, and integrate them in TCRPC's annual report on project obligations. Post on TCRPC's web page as appropriate. [R] [A]
- TCRPC to continue to disseminate an electronic version of the Michigan Model Traffic Impact Study Ordinance. This document, developed jointly by TCRPC and MDOT, is out of its third printing. The electronic version reduces long term printing and distribution costs and facilitates continuing mass distribution. [N]
- CATA to work with TCRPC to update transit plans and ensure consistency with the Regional 2040 plan.

502.01 Regional Transportation Planning (continued)

- CATA to participate in MPO regional planning process regarding the TIP and the Long Range Plan as well as non-motorized, land use and other applicable planning activities.
- CATA to assist the MPO in carrying out the regional plan by completing the above studies and data collection efforts.
- CATA to review and comment on MPO products.
- CATA to assist the MPO and MDOT in developing data to support and update transit demand estimation methodologies used in the regional model.

PRODUCTS:

- An Intermodal Management System. [R]
- An urban goods movement/freight model. [O]
- An updated Regional Non-Motorized Systems Plan. [R] [14]
- Documentation of contacts made, assistance given, information provided and minutes of meetings attended shall be provided to MDOT. [A] [R]
- CATA review of MPO products.
- CATA boarding and alighting data.
- Updates to the Tri-County Regional Coordinated Public Transportation and Human Services Transportation Plan.

Funding 502.01:

	WORK DAYS	FHWA \$	LOC \$	FTA \$	LOC \$	MDOT \$	MTF \$ MATCH	TOTAL \$
TCRPC	55.0	25,274	5,605	0	0	7,100	0	37,979
CATA	10.0	0	0	0	0	2,634	0	2,634
MDOT	0.0	0	0	0	0	0	0	0
TOTAL	65.0	25,274	5,605	0	0	2,634	7,100	40,613

502.02 Long Range Transportation Plan

OBJECTIVES:

- Assist in development of the State Long Range Plan as appropriate.

502.02 Long Range Transportation Plan (continued)

- CATA to assist the MPO in completing the regional long range multi-modal transportation plan and in data collection and calibration of the regional multi-modal transportation model.
- Complete adoption and submittal of the Regional 2040 Transportation Plan by approximately October 27, 2014.

PREVIOUS WORK:

- CATA Transit Development Plans and surveys.
- The Regional 2025 Transportation Plan containing results of the “**Regional Growth: Choices for Our Future**” project was adopted in March 2003. An update to 2030 was adopted in October 2005. A Regional 2035 Transportation Plan was completed in January 2010.

METHODOLOGY:

- Assist MDOT in coordination, development, implementation and public comment for the Statewide Long Range Plan. Continue to assist in identifying transportation interests, programs and projects for updates of the statewide Long Range Plan and STIP. [R] [O]
- Assist in determining effect and consistency of transportation decisions on land use and economic development, including the need for consistency between transportation decision-making of applicable development plans. [R] [O]
- Public participation and involvement opportunities will be provided as appropriate to development of the State Long Range Plan in conjunction with task 504.01. These efforts will continue in FY 2012 as requested. [R] [O]
- With completion of the Regional 2035 Transportation Plan and Supplement in FY 2010, work has started on a Regional 2040 Transportation Plan due by October 27, 2014. Ongoing and continuing effort will include:
 - Ongoing enhanced consultation, environmental mitigation and public participation activities.
 - Continued implementation of the Congestion Management process in conjunction with tasks 503.01 and 505.02.
 - Adoption and integration of the 2008 Coordinated Human Services Transportation Plan with updates as necessary.
 - The annual listings of project obligations in conjunction with task 505.02.
 - Continued implementation of Management and Operations strategies consistent with the adopted Congestion Management process document and the Regional 2035 Transportation Plan.
 - A web site consistent with electronically available format requirements.

- Other activities summarized below. [R] [**] [O]
- Document and address environmental mitigation requirements in consultation with state and federal regulatory and other natural or human resource agencies. Example steps may include:
 - Maintain a list of resource agencies and contacts;
 - Work with resource agencies to map, locate and identify environmentally sensitive areas (both natural and human environment);
 - Use this data and GIS maps to assess impacts of implementing the adopted plan;
 - Work with resource agencies to define mitigation measures (area wide, for adopted plan as a whole, not project specific);
 - Determine if mitigation is doable;
 - Adjust transportation plans (if necessary) to minimize mitigation; and
 - Document efforts in the adopted plan. [R] [**] [O]
- Using the consultation process in the participation plan and Commission operating policies, document consistency with local and state land use and economic development plans, and that other consultation requirements have been or were applied in developing the plan. [R] [**] [O]
- Apply and enhance visualization used and considered in plan development and the participation process. [R] [**] [O]
- Adopt, integrate and document consideration in the plan of the Coordinated Human Services Transportation Plan consistent with the plan completed by CATA, TCRPC and other transit agencies. [R] [**] [O]
- Ongoing work activities preparing for the Regional 2040 Transportation Plan update, consistent with federal planning requirements. [O] [R] [**]
- Continue to implement redesigned planning process through the long range plan. [O] [R]
- Agencies to submit long range plan projects based on review of the regional deficiency analysis and other factors. All projects' cost estimates must be in current year dollars. [14] [R]
- TCRPC to apply agreed upon revenue estimate procedures, inflate project costs to year of construction costs and assure the plan is financially constrained. [14] [R]
- Continued to implement plan recommendations. [N] [O]
- Complete environmental justice analysis as appropriate. [R]

502.02 Long Range Transportation Plan (continued)

- Consider climate change impacts. Integrate strategies to reduce greenhouse gas emissions and improve energy sustainability in the plan.
- Provide outlines, schedules and products from steps above to federal, state and local agencies for review, comment and discussion. [R]
- Plan amendments and related conformity analysis, if appropriate. [R] [*]
- Continue to meet electronic access/web site requirements. [R] [O] [**]
- Apply other public involvement activities consistent with task 504.01. [R] [*]
- Public outreach and proactive environmental justice public participation activities [R], including public involvement on air quality conformity analysis. [R] [*]
- With task 503.01, apply and maintain the regional ITS architecture (updated in FY 2011) and related elements of the long range plan to demonstrate adherence to the national ITS architecture. [R]
- Where feasible, with tasks 501.01, 501.02, 501.05, 501.06 and others, and consistent with interim FHWA Congestion Management process and Management and Operations guides, collect baseline performance measure data to apply in programming and to prepare Regional 2040 Transportation Plan. [R] [O]
- Regional 2035 Transportation Plan amendments, administrative changes, conformity analysis and related follow-up on plan recommendations as required. [R] [O]
- CATA to assist the MPO in preparing the regional long range plan by completing studies and data collection efforts above.
- CATA to review MPO products, comment and update.

PRODUCTS:

- Federal aid urban boundary and National Functional Classification amendments as appropriate. [O] [R]
- Regional 2035 Transportation Plan amendments and follow-up activities as appropriate. [O] [R] [*]
- Public participation for the Regional 2040 Transportation Plan. [R] [*] [14]

502.02 Long Range Transportation Plan (continued)

- A Regional 2040 Transportation Plan by October 27, 2014 and related air quality conformity analysis. [R] [*] [14]
- CATA to review MPO's long range plan products and compile budgetary and financial data, boarding, alighting and other operational data as needed. [O]

Funding 502.02:

	WORK DAYS	FHWA \$	LOC \$	FTA \$	LOC \$	MDOT \$	MTF \$ MATCH	TOTAL \$
TCRPC	45.0	17,740	3,934	5,495		1,374	500	29,043
CATA	10.0	0	0	0		2,634	0	2,634
MDOT	0.0	0	0	0		0	0	0
TOTAL	55.0	17,740	3,934	5,495		4,008	500	31,677

502.03 “Regional Growth: Choices for Our Future”

OBJECTIVES:

- The project developed a shared regional vision of future land use and development patterns.
- Conduct special studies and analyses of regional growth as appropriate to support the overall effort.
- Continue to actively engage citizens, stakeholders, business and community leaders and others in the public and private sectors to develop regional consensus on the action plan for implementing the common vision for future community land use, growth and development.
- Continue progress on the action plan for implementation and monitor and evaluate progress towards implementation.
- Provide limited transportation staff support for ongoing public education, local adoption, action plan implementation and monitoring/reporting activities.
- Provide limited transportation planning staff support for implementation task forces and the Steering Committee.

PREVIOUS WORK:

- A study of regional growth was completed as it affects land use, transportation, community and economic development, public facilities and services.

502.03 **“Regional Growth: Choices for Our Future”** (continued)

- TCRPC identified and evaluated alternatives, including other land use and growth scenarios, to address problems associated with current growth.
- TCRPC developed a regional action program to implement the preferred alternative. TCRPC gathered appropriate data and information to support the project. TCRPC presented this information in graphic, tabular and electronic formats easy for citizens, stakeholders and policy makers to understand.
- Major efforts of the **“Regional Growth: Choices for Our Future”** project were completed and integrated in the Regional 2025 Transportation Plan. A summary report was prepared as well as a plan chapter.
- Focus groups and visual choice polls were completed to get feedback on the plan and overall project. Results were extensively documented and used to refine the poster plan and summary report.
- The Steering Committee and Commission approved transition to a new Implementation Steering Committee and Task Force to develop priorities, work plans, schedules and budgets for action plan implementation with over 200 items.
- A final summary report, poster plan and final report were completed. The summary report, poster plan and other materials were broadly disseminated to local municipalities, implementing agencies and in leadership briefings.
- Policy bodies responsible land use in 43 local municipalities formally support or endorse the project results and direct their staff and commissions to implement it. Action by additional governments is pending. Support was requested from over 400 stakeholders. Implementation work is ongoing.
- The project continues in a public education/information and implementation phase under the Implementation Steering Committee.
- Limited continuing transportation staff support is being programmed for this ongoing effort, which was integrated with the Regional 2035 Transportation Plan and will continue to be integrated in future plan updates.

METHODOLOGY:

- Provide limited transportation staff support for ongoing public education, local adoption, implementation and monitoring/reporting activities. [O] [N]
- Reprint as needed and broadly disseminate poster plans, the summary report and other materials to interested parties. [O]

502.03 “Regional Growth: Choices for Our Future” (continued)

- Provide staff time for public education and presentations to local government policy boards, planning commissions, advisory committees and stakeholder organizations to facilitate local action. [O] [N]
- Coordinate public participation/education outreach activities with the Regional 2040 Transportation Plan. [R]
- Provide limited transportation staff support to the Implementation Steering Committee and related task forces. [N] [O]
- Provide technical assistance to support task forces’ and local governments’ implementation activities. [N] [O]
- Initiate ongoing reporting and monitoring activities. [R]
- Assist in identifying funding, priorities, needs, resources, timelines and work plans for the nearly 200 item action plan. [N] [O]
- Facilitate coordination with implementing agencies as appropriate. [N] [O]
- Continue ongoing follow-up on tasks assigned to TCRPC for action. [R] [O]
- Update, maintain and disseminate maps, data, reports and related materials to municipalities, the public and other stakeholder groups. [N] [O]
- Develop and provide presentations and other public education and information materials to support results of the project. [N] [O]
- Coordinate with stakeholders and implementing agencies as appropriate. [N] [O]
- Respond to information requests on project products, process and outcomes from federal, state and local officials, funding agencies, the public, national associations or other regions. [N] [O]
- In conjunction with task 504.01, update the project web site. [N] [O]
- Document relationship of this task to climate change, livability and energy sustainability issues and provide staff assistance to related studies or projects. [O]

PRODUCTS:

- Limited transportation staff support for local adoption of the regional vision and the Implementation Steering Committee and Task Forces. [N]

502.03 **“Regional Growth: Choices for Our Future”** (continued)

- Technical assistance to implementing agencies. [O]
- Updated maps, data products and public information/education materials disseminated broadly throughout the region. [O]
- Ongoing work on tasks assigned to TCRPC for action. [N]
- Public information, education materials and presentations coordinated with similar activities for the Regional 2040 Transportation Plan. [R]
- A process for monitoring and evaluating progress towards implementation. [O]
- Expanded public information meetings and activities with local approval. [O]
- Staff support for implementation activities by TCRPC as appropriate. [O]

Funding 502.03:

FUNDING 502.03	Work Days	FHWA \$	Loc \$	FTA \$	Loc \$	MTF \$	Total \$
TCRPC	30	\$ 8,037	\$ 1,782	\$ 2,490	\$ 622	\$ 6,827	\$ 19,759

503.00 SHORT RANGE PLANNING

503.01 Transportation Systems Management (TSM)

OBJECTIVE:

- Respond to short term issues, studies or projects which impact travel demand, supply or operational issues.

PREVIOUS WORK:

- Access management studies.
- Regional ITS architecture.
- Congestion Management (CM) process and documentation.

METHODOLOGY:

- Coordinate with local jurisdictions and implement areawide Congestion Management (CM) process, traffic safety, management and operations and

503.01 Transportation Systems Management (TSM) (continued)

related requirements, including support for standing Management and Operations Task Force. [R] [*]

- Implement the approved CM process as required. [R] [O] [*]
- Maintain ongoing and continuing CM process, performance measures, goals and objectives, TIP and project development process, management and operations, evaluation criteria, prioritization process, roles and involvement of implementing agencies and related items in compliance with federal law. [R][**] [O]
- With tasks 501.01, 501.02, 502.01, 502.02 and 502.03, comply with environmental mitigation and consultation/coordination/participation. [R] [**] [O]
- Continue Intelligent Transportation System (ITS) deployment and replace the City of Lansing centralized traffic control system. Continued support is anticipated as CMAQ funds are being used extensively to develop regional timing plans, eligible infrastructure or technologies and related activities. [N]
- As appropriate, update, maintain and assure conformity with national ITS architecture. Research ITS applications and participate in analysis. [O/R] [11]
- Continue to follow-up on issues from earlier TSM studies, including: Grand River corridor, MSU/E. Lansing traffic and parking study, Meridian Township traffic study, the West Saginaw corridor, the Lake Lansing corridor, M - 100, Jolly Road, Okemos Road, Michigan Ave, Oakland/Saginaw and other locations. [O/D]
- Follow-up, participate and coordinate with various agencies on various design studies, such as (by way of examples): the proposed East Lansing intermodal facility, a separated CATA busway at MSU and redesign of the Oakland/Saginaw corridor in the City of Lansing. [O/D]
- Participate in freeway modernization evaluations, such as redesign of US 27/Lake Lansing Road, I-96/Okemos Road, I-96 Cedar/Pennsylvania (the IPACE study), Saginaw/I-96 and other interchanges and evaluation of potential additional interchange locations in Clinton and Ingham Counties. [O/D]
- Coordinate with local efforts, CATA Commute Alternatives and air quality education/ozone action programs conducted with Congestion Mitigation Air Quality funds. Provide technical assistance to CATA and participate in the advisory committee. [R] [*]
- Update urban area parking inventory to use in TSM studies, the travel forecasting model, long range plan and other tasks. [N] [12] [O]
- Cooperate with MDOT and local agencies and assist in development and operation of the Congestion Management process. [R] [*] [**]

503.01 Transportation Systems Management (TSM) (continued)

- Monitor trends in growth management and land use controls as they apply to the transportation system and TSM planning. Collect selected reference materials on growth management and other transportation demand management strategies for congestion reduction. Provide assistance and materials on growth management and travel demand management strategies to local units. [N]
- Monitor and maintain reference materials on access management strategies and issues. Assist MDOT and local jurisdictions on any access management projects or studies on request. [N]
- Monitor and maintain reference materials on traffic calming, including any effort to develop a state design guide on traffic calming and bicycle/pedestrian facilities. [N]
- Monitor and maintain information and materials on energy sustainability and climate change. Provide technical assistance, staff support, and information and related planning materials to local governments and stakeholders to implement new technologies, change travel behavior, or apply land use and design treatments which also reduce impacts of climate change and enhance energy sustainability.
- Provide information, training, technical assistance and maintain materials and resources related to context sensitive solutions/design, complete streets and relationships between land use, transportation, health, active living, obesity and related emerging issues leading to improved projects, processes and healthier, livable places. [O] [N]
- Provide data, support, and participate in transportation related traffic impact studies, site plan reviews, health impact assessments and comprehensive plan updates. Continue analysis of circulation and transportation recommendations from Lansing comprehensive plan. [O/D]
- Participate or coordinate general conformity analyses or studies as required and coordinate with the Interagency Work Group. [R] [O] [*]
- Follow up, present or disseminate information on the model traffic impact study ordinance and the electronic version of the guidebook with task 502.01. [O/D]

PRODUCTS:

- A current regional ITS architecture as required. [R]
- TSM, access management studies, corridor and subareas plans or studies and coordination on ridesharing as appropriate. [O] [N]

503.01 Transportation Systems Management (TSM) (continued)

- A Congestion Management process and Management and Operations activities as required. [O] [R] [*]

Funding 503.01

	WORK DAYS	FHWA \$	LOC \$	FTA \$	LOC \$	MDOT \$	MTF \$ MATCH	TOTAL \$	
TCRPC	44.0	19,540	4,333	6,053		1,513	0	0	31,440
CATA	0.0	0	0	0		0	0	0	0
MDOT	0.0	0	0	0		0	0	0	0
TOTAL	44.0	19,540	4,333	6,053		1,513	0	0	31,440

503.02 Technical Assistance

OBJECTIVE:

- To reserve staff time for issues and projects not anticipated in the work program and respond to requests from local agencies and citizens.

PREVIOUS WORK:

- Examples include street access plans, special traffic studies, county and rural transit coordination studies, environmental impact statement reviews and assessments, intermodal terminal studies, hazardous materials transportation study assistance and other studies as requested by local citizens, agencies, jurisdictions and the Department.

METHODOLOGY:

- Respond to requests for technical assistance and information relating to the transportation planning program. [OP]
- Respond to requests for technical assistance and information relating to the CATA system, including an annual community report, and the corridor study website.

PRODUCTS:

- A variety of products depending upon requests. This task reserves staff time and funding for projects which arise during the program year. [OP]

Funding 503.02

	WORK DAYS	FHWA \$	LOC \$	FTA \$	LOC \$	MDOT \$	MTF \$ MATCH	TOTAL \$
TCRPC	1.0	715	158	0	0	0	0	873
CATA	10.0	0	0	0	2,634	0	0	2,634
MDOT	0.0	0	0	0	0	0	0	0
TOTAL	11.0	715	158	0	2,634	0	0	3,507

503.03 Safe Routes to Schools**OBJECTIVES:**

- Encourage and enable children, including those with disabilities, to walk and bicycle to school.
- Make walking and bicycling to school more appealing.
- Facilitate development, planning and implementation of projects to improve safety and reduce traffic, fuel consumption and air pollution in vicinity of schools.
- Develop a regional Safe Routes to Schools program and provide regional technical staff support to the state Safe Routes to Schools coordinator, local school districts, governments, agencies, parents and stakeholders.
- Implement ongoing professional transportation staff technical support for a regional Safe Routes to Schools program which demonstrates adherence to principles of the “5 E’s” for school safety: “education, encouragement, engineering, enforcement and evaluation.”

PREVIOUS WORK:

- School safety audits were performed in DeWitt, E. Lansing, Okemos and other school districts with Walkable Communities training and audits as discussed in task 502.01.
- The regional Safety Forum in 2003 identified school safety as the region’s highest priority safety issue and developed an initial action plan to address this issue.
- The Management and Operations Task Force began considering implementation of this action plan. Members consulted school district staff and administrators to determine interest and support.

503.03 Safe Routes to Schools (continued)

- The Governor’s Council on Physical Fitness initiated a pilot project for school safety in the Waverly School District. A Safe Routes to Schools Advisory Committee was created and a Handbook developed to facilitate school safety programs.
- The Management and Operations Task Force, Non-Motorized Task Force, Long Range Plan Task Force and staff in consultation with the Governor’s Council on Physical Fitness, Safe Routes to Schools and other local stakeholders, developed a Safe Routes to Schools program category and other elements in the Regional 2035 Transportation Plan. This formally adopted the Regional Safety Forum Action plan focused on the methodology below and regional Safe Routes to Schools project selection criteria, performance measures and short and long term investment strategies.
- A federal aid program exists for eligible Safe Routes to Schools construction and education/awareness activities.
- Staff facilitated Safe Routes to Schools conference sessions, sponsored Pedestrian Safety Engineering and ADA training and coordinated with the Governor’s Council, MDOT and others to develop this work program activity and may apply for Safe Routes to Schools funding for eligible activities as appropriate.

METHODOLOGY:

- This task provides qualified professional transportation technical staff support for regional Safe Routes to Schools activities. If federal Safe Routes to Schools funding is awarded, the scope of work in that application and contract is incorporated herein by reference, but may include activities below as derived from the Regional 2035 Transportation Plan. Limited PL funding in this task provides limited planning support. If additional federal funding from the Safe Routes to Schools program is awarded, a budget amendment will be required. This task provides limited planning staff support and administrative activities for this program if funds are awarded, but also provide planning staff support to initiate limited work on items below. [N] [O]
- Target completing a safe routes to school/school safety audit for every public, private and charter elementary and middle school in the region. [OP] [N] [O]
- Retain a full time regional traffic safety engineer/planner (and/or consultants) to coordinate and conduct audits. [OP] [N] [O]
- Partner and coordinate with stakeholders and groups as part of the community safe routes to school team. [OP] [N] [O]

- Provide ongoing and continuous training, resource identification and targeting of resources to address school safety needs using all resources available (private, schools, local governments, state and federal road agencies, volunteers, MSU, etc.). [OP] [N] [O]
- Coordinate with local governments, school districts, enforcement agencies, parents, professional associations and other parties. [OP] [N] [O]
- Complete school site plan and other reviews under the coordinated planning act as they may impact safe routes to schools. [OP] [N] [O]
- Conduct ongoing evaluation of regional safe routes to schools programs and implement improvements. [OP] [N] [O]
- Use, distribute, update, evaluate and expand the safe routes to schools toolkit. Conduct ongoing and continuous data collection related to safe routes to schools and related items in this plan. [OP] [N] [O]
- Coordinate with state and local health departments, Active Living by Design, Governor's Council on Physical Fitness, Safety Council, Institute of Transportation Engineers, the Safe Routes to Schools state coordinator, school district and individual school coordinators, Parent-Teacher and neighbor groups and others. [OP] [N] [O]
- Conduct onsite, GIS map, aerial photo or other desk reviews. [OP] [N] [O]
- Develop weighted evaluation criteria. [OP] [N] [O]
- Coordinate with MSU, the MSU Student Chapter of the ITE and others to teach safe routes to schools engineering methods and provide internships, practicum, research or volunteer opportunities to expand school safety programs and resources. [OP] [N] [O]
- Identify research needs to MTRB, universities, TRB and others on safe routes to schools. [OP] [N] [O]
- Provide ongoing community outreach, training, education and media relations on safe routes to schools programs. [OP] [N] [O]
- Identify and assist in establishing priorities for a multi-year program for safe routes to schools improvement projects. Prepare grants and provide technical assistance to local communities, school districts, agencies, etc. to obtain construction and other implementation funding. [OP] [N] [O]
- Document safety, air quality, congestion and energy consumption costs and benefits related to regional safe routes to school programs. [OP] [N] [O]

- Provide site planning and traffic safety engineering expertise and resources to local school districts and individual buildings. [OP] [N] [O]
- Seek complementary funding and resources to expand local safe routes to schools program to include and audit higher level educational institutions, public/private high schools, community colleges and Michigan State University. [OP] [N] [O]
- Match on site safe routes to school activities with qualified transportation planning, engineering, enforcement and other technical expertise to identify and resolve safe routes to school problems. [OP] [N] [O]
- Given known crash data and characteristics about young adults and bicycle/pedestrian high risk groups (including regional safety profile data), work with the transportation, education, safety and enforcement communities and other resources to educate students and others about high risk behaviors including drunk and drugged drivers or bicyclists and pedestrians, speeding, driver distractions, seat belt use and other related safety issues. Coordinate with stakeholder organizations, such as MADD, SADD, Safety Council, OHSP, health departments and others to enhance education, awareness efforts and resources. [OP] [N] [O]
- Audit, review and implement school bus stop counter-measures, including identification of stop location design guides, education and awareness of school bus stop design standards and related training of bus drivers, school districts, parents and children on bus stop safety and routing practices. [OP] [N] [O]
- Conduct a regional review of existing safe route to school design practices and develop, promote and improve uniformity in regional designs by developing uniform guides, standards and practices or by education. [OP] [N] [O]
- Coordinate or sponsor “walk to school days” and assist stakeholders to increase awareness of Smart Commute Week, commute alternatives programs and ozone action days as they pertain to Safe Routes to Schools activities. [OP] [N] [O]
- Maintain a continuing regional program of school safety audits to review each school’s safety action plan every 3-4 years or whenever unsafe conditions are noted or major changes in development or traffic patterns occur. [OP] [N] [O]
- Maintain continuous regional school safety education and training programs for parents, teachers, children, traffic engineers, planners, safety and enforcement personnel and school district staff. [OP] [N] [O]

503.03 Safe Routes to Schools (continued)

- Work with state and local school safety programs to coordinate local and statewide safe routes to schools on a regional basis. [OP] [N] [O]
- Conduct ongoing and continuous evaluation of safe routes to schools activities. Implement results to continuously improve safety. [OP] [N] [O]
- Develop and update a multi-year plan and program of prioritized school safety improvement projects. [OP] [N] [O]
- Conduct ongoing outreach and community awareness activities. Provide ongoing and continuous safety technical assistance to regional school districts, transportation safety professionals, stakeholder groups, public health departments, planners, children and citizens. [OP] [N] [O]
- Encourage bicycling and walking to school. [OP] [N] [O]
- Coordinate with safe routes to schools partner agencies and stakeholders. [OP] [N] [O]

PRODUCTS:

- Regional Safe Routes to Schools program which provides trained professional transportation technical staff support to the state Safe Routes to Schools coordinator, local safe routes to schools programs, school districts, local governments, agencies, parents and stakeholders. [OP] [N] [O]
- School safety audits, training, targeting resources to safety problems, site plan reviews and continuous application of “5 E’s” to regional school route safety. [OP] [N] [O]
- A prioritized program of Safe Routes to Schools projects. [OP] [N] [O]
- School safety education, awareness training, outreach, technical assistance, coordination, encouragement, evaluation, targeted enforcement and related activities. [OP] [N] [O]
- Other products as specified in any application or program agreement for federal Safe Routes to Schools funds, training or technical support as requested by the state Safe Routes to School coordinator, advisory committee, local programs or agencies. [OP] [N] [O]

Funding 503.03

FUNDING 503.03	Work Days	FHWA \$	Loc \$	FTA \$	Loc \$	MTF \$	Total \$
TCRPC	8	\$ 4,029	\$ 893	\$ -----	\$ -----	\$ -----	\$ 4,922

* If federal Safe Routes to Schools funding is awarded, a budget amendment will be required.

504.00 PROGRAM MANAGEMENT & COORDINATION

504.01 Planning Coordination Activities

OBJECTIVES:

- Assist MDOT in providing public opportunities to review and comment on the State Transportation Plan and the State TIP.
- Maximize participation in planning by policy-makers and local technical staff.
- Involve regional public agencies, private citizens, interest groups and transportation providers in development and evaluation of system proposals and planning activities. Includes public participation and consultation opportunities as required, related public involvement on environmental justice, air quality conformity, environmental mitigation, and other studies, activities or products.
- Update and maintain a computerized mail list of contacts with an interest in transportation issues of all modes.
- Coordinate with MDOT on regional transportation and economic development.

PREVIOUS WORK:

- TCRPC documents, disseminates and maintains files on all policy and technical meetings and work sessions.
- TCRPC maintains records of public contacts.

METHODOLOGY:

- Prepare and present to policy and technical committees periodic reports on work activities. Review the 3-C process with MPO members to assure the program's purpose and process is understood. [N]

504.01 Planning Coordination Activities (continued)

- TCRPC staff coordinates and act as secretary for the CARTS Technical Committee, subcommittees, task forces, the Interagency Work Group and the Transportation Review Committee. Staff prepares and distributes meeting agendas, minutes and other appropriate information or materials for each meeting. TCRPC maintains appropriate correspondence and meeting record files. Preparation and attendance is required by at least one transportation staff member for all Tri-County Regional Planning Commission meetings. Due to the region's size and numerous committees, a substantial investment is necessary to assure program activities are properly coordinated. [R] [O] [*]
- Maintain and update a contact list of regional persons and organizations that are interested in, or exert influence on, transportation issues of all modes. Maintain contact lists of government, business, citizen groups, and others. [R] [O]
- Coordinate planning activities with state and local units via meetings with county transportation providers and other regional public groups and agencies. [R] [O]
- Implement the public participation plan as required, including community outreach necessary to address air quality conformity, Title VI and environmental justice requirements. [R] [O] [*]
- Implement TCRPC's public participation plan and address ongoing and continuing requirements for a "public participation plan," which include holding public meetings at convenient and accessible locations and times, use of visualization techniques to describe plans and TIP and making public information available electronically. Examples of activities might include:
 - Review and update contact lists. Include all interested parties.
 - Hold public meetings at convenient and accessible locations and times.
 - Apply visualization in transportation plans and TIPs.
 - Make public information available electronically.
 - Establish a web site and keep it current.
 - Apply the "Participation Plan" to assure the TIP and Regional Transportation Plan meet requirements. [R] [**] [O]
- To facilitate public participation, consultation, information and other requirements, improve and expand the transportation web site including hosting, update and maintenance of longer term needs like interactive mapping, web traffic data collection, asset management reporting, web publishing of annual project obligations lists, visualization tools, examples of Regional Growth project products, public opinion surveys, environmental mitigation and other consultation activities using interactive links or other. [R] [**] [O]
- Review, consider and address federal certification review recommendations.

- Environmental mitigation consideration will be expanded and enhanced under this task. Enhancing TCRPC's compliance with requirements will be integrated in TCRPC's website. Consultation requirements expanded existing involvement/participation requirements include: consultation with economic development agencies or organizations, environmental protection, airport operations, freight movement, land use management, natural resource protection, conservation, historic preservation, human service transportation providers, federal, state, private and tribal land management agencies wildlife management and other environmental agencies, transportation providers, transit users and other stakeholders. Examples of ongoing and continuing activities include:
 - Maintain a list of updated and expanded agencies and contacts;
 - Document and implement the defined process, including timelines, for consulting at key decision points;
 - Make contact;
 - Keep a record of outreach effort;
 - Accumulate material received;
 - Work with resource agencies to inventory environmentally sensitive areas (both natural and human environment);
 - Assess impacts of implementing adopted plans or TIPs;
 - Work with resource agencies to define mitigation measures (areawide, for adopted plan as a whole, not project specific);
 - Make comparisons at key decision points throughout the process;
 - Determine if mitigation is do-able;
 - Adjust transportation plans and TIP to be compatible with other plans;
 - Negotiate other solutions to achieve greater compatibility or minimize mitigation; and
 - Document how consultation impacted the adopted transportation plan or TIP.

- These ongoing and continuing activities will be implemented consistent with TCRPC's participation plan, the Regional 2035 Transportation Plan, the 2011-2014 TIP, TCRPC's website, mail list and related planning activities under this task. [R] [**][O] [N]

- With tasks 505.02 and 502.01, publish the annual listing of project obligations as required by law [R] [**] [O] on TCRPC's website. [N]

- With tasks 501.01, 501.02, 502.02, 502.03 and 505.02, use visualization techniques to describe plans and TIPs and perform other public participation activities as required. [R] [**] [O]

- Prepare and make periodic presentations to local policy boards, planning and zoning boards, other transportation agencies and school, civic and other community organizations concerning Commission transportation planning

activities on request. Implement public outreach to inform the community about transportation planning activities, issues and problems. [OP] [O]

- Monitor, follow-up and inform interested parties about infrastructure financing, air quality and national transportation policy issues, state and federal transportation legislation and related FHWA study activities. Actively monitor and participate in review and comment on reauthorization proposals and related implementation guidelines or regulations. [N] [O] [*]
- Maintain a coordinated regional transportation planning process, including staff support for advisory committees, minutes, agendas and related activities. [R] [O]
- Continue implementing planning process redesign. [R] [O]
- Monitor air quality activities, including possible re-designation under revised National Ambient Air Quality Standards and related regulatory activity as it may affect the region. Provide staff support and all coordination necessary for the Interagency Work Group (IAWG) process and related air quality planning documentation as required. Related public involvement on conformity and air quality issues as required. [R] [N] [*]
- Coordinate with national, state and local efforts and peers to actively monitor and plan for climate change, adaptation and energy sustainability issues. [O] [N]
- Provide assistance to the Michigan Department of Transportation in:
 - a. Gathering local public input to planning activities. [R]
 - b. Preparing for and conducting meetings and hearings in the region. [R]
 - c. Providing citizens, affected public agencies, transportation agency employees, public transit users, private transportation providers and human service transportation providers opportunity to comment on the Statewide Long Range Plan and TIP. [R] [O]
- Participate in the Michigan Association of Regions and Michigan Transportation Planning Association, including various committees and task forces. [N] [O]
- Attend and report on activities or meetings of transportation related interests, and assisting in arranging, hosting and conducting meetings as MDOT's representative as they relate to this work program. [R] [O]
- Coordinate with MDOT, federal, regional and 3C agencies in review and comment on new legislation or regulations, developing a cooperative approach

504.01 Planning Coordination Activities (continued)

to implement new requirements and in defining roles and responsibilities of partners in the planning process in addressing new requirements. [R] [O] [*]

- Actively monitor and participate in dialogue and education activities related to state and national legislative developments concerning transportation issues. [N] [O] [*]
- Actively participate in state and national transportation professional organizations as appropriate to coordinating transportation planning activities of the TCRPC. Includes such activities as participation in the National Association of Regional Councils (NARC), the Association of Metropolitan Planning Organizations (AMPO), committees of the Transportation Research Board, the Michigan Transportation Research Board, the Institute of Transportation Engineers (ITE), the ITE Transportation Planners Council and other subcommittees, task forces or activities as appropriate. [N] [O] [*]
- In region travel, printing, copying and related activities in support of the transportation planning program. [N] [O]

PRODUCTS:

- Monthly technical committee and Transportation Review Committee meetings. [O] [R]
- Agendas, minutes, support or information for each meeting. [O] [N]
- Technical committee and subcommittee meetings, e.g. -- Surface Transportation Program, Non-Motorized and other subcommittees or task forces, including the Interagency Work Group required for air quality planning activities. [O] [N] [*]
- Participate in the Michigan Association of Regions and Michigan Transportation Planning Association, including subcommittees as appropriate. [O] [N]
- Periodic presentations on TCRPC transportation planning activities to local policy boards, community organizations and school groups. [O] [OP]
- Coordinated planning activities with state and local units via meetings with county transportation providers and other regional public groups and agencies. [O] [R]
- Apply participation plan to meet requirements. [R] [**] [O]
- Public input from local groups in response to planning activities, meetings and hearings. [O] [R]
- Documented consultation and environmental mitigation activities. [R] [**] [O]

504.01 Planning Coordination Activities (continued)

- Transportation website development, updates, maintenance and hosting which enhances TCRPC’s legal compliance and which can be expanded to meet other needs. [R] [**] [O] [N]
- Updated, computerized mail list of persons and groups interested in transportation. [R]
- Document contacts with public agencies, private citizens, interest groups and transportation providers. [O] [R] [*]
- Visualization applied to describe plans and TIPs. [R] [**] [O]
- Coordination on new regulations and other requirements. [O] [R] [*]
- Participation in state or national transportation professional organizations to coordinate Commission transportation planning activities. [O] [N]
- Review of federal and state laws, policies, guidelines and technical studies as required. Brief other agencies on impacts of these documents. Follow-up on transportation infrastructure financing, air quality and other national transportation and finance policy issues and other state and federal transportation legislation, regulations, guidelines or activities as appropriate. [O] [N] [*]

Funding 504.01

	WORK DAYS	FHWA \$	LOC \$	FTA \$	LOC \$	MDOT \$	MTF \$ MATCH	TOTAL \$	
TCRPC	167.0	69,824	9,483	21,630		5,407	0	6,000	112,344
CATA	0.0	0	0	0		0	0	0	0
MDOT	66.0	11,796	2,949	0		0	0	0	14,745
TOTAL	233.0	81,620	12,432	21,630		5,407	0	6,000	127,089

504.02 Program Management

OBJECTIVES:

- Provide sound, responsive planning, program management and financial status reports which meet federal, state and local requirements.
- Provide an orderly, efficient planning program and meet all requirements.

PREVIOUS WORK:

- Budget revisions and tracking or monitoring of expenditures as required. [R]
- Ongoing Title VI analysis of route and fare changes, compliance reports, monitoring and analysis of environmental justice issues and compliance, Equal Employment Opportunity (EEO) report and compliance and related activities. [R]
- Financial status and progress reports (monthly/quarterly). [R]
- Agreements/contracts with other agencies and/or consultants. [R] [*]
- Assistance in completing general and specific program audits as required. [R]
- Project close-out reports (yearly). [R]
- Program correspondence, strategy, transportation and general staff meetings and coordination with other TCRPC programs. [N]
- Program related training courses, seminars, workshops, staff meetings and management improvement activities. [N]
- Program related publications, subscriptions, out of region travel, memberships, telephone charges, postage and related activities. [N]
- Program related personnel management activities including advertising, interviews, selection activities, performance evaluations and exit interviews. [N]

METHODOLOGY:

- Timely completion of above activities. [R]
- Financial management and budget analysis of the transportation work program as required. [R]

PRODUCTS:

- Prepare regular progress reports on work program activities in a format acceptable to MDOT. [O] [R]
- CATA three year update reports on system performance related to Title VI and EEO and other financial status and milestone reports to FTA. [O] [R]
- Prepare monthly invoices by funding source per contract agreements in a format acceptable to MDOT. [O] [R]

504.02 Program Management (continued)

- Prepare annual/final report on work program elements in a MDOT-acceptable format. [A] [R]
- Assist in carrying out general and specific program audits. [A] [R]
- Program correspondence, files and records. [O] [N]
- Program related training, staff meetings, management improvement, personnel activities, publications, subscriptions, memberships, out of region travel, telephone, postage and related activities charges. [O] [N]

Funding 504.02

	WORK DAYS	FHWA \$	LOC \$	FTA \$	LOC \$	MDOT \$	MTF \$ MATCH	TOTAL \$	
TCRPC	59.0	47,370	5,769	14,674		3,669	0	4,735	76,217
CATA	24.0	0	0	0		6,323	0	0	6,323
MDOT	132.0	23,594	5,898	0		0	0	0	29,492
TOTAL	215.0	70,964	11,667	14,674		9,992	0	4,735	112,032

505.00 TRANSPORTATION PROGRAMMING ACTIVITIES

505.01 Transportation Planning Work Program

OBJECTIVES:

- Formulate a planning work program that is responsive to regional technical and policy committee priorities and ensure work is coordinated and technically sound.
- Formulate a planning work program for CATA that is responsive to CATA's planning priorities, its service area and FTA.
- Monitor work progress and assist in effective and timely program objectives achievement, including activities completion required by Federal and State agencies for continued certification of the regional planning process.

PREVIOUS WORK:

- Annual planning work programs.

METHODOLOGY:

- Based on past work and anticipated future plans, CATA's System Planning Department develops a draft work program and submits it to TCRPC for the unified work program. [R]
- Regional work program activities are scoped, submitted to MDOT for review [R] and included in the overall unified transportation planning work program based on MDOT's acceptance. [N]
- MDOT staff meets with TCRPC staff to coordinate work activities. [N]
- Input comes from technical or staff level recommendations made by local agencies to TCRPC and through the Work Program/Budget Subcommittee of CARTS, which is advisory to CARTS, TCRPC staff and the TCRPC. Federal agency comments are considered and any deficiencies are addressed to maintain certification of the planning process. [R]
- TCRPC staff develops a draft planning work program including costs, agency funding responsibilities, estimated manpower requirements and products of work efforts. The completed draft work program is submitted to the CARTS Work Program/Budget Subcommittee, the CARTS Technical Committee, the Transportation Review Committee and the TCRPC. Periodic review and revisions of the work program ensures timely completion. [R]

PRODUCTS:

- A unified transportation planning work program, including all regional MTF [O/N], FTA, SPR, STP, PL and other transportation planning funds and showing all transportation planning activities. [A] [R]

Funding 505.01

	WORK DAYS	FHWA \$	LOC \$	FTA \$	LOC \$	MDOT \$	MTF \$ MATCH	TOTAL \$
TCRPC	17.0	7,870	1,745	2,438	610	600	0	13,263
CATA	5.0	0	0	0	1,317	0	0	1,317
MDOT	0.0	0	0	0	0	0	0	0
TOTAL	22.0	7,870	1,745	2,438	1,927	600	0	14,580

505.02 Transportation Improvement Program

OBJECTIVES:

- Prepare a regional multi-modal short-range Transportation Improvement Program.
- Prepare a four year program for CATA and other public transit agencies in the region based on the TDP and other documents and long range plan capital and operating budgets outlining funding requirements, resources and capital needs.
- Assist in coordination, development and implementation of the statewide TIP, including public comment opportunities in conjunction with task 504.01.

PREVIOUS WORK:

- CATA and other transit providers' annual capital and operating budgets are submitted to the MPO for the TIP.
- STP and other project monitoring to maximize projects completed on federal aid eligible routes and an annual listing of all federal aid projects and obligations.
- Previous Transportation Improvement Programs.
- STP Priority Assessment Guidelines updates and project rankings.
- TIP air quality conformity, environmental justice analysis, consultation, environmental mitigation, visualization and public involvement.

METHODOLOGY:

- Refine and apply project priority setting and programming process. Participate actively in statewide TIP process redesign and committees. [R] [O]
- Updates to the STP Priority Assessment Guidelines based on the transportation planning process, approved CM process [R] and Commission's regional growth policies [R] and review and prioritize projects [R] submitted by implementing agencies.
- Request submittal of four year improvement programs from each implementing agency involving all street and highway, public transportation, bicycle, aviation and rail projects. A draft TIP containing all information required by the U.S. Department of Transportation is prepared and submitted to the technical and policy committees for action. [R]

505.02 Transportation Improvement Program (continued)

- Opportunities for public review, comment and involvement are provided and documented at all stages of TIP development. [R] [*]
- CATA and other public transit agencies prepare a four year program based on the Transit Development Plan and other documents outlining funding requirements, resources and capital needs. CATA and other public transit agencies coordinate TIP activities and submit TIP amendments as required. [R]
- Coordinate with jurisdictions and the Interagency Work Group to identify all regionally significant projects and capacity improvements, regardless of funding source [R] [*], along with additional “exempt” and locally funded projects in the TIP for public information purposes. [OP]
- Coordinate with state and local agencies to assign priorities to the projects in the four year multi-modal TIP for use in project selection. [R]
- Prepare a regional TIP [R] including local projects for monitoring regional transportation infrastructure development and for public information. [R]
- Agencies to submit all project requests in current dollars. TCRPC to convert them to year of construction costs.
- Complete financial analysis to assure the TIP is financially constrained as required. [R]
- TIP environmental justice analysis, public outreach and involvement. [R]
- Process TIP amendments as required. [R]
- Ongoing TIP project tracking and annual reporting of federal aid project obligations [R] as required to maximize funding and project implementation. [N]
- Assist MDOT in coordination and development of the statewide TIP, including public review and comment opportunity under task 504.01. [R]
- A revised project prioritization and programming process, consistent with applying and refining the redefined planning process, TCRPC’s approved CM process and regional growth policies as required. [R] [*]
- Complete TIP conformity analysis and public participation as required. [R] [*]
- Complete consultation, environmental mitigation and other public participation activities, including applying visualization to define the TIP. [R] [**] [O]

PRODUCTS:

- Updated STP Priority Assessment Guidelines [R], project rankings [R], monitoring of STP account and project status. [A] [N]
- A regional financially constrained multi-modal four year Transportation Improvement Program which demonstrates air quality conformity and meets all state and federal requirements. [O] [R] [*]
- An annual report of federal aid project obligations. [R]

Funding 505.02

	WORK DAYS	FHWA \$	LOC \$	FTA \$	LOC \$	MDOT \$	MTF \$ MATCH	TOTAL \$
TCRPC	65.0	29,862	6,622	9,251	2,313	1,000	0	49,047
CATA	24.0	0	0	0	6,323	0	0	6,323
MDOT	0.0	0	0	0	0	0	0	0
TOTAL	89.0	29,862	6,622	9,251	8,636	1,000	0	55,370

506.00 OTHER RELATED ACTIVITIES

506.01 Public Transportation Planning

OBJECTIVES:

- Coordinate transit planning activities with user groups, governmental agencies and other transit agencies and assess impacts of alternative service proposals. Aid MDOT in developing and promoting public transportation projects and programs.
- CATA will update the Transit Development Plan (TDP) document as needed.
- CATA to conduct research on topics ranging from fare structure to new customer satisfaction to plan future services and policies more effectively.
- CATA to work with TCRPC to develop a regional multi-modal long range transportation plan.
- CATA to update the fare model.
- CATA may hire a consultant to conduct a customer service/satisfaction survey.
- CATA to work cooperatively with TCRPC in GIS work regarding Title VI, environmental justice and other minority/low income population issues.

506.01 Public Transportation Planning (continued)

- CATA will update the 2008 strategic plan as needed.
- CATA will study improved transportation solutions along key corridors.

PREVIOUS WORK:

- Transit Development Plans, updates, marketing plans, non-rider and rider surveys.
- CATA historical ridership data.
- CATA 2008-2013 Strategic Plan.
- The ADA plan and ADA Paratransit Alternatives Study.
- CATA Comprehensive Operational Analysis (COA) of the entire CATA system.
- Consultant study of demand response service options in 2003.
- A TDP update was completed in FY 2008 for all three public transit agencies in the region through 2013.
- CATA, in cooperation with TCRPC, EATRAN and Clinton Transit, updated the Regional Coordinated Public Transportation and Human Services Transportation Plan in 2008.

METHODOLOGY:

- Provide review of public transportation projects. Incorporate public and private sector involvement and public participation in the review. [R]
- CATA to monitor and evaluate system performance and productivity indicators.
- Maintain channels of communication with public and private service providers to promote influence and develop project proposals. TCRPC has designated a staff liaison to the CATA Board and will attend Board meetings on request. [N]
- Assist MDOT to update inventories of service operations and operational and user characteristics of all levels and types of public transportation. [OP]
- TCRPC to work with governmental units to determine public transportation needs and issues including analysis for welfare to work, access to jobs, reverse commute, coordination of all federally funded non-emergency transportation and the Human Service Transportation Plan [R], service coordination issues between CATA, EATRAN and Clinton Transit and related issues. [N]

- TCRPC to assist CATA and other public transit providers in identification of deficiencies in current operations levels of service and identify areas for altered service potential. Assist in upgrading service needs and system accessibility analysis as part of TDP updates. [N]
- CATA to analyze marketing surveys to determine needs of users and non-users.
- CATA to develop alternative service proposals and recommendations to improve transit services.
- CATA to generate updated ridership and cost data, evaluate the entire system and develop new recommendations where necessary.
- CATA to assist TCRPC in GIS work and data collection where necessary.
- TCRPC, in cooperation with MDOT and local agencies, private sector providers, Human Service Transportation Providers and others as appropriate, will assist in defining appropriate roles and cooperate in development and operation of the public transit management system. [R]
- TCRPC to continue to assist CATA and other public transit agencies in financial analysis to assess alternative financial strategies for implementing the TDP. CATA to cost out service proposals over a three to five year period and address financial capacity analysis requirements. [R]
- CATA to maintain a five year capital program and operations budget based on the short range plan.
- TCRPC to continue coordination of regional transit planning activities in conjunction with CATA Rural Services Division, EATRAN and Clinton Transit. [R]
- As appropriate, TCRPC to continue to assist EATRAN and Clinton Transit in service development planning. [O]
- CATA and TCRPC to continue to maintain a set of documents and other materials which support the TDP. Materials will be updated as needed and will help provide a basis for planning and operational decisions and will be cross-referenced in the TDP as appropriate. [R] Examples of support materials include:
 - Detailed route information and profiles;
 - Marketing plan;
 - Title VI, environmental justice and other minority/low income transit needs materials;
 - Copies of reports prepared by CATA or their consultants;
 - Bus stop sign, bench and shelter inventory;

- TCRPC will periodically assist CATA on request by developing data files and system and route maps showing service relationships to variables like:
 - Population density;
 - Major employers and employment concentrations;
 - Minority/low income concentrations;
 - Transportation disabled population concentrations;
 - Auto ownership data;
 - Zero auto households;
 - Income;
 - Population by age and gender;
 - Schools;
 - Hospitals/long term care facilities;
 - Major retail concentrations; and
 - Other special generators.

- In conjunction with task 501.02, TCRPC will periodically map (on request) and analyze data in GIS [OP] for transit analysis. Examples include:
 - Census and address matching data (Task 501.01);
 - Demographic and employment data (Task 501.03);
 - Special user or place information;
 - Land Use (Task 501.02) and MIRIS data;
 - Activity centers;
 - Health care and food distribution facilities;
 - User group data (i.e., Task 506.03);
 - Routes and ridership data;
 - Vehicles available and other related data;

- TCRPC will prepare various plots, overlays and other GIS map products for analysis. [OP]

- Based on socio-demographic forecasts, generate plots for future years to assist in long term transit sketch and service planning for the next long range plan. [O]

- Continue analyzing geographic, residential, worker, transit service and ridership information. [OP]

- TCRPC to work with CATA to develop and maintain updated transit model networks in TRANSCAD along with task 501.04. [N]

- With assistance and cooperation from CATA, TCRPC will continue to evaluate transit and congestion related issues [*] [R], environmental issues (air quality and energy conservation) [R] [*], welfare to work and growth trends. [R] Items will be referenced in future TDPs as appropriate. [O]

506.01 Public Transportation Planning (continued)

- Continued evaluation of transit/parking relationships, particularly for the MSU and downtown Lansing areas. [O] [N]

PRODUCTS:

- Updated regional TDP support materials.
- Updated five year projections for capital and operating budgets. [A]
- An updated fare model.
- Provide results to MDOT. Document all contacts and assistance provided. Maintain records of information developed. Develop memos and position papers on issues and problems. [O] [R]
- Results and analysis from rider/non-rider and origins/destination surveys.
- Ongoing planning assistance to EATRAN and Clinton Transit as appropriate. [O] [R]
- Updated materials at TCRPC and CATA for use in planning and operational decisions, with cross-references in future TDP updates as appropriate. [O] [R]
- Use GIS to periodically assess local transit systems' ability to serve the area's transit and mobility needs. [O] [OP]
- Ongoing evaluation of transit's relationship to congestion, growth trends, energy conservation, air quality and related items. [O] [R] [*]
- Continued evaluation of transit/parking relationships. [O] [N]
- Proposed changes to improve the system over the long term.

Funding 506.01

	WORK DAYS	FHWA \$	LOC \$	FTA \$ *	LOC \$	MDOT \$	MTF \$ MATCH	TOTAL \$	
TCRPC	35.0	0	0	18,904		4,726	1,000	0	24,630
CATA	100.0	0	0	200,000		26,345	0	50,000	276,345
MDOT	0.0	0	0	0	0	0	0	0	0
TOTAL	135.0	0	0	218,904		31,071	1,000	50,000	300,975

*CATA: FTA=consultants; local=staff + match

506.02 Transit Service Planning

OBJECTIVES:

- Monitor current service utilization and develop recommendations to improve service and productivity.
- Conduct other planning analysis for short term route planning needed.
- Update CATA’s system-wide service standards.
- Develop annual service change recommendations.

PREVIOUS WORK:

- TDP updates, service standards, route profiles, 2005 COA and placement of bus benches in the community in FY 2003.

METHODOLOGY:

- Refine and add service standards to evaluate system operation as needed.
- Use various performance measurement tools to monitor system operators.
- Monitor system performance against service standards using available data.
- Maintain knowledge of travel patterns and land use changes to accommodate shifting service demands.

PRODUCTS:

- Service change recommendations. [O]
- Revised service standards report and quarterly progress reports. [A]
- System and on time performance reports and tracking ridership information and National Transit Database reports.

Funding 506.02

	WORK DAYS	FHWA \$	LOC \$	FTA \$	LOC \$	MDOT \$	MTF \$ MATCH	TOTAL \$
TCRPC	0.0	0	0	0	0	0	0	0
CATA	254.0	0	0	0	0	66,916	0	66,916
MDOT	0.0	0	0	0	0	0	0	0
TOTAL	254.0	0	0	0	0	66,916	0	66,916

506.03 Planning for Service to Elderly and Persons with Disabilities

OBJECTIVES:

- Work with the Power of Consortium, local human service organizations, the Tri-County Regional Planning Commission and other ad hoc committees to determine unmet transit needs.
- Monitor effectiveness of specialized services and compliance with the ADA plan and subsequent updates.
- Provide public transit service to mobility limited population segments.
- Continue planning a long range strategy for coordinating paratransit service throughout the region.
- Improve efficiency of paratransit services by employing better information technology.

PREVIOUS WORK:

- Analysis of Spec-Tran and CATA Rural Services, the Transit Services Integration Project (TSIP), the ADA Plan and updates, the ADA Paratransit Alternatives Service Study and applications for specialized service funding.
- CATA, in cooperation with the Tri-County Regional Planning Commission, EATRAN and Clinton Transit, prepared an update to the Regional Coordinated Public Transportation and Human Services Transportation Plan.

METHODOLOGY:

- TCRPC will continue special efforts to plan and improve services for the elderly and persons with disabilities. [R]
- CATA staff will continue to work closely with the Local Advisory Committee (LAC) which represents interests of local elderly and persons with disabilities.
- Staff will work closely with area social service agencies to develop a strategy for meeting needs of the area's elderly and persons with disabilities and for coordinating with the Human Services Transportation Plan and all federally funded non-emergency transportation services through the MPO process. [R]
- Continue to work with an Action Team to implement recommendations from transit needs surveys with the Power of We Consortium. [N]

506.03 Planning for Service to Elderly and Persons with Disabilities (continued)

- CATA will work to implement findings and recommendations of the ADA Paratransit Alternatives Study.
- CATA will add and implement new components of the suite of programs designed to manage operations and service.

PRODUCTS:

- Formal documentation as required by FTA and MDOT. [A]
- Special efforts to plan and improve services and data as required. [R]
- Power of We Consortium transit needs survey results. [N]
- CATA's specialized services grant application. [A]
- Updates to the ADA Plan. [A]

Funding 506.03

	WORK DAYS	FHWA \$	LOC \$	FTA \$	LOC \$	MDOT \$	MTF \$ MATCH	TOTAL \$	
TCRPC	1.0	0	0	306		77	0	0	383
CATA	10.0	0	0	0		2,634	0	0	2,634
MDOT	0.0	0	0	0		0	0	0	0
TOTAL	11.0	0	0	306		2,711	0	0	3,017

506.04 CATA Clean Commute Options Program

OBJECTIVES:

- Educate the community regarding ground level ozone, the Air Quality Index (AQI) and everyday “simple steps to cleaner air.”
- Increase participation in CATA Clean Commute Options Program.
- Serve as a regional mobility broker, assisting human service organizations and individuals with their transportation needs, and identify where transportation gaps may exist in the community.
- Manage vanpool expansion fleet to continue to provide community members with this transportation option.
- Continue to encourage businesses to provide incentives to employees using alternatives to single-occupant vehicles for commuting.

PREVIOUS WORK:

- Ongoing efforts to support Clean Commute Options projects and increase public participation in choosing commute alternatives to replace single occupant vehicles.
- Introduced social media sites as an integral part of marketing and customer outreach efforts.
- Marketing materials for mobility broker services.
- Deployed activities with business partners.
- Completed a successful ozone season marketing campaign as well as sponsoring traffic and weather announcements during peak commuting hours which gave clean air tips for ozone season.
- Completed a week-long Clean Commute Challenge, Campus Challenge and High School Challenge.

METHODOLOGY:

- Conduct a year-long public education campaign focused on clean air activities and alternatives to driving alone.
- Hold an event for community members to gather information on current clean commute practices, reward those who use cleaner transportation modes and reach out to a broader audience.
- Education via social media sites, websites, newsletters, presentations, transportation fairs and other outreach activities with schools, community organizations, corporations, social service agencies and individuals.
- Participate in local “green” or transportation related events and activities.
- Host contests, challenges, open carpool/vanpool listings and other transportation related news shared on social media sites.

PRODUCTS:

- Additional bus, carpool, vanpool, bike and walking trips made traveling in the region.
- Reduced emissions and Vehicle Miles of Travel in the region.

506.04 CATA Clean Commute Options Program (continued)

- Free and discounted parking benefits for all registered Clean Commuters to receive for sharing the ride.
- Stronger partnerships with businesses and community groups in the region to increase participation and awareness.
- Clean Commute Options informational and marketing materials.
- Mobility management outreach tools and new partnerships with human service agencies.
- Website, Facebook, Twitter, YouTube, Animoto, LinkedIn and other online social media tools.
- New online e-newsletter and contact format.
- Promote employer-provided incentives.
- Maintain existing ride matching service.

Funding 506.04

CATA	WORK DAYS	CMAQ \$	MATCH \$	TOTAL \$
Commute Options	254	\$91,343	\$0	\$91,343
Public Education	---	\$110,250	\$22,050	\$132,300
CATA Total	254	\$201,593	\$22,050	\$223,643

506.05 Analysis of Regional Transportation and Transit Corridors

OBJECTIVES:

- Successfully submit Locally Preferred Alternative for admission into the Federal Transit Administration’s Small Starts Program.
- Conduct preliminary National Environmental Policy Act scoping work, subject to admission into Small Starts Program.
- Obtain funding for Project Development stage of Small Starts Program.
- Involve community members and stakeholders via outreach activities to inform preliminary engineering and design activities.

506.05 Analysis of Regional Transportation and Transit Corridors (continued)

PREVIOUS WORK:

- Completed Alternatives Analysis for Michigan/Grand River Avenue Corridor.
- Conducted public meetings to communicate results of Alternatives Analysis and gather community input regarding alternatives.
- Amended Locally Preferred Alternative into the Long Range Plan and TIP.

METHODOLOGY:

- Communicate regularly with FTA staff during review of Small Starts application materials.
- Collaborate with existing regional partners to pursue funding opportunities.
- Work with consulting team to develop environmental documentation.

PRODUCTS:

- Technical memoranda.
- Final Small Starts application and Alternatives Analysis Report.
- Preliminary environmental scoping documentation.
- Other community involvement and outreach activities as necessary.
- This task is a placeholder pending entry into the Small Starts Program and award of funds for project development work, which will require a budget revision upon award.

Funding 506.05

	WORK DAYS	FHWA \$	LOC \$	FTA \$	LOC \$	MDOT \$	MTF \$ MATCH	TOTAL \$
TCRPC	0.0	0	0	0	0	0	0	0
CATA	200.0	0	0	34,452	0	0	0	34,452
MDOT	0.0	0	0	0	0	0	0	0
TOTAL	200.0	0	0	34,452	0	0	0	34,452

SUMMARY MATERIALS & TABLES

FISCAL 2012 TRANSPORTATION SUMMARY BUDGET

Program Element	TCRCP-----TCRCP-----		TCRCP-----TCRCP-----		TCRCP-----TCRCP-----		TCRCP-----TCRCP-----		TCRCP-----TCRCP-----		TCRCP-----TCRCP-----		MDOT-----MDOT-----		MDOT-----MDOT-----		CATA-----CATA-----		CATA-----CATA-----		TOTAL OF ALL AGENCIES	
	Total of TCRPC Work Program	Federal (81.85%)	Local (18.15%)	Federal (80%)	Local (20%)	State (100%)	MTF APPL. PL MATCH	MTF ASSET MANAGE	URBAN STP Federal (81.85%)	LOCAL (18.15%)	Total for MDOT Work Program	SP&R Federal (80%)	MDOT (20%)	Total for CATA Work Program	FTA Federal (0%) Sect. 5307*	Local (100%)	CMAQ/** Fed/Match***					
501. DATA BASE MANAGEMENT																						
*.01 Data Monitoring	80,855	48,792	10,820	15,115	3,779	2,350	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	66,916	0	66,916	0	147,771	
*.02 Maps/Transp. Graphics	107,456	65,901	11,049	20,414	5,104	1,424	\$ 3,564	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	2,634	0	2,634	0	110,090	
*.03 Socio-Economic Forecasts	66,059	39,814	8,829	12,333	3,083	2,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0	0	0	0	66,059	
*.04 Traffic Forecasting Model	270,502	92,188	20,442	28,558	7,139	0	\$ 0	\$ 0	\$ 100,000	\$ 22,175	36,642	29,314	7,328	0	0	0	0	0	0	0	307,144	
*.05 Highway Perform. Monitor.	25,314	18,264	4,050	0	0	3,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0	0	0	0	25,314	
*.06 Asset Management	33,767	0	0	0	0	0	\$ 0	\$ 33,767	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0	0	0	0	33,767	
SUBTOTAL**	583,953	264,958	55,190	76,420	19,105	8,774	\$ 3,564	\$ 33,767	\$ 100,000	\$ 22,175	36,642	29,314	7,328	69,550	0	69,550	0	0	0	0	690,145	
502. LONG RANGE PLANNING																						
*.01 Regional Transp. Planning	37,979	25,274	5,605	0	0	7,100	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	2,634	0	2,634	0	2,634	0	0	40,613	
*.02 Long Range Trans.Plan	29,043	17,740	3,934	5,495	1,374	500	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	2,634	0	2,634	0	2,634	0	0	31,677	
*.03 Reg. Growth: Choices- Future	19,759	8,037	1,782	2,490	622	6,827	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0	0	0	0	0	0	0	19,759	
SUBTOTAL**	86,781	51,051	11,321	7,985	1,996	14,427	0	0	0	0	0	0	0	5,268	0	5,268	0	5,268	0	0	92,049	
503. SHORT RANGE PLANNING																						
*.01 Trans. System Management	31,440	19,540	4,333	6,053	1,513	0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0	0	0	0	0	0	0	31,440	
*.02 Technical Assistance	873	715	158	0	0	0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	2,634	0	2,634	0	2,634	0	0	3,507	
*.03 Safe Routes To Schools***	4,922	4,029	893	0	0	0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0	0	0	0	0	0	0	4,922	
SUBTOTAL**	37,235	24,284	5,384	6,053	1,513	0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	2,634	0	2,634	0	2,634	0	0	39,868	
504. PROGRAM MANAGEMENT																						
*.01 Planning Coordination	112,344	69,824	9,483	21,630	5,407	0	\$ 6,000	\$ 0	\$ 0	\$ 0	\$ 14,745	11,796	2,949	0	0	0	0	0	0	0	127,089	
*.02 Program Management	76,217	47,370	5,769	14,674	3,669	0	\$ 4,735	\$ 0	\$ 0	\$ 0	\$ 29,492	23,594	5,898	6,323	0	6,323	0	6,323	0	0	112,032	
SUBTOTAL**	188,561	117,194	15,252	36,304	9,076	0	\$ 10,735	\$ 0	\$ 0	\$ 0	\$ 44,237	35,390	8,847	6,323	0	6,323	0	6,323	0	0	239,121	
505. PROGRAMMING ACTIVITIES																						
*.01 Work Program	13,263	7,870	1,745	2,438	610	600	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	1,317	0	1,317	0	1,317	0	0	14,580	
*.02 T.I.P.	49,047	29,862	6,622	9,251	2,313	1,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	6,323	0	6,323	0	6,323	0	0	55,370	
SUBTOTAL**	62,310	37,732	8,367	11,689	2,922	1,600	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	7,640	0	7,640	0	7,640	0	0	69,950	
506. OTHER RELATED ACTIVITIES																						
*.01 Public Transport Planning	24,630	0	0	18,904	4,726	1,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	276,345 x	200,000	76,345	0	76,345	0	0	300,975	
*.02 Transit Service Planning	0	0	0	0	0	0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	66,916	0	66,916	0	66,916	0	0	66,916	
*.03 Elderly & Persons w/Disabilities	383	0	0	306	77	0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	2,634	0	2,634	0	2,634	0	0	3,017	
*.04 CATA Clean Commute Options	0	0	0	0	0	0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0	0	0	0	0	0	223,643	223,643	
*.05 Lansing/Meridian Mall Corridor	0	0	0	0	0	0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	34,452 ****	0	34,452	0	34,452	0	0	34,452	
SUBTOTAL**	25,013	0	0	19,210	4,803	1,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	380,347	200,000	180,347	0	180,347	0	0	629,003	
FUNDING SOURCE TOTAL**	\$ 983,852	\$ 495,219	\$ 95,514 (2) (3)	\$ 157,661	\$ 39,416	\$ 25,801	\$ 14,299	\$ 33,767	\$ 100,000	\$ 22,175	\$ 80,879	\$ 64,704	\$ 16,175	\$ 471,762	\$ 200,000	\$ 271,762	\$ 223,643	\$ 223,643	\$ 0	\$ 1,760,136		
GRAND TOTAL**	\$ 983,852 (1)		\$ 605,032 (4) (3)	\$ 197,076	\$ 25,801	\$ 14,299	\$ 33,767	\$ 33,767					\$ 80,879 = TOTAL				\$ 223,643	\$ 223,643	\$ 0	\$ 1,760,136		
* Includes staff time &/or activities which support air quality, modeling or plan update	***Award of safe routes to school funds will require budget amendment.					40,100 =TOTAL MTF		73,867						**** Commute Options/Public Education						TOTAL PROGRAM		
** NOTE: Totals or subtotals may not add up due to rounding.	(1)TOTAL PROGRAM		(2) LOCAL TOTAL FOR PL MATCH.		(3)SECTION 5303 & MATCH ARE SHOWN TO RIGHT		(4)THIS IS THE PL. PROJECT		TOTAL & INCLUDES \$14299 IN MTF MATCH						**** CATA staff time is local funds; consultant is FTA							
															***** Includes 22050 Match For Public Education						***** If funds are earmarked, a budget revision will be needed.	
															x Includes consultant studies: 200,000 FTA, 50,000 CTF match.							

FY 2012 TRANSPORTATION WORK PROGRAM
STAFF REQUIREMENTS AND FUND USE
BY PERFORMING AGENCY

PROGRAM ELEMENT	TCRPC	TCRPC	TCRPC	TCRPC	CATA	CATA	MDOT	MDOT
	COST (\$)	PROFESSIONAL (DAYS)	SUPPORT (DAYS)	= STAFF (DAYS)	COST (\$)*	STAFF (DAYS)	COST (\$)	STAFF (DAYS)
501. DATA BASE MANAGEMENT								
.01 Data Monitoring	80,855	125	1		126	66,916	254	0
.02 Maps/Transp. Graphics	107,456	184	1		185	2,634	10	0
.03 Socio-Economic Forecasts	66,059	100	1		101	0	0	0
.04 Traffic Forecasting Model	270,502	217	1		218	0	0	36,642
.05 Highway Perform. Monitor.	25,314	36	1		37	0	0	0
.06 Asset Management	33,767	48	0		48	0	0	0
SUBTOTAL	583,954	710	5		715	69,550	264	36,642
502 LONG RANGE PLANNING								
.01 Regional Transp. Planning	37,979	54	1		55	2,634	10	0
.02 Long Range Trans. Plan	29,043	38	7		45	2,634	10	0
.03 Regional Growth - Choices Future	19,759	26	4		30	0	0	0
SUBTOTAL	86,781	118	12		130	5,268	20	0
503. SHORT RANGE PLANNING								
.01 Trans. System Management	31,440	43	1		44	0	0	0
.02 Technical Assistance	873	1	0		1	2,634	10	0
.03 Safe Routes to Schools	4,922	7	1		8	0	0	0
SUBTOTAL	37,235	51	2		53	2,634	10	0
504. PROGRAM MANAGEMENT								
.01 Planning Coordination	112,344	75	92		167	0	0	14,745
.02 Program Management	76,217	51	8		59	6,322	24	29,492
SUBTOTAL	188,561	126	100		226	6,322	24	44,237
505. PROGRAMMING ACTIVITIES								
.01 Work Program	13,263	11	6		17	1,317	5	0
.02 T.I.P.	49,047	56	9		65	6,322	24	0
SUBTOTAL	62,310	67	15		82	7,639	29	0
506. OTHER RELATED ACTIVITIES								
.01 Public Transport Planning	24,630	34	1		35 *	276,345	100	0
.02 Transit Service Planning	0	0	0		0	66,916	254	0
.03 Elderly & Persons w/Disabilities	383	1	0		1	2,634	10	0
.04 CATA Clean Commute Options	0	0	0		0 **	223,643	254	0
.05 Lansing/Meridian Mall Corridor	0	0	0		0	34,452	200	0
SUBTOTAL	25,013	35	1		36	603,990	818	0
TOTAL	983,852	1,107	135		1,242	695,403	1,165	80,879
						254		362

CATA TOTAL:
(**CMAQ: 223643)
(Local: 201,593 staff, plus match on CMAQ of 22,050)
* (Includes consultants: 200,000, plus 50,000 match)

2012 TRANSPORTATION WORK PROGRAM: SUMMARY BUDGET

	FHWA/TCRPC		FTA/TCRPC		STP/TCRPC		ASSET MANAGEMENT	ACT 252/STATE	TOTAL
	FEDERAL	LOCAL	FEDERAL	LOCAL	FEDERAL	LOCAL***			
PERSONNEL	180,210	34,743	57,375	14,344	-	-	12,689	14,612	313,800
FRINGE	97,238	18,744	30,957	7,739	-	-	6,979	7,883	169,484
TRAVEL & TRAINING	7,764	1,497	2,472	618	-	-	514	629	13,494
SUPPLIES	17,466	3,387	5,561	1,390	-	-	-	1,396	29,200
PRINTING	6,879	1,334	2,190	547	-	-	-	550	11,500
CONSULTANT/Pass Thru	-	-	-	-	100,000	22,175	1,476		123,971
INDIRECT	185,662	35,809	59,108	14,777	-	-	12,109	15,031	322,403
Subtotal	495,219	109,813	157,661	39,416	100,000	22,175	33,767	40,100	983,852
GRAND TOTAL		605,032		197,077		122,175	33,767	40,100	983,852
		*						**	
* Total includes \$14,299 of MDOT/STATE Funds									
** \$14,299 is included in PL Funds									

**TRI-COUNTY REGIONAL PLANNING COMMISSION
BREAKDOWN BY DIRECT & INDIRECT COSTS
OCTOBER 1, 2011 - SEPTEMBER 30, 2012**

	DIRECT COSTS	INDIRECT COSTS	TOTAL BUDGET
Salaries & Wages	529,577	255,313	784,890
Fringe Benefits	291,267	140,422	431,690
Advertising	3,000	1,000	4,000
Audit	-	8,300	8,300
Bank Service Charge	-	800	800
Commission Travel	1,500	-	1,500
Commission Mtg Expense	1,500	-	1,500
Computer Services	8,000	3,500	11,500
Computer Software	5,250	14,500	19,750
Consultant Fee	122,175	-	122,175
Contractual Services	-	-	0
Discretionary Funds	5,000	-	5,000
Equipment Maintenance	-	2,300	2,300
Fixed Asset Depreciation	-	13,500	13,500
Furniture/Equip. Purchase	13,000	-	13,000
Graphic Supplies	400	750	1,150
Insurance	-	6,800	6,800
Membership Dues	3,925	8,075	12,000
Office Supplies	1,350	6,650	8,000
Pass Thru	3,000	-	3,000
Postage	9,015	4,175	13,190
Printing & Copying	23,900	3,600	27,500
Publications	950	300	1,250
Recognition Awards	250	-	250
Rent - Equipment	700	1,050	1,750
Rent - Meeting Facility	1,750	300	2,050
Rent - Office	-	61,705	61,705
Special Projects	46,100	-	46,100
Subscriptions	500	1,100	1,600
Telephone	700	2,800	3,500
Training	2,750	1,250	4,000
Transfer for Match	234,031	-	234,031
Travel - In Region	5,640	2,000	7,640
Travel - Out Region	11,725	5,000	16,725
Total	1,326,955	545,190	1,872,145

**TRI-COUNTY REGIONAL PLANNING COMMISSION
PROVISIONAL INDIRECT COST RATE
October 1, 2011 - September 30, 2012**

Total Direct Costs		1,326,955
Less:		
Special Projects	46,100	
Contractual Services	-	
Consultant Fee	122,175	
Furniture/Equip.		
Purchases	13,000	
Transfer for Match	234,031	
Pass Thru	3,000	
	418,306	418,306
Direct Base		908,649
Indirect Costs		545,190
Provisional Indirect Rate 2012	60.00%	

FY 2012 Regional Planning Activities

<u>Task Number</u>	<u>Funding Source</u>	<u>Work Items</u>	<u>Total Requested Tasks</u>	<u>MTF Allocated As Match</u>
501.01	MTF	<u>Data Monitoring:</u> • Traffic counts/MDOT traffic data collection	2,000	
	MTF	• Safety planning and regional census data/CTPP	<u>350</u>	
		Subtotals	\$ 2,350	
501.02		<u>Maps and Transportation Graphics</u>		
	MTF	• Framework project	\$ 2,244	\$ 820
	MTF	• Regional transportation maps and graphics/federal requirements	\$ 2,744	\$2,744
		Subtotals	<u>\$ 4,988</u>	<u>\$3,564</u>
501.03		<u>Demographic and Economic Forecasts</u>		
	MTF	• Socio-demographic forecasts	<u>\$ 2,000</u>	
		Subtotals	\$ 2,000	
501.05		<u>Highway Performance Monitoring</u>		
	MTF		<u>\$ 3,000</u>	
		Subtotals	\$ 3,000	
502.01		<u>Regional Transportation Planning</u>		
	MTF	• Bicycle planning and non-motorized system mapping, transportation land use consistency; recreational/tourism coordination assistance; regional trunkline monitoring; TEDF, airport planning and related activities; heritage routes; intermodal planning; support for University Region planning activities; access management or other studies and related activities	<u>\$ 7,100</u>	
		Subtotals	\$7,100	

FY 2012 Regional Planning Activities (Continued)

<u>Task Number</u>	<u>Funding Source</u>	<u>Work Items</u>	<u>Total Requested Tasks</u>	<u>MTF Allocated As Match</u>
502.02	MTF	<u>Long Range Transportation Plan</u> • Statewide planning	\$ 500	
		Subtotals	\$ 500	
502.04		<u>Regional Growth Project</u>	\$ 6,827	
			\$ 6,827	
504.01	MTF	<u>Planning Coordination</u> • SLRP/TIP public involvement	\$ 1,000	
	MTF	• Mail list/public meetings/ forums/public involvement and other coordination activities, including Rural Task Force and other advisory committee support	\$ 5,000	
		Subtotals	\$ 6,000	\$ 6,000
504.02	MTF	<u>Program Management</u> • Program administration	\$ 4,735	
		Subtotals	\$ 4,735	\$ 4,735
505.01	MTF	<u>Work Program</u> • Regional work program	\$ 600	
		Subtotals	\$ 600	
505.02	MTF	<u>Transportation Improvement Program</u>	\$ 1,000	
		Subtotals	\$ 1,000	
506.01	MTF	<u>Public Transport Planning</u> • Regional transit planning activities	\$ 1,000	
			\$ 1,000	
TOTAL CONTRACT BUDGET:			\$40,100*/***	\$14,299**

* Total contract budget amount.

** Amount shown as match in Final Combined Work Program.

In summary this total is broken down as follows:

<u>Admin.</u>	<u>PDA</u>	<u>TOTAL</u>
MTF: \$5,335	\$34,765	\$40,100**/**

** Total contract budget amount.

*** Asset Management activities as requested by MDOT will be budgeted under a separate task, 501.06 Asset Management, in the amount of \$33,786 in Michigan Transportation Commission funds, which is hereby incorporated by reference, in addition to the MTF funds shown here.

ACTIVITY SCHEDULE

2012 TRANSPORTATION WORK PROGRAM ACTIVITY SCHEDULE

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUN.	JUL.	AUG.	SEP.
501. DATA BASE MANAGEMENT												
.01 Data Monitoring	-----	◆	◆	-----	■	◆	■	■◆	-----	◆	-----	■
.02 Maps and Graphics	■	■	■	■	■	■	■	■	■	■	■	■
.03 Demog. – Economic Forecasts	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
.04 Traffic Forecasting Model	●	◆	■	-----	●	◆	■	●	◆	■	●	◆■
.05 Highway Perform. Monitor	◆	◆	■	-----	-----	-----	-----	◆	-----	◆	-----	◆
.06 Asset Management	◆●	■■	-----	◆	-----	◆	-----	◆	-----	◆	●	■
502. LONG RANGE PLANNING												
.01 Regional Planning	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
.02 Long Range Transportation Plan	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
.03 Regional Growth	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
503. SHORT RANGE PLANNING												
.01 Trans. System Management	◆	●	-----	■	◆	-----	■	■	◆	◆	-----	■
.02 Technical Assistance	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
.03 Safe Routes to Schools	-----	◆	-----	◆◆	■	◆	◆	◆	◆	◆	◆	●◆■
504. PROGRAM MANAGEMENT												
.01 Planning Coordination	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
.02 Program Management	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
505. PROGRAMMING ACTIVITIES												
.01 Work Program	-----	-----	-----	-----	-----	-----	-----	-----	◆■	-----	-----	-----
.02 T.I.P.	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	◆	◆■
506. OTHER RELATED ACTIVITIES												
.01 Public Transportation Planning	■	◆	●	◆	■	◆	●	■	■	◆	●	◆■
.02 Transit Service Planning	■	-----	-----	■	-----	■	-----	-----	■	-----	-----	-----
.03 E & PD Planning	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
.04 Clean Commute	◆	-----	-----	-----	-----	-----	◆	◆	◆●	◆	◆◆	◆
.05 Regional Transit Corridors	-----	◆	●	■	◆	●■	-----	◆	●■	◆	●	■

■ PRODUCT ● DRAFT ◆ MEETING ----- CONTINUOUS WORK

ADOPTION AND CERTIFICATION



TRI-COUNTY REGIONAL PLANNING COMMISSION

Planning for People in the Greater Lansing Region Since 1956

TCRPC CERTIFICATION OF ACTION

2011 OFFICERS

CHAIRPERSON

David Pohl, Clinton County

VICE-CHAIRPERSON

Howard Pizzo, Eaton County

TREASURER

Carol Wood, City of Lansing

SECRETARY

Dianne Holman, Ingham County

COMMISSIONERS

Clinton County

Russel Bauerle

Larry Martin

David Pohl

Eaton County

Daryl Baker

John Boles

Jim Osieczonek

Howard Pizzo

Darrell Tennis

Ingham County

Kevin Beard

James Dravenstatt-Moceri

Dianne Holman

Brian McGrain

John Veenstra

City of Lansing

Tina Houghton

Ralph Monsma

Shirley M. Rodgers

Carol Wood

Jessica Yorko

Michigan Department of Transportation

Denise Jackson

EX-OFFICIO

City of Lansing Mayor

Clinton, Eaton and Ingham

County Chairpersons

EXECUTIVE DIRECTOR

Susan M.C. Pigg, CEcD

DATE: June 29, 2011 at 7:30 p.m.

PLACE: Ingham County Human Services Building (Conference Room A)
5303 S. Cedar Street, Lansing MI 48911

ATTENDANCE AT TIME OF ACTION

Present: Russel Bauerle, Larry Martin, David Pohl, Daryl Baker, Jim Osieczonek, Howard Pizzo, Darrell Tennis, Dianne Holman, Kevin Beard, James Dravenstatt-Moceri, John Veenstra, Brian McGrain, Carol Wood, Ralph Monsma, Denise Jackson

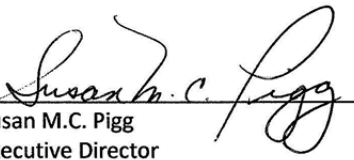
Absent: John Boles, Tina Houghton, Shirley Rodgers, Jessica Yorko

TCRPC FY 2012 Work Program

It was MOVED by C/Monsma, SUPPORTED by C/McGrain, to approve the FY 2012 Work Program and budget.

MOTION CARRIED UNANIMOUSLY

The above is a true and certified record of action taken at the June 29, 2011 regular meeting of the Tri-County Regional Planning Commission.


Susan M.C. Pigg
Executive Director

913 W. Holmes Road, Suite 201
Lansing, MI 48910
(517) 393-0342 • Fax: 393-4424
www.mitcrpc.org
spigg@mitcrpc.org

CERTIFICATE OF INDIRECT COSTS

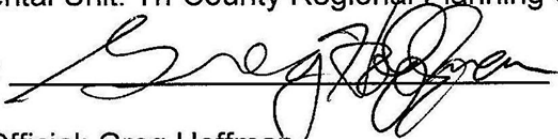
This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal dated June 6, 2011 to establish billing or final indirect costs rates for October 1, 2011 to September 30, 2012. are allowable in accordance with the requirements of the Federal award(s) to which they apply and 2 CFR part 225, Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A 87). 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 agreements 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 and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

Governmental Unit: Tri-County Regional Planning Commission

Signature: 

Name of Official: Greg Hoffman

Title: Finance and Personnel Coordinator

Date of Execution: 6/6/11

Appendix A to Part 20--Certification Regarding Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

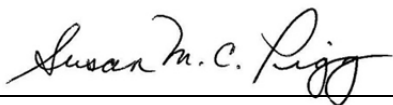
(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that: If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signed: 

Date: June 30, 2011

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Report prepared by:

Susan M.C. Pigg, Executive Director
Paul Hamilton, Chief Transportation Planner