

Section 7:
TIP Assurances, Procedures, and Policies

Project Selection and Prioritization Policy

The following policy has been drafted to establish an objective method of selecting Federal Transportation projects on the basis of local priorities.

The selection process shall be a natural progression of projects from the current Flint-Genesee County Long Range Transportation Plan (LRTP), the Transportation Improvement Plan (TIP), the Congestion Management Plan, the Transit Long Range Transportation Plan and the MDOT 5 Year Plan. The oversight of this process shall be through a Transportation System Management (TSM) task force. The designated task force shall be a subcommittee of the Technical Advisory Committee organized under Section 143 of Title 23.

Our current transportation legislation, the Fixing America's Surface Transportation (FAST) Act, has established performance provisions. The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) have established rules to implement these performance measures. Because of this, project selection for the TIP will be guided by a performance measure-based process. This process will help program projects that contribute to achieving the performance targets. MDOT has established statewide targets for performance measures and GCMPC has adopted those targets. A list of performance targets is included with each TIP application.

Local project selection shall be done on a point rating system as identified in the TIP application. In order to objectively evaluate the project proposals, they must contain the following information:

1. The scope of the project, including termini, where applicable
2. A description of work
3. A realistic estimate of costs
4. Match funds with a resolution

The project prioritization process shall be done by fiscal year and by funding category. These funding categories include the following:

- STBG (Surface Transportation Block Grant (also includes STBG Flex funding) eligible activities include: preserve, expand, improve, transit, safety, bridge, enhancement, and studies.
- NHPP (National Highway Performance Program) – for projects located on the National Highway System
- STBGL (Surface Transportation Block Grant – Local) eligible activities include; preserve, expand, improve, transit, safety, bridge, enhancement, and studies in areas outside of the urban boundary.
- TAU – Transportation Alternatives Program – Non-motorized forms of transportation including sidewalks, bicycle infrastructure, pedestrian and bicycle signals
- Economic Development Category C (EDC) – State – expand projects
- Section 5307 – urbanized transit program
- Section 5310 – Transit – Enhanced Mobility of Seniors and Individuals with Disabilities
- Section 5311 – Transit – Formula Grants for Rural Areas
- Section 5339 – Transit – Bus and Bus Facilities
- Flex Funds – The FAST Act allows for the “flexing of funds” between highway and transit projects. If the MPO decides that it is in its best interest to shift dollars to either transit or highway interests, an application to “flex” funds will be submitted to FTA and FHWA for their approval prior to obligating these funds.
- CM/CMG – Congestion Mitigation/Air Quality (CMAQ)

Initiation of projects shall be the responsibility of the appropriate implementing agency having jurisdiction of the facility. All projects to be funded with Federal Transportation funds must be in conformity with applicable federal rules and regulations. Citizen input shall be obtained during the call for project period and through a public hearing process that shall be held prior to the Metropolitan Planning Organization (MPO) finalizing the TIP.

Financial Constraint

Projects to be included in the TIP shall be consistent with the federal, state, and local allocations or fund balance. Funds and funding sources must be reasonably available.

Although projects may be moved between years within the TIP, the funding must remain in the year it was programmed.

Implementation of projects from the TIP will be on a first-come, first-served basis within each funding source until obligational authority is expended.

Plan Preparation Guidelines

It will be the policy of the Technical Advisory Committee (TAC) to direct all agencies submitting projects for consideration to include the items listed below as part of the Preserve, Safety and Expand applications, and that the associated costs be submitted in the application and considered in the evaluation.

- Drainage structures (curb and gutter or shoulders and ditches),
- Signs and markings,
- Traffic signals,
- Base improvements,
- Guardrail,
- Provision of adequate lateral clearance,
- Safety Improvements
- ADA Accessibility
- Access Management
- Any other items that are needed to complete a properly designed road project

Preliminary and Construction Engineering Guidelines

Construction engineering costs up to 15% (of the construction cost) and preliminary engineering cost up to 10% (of the construction cost) will be allowed as part of the application for TIP projects, and are therefore eligible for federal funds. If preliminary and/or construction engineering is applied for, construction must be scheduled within the next three (3) years of the TIP. Applicants using federal funds for engineering services should be aware that potential conflict of interest issues could arise when obtaining engineering services. Please refer to MDOT for detailed guidelines on conflict of interest concerning engineering services.

The request for either of these funds must be identified in the application, and can't have already taken place. The agency will not be reimbursed for work that has already taken place prior to the approval of the current TIP. All work must follow the MDOT Engineering Procurement Procedures.

Project Construction Guidelines

The project construction costs are pro-rata (not capped) at the funding levels as identified in the approved TIP for any projects using local federal funds (**STBG, STBG Flex, STBGL, NHPP and EDC-State**).

Administrative Modification (also called an Adjustment)

An administrative modification to the TIP will be defined as:

1. Change in the project year
2. Change in funding type
3. Change in the terminus less than ½ mile (2,640 feet)
3. Total project cost increases or decreases less than 25%

An administrative modification does not require formal approval by TAC or GCMA.

Amendment Policy

An amendment to the TIP will be defined as:

1. Project added or deleted
2. Change in the scope
3. Change in the terminus more than ½ mile (2,640 feet)
4. Cost of the project increases or decreases by 25% or more

An amendment to the TIP will be brought to the Technical Advisory Committee (TAC) and the Genesee County Metropolitan Alliance (GCMA). An amendment will require action by both TAC and GCMA following the requirements established in the Public Participation Plan (PPP).

The MPO must approve the TIP and TIP amendments as being in compliance with the State Implementation Plan (SIP) and the Clean Air Act Amendments (CAAA) as stated in 40 CFR part 51 of the Transportation Conformity Air Quality Rule.

Changes to projects in General Program Accounts (GPA) will follow approved State of Michigan GPA guidelines.

These guidelines outline the fundamental amendment triggers for Genesee County projects. However, other project changes may trigger a federal TIP amendment. A more detailed listing of federal amendment triggers can be found on the TIP portion of the GCMPC website.

Reprogramming Policy

The following policy shall apply to reprogramming existing funds within the current TIP.

- A. If the project has not held a grade inspection by March 1st of the assigned fiscal year, the funds will be recaptured and distributed to any project in the current TIP that has the ability to obligate the funds in the current fiscal year.
- B. If the project has not been obligated by MDOT by May 15th of the assigned fiscal year, the funds **may** be recaptured and distributed to any project in the current TIP that has the ability to obligate the funds in the current fiscal year.
- C. If the federal funds being obligated are below the original estimate, the additional funds will be recaptured and distributed to any project in the current TIP that has the ability to obligate the funds in the current fiscal year.
- D. In the event additional funds become available, projects in the succeeding year will be eligible based on available funding and their ability to meet deadlines for obligation.
- E. Rescheduled or withdrawn TIP projects will be eligible for reinstatement after 2 years. Local projects that are withdrawn or rescheduled from the TIP by the local jurisdiction must receive MPO approval to avoid a two-year reinstatement restriction.
- F. All reprogramming recommendations shall be completed under the established process for amending the TIP.

Policy if Project Costs Exceed Programmed Costs

In the event that project costs exceed those stated in the TIP, the following procedures will be taken by the MPO:

1. Money shall be taken from another uncommitted project of the local unit irrespective of fiscal year. There is also the option to do an Advance Construct project using future funds awarded to that local unit. The project losing funding may need to be revised to accommodate new funding levels. If the project can't be revised due to the updated funding levels, the project will need to be withdrawn and reinstated after two years.
2. If the local jurisdiction has no other project in that year from which to draw funds, money can be taken from the project with the lowest TIP score (which is not committed to contract). The project losing funding will be moved to the succeeding year's TIP.
3. If cost overruns occur on the final eligible project, the project will be moved to the succeeding TIP year. If funding remains, the succeeding year's projects will then be available based on remaining funding.

In the event additional funds become available, the current year's projects will have priority.

Policy for Flexing Funds

The FAST Act allows for the flexibility of funds to be shifted between highway and transit projects. If the MPO decides that it is in its best interest to shift dollars to either transit or highway interests, applications to transfer funds must be submitted to FTA for their approval prior to obligating these funds. The FTA must determine that all Americans with Disabilities Act (ADA) requirements are met by the local transit authority before transit funds can be flexed.

Expand Projects **U.C. ACT 231 OF 1987**

As part of the ongoing transportation planning process in Genesee County, GCMPC staff developed a Congestion Management Process (CMP) in conjunction with MDOT, local jurisdictions and road agencies along with the Mass Transportation Authority. The CMP identifies congested road segments and intersections in Genesee County. Road agencies seeking funding for road expansion must consult the CMP, which is integrated into the 2040 Long Range Transportation Plan, as all expand projects must be part of the CMP to be eligible for funding.

In order to submit an expand application, a project for through capacity must qualify for urban congestion funding and meet the following criteria:

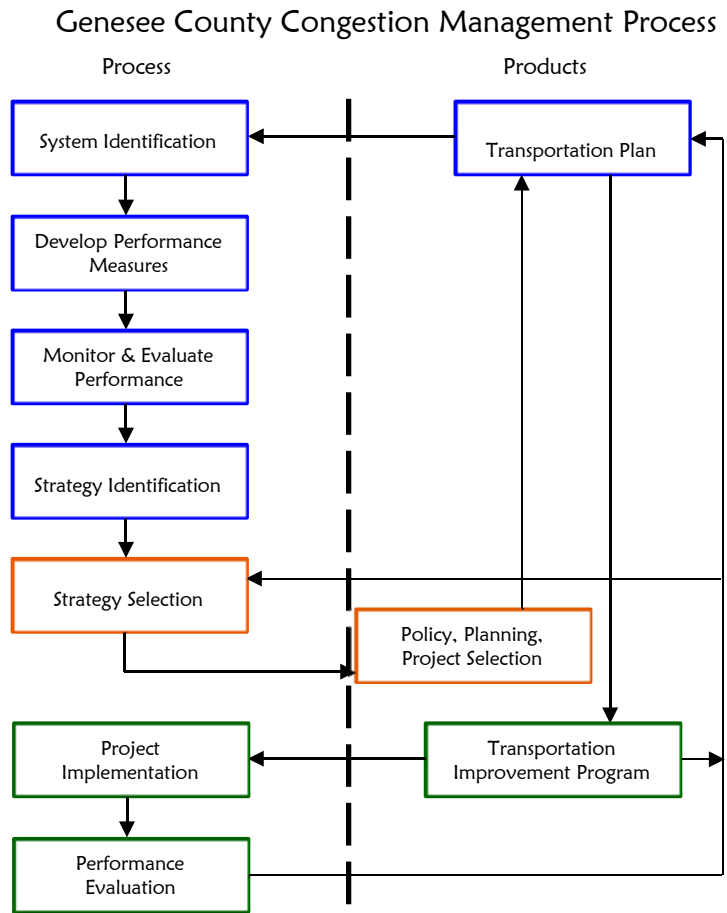
- a) If the segment of the roadway is two-lane, it must have an average daily traffic (ADT) count of at least 10,000 vehicles, or an ADT of 25,000 vehicles for a four lane segment of roadway as of July 1, 1993.
- b) The segment of roadway must have the functional classification above local road and/or rural minor collector.
- c) The road must be Federal Aid Eligible
- d) Improvements must be of a lasting nature (not maintenance improvements)
- e) Local road agencies that are seeking to make capacity improvements must provide documentation that Strategies #1 through #4 from the CMP toolbox have been used, and they must identify those results. If the LRA has exhausted all appropriate strategies for their corridor, then adding capacity may be considered as a final step.

All reconstruction and expansion projects require non-motorized improvements where feasible.

Congestion Management Process (CMP) – IMPLEMENTATION PLAN

System Identification





Through a CMP literature review during the last LRTP update, it was found that most other MPOs use the federal-aid road network to define the CMP network. The CMP network was expanded from the select group of corridors used in the previous CMP to include the entire federal-aid road network. This network was used to evaluate congestion on a system-wide basis for the base year and horizon year of the Long Range Transportation Plan. In the future, staff may identify specific corridors within the network for further analysis.



Develop Performance Measures

GCMA uses “Level of Service” (LOS) as a performance measure for congestion in the CMP. The LOS is derived from volume to capacity ratios as illustrated in the following table. A grade of “A” through “F” is assigned to all roadways in the CMP network. Roadways assigned a LOS “A” demonstrate free-flow traffic while LOS “F”, being the worst rating, signifies a system failure where the roadway is completely shut down with congestion. The LOS on any given roadway in the CMP network was calculated through the use of the Genesee County Urban Travel Demand Model. Staff will continue the use of this performance measure to evaluate congestion on Genesee County roadways in future analysis.

Volume to Capacity Severity Ranges

Volume to Capacity Severity Ranges	Volume to Capacity Ratio	Operating Conditions Severity	Level of Service (LOS)	STABLE FLOW
	0 to 0.84	Traffic at free to stable flow	A-C	
	0.85 to 0.99	High density of traffic, but stable flow (Approaching Congestion)	D	
	1.00 to 1.24	Unstable flow – lower speed some stops	E	
	1.25 and greater	Forced or breakdown traffic flow – many stops	F	CONGESTED

Monitor and Evaluate Performance

An inventory identifying the current performance of the roadway was built to begin to properly monitor the roadway performance within the CMP network. The LOS on any given roadway in the CMP network is calculated through the use of the Genesee County Urban Travel Demand Model. LOS grades of "A", "B", and "C" are considered congestion-free. An LOS grade of "D" is considered to be approaching congestion along a roadway. A roadway receiving an LOS grade of "E" or "F" is considered congested. Most of the efforts of the GCMA CMP are aimed at relieving congested segments (LOS "E" or "F"), while some proactive efforts will be investigated to mitigate future congestion along those roadways approaching congestion (LOS "D").

A Speed Study Performance Program was implemented in 2008 and concentrated on select roadways and corridors that are slated for improvement projects in the Long Range Transportation Plan (LRTP) and the Transportation Improvement Program (TIP) to help evaluate roadway performance. To build an adequate inventory of data, staff included a survey of select high-volume, congested corridors in Genesee County. To monitor the future performance on a system-wide basis, LOS grades will be re-determined during every Long Range Transportation Plan update. As a system-wide benchmark for the CMP, the GCMA will manage the network to operate at a LOS "D" or better.

Strategy Identification

The GCMA CMP includes five different strategy categories that could be used to manage congestion in Genesee County. The structure of the CMP "toolbox" has the strategies assembled for use in a top-down approach. This approach ensures that solutions that reduce or shift auto trips or improve roadway operations are evaluated before adding roadway capacity. Congestion Management solutions will include the implementation of Transportation System Management (TSM), Travel Demand Management (TDM), and Intelligent Transportation System (ITS) improvements. Staff used the toolbox to determine if the strategies presented in the proposed projects were indeed suitable to help manage congestion in Genesee County.

Congestion Mitigation and Air Quality (CMAQ) Program Local Funding Priorities

The Federal CMAQ Program was created to provide a link between transportation legislation and the Clean Air Act Amendments of 1990 (CAAA). The primary purpose of the CMAQ program is to fund projects and programs in non-attainment areas that reduce transportation related emissions and contribute to attainment of the National Ambient Air Quality Standards (NAAQS). Individual projects must show emission reductions in order to be eligible for CMAQ Program funds. CMAQ Program funds may not be used as replacement funding for transportation activities that would normally be undertaken.

The Genesee County Metropolitan Alliance (GCMA) is given authority by the Michigan Department of Transportation (MDOT) to allocate the local portion of Congestion Mitigation and Air Quality (CMAQ) program funds. FY 2020 CMAQ projects have already been programmed in the TIP. For FYs 2021 through 2023, the funding is estimated to be approximately \$782,748 per year. Funding will be awarded (until funds run out) to projects that provide the greatest amount of pollution reduction in each of the four categories below. For example, Category 1 projects will compete only with each other, Category 2 projects will compete only with each other, etc.

Fiscal Year (FY) 2021-2023 CMAQ Funding Priorities

- Projects must be from eligible local road agencies, transit agencies, and planning agencies for the FY 2021-2023 CMAQ Program
- Projects must meet all existing criteria for eligibility determination
- Small variations on the targets (+/- 5%) may be needed to balance out the total CMAQ funds for the entire non-attainment area
- Lapeer County and MDOT funds are chosen separately from this process. This process applies to Genesee County local projects only

Category 1--Intersection Improvements

- Corridor improvements can be funded at up to 100% federal funds; 0% local match. Single intersection projects will be funded at 80% federal funds, 20% local match.
- Roundabouts are funded at 100% federal funds; 0% local match.
- Intersection improvements can account for up to 37.6% of the total project funding available for local Genesee County CMAQ projects when combined with all four years of funding or as one individual year's worth of projects
- Estimated funding for FYs 2021-2023 is \$294,409 per year
- If the corridor involves signal timing of MDOT intersections, it is recommended to request a partnership project with MDOT participation from the MDOT available CMAQ funds
- Priority will also be given to corridors that have not received CMAQ funding in the past or need additional funding in order to complete a previously awarded CMAQ project

Category 2--Transit Projects

- Funded at 80% federal funds; 20% local match
- Transit projects can account for up to 37.6% of the total project funding available for local Genesee County CMAQ projects when combined with all four years of funding or as one individual year's worth of projects
- Estimated funding for FYs 2021-2023 is \$294,409 per year
- Projects for low emission vehicles and diesel retrofits will be given priority

Category 3--Non-Motorized Transportation Projects

- Funded at 80% federal funds; 20% local match
- Non-motorized transportation projects can account for up to 12% of the total project funding available for local Genesee County CMAQ projects when combined with all four years of funding or as one individual year's worth of projects
- Estimated funding for FYs 2021-2023 is \$93,930 per year
- Projects that do not require right-of-way acquisition will be given priority, as will projects being constructed in conjunction with a road project, and projects connecting to an existing non-motorized facility
- Project can include bike lanes and 10-foot non-motorized paths
- Project must provide a transportation benefit, not for recreational purposes only
- Scoring Criteria (100 points total)
 - A. 80 points - VOC ranking – best air quality benefit project receives most points
(Top VOC ranking receives 80 points, second project receives 75 points, third VOC ranking project, receives 70 points, and so on in 5 point intervals)
 - B. 10 points - constructed in conjunction with a road project
 - C. 10 points - projects connecting to an existing non-motorized facility
 - D. Projects that require right-of-way acquisition will automatically move to the bottom of the prioritized list.

Category 4--Ridesharing, Vanpooling and Carpooling Programs

- Funded at 100% federal funds; 0% local match
- Ridesharing, vanpooling, and carpooling programs can account for up to 12.8% of the total project funding available for local Genesee County CMAQ projects when combined with all four years of funding or as one individual year's worth of projects
- Estimated funding for FYs 2021-2023 is \$100,000 per year
- Must be an area-wide program

Category	Percentage of Funding	Estimated Funding Per Year for FYs 2021-2023
Intersection Improvements	37.6%	\$294,409
Transit	37.6%	\$294,409
Non-Motorized	12.0%	\$93,930
Rideshare, Vanpooling, Carpooling	12.8%	\$100,000
	100%	\$782,748