

**Genesee County Metropolitan Planning Commission
Metropolitan Alliance Committee (METRO)**

**Wednesday, June 16, 2021
7:00 P.M.**

**Conference Call Meeting
Due to Coronavirus Concerns**

Join Zoom Meeting:
<https://geneseecountymi.zoom.us/j/866436801>
Dial-in Number: (312) 626-6799
Participant Code: 866 436 801#

AGENDA

- I. Call to Order
- II. Roll Call
- III. Minutes
 - ***A. Minutes of the May 19, 2021 Regular Meeting (attached)
- IV. Old Business
 - A. Genesee County Roundabout Implementation Study Update (presentation)
 - B. Genesee County Road Commission Update (presentation)
 - C. PASER Data Collection Update (presentation)
- V. New Business
 - A. FY 2022 Transportation Improvement Program Update (attached)
 - B. FY 2023-2026 Transportation Improvement Program (attached)
 - ***C. FY 2020-2023 Transportation Improvement Program Phase Delay Acknowledgement (attached)
- VI. Other Business
- VII. Announcement
- VIII. Adjournment

*****Action Item**

NEXT MEETING – July 21, 2021 at 7:00 P.M.

**GENESEE COUNTY METROPOLITAN ALLIANCE
Regular Meeting Minutes
Wednesday, May 19, 2021, 7:00 p.m.**

MINUTES

The Genesee County Metropolitan Alliance Committee met at 7:00 p.m. on Wednesday, May 19, 2021, in a Zoom meeting conference call format due to Coronavirus concerns.

I. CALL TO ORDER

Chairperson Johnson called the meeting to order at 7:04 p.m.

II. ROLL CALL

Members present and absent were noted as follows:

<u>UNIT REPRESENTED</u>	<u>MEMBERS PRESENT</u>	<u>MEMBERS ABSENT</u>
Genesee County	Commissioner Meredith Davis (Flushing Twp, Genesee County) Commissioner Debra Newman (Swartz Creek, Genesee County)	
City of Burton		Danny Wells Gregory Fenner
City of Clio	Duane Mosher (City of Clio, Genesee County)	
City of Davison City of Fenton	Patricia Lockwood (City of Fenton, Genesee County)	Eric Wiederhold Bonnie Bare Mayor Tim Bishop
City of Flint	Mark Adas (Grand Blanc, Genesee County)	Sean Sage Mayor Sheldon Neeley John Daly
City of Flushing		Brooke Good Tony Nowiski Chris Douglas Mayor Susan Soderstrom Don Becker
City of Grand Blanc		
City of Linden	Ray Culbert (City of Linden, Genesee County)	Ellen Glass
City of Montrose	Mark Richard (City of Montrose, Genesee County)	
City of Mt. Morris City of Swartz Creek	John Gilbert (City of Swartz Creek, Genesee County) Robert Plumb (City of Swartz Creek, Genesee County) Nate Henry (City of Swartz Creek, Genesee County)	Dennis Heidenfeldt

Argentine Township		Brian Saad Leslie Renckly Shirley Kautman-Jones Paulette Johnson Katie Vick
Atlas Township		
Clayton Township	Shelley Thompson (Clayton Twp, Genesee County)	
Davison Township		Tom Spillane Matthew Karr
Fenton Township	Travis Howell (Davison Twp, Genesee County) Kade Katrak (Fenton Twp, Genesee County)	
Flint Township		Andrew Marko Robert Kesler Karyn Miller
Flushing Township	John Whiteside (St. Clair County, Michigan)	
Forest Township	Bill Bain (Flushing Twp, Genesee County)	Frederick Thorsby Mary Ann Price Rocky Fowler Lee Purdy Diane Hyrman
Gaines Township		
Genesee Township	Tod Sorensen (Genesee Twp, Genesee County) Robin Ackerman (Genesee Twp, Genesee County)	
Grand Blanc Township		Joel Feick Monica Shapiro
Montrose Township	Tom Tithof (Montrose Twp, Genesee County)	
Mt. Morris Township		Mark Emmendorfer Michele Loper
Mundy Township	Robert Johnson (City of Flint, Genesee County)	
Richfield Township		Elmer Wilson Kimberly Jimenez Shane Towne Debra Ridley
Theftord Township	Gerry Masters (Richfield Twp, Genesee County)	
Vienna Township	Pam Faris (Vienna Twp, Genesee County)	
Goodrich Village		Sherry Moore Angie Adamec Melissa Schluentz
Otisville Village		
Otter Lake Village		
Lennon Village		Joan Skias

Gaines Village

Samuel Stiff
Bruce Ferris
Valerie Delauty
Andrea Dewey
Aaron Dawson
Jeff Wright

Federal Highway Admin

Gen Cty Drain Comm
Gen Cty Road Comm

Alex Patsy
(City of Flushing, Genesee County)

GCMPC
Mass Trans Authority

Derek Bradshaw
Ed Benning

Mich Dept of Trans

Shawnice Dorsey
(City of Flint, Genesee County)
Anita Boughner
(Brighton, Livingston County)
Jay Reithel
(Saginaw Twp, Saginaw County)

Steven Katenhus
Trevor Block
Carissa McQuiston

OTHERS PRESENT: Amber Abbey, Jason Nordberg, Sharon Gregory, and Nichole Odette.

III. MINUTES OF THE APRIL 21, 2021 REGULAR MEETING

Motion: Action: Approve, **Moved by** Travis Howell, **Supported by** Gerald Masters, to approve the minutes of the April 21, 2021 regular meeting as presented.

Motion carried unanimously.

IV. OLD BUSINESS

A. FY 2022 Unified Work Program (UWP)

Sharon Gregory stated that the Unified Work Program (UWP) describes all transportation planning activities for FY 2022 and identifies the funding sources and agencies involved in these activities. The primary activities will focus on the implementation of the 2045 Long Range Transportation Plan (LRTP) and 2020-2023 Transportation Improvement Program (TIP), and the development of the 2023-2026 Transportation Improvement Program (TIP). Other activities will include performance measure monitoring and updates, transportation related data collection, building permit collection, transit planning, non-motorized planning, safety data analysis, and pavement data analysis. The Technical Advisory Committee (TAC) is recommending approval of the FY 2022 Unified Work Program (UWP).

Motion: Action: Approve, **Moved by** Robert Plumb, **Supported by** John Whiteside, to approve the FY 2022 Unified Work Program (UWP) and to authorize Derek Bradshaw to sign all contracts and agreements related to the work program and Chairperson Johnson to sign the Resolution Approving the FY 2022 Unified Work Program.

Motion carried unanimously.

B. Genesee County Roundabout Implementation Study Update

Sharon Gregory explained that Rowe Professional Services Company is approximately halfway through the early engineering phase, which includes simulations of both the

existing conditions and proposed roundabout conditions, drone video of the intersections, and relevant design features. Rowe will be working on recommendations for roundabout suitability which will be included in a written report. A stakeholder meeting is being planned for June and staff will notify the Metropolitan Alliance members once the date has been set. The Roundabout Study is on-track to be completed by the end of September.

V. NEW BUSINESS

A. FY 2020-2023 Transportation Improvement Program (TIP) Amendment #16

Sharon Gregory stated that this amendment proposes to add seven projects and abandon two projects. The added projects include four from MDOT, one from the MTA, one from the GCRC, and one from the City of Burton. The two abandoned projects are from the City of Flint and MDOT. This amendment meets the financial constraints of the TIP and will have no disproportionately high or adverse impacts to any of the identified Environmental Justice populations. This amendment also meets the Clean Air Act and Transportation Conformity rules. The Technical Advisory Committee is providing a recommendation to endorse FY 2020-2023 Transportation Improvement Program (TIP) Amendment #16.

Motion: Action: Approve, **Moved by** John Whiteside, **Supported by** Travis Howell, to approve the FY 2020-2023 Transportation Improvement Program (TIP) Amendment #16 as presented.

Motion carried unanimously.

B. FY 2021 UWP Amendment #2

Sharon Gregory stated that this amendment is proposing to decrease Transit Planning funds by \$178,121.23 in federal funding and \$39,497.87 in local MTA match funding for a total decrease of \$217,619. This funding will be reprogrammed in the FY 2022 UWP for transit studies. The Technical Advisory Committee (TAC) is recommending approval of approval for Amendment # 2 to the FY 2021 Unified Work Program (UWP).

Motion: Action: Approve, **Moved by** Ray Culbert, **Supported by** Patricia Lockwood, to approve the FY 2021 Unified Work Program Amendment #2 as presented.

Motion carried unanimously.

VI. OTHER BUSINESS

None

VII. ANNOUNCEMENTS

Bill Baine congratulated Debby Compton on her retirement and Jacob Maurer on his new job at the Parks and Recreation Commission and asked when this group might meet in person. Jason Nordberg replied that we are still following the County's protocol for meetings.

Mark Richard asked if there would be meetings in July and August. Jason Nordberg explained that although the Metropolitan Alliance does not typically meet during July

and August, we need to keep those dates on the schedule in case there are action items. Cancellations will be sent to members a week prior to the scheduled meeting.

Anita Boughner asked if there were any remaining FY 2021 funds to be obligated, as the state's non-rural funding is over 96% obligated. Jason Nordberg stated that all FY 2021 projects have been obligated.

Alex Patsy stated that the City of Swartz Creek's Genesee Valley Trail project may not be obligated yet. Jason Nordberg explained that the TAP funded projects have more flexibility in moving them to a different year if necessary.

Kade Katrak asked if future meetings will be at 1101 Beach Street, the County Administration building. Jason Norberg replied yes.

VIII. ADJOURNMENT

Chairperson Johnson advised that the next meeting will be held on June 16, 2021 at 7:00 p.m.

Chairperson Johnson adjourned the meeting at 7:23 p.m.

Respectfully submitted,
Nichole Odette, Secretary
Genesee County Metropolitan Planning Commission

MEMORANDUM

TO: Members of the Genesee County Metropolitan Alliance

FROM: Sharon Gregory, Lead Planner
Genesee County Metropolitan Planning Commission

DATE: June 16, 2021

SUBJECT: **FY 2022 Transportation Improvement Program (TIP) Update**

Fiscal Year (FY) 2022 officially starts on October 1, 2021. During the summer, staff will be contacting all road and transit agencies that have FY 2022 TIP projects to discuss them and see if any issues are anticipated. TIP project status meetings will be held to make sure all projects are moving forward in a timely manner. Obligational authority ran out in May this year and we anticipate that it may run out early again in FY 2022. Please do all you can to make sure your projects are ready for obligation as early as possible in FY 2022.

The MDOT Local Agency Programs (LAP) project schedule for FY 2022 is attached. This guide shows the key dates for the development of FY 2022 TIP projects. Since funding ran out in May this year, plan to obligate before May in FY 2022.

Please contact Alicia Williams, Planner, by phone (810) 766-6564 or e-mail awilliams1@geneseecountymi.gov regarding any questions related to FY 2022 TIP projects.

**Local Agency Programs (LAP)
FY 2022 Project Planning Guide
May 2022**

	SUBMIT NEPA DOCUMENTATION (MDOT FORM 5323) TO LAP, 2-6 MONTHS BEFORE GI SUBMITTAL. DATES SHOWN HERE ARE APPROXIMATELY 4 MONTHS PRIOR TO GI SUBMITTAL DATES	FOR BRIDGE PROJECTS, SUBMIT TYPE, SIZE, AND LOCATION (TS&L) DOCUMENTS TO LAP		SUBMIT ACCEPTABLE GRADE INSPECTION PACKAGE TO LAP	APPROXIMATE GRADE INSPECTION MEETING DATE		SUBMIT FINAL ROW CERTIFICATION (ATTACHMENT B) TO LAP	SUBMIT FINAL DOCUMENTS TO LAP	LAP FORWARDS FINAL SUBMITTAL TO SPECS & ESTIMATES	LETTING DATE								
<p>LA begins Project Design. Prepare NEPA Form 5323, and forward to MDOT LAP between 2 and 6 months before GI submittal.</p> <p>Also begin utility notification and coordination, coordination with railroads if applicable, coordination with MDOT for traffic and pedestrian signal work, permit application, property acquisition, etc.</p>		03/29/21	M	<p>LA places GI documents in ProjectWise, including Requests for design exceptions or variances, Diagonal parking study and analysis, Diagnostic Safety Team Review for rail crossings, and similar documentation, and notifies LAP staff engineer.</p>	05/03/21	M	06/02/21	W	<p>LA addresses SHPO and NEPA review and GI comments; prepares final plans, special provisions, and cost estimates; obtains property, permits, and approvals; and forwards all documents to LAP</p>	07/02/21	F	07/16/21	F	08/06/21	F	10/01/21	F	
		05/03/21	M		06/07/21	M	07/07/21	W		08/06/21	F	08/20/21	F	09/10/21	F	11/05/21	F	
	03/08/21	M	06/01/21		M	07/06/21	T**	08/04/21		W	09/03/21	F	09/17/21	F	10/08/21	F	12/03/21	F
	04/12/21	M	07/06/21		T**	08/09/21	M	09/08/21		W	10/08/21	F	10/22/21	F	11/12/21	F	01/07/22	F
	05/11/21	M	08/02/21		M	09/07/21	T**	10/06/21		W	11/05/21	F	11/19/21	F	12/10/21	F	02/04/22	F
	06/07/21	M	08/30/21		M	10/04/21	M	11/03/21		W	12/03/21	F	12/17/21	F	01/07/22	F	03/04/22	F
	07/06/21	T**	09/27/21		M	11/01/21	M	12/01/21		W	01/03/22	M**	01/14/22	F	02/04/22	F	04/01/22	F
	08/09/21	M	11/01/21		M	12/06/21	M	01/05/22		W	02/04/22	F	02/18/22	F	03/11/22	F	05/06/22	F
	09/07/21	T**	11/29/21		M	01/03/22	M	02/02/22		W	03/04/22	F	03/18/22	F	04/08/22	F	06/03/22	F
	10/04/21	M	12/27/21		M	01/31/22	M	03/02/22		W	04/01/22	F	04/15/22	F	05/06/22	F	07/01/22	F
	11/08/21	M	01/31/22		M	03/07/22	M	04/06/22		W	05/06/22	F	05/20/22	F	06/10/22	F	08/05/22	F
	12/06/21	M	02/28/22		M	04/04/22	M	05/04/22		W	06/03/22	F	06/17/22	F	07/08/22	F	09/02/22	F
	01/10/22	M	04/04/22		M	05/09/22	M	06/08/22		W	07/08/22	F	07/22/22	F	08/12/22	F	10/07/22	F
	02/07/22	M	05/02/22		M	06/06/22	M	07/06/22		W	08/05/22	F	08/19/22	F	09/09/22	F	11/04/22	F

Please Note:

See the attached guidance use document, "Local Agency Program (LAP) Project Planning Guide"

** date adjusted for holiday

Dates shown for NEPA document submittal are generally 4 months before GI submittal. However LAP recommends NEPA submittal 2-6 months before GI submittal

All bridge projects (bridge replacement and major rehabilitation regardless of funding) require a TS&L submittal.

For projects that may require an Environmental Assessment (EA), submit the EA document to LAP at least one year prior to submitting the Program Application.

For projects which FHWA has identified as Projects of Divisional Interest (PODI), submit Plans, Proposal, and Estimate to LAP at least two weeks prior to the dates shown in this guide.

Local Agency Program Project Planning Guide May 2021

The goal of this document is to discuss the project development process for local agency projects let by Michigan Department of Transportation (MDOT). The suggested time frames below can vary due to the differences in complexity of projects; however, experience shows that local agency projects have a life cycle similar to that outlined below, from initial submittal to the desired letting date. The schedule does not account for or presume that sufficient federal fund obligation authority will be available during a given fiscal year. Such obligation authority availability may affect the project schedule by delaying the project, or possibly causing the project to be withdrawn or cancelled due to lack of sufficient funding.

Please note that this schedule does not apply to special funding programs such as the Emergency Response (ER) program, or to innovative delivery methods such as design-build and fixed-price-variable-scope (FPVS) projects. For potential non-design-bid-build projects, please contact the MDOT Local Agency Program (LAP) Supervisor or the MDOT Innovative Contracting Unit Supervisor.

26+ Weeks Before Desired Letting Date – Local Agency Begins Project Design:

- Complete and submit National Environmental Policy Act (NEPA) Requirements Form, MDOT Form 5323, available at [5323](#). For projects that may require an Environmental Assessment (EA), submit the EA document to LAP at least one year before making the Grade Inspection (GI) submittal.
 - MDOT Form 5323 is required for all projects. For all projects which include two or more job numbers, submit one 5323 form to include the entire project.
 - The timeframe for submittal will be dependent on the complexity of the project and is currently recommended at 2 to 6 months prior to the GI submittal. The additional time is needed so that MDOT can review and approve the NEPA classification for the project.
 - Submit the completed Form 5323 to the appropriate LAP Project Development Engineer (PDE). The PDE will begin reviewing the form and will reply with comments.
 - After the PDE receives the Form 5323, MDOT will create a ProjectWise (PWZ) folder for the project upon receipt. If additional permissions for folder access are needed, please request these permissions in your submittal. **PLEASE DO NOT MAKE A SEPARATE REQUEST TO MDOT, OR THE MDOT PROJECTWISE TEAM, FOR CREATION OF THE PROJECTWISE FOLDERS.**
- Complete Public Stakeholder Involvement- at a minimum, as required by NEPA and project type.
- Complete Utility Notification and Coordination.
- Begin Property Acquisition, if needed.
- Prepare an application for a Section 106 review and submit the application to the Michigan State Historic Preservation Office (SHPO). Reminder: The application must be completed by an individual/firm that meets the SHPO's qualifications. Also contact representatives of the 12 recognized Tribal Governments if required, request their input in

the project, and maintain records of the correspondence. Because each tribal government is a recognized sovereignty, contacts must be between governmental units. Therefore, the Act 51 Local Agency, which is a governmental unit, must make the tribal contact, and the local agency's consultant or any other designated person or group, shall not make the contact.

- Complete all soil investigation and geotechnical study tasks as required, for structures including bridges, boardwalks, and retaining walls; proposed signal poles; and watermain and sewer work).
- Prepare and submit applications for necessary permits, and coordinate with other agencies and departments (U.S. Army Corps of Engineers, MDOT, other local agencies, etc.).
- If a railroad is located within the project limits or on an alternate or detour route, contact the railroad owner for concurrence, determine if a Diagnostic Safety Review (DSTR) meeting is needed, attend the meeting as necessary, and incorporate the DSTR recommendations into the design package. A guide for railroad requirements can be found on the LAP website (www.michigan.gov/mdotlap), at [Railroad Crossing Within or Near Project Limits](#) .
- If a MDOT signal, beacon, actuation devices, or other types of controllers or facilities are present within the project limits or on an alternate or detour route and any work is proposed to the devices (including pedestrian signals and devices, traffic loops, signal bagging, signal timing), contact your LAP Staff Engineer to submit a layout request to the MDOT Signal Unit. **A MDOT prequalified engineering firm will be required to complete all design work on such items located within the MDOT right of way, except for in-kind replacement of loops.**
- Begin compiling data required for completion of the Work Zone Safety and Mobility checklists.
- Complete a diagonal parking study, if needed.
- If combining work with an adjacent MDOT Trunkline project, contact the local TSC to begin design coordination.
- Confirm the project is listed correctly in the Statewide Transportation Improvement Plan (S/TIP), including the project location, limits, work type, project funding, and the fiscal year for which the funding is proposed to be obligated.
- For bridge projects proposing bridge replacement or major rehabilitation regardless of the funding source, prepare a Type, Size and Location (TS&L) and forward it to the appropriate LAP Staff Engineer, at least 5 weeks prior to submitting the grade inspection documents.

20+ Weeks Before Desired Letting Date – GI Submittal:

- Prepare an acceptable Grade Inspection (GI) submittal package, including but not limited to, the correct program application, project construction plans (no less than 80% complete), preliminary construction cost estimate in both .pdf and .xml file formats, unique special provisions, progress clause, Special Provision for Maintaining Traffic, HMA Application Estimate, coordination clauses as necessary, all necessary reviews and studies (railroad DSTR, crash history reports and analyses, diagonal parking study, etc), and requests for design exceptions or variances. Be sure to include all pages of the program application, even if no information is needed on individual pages. Also include

Attachments A and B, summarizing the property acquisition, included in the program application.

- Place the GI submittal files in Folder 3 of PWZ
- Notify the appropriate LAP Staff Engineer of the GI submittal by email. If you use the state change process in PWZ, then PWZ will generate a notification email. Please ensure that the email has the correct LAP Staff Engineer listed, and that the email is sent.
- The LAP Staff Engineer (or as-needed consultant) will contact the local agency to schedule the GI meeting. The meeting typically occurs 15-30 days after LAP receives an acceptable GI submittal.
- Complete property acquisition, including such instruments as temporary permits to construct and permanent easements. Update and complete Attachments A and B as necessary, Add the updated and signed Attachment "B" pages of the program application to Folder 3 of PWZ and notify the LAP Staff Engineer as soon as possible, but no later than 13 weeks before the desired letting date.

13+ Weeks Before Desired Letting Date – Submit Final Package:

- Ensure that all necessary S/TIP amendments or modifications have been completed and approved.
- Prepare the checklist of Frequently Used Special Provisions (FUSP), Special Specifications (SS), and Notice to Bidders (NTB), found at <https://mdotcf.state.mi.us/public/dessssp/spss/index.cfm?cookietest=true>
- Prepare final documents based on the GI meeting comments, including, but not limited to, the final construction plans, itemized construction cost estimate in both xml and pdf formats, unique special provisions, and all other proposal documents, all with all GI comments addressed.
- Place all final documents, including those items listed in this section above, as well as all approved necessary permits, certification that all matching funds are secured, ADA compliance certification, and other final documents as necessary, in Folder 4 of PWZ.
- Notify the appropriate LAP Staff Engineer of the GI submittal by email. If you use the state change process in PWZ, then PWZ will generate a notification email. Please ensure that the email has the correct LAP Staff Engineer listed, and that the email is sent.
- The Staff Engineer will review the final submittal documents and may have additional comments. Address all final comments made by the staff engineer.
- The Staff Engineer will send the local agency a draft bid package for review. The local agency must send its approval to advertise to the Staff Engineer.
- After all issues have been addressed, the Staff Engineer will request fund obligation. Allow a minimum of 10 business days for the obligation process to be completed.

8 Weeks Before Desired Letting Date – Submittal to Spec & Estimates Unit:

- Staff Engineer will forward the final bid proposal package to the MDOT Spec & Estimates (S&E) unit for its review, to ensure the project meets the desired letting date. If the items in the previous step are not completed in full by this date, the project may not make the desired letting. If the submittal dates are not met during peak bidding times (February-June), then the project may not make the desired letting.

- Note that the Staff Engineer may only have three weeks between the receiving the local agency's final package submittal, reviewing the submittal, adding and compiling the draft bid proposal, and forwarding the draft to S&E. Numerous steps are required by the Staff Engineer during this period to get the project ready for S&E review. If any parts of the local agency's final package are missing or if changes are necessary after final submittal, the project will be in jeopardy of missing the desired letting date. **Submitting your GI and Final Packages early, before the dates shown in the current LAP Project Planning Guide, is encouraged!**
- The S&E review may result in additional comments. The Staff Engineer will forward the comments to the local agency. Quick responses by the local agency to these comments is essential to keep the project on track for the bid letting.

5 Weeks Before Desired Letting Date – MDOT Advertises the Project:

- The Project Planning Guide is prepared assuming that the bid package will be publicly advertised for five weeks. Based on such factors as relative complexity of the project, funding requirements, or other outside considerations, MDOT may advertise the project for a shorter time period but not less than for three weeks before the bid letting date.
- The local agency works with the LAP Staff Engineer, who issues any necessary addenda.

After Bid Letting Date – MDOT Construction Contract Award

- MDOT awards the construction contract for the project, typically within 35 days after contract documents are released to the contractor.
- If the low bid exceeds 10% of the engineer's estimate, the local agency must justify or reject the bids.

MEMORANDUM

TO: Members of the Genesee County Metropolitan Alliance

FROM: Sharon Gregory, Lead Planner
Genesee County Metropolitan Planning Commission

DATE: June 16, 2021

SUBJECT: FY 2023-2026 Transportation Improvement Program (TIP)

The FY 2023-2026 Transportation Improvement Program (TIP) Call for Projects (CFP) is scheduled for this coming fall. The Transportation System Management Subcommittee (TSM) generally starts meeting in late summer to discuss project applications, project scoring, and policies and procedures related to the Call. Staff is also monitoring the proposed transportation reauthorization legislation to replace the FAST Act that expires this September. It seems that most of the transportation programs may remain the same, however, there may be an increase in allocations.

Now is a good time for local road agencies to start thinking about what projects they will be submitting. It is also a good time for local agencies to review the current TIP Policies and Procedures (attached) and see if anything needs to be revised. What worked well during the current TIP, and what did not? In the current TIP, funding was set aside for roads with a PASER rating of 5. This category was intended to provide a lower-cost improvement to help preserve one of our largest categories of road conditions. Do you think this strategy worked? Please provide your comments on the update of the TIP Policies and Procedures to Alicia Williams, Planner, at awilliams1@geneseecountymi.gov.

Staff anticipates that the FY 2023-2026 TIP document will receive final local approval in the summer of FY 2022.

**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.

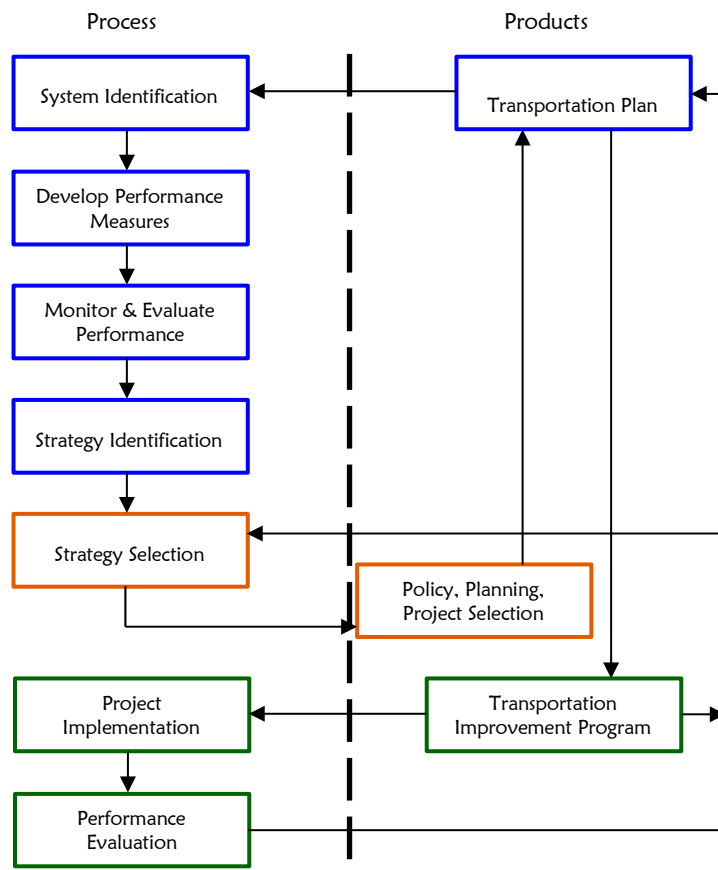
All reconstruction and expansion projects require non-motorized improvements where feasible.

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.





Genesee County Congestion Management Process



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

MEMORANDUM

TO: Members of the Genesee County Metropolitan Alliance

FROM: Sharon Gregory, Lead Planner
Genesee County Metropolitan Planning Commission

DATE: June 16, 2021

**SUBJECT: FY 2020-2023 Transportation Improvement Program Phase
Delay Acknowledgement**

Staff was notified that the Federal Highway Administration (FHWA) is requesting all Metropolitan Planning Organizations (MPOs) to formally acknowledge all projects moving out of the current TIP cycle with the intention to add these projects back into the next TIP cycle. This action is considered a Phase Delay.

Before March 2021, when a TIP line item was delayed from the current TIP cycle to a future TIP cycle, it was a federal amendment with ONLY a Phase Add amendment in the future S/TIP cycle. Now there is a new function called a Phase Delay Amendment that will be processed similar to how the typical TIP Amendment is processed using JobNet.

Three (3) MDOT Trunkline projects have been submitted for a phase delay within the Flint/Genesee MPO region. The projects are identified on the attached document.

At this time the Technical Advisory committee is providing a formal recommendation to the Genesee County Metropolitan Alliance to acknowledge the three MDOT trunkline projects moving out of the FY 2020-2023 TIP that will be added into the FY 2023-2026 TIP at a later date.

FY 2020-2023 Transportation Improvement Program

Project Phases Proposed to be Delayed

Year	MDOT Job Number	Agency	Project	Length	Limits	Description	Phase	Fund Type	Federal	State	Local	Total Cost	Comments
2021	210065	MDOT	M-21	4.1	Morrish Rd. to I-75	Milling and Two Course Asphalt Resurfacing	CON	NH	\$13,096,000	\$2,904,000	\$0	\$16,000,000	Phase Delayed
2022	210086	MDOT	I-475	2.6	Thread Creek to Flint River, and 10 Structure Locations	Road Reconstruction and Bridge Replacement	CON	RBMP, IM	\$10,960,177	\$98,512,998	\$0	\$109,473,175	Phase Delayed
2023	208917	MDOT	I-69	0.0	16 Structures on I-69	Deep, Shallow and Epoxy Overlays, other misc. rehab	CON	IM	\$17,449,175	\$1,938,799	\$0	\$19,387,974	Phase Delayed

IM -- Interstate Maintenance

NH -- Non-Interstate

RBMP --Rebuild Michigan Program (State Bonding Projects)