

**UNIFIED  
WORK  
PROGRAM**

West Michigan Metropolitan  
Transportation Planning Program

**FY 2011**

(October 1, 2010 to September 30, 2011)

West Michigan Shoreline Regional Development Commission  
(WMSRDC)

**July 2010**

*Amended October 20, 2010  
Amended December 15, 2010*

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## I. INTRODUCTION

The Unified Planning Work Program (UWP) for the West Michigan Metropolitan Transportation Planning Program (WestPlan), hereafter referred to as WestPlan or MPO, is an outline of the activities and budgets for the MPO for the October 1, 2010 through September 30, 2011 fiscal year, hereinafter referred to as FY11. It identifies the various transportation planning studies that are to be undertaken and the estimated budget and schedule for each work item. The UWP identifies the agency or agencies responsible for each work item and the distribution of funding and expenditures among those various agencies. All activities and products identified in this document (excluding traffic counts) will be completed by MPO staff.

Separate budget and/or work program documents are prepared annually for local projects involving statewide SPR funds, 49 U.S.C. §5303 funds, 49 U.S.C. §5307 funds, 49 U.S.C. §5313(b) funds, and the Clean Air Action Program funds. Those documents form the basis of funding approval for those funds.

The UWP has been developed by the West Michigan Shoreline Regional Development Commission staff based on continuing studies, the status of activities in the present UWP, and input from the participating agencies and committees. Each year the UWP will be based upon the needs identified in the current MPO Long-Range Transportation Plan, and will describe activities that will bring about achievement of the goals and objectives identified in the long-range plan.

The UWP is approved by the MPO Policy Committee. The UWP is then reviewed by The Michigan Department of Transportation (MDOT), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA). The final document is developed in consideration of state and federal comments, as well as public input.

The preparation of this report has been financed in part through grant[s] from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program, Section 104(f)] of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

## II. METROPOLITAN AREA TRANSPORTATION ISSUES

MDOT and the local Metropolitan Planning Organizations (MPO) have worked together with the federal transportation agencies to provide a continuing, comprehensive, and cooperative planning process. A successful planning program requires continuous review from federal, state, and local agencies and is an ongoing process. The statewide efforts involved in this review are discussed here, as are the efforts of the MPO to implement portions of the planning process.

The process of redefining the roles, responsibilities, and expectations of all parties began in earnest with a workshop in February of 1997, and continued through the forum of the 3-C Transportation Planning Directors' Association, now referred to as the Michigan Transportation Planner's Association (MTPA). This Association, encompassing all of the Michigan MPO's, MDOT, and FHWA, has served as the venue for discussion.

Through a discussion of the opportunities and challenges facing transportation planners in Michigan, revisions to the planning process were developed. A flow chart outlining various portions of the process, along with descriptions of the individual steps of the process, is included on the following pages (Exhibit C). Subsequent to the development of this flow chart, each metropolitan area entered into a Memorandum of Understanding with MDOT to work toward implementation of the process, with the understanding that each urban area would work to customize the process to meet its needs. This portion of the work program shows how the Muskegon/Northern Ottawa area is continuing to customize and implement the process.

The MPO intends to continue implementing the elements of the planning process in an orderly way over the course of the coming years. Specifics of the MPO implementation steps and anticipated areas of focus are discussed here. These areas will be customized, as they develop, in order to work within the MPO program.

**Data and Tools:** Discussions are occurring and research is being performed to determine the most appropriate level of data needed to manage the transportation system in the Muskegon/Northern Ottawa area. The program has not been data-intensive to date, and efforts are underway to identify a balance between data capabilities and data needs. Likewise, tools for analysis continue to be discussed and developed.

**Needs Identification:** The program will attempt to utilize data and analysis tools to support the identification of needs and local decision making. This will improve the needs-based process of planning, and help to determine problem areas in the system. However, it is also realized that not all decisions can be made solely on the results of a computer model or a set of management tools. Options will remain available for local communities to determine local priorities.

**Project Selection Criteria:** As projects are submitted by local agencies for consideration in the planning process, improvements will be made to local project selection criteria. Efforts will be made to develop a process which is initially objective at the staff level, but which can be prioritized at the committees based on local priorities.

**Financial Plan:** Efforts continue to better identify projected revenues for the Muskegon/Northern Ottawa transportation system. While past projections were focused primarily on federal funds, future efforts will consider the incorporation of state and local sources as well. The financial plan

will attempt to show a balance between the scheduled projects and the anticipated revenues. Data sources are being developed for the collection and analysis of data for this purpose.

**Public Involvement:** The MPO is continuing its efforts to increase opportunities for the public and transportation interest groups to have access to the transportation planning process. A newly revised Participation and Consultation Plan was completed in Fiscal Year 2006 to meet the requirements of Title 23 CFR §450. Revisions to this plan are continuously made in order to define methods that are most effective in the Muskegon/Northern Ottawa area.

**Long-Range Planning:** The 2035 Long-Range Transportation Plan for the Muskegon/Northern Ottawa area was completed and adopted in FY2007. This 20-year plan update was developed utilizing as many of the new planning process elements as possible. The plan will be utilized as a guideline for transportation decisions in the coming years. There will be a new plan adopted in FY2011.

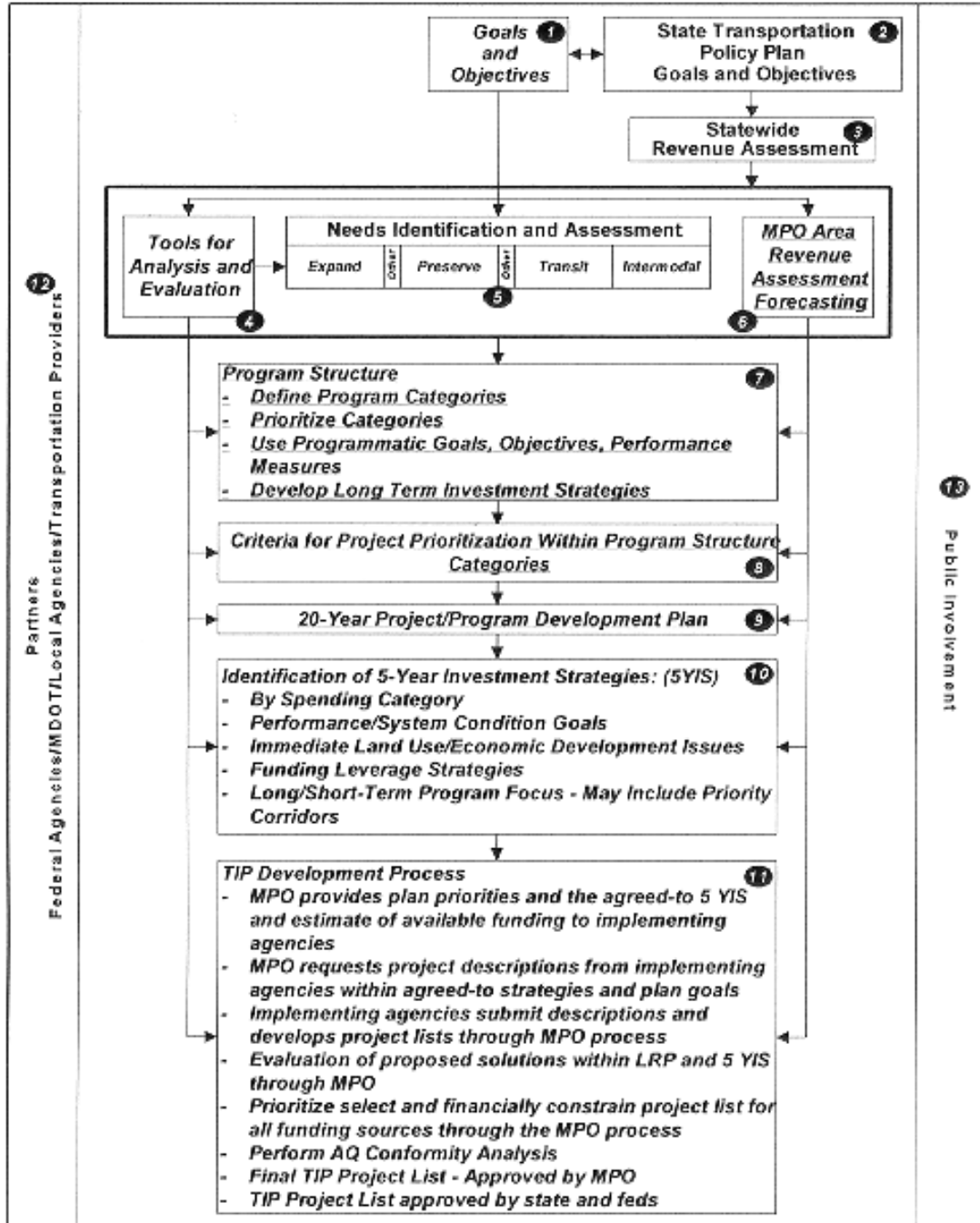
**Strategic Plan:** A new element of the planning process, a five-year investment strategy is anticipated in the Muskegon/Northern Ottawa area. This element has not been discussed in great detail, and the format of the document has not been determined. It is anticipated that the document will serve as a bridge between the Transportation Long-Range Plan and the Transportation Improvement Program. It will identify short-term strategies for improving the transportation system and will provide local agencies with priorities and direction upon which to develop projects.

**Transportation Improvement Program Development:** The Transportation Improvement Program (TIP) is the project-specific programming document from which transportation projects are selected for funding. Changes were made in the TIP document formatting, and in the development of a uniform TIP, which is incorporated, directly in the statewide TIP, or STIP. The methods for selecting projects will be affected by the implementation of other planning process elements. The TIP will continue to include planning process changes in the future. A newly revised TIP document will be adopted by the MPO committees in July of 2010. (FY2011-2014 TIP)

**Development of Milestones:** Continued progress will be made by the MPO to set and achieve reasonable milestones in the implementation of the planning process. As customization of the planning process continues to occur in the Muskegon/Northern Ottawa area, the direction of these milestones will become more apparent. The milestones will be primarily developed, monitored, and utilized by staff of the MPO to manage implementation of the process.

# EXHIBIT C

## MPO Forum Transportation Plan Development Process



Product of the Revised Planning Process - 1/31/97

**Box 1    *Goals & Objectives***

- 1 - Goals are needed to drive plan development
- 2 - The goals and objectives should be specific – need-based
- 3 - Performance measures should be clearly tied to goals and objectives
- 4 - Public involvement is an essential part of setting goals/objectives
- 5 - MPO process of setting goals and objectives need to consider state goals and objectives, and vice versa
- 6 - Goals and objectives need to include TEA-21 planning factors

**Box 2    *State Transportation Policy Plan Goals and Objectives***

- 1 - Developed by State Transportation commission
- 2 - States the mission for Michigan’s transportation system
- 3 - Provides common framework
- 4 – The MPO guides transportation agencies at state, regional, county, and municipal level in coordinating policy, plans, programs, and projects in setting mutual objectives
- 5 – The MPO provides foundation for State Long-Range Plan
- 6 - Public involvement is essential part of setting goals/objectives
- 7 - MPO process of setting goals and objectives need to consider state goals and objectives, and vice versa

**Box 3    *Statewide Revenue Assessment***

- 1 - Provide broad framework and statewide assumptions for development of the MPO area revenue forecasting
- 2 - Will include assumption about federal aid, state and local revenues
- 3 - County level estimates will provide the basis for MPO forum forecasting (reference Box 6)

**Box 4    *Tools for Analysis & Evaluation***

- 1 - Different tools used for different project types
- 2 - Tools require current and accurate data
- 3 - There may be significant variation in the level of analysis between the different MPOs
- 4 - Tools may include:
  - Urban transportation modeling
  - Management systems
  - Benefit/Cost
  - Tools tied to performance measures
- 5 - Analytical tools will provide rationale, transportation recommendations and decisions

**Box 5    *Needs Identification & Assessment***

- 1 - Performance standards or goals required to assess needs
- 2 - Alternative solutions to correct deficiencies must be examined to assess needs
- 3 – Needs-based analysis must be documented
- 4 - Needs may address infrastructure or service
- 5 - Needs should be addressed programmatically
- 6 - Cost/benefit analysis may assist MPOs in selecting future solutions
- 7 - Outcome will identify needs and evaluated solutions
- 8 - Analysis may identify potential Major Investment Study Candidates

**Box 6    *MPO Area Revenue Assessment Forecasting***

- 1 - Assumptions should be clearly stated to permit forecasting review and annual tracking
- 2 - Revenue forecasts must include all funding sources
- 3 - Assumption on state & federal forecasts will be consistent statewide and equally applicable to large and small MPOs
- 4 - Revenue estimates will be based on a combination of factors including historical expenditures and Act 51

**Box 7    *Program Structure***

- 1 - Provide framework to manage types of improvements or deficiencies to be addressed
- 2 - Provide framework to anticipate likely results from system improvements
- 3 - Tied to Goals & Objectives
- 4 - Program could be categorized by type of work to be performed or deficiencies to be addressed
- 5 - Number of categories depend on needs and desires of partners
- 6 - Should be collaborative effort with partners
- 7 - Assigned priorities should reflect overall program emphasis for region
- 8 - Investment strategies could include percent to be spent on identified categories and types of solutions

**Box 8    *Criteria for Project Prioritization***

- 1 - Each MPO can develop its own criteria
- 2 - Criteria tied to program categories

- 3 - Each category gets matched with criteria
- 4 - Management systems are used
- 5 - Different methodologies can be used
- 6 - Recognized transportation/traffic planning/engineering methodologies can be used within each MPO
- 7 - Criteria should be tied to Goals and Objectives, program structure, 5-year investment strategy, performance measures, and TEA-21 planning factors

**Box 9**     *20-Year Project/Program Development Plan*

- 1 - Summarized procedures and results of previous steps in the planning process
- 2 - Apply criteria for project prioritizations within the program structure to establish project priorities for improve/expand projects and earmarks, which establish the relationship among other categories. These other categories may include high priority corridors, projects, or major investment studies
- 3 - Links 20-year projected revenue to recommended long-term investment strategies; includes improve/expand projects
- 4 - Includes air quality conformity analysis, if appropriate

**Box 10**    *Identification of the 5-Year Investment Strategy*

- 1 - Assigns projected 5 years of revenue by spending category
- 2 - Identifies performance/system condition goals
- 3 - Includes recommended strategies to address immediate land use or economic development issues
- 4 - Explores strategies to leverage funding
- 5 - Provides the bridge between a long and short-term program focus
- 6 - May include priority corridors or projects

**Box 11**    *TIP Development Process*

- 1 - MPO provides plan priorities and the agreed-to 5-YIS an estimate of available funding to implementing agencies
- 2 - MPO requests project descriptions from implementing agencies with agree-to strategies and plan goals
- 3 - Implementing agencies submit descriptions and develop project lists through MPO process
- 4 - Evaluation of proposed solutions within LRP and 5-YIS through MPO
- 5 - Prioritize select and financially constrain project list for all funding sources
- 6 - Perform AQ Conformity Analysis
- 7 - Final Tip Project List - Approved by MPO
- 8 - TIP Project List - Approved by state and feds

**Box 12**    *Partners*

- 1 - All partners will be involved
- 2 - Federal agencies provide guidance, technical assistance, and appropriate review
- 3 - Implementing agencies submit descriptions and develop project lists through MPO process
- 4 - All local agencies and MDOT, as members of the MPO, will work together throughout the transportation plan development process.
- 5 - Specific roles and responsibilities for MPO members will be outlined in a MOU

**Box 13**    *Public Involvement*

- 1 - Public involvement is continuing and proactive throughout the process
- 2 - Participation will be determined by individual public involvement plans
- 3 - Additional public involvement may be necessary for each partner and should be coordinated with the MPO
- 4 - Partners are encouraged to solicit early public involvement where it is necessary to achieve consensus

### III. PROGRAM MANAGEMENT, ADMINISTRATION, AND ASSISTANCE TO MDOT

#### *Objective*

To provide effective management, coordination, and monitoring of the MPO, including the provision of program and financial status accounts which satisfy the requirements of the West Michigan Shoreline Regional Development Commission (WMSRDC) and MDOT, and to assure a continuing and comprehensive transportation planning process carried out cooperatively by state and the local communities.

#### *Activities*

1. Program and staff supervision and coordination to include work scheduling; review of administrative documents and procedures; periodic progress review; and staff selection, monitoring, and training.
2. Staff support for Technical and Policy Committees to include preparation of meeting agendas and other arrangements, meeting presentations on applicable transportation planning matters, and the preparation and distribution of meeting minutes.
3. Prepare work program status reports, at least quarterly, for the funded portions of the work program.
4. Prepare invoices for payment to WMSRDC, at least quarterly, from the funding source per the contract agreements.

NOTE: The Agency shall monitor expenditures. Where costs are anticipated to exceed the budget of work items, the Agency shall submit a request for a budget amendment. The proposed amendment shall show the current budget, proposed budget, and change amount for each budgeted work item.

5. Prepare an annual Final Acceptance Report (FAR) on the status of the work items in the work program.
6. Assist the auditors in carrying out general and specific audits of programs.
7. Public involvement and participation in local committees and task forces, as necessary, to promote the continuing, comprehensive, and cooperative multi-modal transportation planning process and to provide necessary technical assistance.
8. Participation in periodic meetings of the statewide MTPA, as the representative of the MPO.
9. Prepare the UWP for project activities for the following fiscal year.
10. Attend training sessions for new skills to assist the MDOT in implementing the

requirements of Title 23 CFR §450.

11. Work with MDOT, FHWA, MTPA, and other agencies on the continuing development of a new planning and programming process. Customize and implement portions of the new planning process as appropriate for the area.

### ***Products***

1. *UWP (West Michigan Metropolitan Transportation Planning Program), October 1, 2011 through September 30, 2012* report (to MDOT on or about July 1, 2011).
2. *FAR* (to MDOT no longer than 90 days after end of the FY); a report presenting a summary on the status of activities and products in the work program. The FAR shall do the following:
  - Cover the fiscal year just ended.
  - Be a performance evaluation, not a financial audit.
  - Indicate the following for each work item:
    - a. Whether stipulated products were indeed produced;
    - b. The amount of funds budgeted and expended;
    - c. Whether the work item was completed (if not, then its status);
    - d. If the work item is to be continued next year.
  - If not already submitted, include attachments consisting of major products developed.
  - Be submitted to MDOT for review, comments, and approval.
3. Agenda & Meeting Minutes for the MPO Policy Committee.
4. Agenda & Meeting Minutes for the MPO Technical Committee.
5. The following will be submitted, at least quarterly, to MDOT by WMSRDC for reimbursement of costs incurred in conjunction with the MPO:
  - a. Disbursement Voucher (at least quarterly)
  - b. Itemization of Program Expenses (in terms of work items and cost groups, including charges to direct salaries, other direct costs, fringe benefits, and indirect costs)
  - c. Tabulations of Progress (by work item, indicating the percent completed and the amount billed in both the current period and to date)
  - d. Progress Report (brief, but sufficiently detailed, narrative summaries of the nature of activities, results, and products).

***Budget***     **\$ 34,955**

## IV. METROPOLITAN PLANNING DATA ASSISTANCE

### TECHNICAL ASSISTANCE TO MDOT

#### 1. Air Quality Planning:

**Objective:**

The purpose of this task is to assist the state (MDOT and/or MDNRE) with air quality planning

**Activities:**

Collect traffic counts on selected road segments to determine VMT for Air Quality analysis.

Participate in the Inter-Agency Work Group to determine which future road projects need air quality analysis data.

Other *Clean Air Act 1990* assistance to MDOT upon request, as Muskegon County and Ottawa County are designated as "attainment-maintenance areas." Data collection and technical assistance may be necessary to assist with air pollution mitigation activities.

**Products:**

Clean Air Act technical assistance, including up-to-date VMT information that satisfies air quality requirements.

**Budget**        **\$15,188**

#### B. Highway Performance Monitoring System (HPMS) Update

**Objective:**

Assist MDOT by annually updating sample segment data in accordance with HPMS, TMG (Traffic Monitoring Guide), and AASHTO guidelines, as provided by MDOT. Completion is to be by December 31 of the calendar year.

**Activities:**

1. Traffic counting and data collection: Collect roadway information on at least one-third of the assigned HPMS segments per year, and calculate Annual Average Daily Traffic (AADT).

2. Data file maintenance: Update items, which have changed since last update, by December 31 of the current calendar year.

Note: It is necessary to coordinate with Regional Planning Organizations in which the MAB may lie.

**Products**

1. AADT estimates (and a description of the process used).
2. Commercial estimates of single-unit and multi-unit vehicles.
3. Roadway condition and inventory information (based on visual review).

**Budget**        **\$7,598**

## C. Traffic Counting

### *Objective:*

To develop an ongoing program for obtaining traffic volume data and determining Annual Average Daily Traffic (AADT) for strategic locations within the Metropolitan Area, to assist the Department in obtaining supplemental counts, i.e. assistance in SAFETEA-LU activities, and non-attainment requirements for air quality.

This work will directly benefit MDOT and other local agencies, as it ties directly to other transportation activities performed for MDOT, such as:

1. The HPMS Update, the Needs Study Assistance, and MDOT's Statewide 2300 Zone System Update work items.
2. Fulfilling SAFETEA-LU and air quality non-attainment area requirements.

Traffic data has long been recognized as a primary tool for identifying economic growth areas. As such, this work will also benefit the jurisdictions of the Metropolitan Area and the regional agency by making frequently requested traffic information available to public and private agencies, as well as MDOT. This provides the opportunity for attracting additional growth, and a better-planned environment, while providing supplemental data to MDOT for its various programs.

### *Products*

1. Develop an improved Metropolitan Area off-trunkline system count program in coordination with local jurisdictions (county road commissions and communities), and with MDOT.
2. Work to coordinate an equipment maintenance and replacement program with local cooperating jurisdictions.
3. Maintain detailed interactive web based traffic count database on the WMSRDC web page.

***Budget***      **\$15,197**

## D. Public Involvement and Local Technical Assistance

### *Objective:*

Assist MDOT in providing the public an opportunity to review and comment on the Statewide Transportation Plan and STIP as required by Title 23 CFR §450. With guidance from the West Michigan Metropolitan Transportation Planning Program Participation and Consultation Plan, provide for public involvement in the transportation planning process. Provide technical assistance as requested by the public and local agencies and units of government.

***Activities:***

1. Annually update and maintain a mailing list of those persons and organizations within the Metropolitan Area who are in some way interested in, or exert some influence on, transportation issues of all modes. Prepare and maintain a listing of individuals' and organizations' addresses, along with telephone numbers. (Chairpersons and appropriate committee members, not necessarily entire committee membership)
2. Attend and report on activities of appropriate meetings of transportation related interests, and assisting in arranging, hosting, and conducting meetings as MDOT's representative in the metropolitan area, as they relate to the interests of this work program.
3. Inform public of meetings of the MPO and any other meetings related to the planning process and allow opportunity for public comment.
4. Provide information to the public concerning the planning process.
5. Provide traffic counts and other technical assistance to the public, local agencies, and local units of government upon request.
6. Assist local units of government in technical aspects of grant applications, project submittal, project tracking, data collection, and other items as requested.
7. Improve and maintain the data capabilities of the West Michigan Information Center services of WMSRDC, providing better access to data for planning in the Metropolitan area.

***Products:***

1. Maintain an updated mailing list in data base (DBF) file format. This mailing list will be submitted to MDOT upon request.
2. Make up-to-date traffic data available to interested parties via WMSRDC website and upon request.
3. Maintain and update the West Michigan Metropolitan Transportation Planning Program Participation and Consultation Plan.

***Budget***        **\$30,396**

## **E. Geographic Information Systems (GIS) Data Service**

### ***Objective:***

To provide Geographic Information Systems (GIS) mapping and data services to MDOT, FHWA and Local Road Agencies. Many of the current transportation programs utilize this type of service.

### ***Activities:***

1. Create, store, and share GIS data and information as requested
2. Environmental Justice Analysis for LRP and TIP
3. Environmental Mitigation Analysis for LRP and TIP
4. Assistance to MDOT with modeling projects
5. Intermodal mapping and planning
6. Transportation and land-use analysis and planning
7. Attend workshops and training as necessary

### ***Products:***

1. Maps for various transportation projects (paper or digital)
2. Knowledge and expertise to provide assistance to local governments
3. Data and meta-data compilation

***Budget:***                    **\$19,009**

## V. METROPOLITAN AREA TRANSPORTATION PLANNING

### A. LONG RANGE PLANNING

#### *Objective:*

MPO staff will maintain the current Year 2035 Long-Range Transportation Plan for the West Michigan Metropolitan Transportation Planning Program MPO, as well as develop the new 2035 Long-Range Transportation Plan that will replace the existing plan in 2011 (Once approved by the WestPlan Policy Committee in 2011). Development of the new 2035 plan is currently underway and will be completed in FY2011. The plan was formulated on the basis of transportation needs with due consideration to comprehensive long-range land use plans, development objectives, and overall social, economic, environmental, system performance, and energy conservation goals and objectives, and with due consideration to their probable effect on the future development of the MPO urbanized area. Special consideration has been given to existing land use and its relationship to probable future land use based on community comprehensive (or "master") plans, zoning, infrastructure and environmental, energy, and air quality constraints. In Muskegon County, the Muskegon Areawide Plan (MAP) is the County's Master Plan. Ottawa County has the Ottawa County Development Plan, which functions as their Master Plan. The plans will be used as a tool for making transportation decisions throughout the MPO in the coming years.

There is a direct correlation between transportation, land use/zoning, population, and other infrastructure, such as water, sewer, and utilities. It is important to consider the link between transportation and infrastructure, in both terms of past and future development, with relation to expansion of infrastructure. Transportation must be looked at as a major component of planning and future development because it has the most potential for determining what the infrastructure network will look like in the future.

In the terms of linking transportation and infrastructure, all forms of transportation must be considered. These include roadways, pedestrians, bike paths, rail (passenger and freight), shipping, and air, among others.

Title 23 CFR §450 Implementation—Planning Considerations: (See also "Short-Range Planning")

Special consideration, under Title 23 CFR §450, will be given to the following planning factors:

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- Increase the safety and security of the transportation system for motorized and non-motorized users;
- Increase the accessibility and mobility options available to people and for freight;
- Protect and enhance the environment, promote energy conservation, and

improve quality of life; and promote consistency between transportation improvements and state/local planned growth and economic development patterns. In Muskegon County, the Muskegon Areawide Plan (MAP) is the County's Master Plan. Ottawa County has the Ottawa County Development Plan, which functions as their Master Plan.

- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- Promote efficient system management and operation; and
- Emphasize the preservation of the existing transportation system.

### ***Activities***

1. Maintain and update data concerning current zoning, existing and expected future land use, and current and anticipated extensions of infrastructure (especially sewer and water) for the existing and new 2035 Long-Range Transportation Plan.
2. Update, as applicable, socio-economic data, including population, housing, employment, and economic base for the existing and new 2035 Long-Range Transportation Plan.
3. Update and collect street and highway data, including such data as traffic volumes, road and street characteristics, crash information, multi-modal uses, and capacity information for the existing and new 2035 Long-Range Transportation Plan.
4. Work with local units of government, planning commissions, and other interested stakeholders on transportation and land use issues related to their master plans and implementation activities, especially as they pertain to the community comprehensive or "master" plans (especially the Muskegon Areawide Plan and the Ottawa County Development Plan), zoning, infrastructure, environmental, energy, air quality constraints, existing and future land use, and planning activities.
5. Update list of major traffic generators and generalized current land use data for the existing and new 2035 Long-Range Transportation Plan.
6. Assist MDOT in maintenance of the Muskegon/Northern Ottawa Urbanized Area Model for the existing and new 2035 Long-Range Transportation Plan.
7. Maintain updated projections of urban area economic, demographic, and land use activities consistent with urban development goals and the development of potential transportation demands based on these projected levels of socio-economic activity and through the possible use of GIS methods.
8. Identify and address issues that relate and contribute to Climate Change and Greenhouse Gasses.

### ***Products***

1. Maintain an up-to-date Long-Range Transportation Plan for the MPO and appropriate background reports to the Plan. This includes the maintenance of the Year 2035 Long-Range Transportation Plan as well as development of the new 2035 plan that will replace the existing plan in 2011.
2. Maintenance of files for triennial update of a *Socio-Economic Data Report* (showing population, housing units, total employment, retail employment, and vehicle ownership by Traffic Analysis Zone (TAZ) utilizing tables, charts, and other descriptive methods) for approval by Technical and Policy Committees.
3. Assist MDOT in the maintenance of the transportation network model.

***Budget***                      **\$102,245**

## **B. SHORT RANGE PLANNING**

### ***Objective:***

To identify and prepare short-range plans designed to evaluate existing transportation problems and to determine immediate and near-term improvement opportunities. Special emphasis will be placed on the implementation of elements of the Clean Air Act. As part of the emphasis on emissions reduction (specifically ozone), to identify projects that will make better use of the existing transportation system and provide for the efficient movement of people and goods. To obtain information and maintain files of transportation planning data necessary to understand the nature, extent, and distribution of transportation and land use resources and traffic generators to provide an analysis of existing conditions of travel, transportation facilities, and systems management.

Special consideration has been given to existing land use and its relationship to probable future land use based on community comprehensive (or "master") plans, zoning, infrastructure and environmental, energy, and air quality constraints. In Muskegon County, the Muskegon Areawide Plan (MAP) is the County's Master Plan. Ottawa County has the Ottawa County Development Plan, which functions as their Master Plan. The plan will be used as a tool for making transportation decisions throughout the MPO in the coming years.

There is a direct correlation between transportation, land use/zoning, population, and other infrastructure, such as water, sewer, and utilities. It is important to consider the link between transportation and infrastructure, in both terms of past and future development, with relation to expansion of infrastructure. Transportation must be looked at as a major component of planning and future development because it has the most potential for determining what the infrastructure network will look like in the future.

In the terms of linking transportation and infrastructure, all forms of transportation must be considered. These include roadways, pedestrians, bike paths, rail (passenger and freight), shipping, and air, among others.

### **Title 23 CFR §450 Implementation—Planning Considerations:**

Special consideration, under Title 23 CFR §450, will be given to the following planning factors:

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- Increase the safety and security of the transportation system for motorized and non-motorized users;
- Increase the accessibility and mobility options available to people and for

- freight;
- Protect and enhance the environment, promote energy conservation, and improve quality of life; and promote consistency between transportation improvements and state/local planned growth and economic development patterns. In Muskegon County, the Muskegon Areawide Plan (MAP) is the County's Master Plan. Ottawa County has the Ottawa County Development Plan, which functions as their Master Plan.
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- Promote efficient system management and operation; and
- Emphasize the preservation of the existing transportation system.

### *Activities*

1. On a bi-annual basis, development of a staged multi-year program of transportation improvement projects (Transportation Improvement Program, or TIP) consistent with the long-range transportation plan, including assistance to MDOT in conformity determination as part of the requirements of the Clean Air Act.
2. Continuation of efforts to assist local governmental units in the metropolitan area with studies of designated "Corridors of Concern" (thoroughfare corridors which are multi-jurisdictional with high traffic volume and high existing and future development pressures) to determine recommendations for compatible land uses, access controls, and traffic improvements.
3. Work with local units of government and planning commissions on transportation and land use issues related to their master plans as they pertain to community comprehensive or "master" plans (especially the Muskegon Areawide Plan and the Ottawa County Development Plan), zoning, infrastructure, environmental, energy, air quality constraints, and future land use.

### Title 23 CFR §450 Implementation and Coordination

1. Consider Title 23 CFR §450 planning factors and the issues listed in the section above in decision making for short range planning. Assist local governments, road agencies, transit, and others to make decisions based on good forethought and planning as presented in the Title 23 CFR §450 federal legislation.

### Census Assistance

1. Implementation of Traffic Analysis Zone definitions
2. Assist the Census Bureau in workplace coding as appropriate

### Safety Planning

1. Development of a safety profile of the MPO through the creation of a Safety Management System (SMS), in cooperation with local road and enforcement

agencies, as well as coordination from both MDOT and FHWA.

*Potential products from the SMS*

- a. Safety reports
  - b. Identification of locations of high crash incidents
  - c. MALI-based crash location reports
  - d. Risk analysis information
  - e. Intersection rate analysis
  - f. Crash database
2. Inventory and identification of high accident locations that will be utilized by the Safety Management System.

Climate Change

1. Identify and address issues that relate and contribute to Climate Change and Greenhouse Gasses.

*Products*

1. Revisions and amendments to the FY 2011-2014 TIP.
2. Annual listing of Obligated Projects for projects listed in the TIP. This will be posted on the WMSRDC Website and available to the public.
3. Various short-range, TSM-type studies, corridor and area studies, etc., as well as other short-range planning items to support the development of the Long-Range Transportation Plan.
4. Comprehensive safety management database (SMS) for compilation, dissemination, and utilization of safety data and reports.
5. Conduct an Urban Safety Forum to discuss current safety issues, data collection methods, and how to incorporate these into the MPO process.

***Budget***     **\$113,605**

### **C. IAWG PARTICIPATION**

#### ***Objective***

To assist in the development of the State Implementation/Conformity Plan in conjunction with the Interagency Work Group (composed of MDOT, MDNRE, federal officials, and representatives of West Michigan MPO's and other local agencies in moderate non-attainment areas and maintenance areas). Participate with the Interagency Work Group to maintain the SIP and in implementation of other requirements of the Clean Air Act (as amended) and applicable Memorandum of Agreement.

#### ***Activities***

1. Attend Interagency Work Group (IAWG) meetings as part of the requirements of the Clean Air Act and the State Implementation Plan (SIP).
2. Assist MDOT/MDNRE in the maintenance of the *State Implementation Plan* (SIP) and Traffic Control Measures (TCM) as required by the Clean Air Act.
3. Assist MDOT/MDNRE in the development of conformity plans and in determination of conformity.

#### ***Products***

1. Materials to maintain the state-produced *State Implementation/Conformity Plan*
2. A list of all transportation projects in the Muskegon/Northern Ottawa area, as needed

***Budget***     **\$11,360**

## VI. TRANSIT PLANNING

### A. METROPOLITAN TRANSIT PLANNING (49 U.S.C. §5303 and U.S.C §5313(b))

#### *Objective*

To develop plans, procedures, and programs to assist the Metropolitan Area Transit services. To develop and improve comprehensive public mass transportation systems and to assure a continuing, comprehensive transportation planning process carried out cooperatively by the FTA, the state, and the local communities.

#### *Activities*

1. To perform long-range transit planning by such techniques as travel forecasting, data base development and maintenance, systems analysis, sketch planning, system plan development, corridor studies, cost effectiveness studies, feasibility and location studies, planning for major transportation investments, alternatives analysis, etc. Incorporate transit planning with the Long-Range Transportation Plan.
2. To perform short-range transit planning by such techniques as management analysis of operations, service planning, financial management planning, analysis of alternative fare box policies, ridership and user surveys, vanpool/rideshare analysis and impact, parking management, etc.
3. To perform Title VI Monitoring Procedures triennially, as required.
4. Assist with the planning, development, and improvement of transportation services to the elderly and persons with disabilities including service planning, evaluation, coordination, and application.
5. Maintain contact with transportation planners and providers throughout West Michigan to discuss and facilitate public transportation improvements.

#### *Products*

1. Transit Surveys, as needed (on-board user, community-wide, and route surveys).
2. Specialized Services Grant Application
3. Periodic updates to the Specialized Services Brochure.

## **B. OTHER TRANSIT PLANNING ACTIVITIES**

### **Disability Awareness Council Transportation Study**

Work with the Disability Connection of West Michigan regarding transportation in Muskegon County. Staff will help to assess and analyze the transportation needs of disabled residents within the Muskegon County/Northern Ottawa County area.

### **Muskegon County Specialized Services Committee**

Continue to be an active member of the Muskegon County Specialized Services Committee. The Muskegon County Specialized Services Coordinating Committee was formed to assist seniors and persons with disabilities, with their transportation needs. The committee was established in 1988 under PA51, as amended, to improve transportation services to seniors and people with disabilities in Muskegon County.

***Budget* \$42,864**

## VII. OTHER METROPOLITAN AREA TRANSPORTATION PLANNING ACTIVITIES

### A. Area-Wide Air Quality Improvement Program/Clean Air Action Program

#### *Objective*

1. Promote voluntary emission reduction activities, especially on hot summer days when the weather and wind direction is conducive to the formation of ground-level ozone. This program will also promote similar activities on days when particulate matter air pollution is expected to be high. These efforts will continue to meet the goals of the program that was expanded in Fiscal Year 2009 from a summer seasonal program to a year-round program as particulate matter is a year-round pollutant.
2. Influence the travel and household behavior of the general public to be more air quality friendly.
3. Increase vehicle occupancy and decrease the number of vehicles in the transportation system.

#### *Activities*

1. Work with the West Michigan Clean Air Coalition and others to develop and implement a marketing campaign for air quality awareness in West Michigan. Typical and planned activities include:
  - a. Air Quality Action kick-off event.
  - b. Radio commercial text, production, and purchase.
  - c. Purchasing and/or printing promotional items.
  - d. Participation in various community events and activities.
  - e. Involvement and participation in various environmental-related organizations and committees.
  - f. Other activities as deemed important and necessary to further market the program.
2. Continually promote the Michigan EnviroFlash Program. The EnviroFlash Program is a partnership between MDNRE and US-EPA that automatically delivers air quality forecasts, as well as Air Quality Action Day notifications, directly to the public.
3. Establish and maintain relationships with media, local business, governments, and community organizations to strengthen the goals of the Area-Wide Air Quality Improvement Program.
4. Develop and implement an annual marketing campaign for Muskegon and Ottawa County that will influence the travel behavior of the public to be more air quality friendly.
  - a. Public service announcement text and distribution.
  - b. Specific neighborhood projects.
  - c. Press release text and distribution.

- d. Purchasing and/or printing promotional items.
- e. Participation in various community events and activities.
- f. Involvement in various environmental-related organization and committees.
- g. Other activities as deemed important and necessary to further influence the travel behavior of the public.

***Budget*** **\$150,931**

## VIII. APPENDICES

- A. Cost Allocation Plan
- B. Title VI Plan
- C. Transit Agency Memorandum of Understanding
- D. Funding Source Summary

# **APPENDIX A**

## **Cost Allocation Plan**

(Transmitted under a separate cover)

# **APPENDIX B**

## **WEST MICHIGAN SHORELINE REGIONAL DEVELOPMENT COMMISSION**

### **TITLE VI PLAN**

**April 14, 2006**

**West Michigan Shoreline Regional  
Development Commission**

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**Title VI Plan**

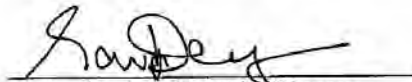
Title VI of the Civil Rights Act of 1964 provide that no person in the United States shall, on the grounds of race, color, national origin, gender, or disabilities be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal funds. The entire institution, whether educational, private or governmental, must comply with Federal civil rights laws, not just the particular programs or activities receiving the federal funds. The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs and activities of Federal Aid recipients, sub-recipients and contractors, whether such programs and activities are federally assisted or not.

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**Nondiscrimination Policy Statement**

The West Michigan Shoreline Regional Development Commission (WMSRDC) hereby assures that no person shall, on the grounds of race color, or national origin, be excluded from, be excluded from participation in, or activity receiving Federal financial assistance as stated in Title VI of the Civil Rights Act of 1964. We further assure that WMSRDC will make every effort to ensure nondiscrimination in all program and activities, whether programs and activities are federally funded or not. Title VI language will be included in all written agreements and monitored for compliance. WMSRDC'S Title VI designee is responsible for initiating and monitoring Title VI, preparing required reports, and other WMSRDC responsibilities for initiating and monitoring Title VI activities, preparing required reports, and other WMSRDC responsibilities as required by Title 23 Code of Federal Regulations (CFR) Part 200, and Title 49 CFR Part21.

---

  
Sandeep Dey, Executive Director

6/10/09.  
Date

The Title VI Designee is Susan Stine-Johnson  
Senior Accountant  
Phone: (231)722-7878 X12  
Fax (231)722-9362  
E-mail: sstinejohnson@wmsrdc.org

## **Organization**

WMSRDC'S Executive Director is responsible for ensuring implementation of the Commission's Title VI program. The Title VI Designee, under supervision of the Executive Director, is responsible for coordinating the overall administration of the Title VI in regards to all program activities, including planning, project development, public involvement and program compliance.

## **General Responsibilities**

The following are general Title VI responsibilities of the agency. The Title VI Designee is responsible for ensuring these elements of the plan are appropriately implemented and maintained.

## **Program Area Responsibilities**

### **1. Data collection**

Statistical data on race, color, national origin, income level, language spoken, and sex of participants in, and beneficiaries of, federally funded programs is to be gathered and maintained as described in the "Program Area Responsibilities" section of this document. The data gathering process will be reviewed regularly to ensure sufficiency of the data in meeting the requirements of the Title VI program.

### **2. Annual Report and Update**

An Annual Report and Update is to be submitted by the end of January each year, notifying the appropriate federal/state agencies that the Plan is still in effect and advise them of any changes to the Plan. Any procedure implemented in regard to non-discrimination activities will be disclosed.

### **3. Annual Review of Title VI Program**

Each year, in preparing for the Annual Report and Update, the Title VI Designee will review the Commission's Title VI Program to assure compliance with Title VI, in addition, a review of the Commission's operational guidelines and publications to ensure that Title VI language and provisions are incorporated, as appropriate.

### **4. Dissemination of information related to the Title VI program**

Information on the Commission's Title VI program is to be disseminated to agency employees, contractors, and beneficiaries, as well as to the public, as described in the "Program Area Responsibilities" section of this document.

### **5. Resolution of complaints**

Any individual may exercise his or her right to file a complaint with WMSRDC, if that person believes that she/he or any other program beneficiaries have been subjected to unequal treatment or discrimination, in their receipt of benefits/services or on the grounds of race, color, national origin, income, sex, or disability. WMSRDC will make a concerted effort to resolve complaints. If irregularities occur in any program activity, procedures will be promptly implemented to resolve Title VI issues within ninety (90) days.

The appropriate federal/state agencies will be notified of any complaint filed with WMSRDC. The resolution of said issued will be reported to the appropriate federal/state agencies in a timely manner.

#### **6. Limited English Proficiency**

Compliance with Title VI includes Limited English Proficient (LEP) persons. WMSRDC will print and distribute material in languages other than English when determined necessary. Staff will review populations prior to planning public meetings to determine LEP needs and request that individuals advise them of special needs. Reasonable steps have been taken to ensure meaningful access to WMSRDC programs and activities by LEP persons.

### **Responsibilities of the Title VI Designee**

The Title VI Designee is responsible for day-to-day administration of the Title VI program, including implementation of the plan and Title VI compliance, program monitoring, reporting, and education described in the “Program Area Responsibilities” section of this document. The Title VI Designee will also be responsible for the following:

- Process Title VI complaints received by WMSRDC.
- Periodically review the agency’s Title VI program to assess if administrative procedures are effective, staffing is appropriate, and adequate resources are available to ensure compliance.
- Develop and submit the Annual Title VI Report and Update to the appropriate federal/state agencies by the end of January each year. Review the Annual Title VI Report and Update to determine the effectiveness of the Title VI program and related efforts.
- If a sub recipient is found to not be in compliance with Title VI, work with the sub recipient to resolve the deficiency status and write a remedial action if necessary.
- Review important Title VI related issues with the Executive Director, as needed.
- Assess public involvement strategies to ensure adequate participation of impacted Title VI protected groups.

### **Program Area 1: Public Involvement**

The Public Involvement Program Area applies to and affects all Commission work programs

The goal of WMSRDC’S Public Involvement Program is to ensure early and continuous public notification about, and participation in, major actions and decisions by WMSRDC. In seeking public comment and review, WMSRDC makes a concerted effort to reach all segments of the population, including people from minority, limited English proficient persons, low-income communities and organizations representing these and other protected classes.

### **Principles of WMSRDC’S Public Involvement Program**

- Equal access is an essential part of the public involvement process.
- No major public policy decision is reached or large project implemented without significantly affecting someone.
- Professionals do not have a monopoly on good solutions.
- Even if a project or policy decision is sensible and beneficial, it must be arrived at properly to be acceptable.
- People are much more willing to live with a decision that affects different interests

unequally if the decision-making process is open, objective, and considers all viewpoints.

- If project or policy staff doesn't provide all relevant information necessary for an informed decision, the public will rely on, and trust others.
- Interacting with an official representative of an organization or group is no substitute for interacting directly with that organization or group.
- Effective public notification and participation takes time and effort, and can be expensive, yet is essential to sound decision-making.

### **Elements of WMSRDC'S Public Involvement Program**

- Web site – WMSRDC maintains an extensive Web site, [www.wmsrdc.org](http://www.wmsrdc.org), which is updated frequently. People are encouraged to participate by signing up to receive WMSRDC's Commission Communications newsletter, attend meetings, or contact Information and Communications staff for copies of plans, reports, or other information.
- Information and Communications – WMSRDC maintains a comprehensive data base that is open to the public five days a week. Information and Communication staff may be reached by phone or e-mail, and their contact information is included in every publication produced by WMSRDC. Information and Communication staff regularly answer questions and respond to requests for information from citizens, businesses, and staff from municipalities, agencies, and organizations throughout the region.
- Press Releases – Press releases are routinely sent to the Muskegon Chronicle, the Grand Haven Tribune, all other local newspapers, and all local television and radio Stations.
- Meetings open to the public – All WMSRDC board and committee meetings are open to the public, time for citizen comments is always a part of the agenda. Meeting dates and times are posted well in advance on the Commission's web site and in Commission Communications.
- Opportunities for public comment – WMSRDC routinely provides opportunities for public comment, and continues to work to find new and innovative ways to solicit public comments and involve all citizens of the WMSRDC region.
- Staff is accessible – Staff is available in person, on the telephone, by mail, fax, or by e-mail. Contact information for all staff is provided on the Commission's web site.
- Mailings – WMSRDC uses direct mail to inform the public of the Commission's programs and activities.
- Events – Events such as workshops, open houses, and forums are held as needed.

### **Commission Communications**

WMSRDC maintains a comprehensive mailing list that is used to keep the public informed of the agency and its ongoing activities. Commission Communications, the agency's newsletter, is distributed free of charge each month to citizens, organizations, citizen groups, and businesses. The newsletter announces dates and times for upcoming meetings, covers major work being done by WMSRDC and highlights reports, publications, and other topics that may be of interest to the public. Anyone can request to be added to the newsletter mailing list.

## **Opportunities for Public Comments**

WMSRDC routinely offers several different ways for people to comment on activities, programs, and decisions made by WMSRDC as follows:

Comments are accepted at any time. Comments are accepted by phone, fax, e-mail, U.S. mail, and in person at any board or committee meeting. Contact information for all staff is provided on the agency web site, and is included in every WMSRDC publication.

## **Filing a Complaint**

The complaint procedures apply to beneficiaries of WMSRDC's programs and activities. This includes, but is not limited to, the public, contractors, sub-contractors, consultants, employees and other sub-recipients of federal and state funds.

Any person who believes that they have been excluded from participation in, or denied benefits or services of any program or activity of WMSRDC on the basis of race, religion, color, national origin, sex, age or disability may bring forth a complaint of discrimination under Title VI and related statutes.

Complaints must be submitted in writing to the Title VI Designee no later than one hundred eighty (180) days after the date of the alleged act of discrimination or the date the person became aware of the alleged discrimination.

If a verbal complaint is made to an employee of WMSRDC, the employee shall refer the complainant to the Title VI Designee for formal processing.

Formal processing includes:

- Notifying the alleged person of the complaint by certified mail.
- As much as possible, confidentiality will be maintained.
- Interviews will be conducted and evidence gathered.
- Within sixty (60) days, a written report will be submitted to the Executive Director for review.
- The Executive Director will review the file within ten (10) days of receiving the report. The Executive Director will review the file and determine if there is "probable cause" or "no probable cause." A final decision letter will be processed.
- A copy of the complaint, the investigation report and the Executive Director's determination letter will be forwarded to MDOT within ten (10) days of the final decision of the Executive Director.

All records will be kept in a confidential manner. Records will be maintained for a period of five (5) years.

# **APPENDIX C**

## **Transit Agency Memorandum of Understanding**

**MEMORANDUM OF UNDERSTANDING**  
between  
**WEST MICHIGAN SHORELINE REGIONAL DEVELOPMENT COMMISSION**  
**(WMSRDC)**  
and  
**THE COUNTY OF MUSKEGON**  
**(Muskegon Area Transit (MATS))**

THIS AGREEMENT, entered into as of this 8th day of August, 2007 by and between the WEST MICHIGAN SHORELINE REGIONAL DEVELOPMENT COMMISSION, on behalf of the WEST MICHIGAN METROPOLITAN TRANSPORTATION PLANNING PROGRAM and the COUNTY OF MUSKEGON, hereinafter referred to as "MATS":

**WITNESSETH:**

**WHEREAS,** the U.S. Department of Transportation requires that urbanized areas maintain a continuing, comprehensive transportation planning process conducted cooperatively by State and local communities in conformance with 23 USC 134, and Section 8 of the Federal Transit Act, as amended; and

**WHEREAS,** the current federal regulations under 23 CFR 450, Subpart (c), Section 450.310, require that there be an agreement between the MPO and the local public transit system, and that such an agreement-specifies cooperative procedures for carrying out transit planning and programming activities.

**NOW, THEREFORE,** the parties do hereto mutually agree that:

1. Cooperation between the West Michigan Metropolitan Transportation Planning Program and MATS is essential in respect to the provision of public transportation to the residents of the Muskegon/Northern Ottawa Urbanized Area.
2. The West Michigan Metropolitan Transportation Planning Program is the policy body for federally funded activities regarding transportation and programming being conducted under this interagency agreement.
3. MATS is recognized as one of the implementation agencies for the delivery of public transit services in the Muskegon/Northern Ottawa Urbanized Area.
4. Both parties agree that the conduct of coordinated planning and programming for public transportation federal funding is in their mutual interest, and such cooperative and coordinate planning activities will be identified in the annual MPO Unified Work Program (UWP), which is hereby made a part of this agreement upon its adoption by the Transportation Policy Committee.
5. MATS shall be represented on Transportation Technical Committee, and one elected official from the County of Muskegon shall be represented on the Transportation Policy Committee.
6. The term of this Agreement shall be from the date of execution and extending on a year-to-year basis until such time as it is officially terminated in accordance with the terms of this Agreement.
7. Either party may terminate this Agreement after not less than sixty (60) days written notice to the other party.
8. Changes to this Agreement which are mutually agreed upon by and between the West Michigan Metropolitan Transportation Planning Program and MATS shall

be incorporated as written amendments to this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the first date written above.

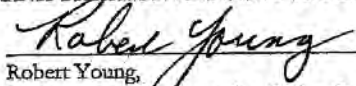
COUNTY OF MUSKEGON,  
MUSKEGON AREA TRANSIT



8/8/07

Date

WEST MICHIGAN METROPOLITAN  
TRANSPORTATION PLANNING PROGRAM



Robert Young,  
Chairperson, Transportation Policy Committee

8/8/07

Date

## MEMORANDUM OF UNDERSTANDING

between

WEST MICHIGAN SHORELINE REGIONAL DEVELOPMENT COMMISSION  
(WMSRDC)

and

HARBOR TRANSIT

COPY

THIS AGREEMENT, entered into as of this 8th day of August 2007 by and between the WEST MICHIGAN SHORELINE REGIONAL DEVELOPMENT COMMISSION, on behalf of the WEST MICHIGAN METROPOLITAN TRANSPORTATION PLANNING PROGRAM and HARBOR TRANSIT:

## WITNESSETH:

WHEREAS, the U.S. Department of Transportation requires that urbanized areas maintain a continuing, comprehensive transportation planning process conducted cooperatively by State and local communities in conformance with 23 USC 134, and Section 8 of the Federal Transit Act, as amended; and

WHEREAS, the current federal regulations under 23 CFR 450, Subpart (c), Section 450.310, require that there be an agreement between the MPO and the local public transit system, and that such an agreement specifies cooperative procedures for carrying out transit planning and programming activities.

NOW, THEREFORE, the parties do hereto mutually agree that:

1. Cooperation between West Michigan Metropolitan Transportation Planning Program and Harbor Transit is essential in respect to the provision of public transportation to the residents of the Muskegon/Northern Ottawa Urbanized Area.
2. The West Michigan Metropolitan Transportation Planning Program is the policy body for federally funded activities regarding transportation and programming being conducted under this interagency agreement.
3. Harbor Transit is recognized as one of the implementation agencies for the delivery of public transit services in the Muskegon/Northern Ottawa Urbanized Area.
4. Both parties agree that the conduct of coordinated planning and programming for public transportation federal funding is in their mutual interest, and such cooperative and coordinated planning activities will be identified in the annual MPO Unified Work Program (UWP), which is hereby made a part of this agreement upon its adoption by the Transportation Policy Committee.
5. Harbor Transit shall be represented on Transportation Technical Committee, and one elected official from the City of Grand Haven shall be represented on the Transportation Policy Committee.
6. The term of this Agreement shall be from the date of execution and extending on a year-to-year basis until such time as it is officially terminated in accordance with the terms of this Agreement.
7. Either party may terminate this Agreement after not less than sixty (60) days written notice to the other party.
8. Changes to this Agreement which are mutually agreed upon by and between West Michigan Metropolitan Transportation Planning Program and Harbor Transit shall be incorporated as written amendments to this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the first date written above.

WEST MICHIGAN METROPOLITAN  
TRANSPORTATION PLANNING PROGRAM

CITY OF GRAND HAVEN HARBOR TRANSIT

Robert D. Young  
Robert Young, Chairperson  
Transportation Policy Committee

Rogena Betgman  
Roger A. Betgman, Mayor

Leah Spinner  
Leah Spinner, Clerk

9-12-07  
Date

August 20, 2007  
Date

APPENDIX D  
TRANSPORTATION PLANNING WORK PROGRAM  
AMENDED FUNDING SOURCE SUMMARY  
FY 2011

	PL FEDERAL	FTA SEC 5303 FEDERAL	CMAQ FEDERAL	100% FEDERAL	LOCAL MATCH PL	LOCAL FORMATCH SEC 5303	LOCAL FORMATCH CMAQ	FOR FEDERAL TOTAL	STATE TOTAL	LOCAL MATCH TOTAL	MPO TOTAL	SPR 80%	MDOT 20%	MDOT TOTAL
MPO PROGRAM MANAGEMENT	\$26,272	\$2,286	\$0	\$0	\$5,826	\$572	\$0	\$28,558	\$0	\$6,397	\$34,955	\$4,776	\$1,194	\$5,970
METRO AREA DATA ASSISTANCE	\$65,680	\$5,715	\$0	\$0	\$14,564	\$1,429	\$0	\$71,395	\$0	\$15,993	\$87,388	\$11,940	\$2,985	\$14,925
METRO AREA PLANNING	\$170,767	\$14,860	\$0	\$0	\$37,867	\$3,715	\$0	\$185,628	\$0	\$41,582	\$227,210	\$31,042	\$7,761	\$38,804
Multi-modal Subtotal	\$262,719	\$22,861	\$0	\$0	\$58,257	\$5,715	\$0	\$285,580	\$0	\$63,972	\$349,552	\$47,758	\$11,940	\$59,698
TRANSIT PLANNING	\$0	\$34,291	\$0	\$0	\$0	\$8,573	\$0	\$34,291	\$0	\$8,573	\$42,864	\$0	\$0	\$0
Transit Subtotal	\$0	\$34,291	\$0	\$0	\$0	\$8,573	\$0	\$34,291	\$0	\$8,573	\$42,864	\$0	\$0	\$0
AREAWIDE AIR QUALITY PROVEMENT PROGRAM	\$0	\$0	\$98,211	\$0	\$0	\$0	\$0	\$98,211	\$0	\$0	\$98,211	\$0	\$0	\$0
<b>GRAND TOTAL</b>	<b>\$262,719</b>	<b>\$57,152</b>	<b>\$98,211</b>	<b>\$0</b>	<b>\$58,257</b>	<b>\$14,288</b>	<b>\$0</b>	<b>\$418,082</b>	<b>\$0</b>	<b>\$72,545</b>	<b>\$490,627</b>	<b>\$47,758</b>	<b>\$11,940</b>	<b>\$59,698</b>

10/15/2010