



**Macatawa Area
Coordinating Council**
A Cooperative Effort Among Units of Government
301 DOUGLAS AVE, HOLLAND, MI 49424

UNIFIED WORK PROGRAM

Fiscal Year 2022



2022

Questions regarding this document
may be referred to:

Anton Schauerte
Transportation Planner
(616) 395-2688
aschauerte@the-macc.org

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**Resolution approving the Macatawa Area Coordinating Council (MACC)
Fiscal Year 2022 Unified Work Program**

Resolution #21-03

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

WHEREAS, the MACC is responsible for overseeing the metropolitan transportation planning process and making related decisions in the Holland urbanized area; and

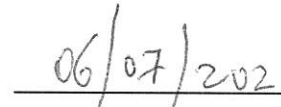
WHEREAS, the metropolitan transportation planning process for the Holland urbanized area has been certified according to the requirements of 23 CFR 450.334;

NOW THEREFORE BE IT RESOLVED, that the MACC Policy Board adopts the Unified Work Program for fiscal year 2022, with any modifications to the document brought to the Board at the appropriate time.



Pankaj Rajadhyaksha, Chair

Macatawa Area Coordinating Council Policy Board



Date

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INTRODUCTION

The Macatawa Area Coordinating Council (MACC) was formed in 1988 by the cities of Holland and Zeeland and the townships of Park, Holland, Zeeland, Fillmore, and Laketown to deal with the challenges of growth and the need for more regional cooperation and planning regarding matters of mutual concern such as transportation, housing, land use, and quality of life for citizens in these communities. As a result of the 2000 Census, Olive and Port Sheldon Townships joined the MACC in 2003.

Since the formation of the MACC, the transportation needs of the area have become a priority focus due to requirements by the federal government that the MACC area do more comprehensive regional transportation planning and participate in programs to alleviate air pollution.

The designation of the Macatawa Area Coordinating Council as the Metropolitan Planning Organization (MPO) for the Holland/Zeeland urbanized area, in 1993, triggered a great deal of activity which increased the ability of the MACC to perform the desired comprehensive transportation planning. This Fiscal Year (FY) 2022 Unified Work Program (UWP) describes all of the urban planning activities and budgets for the Macatawa Area Coordinating Council/Metropolitan Planning Organization for the time period of October 1, 2021 through September 30, 2022.

The UWP identifies transportation issues facing the urbanized area and indicates work items to be undertaken to address those issues. The work items may be performed by either the Macatawa Area Coordinating Council or Macatawa Area Express Transportation Authority. These issues have been identified through a joint planning effort of the cities of Holland and Zeeland, and the townships of Zeeland, Holland, Park, Fillmore, Laketown, Olive and Port Sheldon in conjunction with the Michigan Department of Transportation (MDOT), the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). The Allegan and Ottawa County Road Commissions, the Allegan and Ottawa County Boards of Commissioners and the Macatawa Area Express Transportation Authority also participated.

Funds for the urbanized area planning program are provided by the FHWA, FTA, MDOT and the local units of government.

All planning activity within this UWP complies with the provisions of Title VI of the Civil Rights Act of 1964 and Title VIII of the Civil Rights Act of 1968.

This document does not constitute a standard, specification or regulation.



MACC Metropolitan Planning Area



0 0.75 1.5 3 4.5 6 Miles

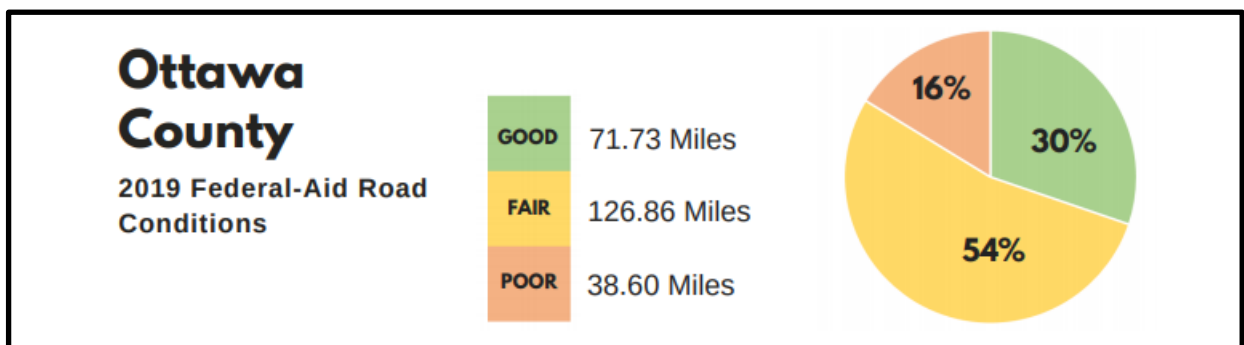
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TRANSPORTATION ISSUES FACING THE MACC AREA

The FY 2022 UWP addresses the major transportation issues and problems facing the MACC area. The identified issues establish the priorities for the UWP. Work activities are identified throughout the plan that address the identified issues/priorities. The below items highlight some of the broad issues that the MACC region is facing in relation to transportation.

Roads

Like in many regions throughout Michigan, pavement quality has continued to decline in various locations of the MACC area. Wear-and-tear on roads has increased, in part, due to a growing population, a strong tourism economy, and new businesses moving into the MACC area (Ottawa County is one of the fastest growing regions in the State). The extra mileage on our roads has increased the need for additional funding to improve the efficiency and safety of the roadway network. The graphic below was taken from the MACC's 2019 PASER report and shows pavement quality data from the Ottawa County portion of the MACC area (Port Sheldon Twp., Olive Twp., Park Twp., Holland Charter Twp., and Zeeland Charter Twp. PASER ratings were not conducted in 2020 due to the Covid-19 pandemic. The MACC will be responsible for collecting both 2020 and 2021 PASER rating data..



Recent high water levels in Lake Michigan and Lake Macatawa are an issue to which the MACC is paying close attention. Many properties situated along lakefront or river corridors have experienced erosion and/or flooding and while there has been some damage to pathways, at this time, there fortunately hasn't been extensive pavement damage on roads. With water levels still rising, the risk of washouts or structural damage still exists and will be monitored closely by local municipalities and road commissions.

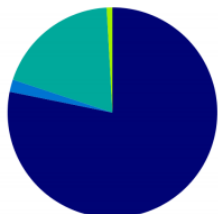


Image: Pathway damage due to high water at Kollen Park in the City of Holland

Transit

The Macatawa Area Express Transit (MAX) is the public transportation system for the greater Holland area. Formed in 2000 as an outgrowth of the City of Holland’s Dial-A-Ride program, MAX is funded with federal and state grants, and local contributions. Annually, MAX safely transports more than 400,000 passengers to their destinations in the local Holland and Zeeland area. Some general issues facing MAX Transit include staffing/limited drivers available, winter operations and having to adjust various stop locations due to snow buildup at locations without sidewalks, working to meet transportation needs for residents in rural areas, ridership rates, and managing issues that may arise with frequency and limited evening and weekend service.

**Includes Auxiliary Ridership: Tulip Time Shuttle, etc.*



Service	FY 2019	FY 2018	Change%
Fixed Route Passengers*	322,192	333,451	-3.4%
Twilight Route	7,824	8,056	-2.9%
Demand Response Passengers*	78,488	84,941	-7.6%
Night Owl Passengers	3,639	3,791	-4.0%
Total Ridership	412,143	430,239	-4.2%

Image: An excerpt from MAX Transit’s 2019 Annual Report shows the breakdown in ridership by service type.

Rail

The Holland/Zeeland area is served by AMTRAK’s Pere Marquette line that runs between Chicago and Grand Rapids with a stop in the City of Holland at the Louis Padnos Transportation Center. At the current time, one round-trip is made each day. Beyond passenger rail, various segments of private rail used by manufacturing and industry crisscross the MACC area. Some of the issues facing rail service include funding and ridership levels, both of which were impacted greatly due to Covid-19. Another issue relates to uneven railroad grade crossings. Improvements to railroad grade crossings have been made in the past, including work completed by CSX at the intersection of Pine and Seventh Street near downtown. Issues with other crossings continued to be monitored.

Active Transportation

The MACC area has hundreds of miles of sidewalks and shared use paths which make walking and leisurely bicycle riding relatively comfortable, for access to recreation, jobs and services in the residential areas. Within the urban core, bike lanes exist in some locations within the cities of Holland and Zeeland but many cyclists, in particular, feel that more on-road bicycle facilities are needed to increase safety and reduce riding stress. There are a number of locations where connections between facility types could be improved, also increasing safety. Between the years 2015-2019, 28 pedestrians were either fatally injured or seriously injured over the five years in the MACC area.

Air Quality

In November of 1990, the Clean Air Act Amendments (CAAA) were signed into law. These amendments substantially revised the federal-aid highway program in non-attainment areas (areas that are above the minimum threshold for a pollutant) due to its provisions for highway sanctions. The act requires the U.S. Environmental Protection Agency (EPA) to set, review, and revise the National Ambient Air Quality Standards (NAAQS) periodically. The CAAA requires that all transportation plans and transportation investments in non-attainment and maintenance areas be subject to an air quality conformity determination. The purpose of such determination is to demonstrate that the Long Range Transportation Plan (LRTP) and Transportation Improvement Program (TIP) conform to the intent and purpose of the State Implementation Plan (SIP). The intent of the SIP is to achieve and maintain clean air and meet National Ambient Air Quality Standards (NAAQS). Therefore, for non-attainment and maintenance areas, the LRTP and the TIP must demonstrate that the implementation of projects does not result in greater mobile source emissions than the emissions budget.

Allegan County is partially an ozone nonattainment area along the lakeshore and entirely an ozone orphan maintenance area. Ottawa County to the north is designated as an ozone limited maintenance area.

The MACC helps with organizing the [West Michigan Clean Air Coalition](#). The Clean Air Action! program encourages citizens, businesses, local governments, etc. to take voluntary actions to help reduce ozone and particulate forming emissions on Clean Air Action Days. The MACC also promotes clean air through its Green Commute program, which encourages residents to utilize alternative “green” transportation options, carpool, ride transit, or telecommute to reduce air pollution. Issues that both programs face relate to public education. Typically, the MACC conducts educational outreach activities through in-person community events. Due to Covid-19, however, many in-person events were cancelled in FY20 and FY21. The MACC began broadcasting commercials on the aforementioned sustainability efforts via the radio, TV, and streaming services after the onset of the pandemic. The MACC plans to continue broadcasting these commercials until in-person events are held again.

FHWA AND STATE PLANNING EMPHASIS AREAS (PEAS)

Every year, the FHWA (Michigan Division Office) issues the planning emphasis areas to be included in Unified Work Programs of each MPO in Michigan. The goal of PEAS is to focus on implementing the programs and updates of the Moving Ahead for Progress in the 21st Century Act (MAP-21) and implementation of the Fixing America's Surface Transportation Act (FAST Act). The MACC will work to implement the FHWA and MDOT planning areas to the best of its abilities:

1. Development of the new FY2023-2026 TIP
 - a. Incorporation of performance-based planning in project selection
2. Maintaining FY 2020-2023 TIP in JobNet including:
 - Four years of projects listed in TIP (for each MPO program areas);
 - Correct utilization of General Program Accounts (GPAs), in alignment with the guidance document (should the MPO utilize GPAs).
3. Continued growth and expertise in JobNet application improvements.
4. Continue to ensure transit projects are accurately shown in the TIP and fiscally constrained, through coordination with local transit agencies and MDOT Office of Passenger Transportation.
5. Review, evaluate and update public participation plan (PPP):
 - Clear project map/data listing
 - Consideration of virtual options for public participation
 - Environmental justice and Title VI processes and connection to public involvement
 - Ensuring transparency and providing open access to the planning, decision making, and project evaluation & selection processes. These processes should be available to the public and easy to understand (digestible format) on the MPO website.
6. Ensure compliance with Transportation Performance Measures (TPM) requirements, including working with MDOT on data needed to identify how MPO is working to meet adopted targets.
7. Continue to focus on partnerships utilizing a continuing, cooperative, and comprehensive (3C) approach to transportation planning.

LOCAL TRANSPORTATION PLANNING INITIATIVES

Administration of MPOs

The Macatawa Area Coordinating Council assures that no person shall, on the basis of race, color, national origin, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity undertaken by this agency. To ensure this, the MACC will:

- Review and update Title VI and Americans with Disability Act (ADA) procedures as needed

Performance-Based Planning and Programming

MAP-21 requires the implementation of performance-based plans, programs and performance measures. The MACC will work with MDOT to regularly update performance measures and set performance targets. Additionally, the MACC will:

- Incorporate performance measures and targets into goals and objectives
- Document expected benefits of projects in TIPs and LRTPs and how they will contribute to accomplishing performance targets
- Evaluate the benefits/performance of TIP and LRTP projects to determine progress toward performance targets
- Consider better aligning project selection criteria for TIPs and LRTPs with performance measure targets

Long Range Transportation Planning

In addition to meeting requirements of performance measures, the MACC will:

- Meet planning regulations
- Improve documentation and consideration of environmental consultation
- Advance Environmental Justice analysis, such as the inclusion of accessibility measures
- Improve upon existing freight planning efforts

State TIP (STIP)/ TIP Improvements

The MACC will work cooperatively with FHWA, FTA, MDOT, and other partner agencies to develop the new FY2023-2026 TIP, which include:

- Continue working cooperatively towards improving upon JobNet and streamline STIP/TIP processes
- Expand the use of JobNet features
- Continued efforts to improve public involvement, including virtual public involvement methods



SECTION 1.0

ADMINISTRATION

1.1 Transportation Program Management

Objectives

The primary purpose of this work task is to conduct those activities necessary for the efficient operation of the MACC transportation program. This task documents work accomplished and funds expended to ensure that such expenditures are in conformance with the appropriate regulations.

Procedures and Tasks

The work within this task includes, but is not limited to, the preparation of monthly reports to state and federal partners regarding transportation planning activities funded through PL112 and Section 5303. The processing of correspondence with FHWA, FTA, MDOT, and local members and all other budgetary and administrative activities will be undertaken as part of this work task. Additionally, work within this task includes facilitating and coordinating Technical and Policy committee meetings, as well as developing agendas, minutes and packets for both committees.

Overall Impact/Products

- Adherence to all appropriate planning regulations through coordination with all state and federal agencies
- Progress reports and other documentation detailing work completed
- Completion of all necessary correspondence and budgetary activities
- Develop and submit a Final Acceptance Report
- Development of agendas, minutes, and packets for Technical and Policy committee meetings

1.2 Public Information/Involvement

Objectives

To inform the general public, local officials, and the MACC Committees regarding overall transportation planning issues and activities. In addition, this task will provide the opportunity for public involvement in all transportation planning initiatives undertaken by the MACC.

Procedures and Tasks

For major planning initiatives the MACC will engage in numerous activities to encourage public involvement as detailed in the MACC's Participation Plan. Appropriate means of announcement such as local and regional newspaper notices, direct mailings, the MACC's web site, social media, and public service announcements will be utilized where appropriate.

MACC staff will continue its cooperative efforts to record the MACC Policy Committee meetings and post them online. MACC staff will also continue to participate in a variety of public forum programs/events to help promote public awareness of MACC activities.

Overall Impact/Products

- Documentation of public notices placed to solicit public involvement in planning initiatives
- Documentation of screen captures from MACC website
- MACC Monthly is a monthly e-newsletter sent to subscribers that regularly highlights a few noteworthy MACC activities
- Posts on social media to continually engage with the public on various transportation related issues
- Update the MACC website's format so that it is easier for the public to navigate and find the information they are seeking

1.3 Interagency Coordination and Training

Objectives

This work task attempts to coordinate efforts with FHWA, MDOT, MPOs and Regional Planning Agencies (RPAs) and allow staff to participate in initiatives undertaken by these entities. In addition, this work task provides the opportunity for MACC staff to maintain a knowledge base of current transportation planning methods, issues, and related legislation.

Procedures and Tasks

MACC staff will continue to work with other MPOs in the state through participation in the Michigan Transportation Planning Association, a statewide organization consisting of all MPOs as well as MDOT, Michigan Department of Environment Great Lakes and Energy (MDEGLE) and FHWA. Attendance at appropriate training workshops, seminars, and conferences will be undertaken as part of this work task.

Overall Impact/Products

- Development of strong ties with regional/state/federal agencies that assist in the successful implementation of planning activities in the MACC area
- Staff which are cognizant of the latest techniques and best practices in the field of planning
- MACC will work with MDEGLE for air quality planning to develop the new attainment state implementation plan (SIP) for the area that is nonattainment for the 2015 ozone standard.

1.4 FY 2023 Unified Work Program (UWP)

Objectives

To develop an overall work program for the MACC for Fiscal Year 2023 (October 1, 2022 – September 30, 2023) as well as to monitor and amend the FY 2022 work program as necessary.

Procedures and Tasks

Near the end of the fiscal year a review of the FY 2022 UWP's objectives shall be completed. Any work item that has not reached full completion will be included in the FY 2023 UWP. During the development of the UWP, MACC members may suggest projects to be included in the upcoming program. MACC staff will also consult with the staffs of FHWA and MDOT to identify appropriate work elements for the UWP.

MDOT staff will determine what level of federal funding will be allocated. MACC staff will then determine appropriate assignment of these funding allocations to the various work elements. Staff will also determine what amount of local matching funds will be necessary to fully fund the programs.

Overall Impact/Products

- FY 2022 Unified Work Program amendments as necessary
- Development of FY 2023 Unified Work Program and Budget in conjunction with appropriate local, state, and federal agencies



SECTION 2.0

SHORT RANGE PLANNING

2.1 Transportation Improvement Program (TIP)

Objectives

The objective of this work item is to monitor the MACC's FY 2020-2023 Transportation Improvement Program (TIP) and to develop the FY 2023-2026 TIP and ensure both documents conform to air quality standards, are financially constrained, meet environmental justice principles and are easily understood by the general public.

Procedures and Tasks

MACC staff will work closely with the staffs of FTA, FHWA, MDOT and other MPO's to ensure that the projects contained within the TIP adhere to the Clean Air Act standards, the Fixing America's Surface Transportation (FAST) Act legislation and all other applicable regulations. Amendments to the TIP are the initial responsibility of the MACC Technical Advisory Committee (TAC) and Policy Board. This work item will be used to develop and track the progress of amendments as needed.

Summaries of the TIP, intended for the general public, describing the TIP and its contents will be prepared when necessary. The MACC will also post updated TIP project lists to its website on an as-needed basis. In addition, at the end of the fiscal year a list of projects obligated during that fiscal year will be developed and released to the public.

Overall Impact/Products

- Continued monitoring of the FY 2020-2023 TIP
- Development of the FY 2023-2026 TIP
- Completion of amendments as necessary
- TIP summaries in non-technical terms as necessary
- Supplemental TIP documentation as necessary
- Listing of FY2022 obligated projects

2.2 Transit System Planning/Development

Objectives

The purpose of this task is to continue to support the operations and development of public transit and, specifically, the Macatawa Area Express (MAX).

Procedures and Tasks

MACC staff serve on various MAX committees that assist the transit authority and operator in meeting the operational and planning needs of that system. This could include analyzing the impacts of roadway/shared use path improvements along fixed routes being completed using federal aid. Staff may also participate in other transit initiatives undertaken by other organizations.

Overall Impact/Products

- Participation on committees that assist MAX staff
- Participation in other transit-related initiatives such as West Michigan Express
- Provide maps and other information as requested
- Review surveys and other information/materials related to public transit
- Annual listing of transit projects cooperatively developed by MAX, MDOT, and MACC staff
- Coordinate with MAX in the consideration of the transit asset management targets and the transit agency safety targets

2.3 Data Collection and Analysis

Objectives

Coordinating efforts to collect data for the Highway Performance Monitoring System (HPMS), including retaining a consultant to assist in acquiring sample data items as needed. Conducting fieldwork to collect other necessary data items for the HPMS will be completed under this work task. In addition, other data may need to be collected to support other analyses such as signal studies, speed studies, facility utilization studies, etc. Consultant assistance may be required for data collection efforts.

Procedures and Tasks

Highway Performance Monitoring System (HPMS): In conjunction with MDOT's HPMS coordinator, staff will review and update the MACC's HPMS database using a spreadsheet supplied by MDOT for that purpose.

Data collection for federal reporting: Provide support to MDOT in the a-cross agency coordination effort to plan for, gather, and report roadway characteristics on the non MDOT road network (federal aid and non-federal aid) to meet federal reporting requirements of Highway Performance Monitoring System (HPMS) and Fixing America's Surface Transportation Act (FAST Act). An element of the legislation is the Model Inventory Roadway Elements (MIRE) Fundamental Data Elements (FDE), which is a federal reporting requirement for safety roadway data. . Work on implementation by MDOT and it vendors (CSS, Roadsoft, and ESRI) of the MIRE FDE data repository schema in MDOT Roads & Highways should be completed. Beginning in FY22, MPO and local agency participation in the MIRE data collection process will be considered part of the requirements in fulfilling Data Collection responsibilities to MDOT.

The first set of MDOT MIRE FDE data and tools should be available in Roadsoft in the April 2022 release. Agencies should receive MIRE data in Roadsoft in V22 and may export changes to MDOT for V22 and beyond. The five (5) data items that MPO staff will be requested to review will be: Surface type, number of through lanes, access control, median type, and junction traffic control. MPO and MDOT staff will begin the process of meeting to discuss and plan for annual maintenance and validating (5) going forward. The end goal will be to draft a plan to fill 100% of the (5) MIRE data items and submit to MDOT by August of 2025.

Overall Impact/Products

- A completed and accurate HPMS program with updated traffic counts
- Updated count location and traffic flow maps
- A comprehensive list of desired count locations
- Support of MACC traffic model and various planning activities

- Data analysis, recommendations, reports (contractual)
- Annual purchase renewal of ESRI ArcGIS software
- Conduct Non-motorized traffic counts in coordination with MDOT as needed

2.4 Technical Assistance

Objectives

To provide technical assistance to the general public, local members, MDOT and federal agencies as needed is the intent of this work task.

Procedures and Tasks

Technical assistance will be a constant work item for the MACC. Technical assistance can include various planning activities such as impact studies, master plan reviews, corridor reviews, or other coordination or data collection tasks to assist other governmental organizations to implement transportation-related projects. This work item will also include assisting members in preparing documentation for funding applications from such sources as the Transportation Alternatives Program, Safety Program, etc. Procurement of technical documents for the MACC resource library will continue as necessary.

Overall Impact/Products

- Sharing of expertise and knowledge with appropriate agencies and the general public
- Documentation of assistance provided in monthly progress reports
- Copies of applications prepared

2.5 Westrain Collaborative

Objectives

This work task allows for MACC staff participation in efforts undertaken by the Westrain Collaborative.

Procedures and Tasks

MACC staff will continue to participate in the Westrain Collaborative, which occurs on an as-needed basis. Working in conjunction with the Grand Valley Metropolitan Council, Holland, Grand Rapids and Benton Harbor/St. Joseph Chambers of Commerce, MDOT, and others the Collaborative seeks to preserve, promote and improve passenger rail service in West Michigan.

Overall Impact/Products

- Assist in implementation of marketing strategies/plan
- Coordinate media efforts in MACC area to raise visibility of rail passenger service
- Distribution of Westrain/Amtrak promotional materials as needed
- Distribution of ridership figures and other pertinent information to MACC area representatives in the Westrain Collaborative

2.6 West Michigan Clean Air Coalition/MACC Clean Air Action! Program

Objectives

Implementation of the Clean Air Action! Day Program in the MACC area and other clean air-related activities.

Procedures and Tasks

In conjunction with West Michigan Clean Air Coalition partners, an action day program for the pollutants particulate matter (PM) and ozone was developed. A primary focus of the program is to educate the public about these pollutants. It will also promote voluntary emission reduction activities as well as attempt to influence travel and household behavior in order to reduce particulate matter and ozone emissions. Action days will be called by MDEGLE meteorologists and Action! Day notices disseminated using the Enviroflash program. MACC staff will continue to participate on the West Michigan Clean Air Coalition's (WMCAC) Steering Committee. In addition, this task will allow MACC staff to engage in other clean air-related activities such as researching and promoting alternative transportation.

Overall Impact/Products

- Acquisition and distribution of Clean Air Action! Day promotional materials to appropriate organizations and businesses (contractual expense)
- Purchase radio and television ads to promote program (contractual expense)
- Contacts with local media representatives informing them of the Clean Air Action! Day Program and voluntary pollutant-reducing actions
- Staff the Clean Air Action! Day display at community events
- Recruit new Clean Air Action! Day partners from the MACC area
- Coordination with other WMCAC Clean Air Action! Day programs
- Purchase promotional materials and survey looking at participation of area residents in program as needed

2.7 Air Quality Conformity: Interagency Consultation

Objectives

Consultation with federal, state, and local transportation authorities conducted through the Michigan Transportation Conformity Interagency Workgroup (MITC-IAWG).

Procedures and Tasks

Transportation conformity provisions of the Clean Air Act Amendments require metropolitan planning organizations (MPOs) make a determination that the Long-Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), and projects conform to the State Implementation Plan (SIP), and that regional emissions will not negatively impact the region's ability to meet the National Ambient Air Quality Standards (NAAQS). Conformity to the SIP means that the region's LRTPs and TIPs 1) will not cause any new violations of the NAAQS; 2) will not increase the frequency or severity of existing violation; and 3) will not delay attaining the NAAQS. A demonstration is conducted by comparing emissions estimates generated from implementation of LRTPs and TIPs for analysis years to the motor vehicle emissions budgets (MVEBs) contained in the maintenance SIP.

Overall Impact/Products

- Prepare project amendment lists for IAWG meetings, conduct meetings, and create meeting summaries, as needed.
- Attend IAWG meetings to determine the status (non-exempt/exempt) of project when amending the Transportation Improvement Program (TIP)
- Include IAWG meeting documentation within MDOT's JobNet system when submitting a TIP Transmittal Package
- Post transportation conformity documents to MACC website in order to inform the public of air quality conformity matters and to allow the public to provide comments



SECTION 3.0

SPECIAL PROJECTS AND STUDIES

3.1 Asset Management

Objectives

The resources allocated to MPOs and RPOs from the Transportation Asset Management Council (TAMC) annual budget shall be utilized to assist in the completion of the TAMC Work Program. All work shall be consistent with the policies and priorities established by the TAMC. All invoices submitted for reimbursement of Asset Management activities shall utilize Michigan Department of Transportation (MDOT) standard invoice forms and include the required information for processing. The MPO/RPO shall complete the required products and perform tasks according to the timeframes and directives established within TAMC's data collection policies, which are located on the TAMC website (www.michigan.gov/tamc). The MPO/RPO will emphasize these tasks to support the top 125 Public Act 51 agencies (agencies that certify under Public Act 51 a minimum of 100 centerline miles of road) within the planning area when resources are limited. The activities eligible for TAMC reimbursement include the following:

Procedures and Tasks

1. Training Activities

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

2. Data Collection Participation and Coordination

- a. Federal Aid System:
 - i. Organize schedules with Public Act 51 agencies within MPO/RPO's boundary for participating in Federal Aid data collection efforts; ensure all participants of data collection have access to State of Michigan travel reimbursement rates
 - ii. Coordinate, participate and facilitate road surface data collection on approximately one-half of the Federal Aid System in accordance with the TAMC Policy for the Collection of Roadway Condition Data on Federal Aid Eligible Roads and Streets
 - iii. If present, collect unpaved roadway condition data on approximately half of any unpaved Federal Aid eligible roadways using the Inventory-based Rating System developed by the Michigan Technological University's Center for Technology and Training
- b. Non-Federal Aid System:
 - i. The RPO/MPO may allocate reimbursements for Non-Federal Aid data collection to Public Act 51 agencies according to the resources available

to them in the manner that best reflects the priorities of their area and supports the TAMC work

- ii. Coordinate Non-Federal Aid data collection cycles with Public Act 51 agencies with an emphasis on the top 125 agencies
- iii. Ensure all participants of data collection understand procedures for data sharing with TAMC as well as TAMC policy and procedures for collecting Non-Federal Aid data
- iv. Participate and perform data collection with Public Act 51 agencies on an as-needed basis for the data collection of Non-Federal Aid roads when requested

3. Equipment

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

4. Data Submission

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

5. Asset Management Planning

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

6. Technical Assistance

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

- ii. Analyze performance of implemented projects

7. Culvert Mapping Pilot

- a. Provide administrative and technical assistance to Public Act 51 agencies and MDOT TAMC Approved 6-6-18 Page 3 of 3 for reimbursement of TAMC funds for participation in the 2018 TAMC Culvert Mapping Pilot project
- b. Utilize TAMC reporting forms to communicate progress and expenditures of Public Act 51 agencies to assist TAMC in the Culvert Mapping Pilot Report

Overall Impact/Products

- PASER data for Federal Aid System submitted to TAMC via the IRT.
- PASER data for Non-Federal Aid System submitted to TAMC via the IRT.
- Quarterly or monthly activities reports submitted with invoices to TAMC Coordinator.
- Create an Annual Report of Asset Management program activities as well as a summary of annual PASER condition data by local agency, functional classification, and Public Act 51 Legal System; provide links to the Regional Annual Report on agency website and submit copies to TAMC Coordinator by April 1 of each year.
- Prepare a draft status report of Public Act 51 agency Asset Management activities and plans with MPO/RPO boundary by September 30 of each year.

3.2 Transportation System Security & Emergency Preparedness

Objectives

The purpose of this task is to identify and advance strategies that increase the security of the transportation system.

Overall Impact/Products

One of the goals of the MACC 2045 Long Range Transportation Plan (LRTP), is to develop a transportation system which is safe and secure for all of its users. MACC Staff will continue to coordinate with local road agencies and transportation providers to identify system security and emergency preparedness plans which are currently in place. MACC Staff will also coordinate with the Allegan County and Ottawa County Emergency Services Departments, which have been working with local units of government to prepare plans and strategies. Staff assistance will be offered to MACC members to identify strategies regarding mitigation, preparedness, response, and recovery.

- Coordination with local road agencies and the Macatawa Area Express Transportation Authority
- Participate in meetings of the Ottawa County Local Emergency Planning Committee (LEPC) as well as other entities focused on mitigation, preparedness, response, and recovery efforts related to transportation.
- Facilitate meetings with MACC area Emergency Services Departments to develop strategies that further reduce response times and increase opportunities for collaboration



SECTION 4.0

LONG RANGE PLANNING

4.1 Long Range Initiatives

Objectives

To ensure continued participation in long range planning initiatives such as the M-40/ M-89 Corridor Committee, interagency coordination with Grand Valley Metropolitan Council, West Michigan Shoreline Regional Development Council, and West Michigan Regional Planning Commission, as well as Holland-Zeeland Model Community Initiatives. The MACC also continues to participate in the MDOT-Grand Region Intelligent Transportation Systems (ITS) Architecture update, inform MPO committee members regarding the effort, where needed, and facilitate intergovernmental coordination on future ITS activities and efforts.

Procedures and Tasks

MACC staff will continue to participate in these initiatives. Information regarding these initiatives will be distributed to the MACC Policy Board and Technical Advisory Committee and placed on the agency's website as appropriate.

Overall Impact/Products

- A fully informed membership on the activities of these initiatives
- Participation on committees
- Contacts to MACC area organizations encouraging participation and two-way communication between local units of government and the West Michigan Prosperity Alliance (WMPA)

4.2 Pedestrian and Bicycle Planning and Promotion

Objectives

To promote the use of active modes of transportation and work to enhance pedestrian and bicyclist safety through education, traffic data analysis, inventory of active transportation infrastructure assets and infrastructure design improvements.

Procedures and Tasks

MACC staff will engage in various activities to achieve the above stated objective. One such activity will be to distribute a formal pedestrian and bicycle plan that would complement the plans already developed by MACC members. Other activities may include:

- Assisting with the organization/promotion of Green Commute Week
- Evaluating the safety of the federal-aid network, or a portion thereof, and when appropriate, recommend design changes that may improve the safety of pedestrians and/or cyclists
- Wayfinding system planning and coordinated signage
- Preparation of grant applications for pedestrian and bicycle projects
- Preparation of printed materials that promote active transportation modes and cooperative education/enforcement efforts with local law enforcement agencies related to active transportation modes
- Development of safety materials and guidelines for the purpose of educating motorists and bicyclists on road etiquette as well as enforcement of rules of the road
- Continued coordination with MDOT on pedestrian and bicycle traffic counts, as needed
- MACC staff anticipates a revision of the Non-Motorized Plan, starting in FY21/22

MACC staff will work with partner organizations to promote the pedestrian and bicycle network through:

Overall Impact/Products

- Distribution of a formal pedestrian and bicycle plan and map
- Implementation of the annual Green Commute Week with associated activities
- Greater awareness of active transportation modes to fulfill the work trip and other utilitarian trips
- Analysis of local crash and injury data as needed
- Coordination with local law enforcement agencies and other parties interested in active transportation modes
- Promotion of driver/cyclist safety education programs
- Designs of recommended intersection/roadway improvements may be produced

4.3 Long Range Transportation Plan Implementation

Objectives

The purpose of this task is to implement the 2045 Long Range Transportation Plan (LRTP), utilizing a FAST Act compliant process that results in a LRTP that meets the requirements of the FAST Act, and all other applicable federal legislation.

Procedures and Tasks

MACC staff will work closely with the staffs of the FHWA, MDOT, Grand Valley Metropolitan Council, West Michigan Shoreline Regional Development Commission, West Michigan Regional Planning Commission and local members to evaluate and implement the 2045 Long Range Transportation Plan (LRTP) adopted in February of 2020. MACC staff will also work closely with the staffs of the aforementioned organizations in the initial development of the next LRTP (2050 LRTP).

Overall Impact/Products

- * Refined performance measures and targets based on goals and objectives of LRTP
- * Implementation of the approved 2045 LRTP
- * Provide review and required committee approvals of Travel Demand Model elements
- * Coordination of Travel Demand Model in conjunction with LRTP development

4.4 Freight Planning

Objectives

The purpose of this task is to further integrate freight related items into the transportation planning process. As freight issues and freight planning take on more significance at a national level, the MACC is further integrating freight related items into the MACC Long Range Transportation Plan (LRTP) and Transportation Improvement Program (TIP), utilizing a FAST Act compliant process that results in a LRTP and TIP that meet the requirements the FAST Act and all other applicable federal legislation.

Procedures and Tasks

MACC staff will work closely with the staffs of the FHWA and MDOT to further integrate freight planning into the transportation planning process. With the assistance of local officials and freight stakeholders/interests, MACC staff will work to inventory and monitor freight routes and intermodal facilities as well as seek input from those entities to identify freight issues/concerns in the MACC area. In addition, MACC staff will consult with applicable resource agencies as required by the FAST Act. All the information noted above will be used to implement the 2045 LRTP, the FY 2020-2023 TIP and the FY 2023-2026 TIP.

Overall Impact/Products

- * Identification of freight issues and concerns as needed
- * Inventory of freight routes and intermodal facilities as needed

4.5 Performance Measure Development

Objectives

The purpose of this task is to continue performance based planning efforts which will be used to identify current and future data needs. MACC staff will work closely with members of the MACC Transportation Technical Advisory Committee to review goals and objectives developed for the 2045 Long Range Transportation Plan to refine performance measure implementation. This task will involve discussions with other Metropolitan Planning Organizations (MPO's), MDOT, FHWA, and additional transportation stakeholders. The task will also involve education opportunities in performance-based planning and programming (PBPP) for MACC staff.

Overall Impact/Products

- * Monitor performance measure activities
- * Identification of data currently being collected and future data needs
- * Refined performance measures and targets
- * Involvement on MTPA Subcommittee(s) as opportunities become available and where staff expertise could prove valuable
- * Annual update of the MACC's System Performance Report to inform of new performance measures and targets, and communicate changes in system performance
- * Involve performance-based planning and programming considerations in the development of the FY 2023-2026 TIP

4.6 Long-Range Transportation Needs Analysis in Ottawa County

Objectives

The purpose of this ongoing task completed on an as-needed basis to support the analysis of long-range regional multi-modal transportation needs in central and southwestern Ottawa County. MACC staff will work with county, local and state partners to inventory existing transportation conditions on local and state roadways, identify areas or corridors of potential interest or concern, develop a needs list, and test potential transportation alternatives to address identified needs. The MACC Travel Demand Model or other MPOs models, where needed, will be used for this analysis. Identification of these needs will not necessarily result in commitments from any road agency or the MACC but will provide a foundation for future studies or needs analysis.

Procedures and Tasks

The Michigan Department of Transportation (MDOT), in partnership with Ottawa County, local agencies, the Macatawa Area Coordinating Council (MACC), and the West Michigan Metropolitan Transportation Planning Program (WestPlan / Muskegon MPO), completed a Draft Environmental Impact Statement (EIS) in 1998 to assess regional north-south alternatives for US-31 in Ottawa County. As required in the National Environmental Policy Act (NEPA) process, the Draft EIS included analysis of several conceptual new routes and improvements to the existing transportation system within Ottawa County, including county-owned and state-owned (trunkline) roadways.

MDOT, with participation from the above-mentioned partners and the MACC, completed the Final EIS) in 2010. The initial draft Final EIS identified an option to construct a new freeway connection between I-196 and I-96 as the Preferred Alternative. The Final EIS assessed the impacts of the proposed Preferred Alternative (F/J-1 from the DEIS alternatives) and evaluated statewide funding availability for this project. This analysis and local priorities resulted in a scaled down version of alternative F/J-1. The scaled down version of alternative F/J-1, as included in the approved Final EIS, included the following:

- Constructing a new route between M-45 (Lake Michigan Dr) and I-96, designated as M-231
 - New crossing over the Grand River to facilitate emergency response and travel in Ottawa County
- Acquisition and protection of property adjacent to the new M-231 corridor to be preserved as Limited-Access Right-of-Way for potential future improvements

- Reconstruction and widening of US-31 from approximately Lakewood Blvd to north of Quincy St in the MACC area
- Further review of US-31 mobility options in Grand Haven

M-231 was completed and open to traffic in October of 2015. As of recent, a traffic signal has been installed at the M-231 and Lincoln St intersection to facilitate safe operational movements. A non-motorized facility (multi-use lane) was constructed with the project, and Spoonville trail segments connecting to M-231 have been completed locally by Ottawa County and the Townships affected.

The US-31 improvements in the MACC area were completed and open to traffic in mid-to-late fall of 2016.

The MACC views further study of conceptual alternatives, including extension of existing state highways and/or improvements to the existing local system roadways as an important component in providing mobility for the traveling public in and around the MACC area and to support the economic vitality of West Michigan. The MACC has advocated the views and positions of its members regarding on-alignment and off-alignment improvements, both short-term and long-term.

The MACC will continue to work with the Ottawa County Planning & Performance Improvement Department, Ottawa County Road Commission (OCRC), local governments and transportation stakeholders, in coordination with MDOT, to support the planning and evaluation of any conceptual improvements on local and/or state highways. Any analysis or selected concepts will be evaluated further, with public involvement, as required by state and federal laws and regulations. Any selected improvements will be based on statewide, local and MPO needs, priorities and funding availability. Selected conceptual improvements do not necessarily indicate a commitment by any local or state agency, including the MACC, but provides a foundation for any future multi-modal transportation studies.

Overall Impact/Products

- Inform MPO membership on the activities of this initiative
- Develop scope of work for future traffic model analysis and extent of the study
- Develop Public Involvement Plan (PIP)
 - Develop when necessary and analysis warrants involvement
 - Determine how the plan ties in with potential future studies (e.g. environmental documents)
- Report updates to MACC Technical Committee and Policy Board meetings as needed
- If appropriate, development of a “needs findings report” including:
 - Recommended priorities, outline next steps in the study process, identification of stakeholders, etc.

4.7 Land Use/Land Cover Geospatial Layer

Objectives

The purpose of this task is to develop an update to the MACC's 2009 land use/land cover (LULC) geospatial layer.

Procedures and Tasks

The MACC and Grand Valley State University's Annis Water Resources Institute (AWRI) have signed an agreement for AWRI to produce the LULC. The data produced from the LULC update will be used to support decision-making relating to land-use and roadway improvements. It will also support the development of the upcoming update to the Non-Motorized Plan in FY21/FY22.

Overall Impact/Products

- Development of a land use/land cover geospatial layer (ESRI Shapefile format)
- Adherence to the Michigan Department of Natural Resources (MDNR)'s original Michigan Land Cover/Use classification system (2002), the state-wide standard for use in updating LULC in Michigan

APPENDICES

APPENDIX A

PROJECTED REVENUES

MACC REVENUE BUDGET AND INDIRECT RATE

**MACATAWA AREA COORDINATING COUNCIL
PROPOSED COST ALLOCATION PLAN - REVENUE BUDGET
FISCAL YEAR ENDING SEPTEMBER 30, 2022
TRANSPORTATION/MDOT ONLY**

CONSOLIDATED GRANT (PL 112/5303)	\$	255,992
PL 112 REGIONAL TRANSIT STUDY	\$	-
CMAQ - CLEAN AIR PROGRAM	\$	40,000
STBG DATA COLLECTION	\$	17,000
ASSET MANAGEMENT	\$	19,000
JURISDICTIONAL DUES	\$	163,138
INVESTMENT INCOME	\$	1,400
Community Enhancement	\$	47,902

TOTAL ESTIMATED REVENUE MDOT/TRANSPORTAION	\$	544,432
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ALLOWABLE INDIRECT COST COMPUTATION		
Total Indirect Costs	\$	175,532
Less Unallowable Costs (Community Enhancement)		(47,733)
Allowable Indirect Costs	\$	127,799

Back out Comm Enhancement

INDIRECT RATE COMPUTATION		
<u>ALLOWABLE INDIRECT COSTS</u>	\$	<u>127,799</u>
TOTAL DIRECT PERSONNEL EXPENSES	\$	201,576
ESTIMATED Indirect Rate for FY 2022		63.40%
APPROVED Indirect Rate for FY 2021		44.69%

MACC REVENUES BY WORK TASK GROUP

WORK ITEM	FHWA 112	LOCAL	REGIONAL PLANNING	LOCAL	FEDERAL OTHER*	STATE OTHER	LOCAL OTHER	TOTAL
1.0 ADMINISTRATION	38,398.80	8,514.82	-	-	-	-	15,600.47	62,514.09
1.1 - TRANSPORTATION PROGRAM MANAGEMENT	9,599.70	2,128.71	-	-	-	-	3,900.12	15,628.52
1.2 - PUBLIC INFORMATION/INVOLVEMENT	9,599.70	2,128.71	-	-	-	-	3,900.12	15,628.52
1.3 - INTERAGENCY COORDINATION AND TRAINING	9,599.70	2,128.71	-	-	-	-	3,900.12	15,628.52
1.4 - FY 2022 UNIFIED WORK PROGRAM (UWP)	9,599.70	2,128.71	-	-	-	-	3,900.12	15,628.52
2.0 SHORT RANGE PLANNING	76,797.60	17,029.64	-	-	57,000.00	-	34,970.64	185,797.89
2.1 - TRANSPORTATION IMPROVEMENT PROGRAM (TIP)	15,359.52	3,405.93	-	-	-	-	6,994.13	25,759.58
2.2 - TRANSIT SYSTEM PLANNING/DEVELOPMENT	15,359.52	3,405.93	-	-	-	-	6,994.13	25,759.58
2.3 - DATA COLLECTION AND ANALYSIS	-	-	-	-	17,000.00	-	4,250.00	21,250.00
2.4 - TECHNICAL ASSISTANCE	15,359.52	3,405.93	-	-	-	-	6,994.13	25,759.58
2.5 - WESTRAIN COLLABORATIVE	15,359.52	3,405.93	-	-	-	-	6,994.13	25,759.58
2.6 - WM CLEAN AIR COALITION/MACC CLEAN AIR ACTION! DAY PR	-	-	-	-	40,000.00	-	10,000.00	50,000.00
2.7 - AIR QUALITY CONFORMITY: INTERAGENCY CONSULTATION	15,359.52	3,405.93	-	-	-	-	6,994.13	25,759.58
3.0 SPECIAL PROJECTS AND STUDIES	63,998.00	14,191.37	-	-	-	19,000.00	26,000.78	123,190.15
3.1 - ASSET MANAGEMENT	31,999.00	7,095.69	-	-	-	19,000.00	5,200.16	63,294.84
3.2 - TRANSPORTATION SYSTEM SECURITY & EMERGENCY PREPA	31,999.00	7,095.69	-	-	-	-	5,200.16	44,294.84
			-	-	-	-		-
			-	-	-	-		-
4.0 LONG RANGE PLANNING	76,797.60	17,029.64	-	-	-	-	31,200.94	125,028.19
4.1 - LONG RANGE INITIATIVES	12,799.60	2,838.27	-	-	-	-	6,240.19	21,878.06
4.2 - NONMOTORIZED PLANNING/PROMOTION	12,799.60	2,838.27	-	-	-	-	6,240.19	21,878.06
4.3 - LONG RANGE TRANSPORTATION PLAN IMPLEMENTATION	12,799.60	2,838.27	-	-	-	-	6,240.19	21,878.06
4.4 - FREIGHT PLANNING	12,799.60	2,838.27	-	-	-	-	6,240.19	21,878.06
4.5 - PERFORMANCE MEASURES DEVELOPMENT	12,799.60	2,838.27	-	-	-	-	6,240.19	21,878.06
4.6 - LONG RANGE TRANSPORTATION NEEDS ANALYSIS IN OTTAW	12,799.60	2,838.27	-	-	-	-		
GRAND TOTAL - MACC TRANSPORTATION BUDGET	255,992.00	56,765.48	-	-	57,000.00	19,000.00	107,772.84	496,530.32

APPENDIX B

PROJECTED EXPENDITURES

EXPENDITURES BY WORK TASK

WORK ITEM	DIRECT SALARY		DIRECT FRINGE		DIRECT - OTHER		DIRECT - OTHER	INDIRECT	INDIRECT	TOTAL
	FEDERAL	LOCAL	FEDERAL	LOCAL	FEDERAL	LOCAL	STATE	FEDERAL	LOCAL	
1.0 ADMINISTRATION	\$16,476.58	\$3,864.88	\$8,014.87	\$1,880.03	17,400.00	4,350.00	\$0.00	\$8,792.08	\$1,735.73	\$62,514.16
1.1 - TRANSPORTATION PROGRAM MANAGEMENT	\$4,119.15	\$966.22	\$2,003.72	\$470.01	\$4,350.00	\$1,087.50	\$0.00	\$2,198.02	\$433.93	\$15,628.54
1.2 - PUBLIC INFORMATION/INVOLVEMENT	\$4,119.15	\$966.22	\$2,003.72	\$470.01	\$4,350.00	\$1,087.50	\$0.00	\$2,198.02	\$433.93	\$15,628.54
1.3 - INTERAGENCY COORDINATION AND TRAINING	\$4,119.15	\$966.22	\$2,003.72	\$470.01	\$4,350.00	\$1,087.50	\$0.00	\$2,198.02	\$433.93	\$15,628.54
1.4 - FY 2022 UNIFIED WORK PROGRAM (UWP)	\$4,119.15	\$966.22	\$2,003.72	\$470.01	\$4,350.00	\$1,087.50	\$0.00	\$2,198.02	\$433.93	\$15,628.54
2.0 SHORT RANGE PLANNING	\$32,953.16	\$7,729.75	\$16,029.73	\$3,760.06	\$8,966.50	\$2,033.50	\$0.00	\$64,219.02	\$50,106.33	\$185,798.07
2.1 - TRANSPORTATION IMPROVEMENT PROGRAM (TIP)	\$4,707.59	\$1,104.25	\$2,289.96	\$537.15	\$0.00	\$0.00	\$0.00	\$9,174.15	\$7,158.05	\$24,971.15
2.2 - TRANSIT SYSTEM PLANNING/DEVELOPMENT	\$4,707.59	\$1,104.25	\$2,289.96	\$537.15	\$0.00	\$0.00	\$0.00	\$9,174.15	\$7,158.05	\$24,971.15
2.3 - DATA COLLECTION AND ANALYSIS	\$4,707.59	\$1,104.25	\$2,289.96	\$537.15	7,366.50	1,633.50	\$0.00	\$9,174.15	\$7,158.05	\$33,971.15
2.4 - TECHNICAL ASSISTANCE	\$4,707.59	\$1,104.25	\$2,289.96	\$537.15	\$0.00	\$0.00	\$0.00	\$9,174.15	\$7,158.05	\$24,971.15
2.5 - WESTRAIN COLLABORATIVE	\$4,707.59	\$1,104.25	\$2,289.96	\$537.15	-	-	\$0.00	\$9,174.15	\$7,158.05	\$24,971.15
2.6 - W.M. CLEAN AIR COALITION/MACC CLEAN AIR ACTION! DAY	\$4,707.59	\$1,104.25	\$2,289.96	\$537.15	1,600.00	400.00	\$0.00	\$9,174.15	\$7,158.05	\$26,971.15
2.7 - AIR QUALITY CONFORMITY: INTERAGENCY CONSULTATION	\$4,707.59	\$1,104.25	\$2,289.96	\$537.15				\$9,174.15	\$7,158.05	\$24,971.15
3.0 SPECIAL PROJECTS AND STUDIES	\$27,460.97	\$6,441.46	\$13,358.11	\$3,133.38	\$0.00	\$0.00	\$1,000.00	\$41,778.31	\$30,017.73	\$123,189.96
3.1 - ASSET MANAGEMENT	\$13,730.48	\$3,220.73	\$6,679.06	\$1,566.69	\$0.00	\$0.00	\$1,000.00	\$20,889.15	\$15,008.87	\$62,094.98
3.2 - TRANSPORTATION SYSTEM SECURITY & EMERGENCY PREP	\$13,730.48	\$3,220.73	\$6,679.06	\$1,566.69	\$0.00	\$0.00	\$0.00	\$20,889.15	\$15,008.87	\$61,094.98
4.0 LONG RANGE PLANNING	\$32,953.16	\$7,729.75	\$16,029.73	\$3,760.06	\$12,277.50	\$2,722.50	\$0.00	\$31,834.07	\$17,721.38	\$125,028.17
4.1 - LONG RANGE INITIATIVES	\$5,492.19	\$1,288.29	\$2,671.62	\$626.68	\$0.00	\$0.00	\$0.00	\$5,305.68	\$2,953.56	\$18,338.03
4.2 - NONMOTORIZED PLANNING/PROMOTION	\$5,492.19	\$1,288.29	\$2,671.62	\$626.68	12,277.50	2,722.50	\$0.00	\$5,305.68	\$2,953.56	\$33,338.03
4.3 - LONG RANGE TRANSPORTATION PLAN IMPLEMENTATION	\$5,492.19	\$1,288.29	\$2,671.62	\$626.68	\$0.00	\$0.00	\$0.00	\$5,305.68	\$2,953.56	\$18,338.03
4.4 - FREIGHT PLANNING	\$5,492.19	\$1,288.29	\$2,671.62	\$626.68	\$0.00	\$0.00	\$0.00	\$5,305.68	\$2,953.56	\$18,338.03
4.5 - PERFORMANCE MEASURES DEVELOPMENT	\$5,492.19	\$1,288.29	\$2,671.62	\$626.68	\$0.00	\$0.00	\$0.00	\$5,305.68	\$2,953.56	\$18,338.03
4.6 - LONG-RANGE TRANSPORTATION NEEDS ANALYSIS IN OTTAWA	\$5,492.19	\$1,288.29	\$2,671.62	\$626.68	\$0.00	\$0.00	\$0.00	\$5,305.68	\$2,953.56	\$18,338.03
TRANSPORTATION TOTAL	109,843.88	25,765.85	53,432.44	12,533.54	\$38,644.00	\$9,106.00	\$1,000.00	\$111,286.90	\$64,244.61	\$496,530.36

APPENDIX C

CERTIFICATE OF INDIRECT COSTS

CERTIFICATE OF INDIRECT COSTS

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

(1) All costs included in this proposal dated June 7, 2021 to establish billing or final indirect costs rates for the time period October 1, 2021 - September 30, 2022, are allowable in accordance with the requirements of the Federal award(s) to which they apply and 2 CFR part 225, Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A 87). Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

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

I declare that the foregoing is true and correct.

Governmental Unit: Macatawa Area Coordinating Council

Signature: _____



Name of Official: Tyler Kent

Title: Executive Director

Date of Execution: June 7, 2021

APPENDIX D

TIMELINE OF ACTIVITIES

Macatawa Area Coordinating Council – Fiscal Year 2022 Unified Work Program

Activities	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.
1.0 Administration												
1.1 Transportation Program Management	●	●	●	●	●	●	●	●	●	●	●	●
1.2 Public Information/Involvement	●	●	●	●	●	●	●	●	●	●	●	●
1.3 Interagency Coordination and Training	●	●	●	●	●	●	●	●	●	●	●	●
1.4 FY 2023 Unified Work Program (UWP)	→					●	→		●	→		
2.0 Short Range Planning												
2.1 Transportation Improvement Program (TIP)	→											
2.2 Transit System Planning/Development	→											
2.3 Data Collection and Analysis	→											
2.4 Technical Assistance	→											
2.5 Westrain Collaborative	●		●		●		●		●		●	
2.6 W. M. Clean Air Coalition/MACC Clean Air Action!	→											
2.7 Air Quality Conformity: Interagency Consultation	●	●	●	●	●	●	●	●	●	●	●	●
3.0 Special Projects and Studies												
3.1 Asset Management	→					●	→					
3.2 Transportation System Security & Emergency Preparedness		●		●		●		●		●		●
3.3 Update of Non-Motorized Transportation Plan	→											
4.0 Long Range Planning												
4.1 Long Range Initiatives	→											
4.2 Non-Motorized Planning/Promotion	→											
4.3 Long Range Transportation Plan Implementation	→											
4.4 Freight Planning	→											
4.5 Performance Measure Development	→											
4.6 Long-Range Transportation Needs Analysis in Ottawa County	→											

Each of the program groups are noted in a unique color: Administration (blue), Short Range Planning (orange), Special Projects and Studies (purple), and Long Range Planning (green).

- ● ● Symbols are used to represent a regular meeting or specific milestone
- Arrows represent an ongoing task
- On pause until further notice

The 2022 Unified Work Program tasks have been developed to incorporate Michigan Planning Program Emphasis Areas (PEA's), which support a regional approach to transportation planning. Tasks 2.1, 2.6, 4.2, 4.3, and 4.5 address transportation requirements regarding performance-based planning and programming, planning and environmental linkages (PEL). Task 4.4 was developed with a focus on freight planning. Tasks 2.2 and 4.2 were developed with an emphasis on livability and ladders of opportunity (access to housing, employment, healthcare, schools/education, and recreation). Tasks 2.5, 2.6, 4.1, 4.4, and 4.6 involve inter-agency coordination and consultation in order to improve regional cooperation. Staff effort for the program groups contained in the 2022 Unified Work Program is estimated as follows:

- Administration - 15%
- Short Range Planning - 30%
- Special Projects and Studies - 25%
- Long Range Planning - 30%

APPENDIX E

TASKS COMPLETED IN FY21

TASKS COMPLETED IN FY21

The below information outlines what tasks have been completed in fiscal year 2021

Administration

- Adherence to planning regulations
- Detailed progress reports and budgetary activities were submitted regularly
- Documentation of public notices
- Staff attended monthly MTPA meeting
- FY22 Unified Work Program document sent to MDOT in June 2021
- Agendas, minutes, and meeting packet materials of MACC Technical Committee and Policy Board developed and posted to the MACC website
- MACC Annual Report created and posted to MACC website
- MACC Monthly newsletter, posted to website and sent out to public within contact database
- Developed and submitted the FY22 UWP document

Short Range Planning

- Updated local sample data for HPMS segments as provided by MDOT
- Utilized a consultant to collect federal aid and local traffic counts
- Provided mapping assistance to MAX Transit, Hope College, and Pedal Holland for various projects
- Made annual updates to ArcGIS software to maintain quality maps and technical support
- Active member in the Westrain Collaborative which acts to promote rail service in West Michigan and meets on an as-needed basis
- FY2020-2023 Transportation Improvement Program (TIP) update and maintenance including amendments as needed
- MACC was involvement with MAX Transit's committee & West Michigan Express

Short Range Planning (continued)

- Continued participation and planning assistance for WMCAC
- As TIP amendments were made, MACC followed set air quality conformity documentation standards

Special Projects

- The MACC was an active member in the Ottawa County Local Emergency Planning Committee
- The MACC hosted regular local emergency services meetings to foster multi-jurisdictional collaboration and resource sharing
- FY20/21 PASER data will be submitted to TAMC in late21/early22.
- FY20/21 PASER reporting and data will be added to MACC website
- Distributed bike lights to vulnerable populations to increase safety
- Completed 2020 Census committee meetings and had educational materials for the public printed and distributed

Long Range Planning

- Adopted new FY21 safety performance measures
- FY21 Green Commute Week Planning
- MACC staff developed the Regional Transportation Access and Connectivity study