

# FY 2024 UNIFIED WORK PROGRAM

Questions regarding this document may be referred to:

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**Resolution Approving the Macatawa Area Coordinating Council Fiscal Year 2024 Unified  
Work Program**

**Resolution #23-02**

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**WHEREAS**, the Macatawa Area Coordinating Council (MACC) is the organization that has requested designation by the Governor, as being responsible together with the State for carrying out 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 450.336;

**NOW THEREFORE BE IT RESOLVED** that the MACC Policy Board adopts the Unified Work Program for the fiscal year 2024, with any modifications to the document brought to the Board at the appropriate time.

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Tom Bird, Chairperson  
Macatawa Area Coordinating Council Policy Committee

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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 area's transportation needs have become a priority focus due to requirements by the federal government that the MACC area does more comprehensive regional transportation planning and participates 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) 2024 Unified Work Program (UWP) describes all of the urban planning activities and budgets for the Macatawa Area Coordinating Council/Metropolitan Planning Organization for the period of October 1, 2023, through September 30, 2024.

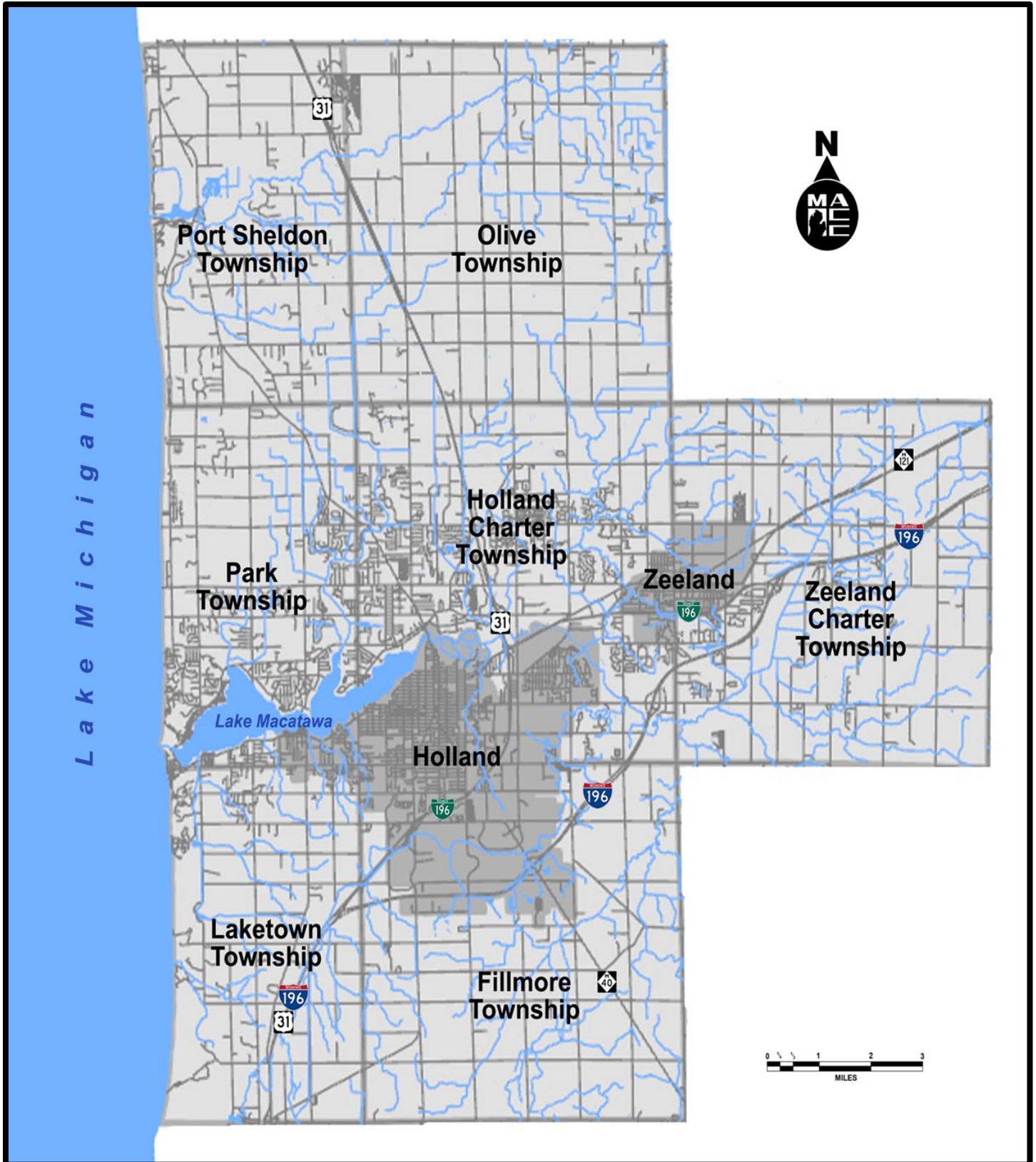
The UWP identifies transportation issues facing the urbanized area and indicates work items to be undertaken to address those issues. The work items may be performed by either the Macatawa Area Coordinating Council or Macatawa Area Express Transportation Authority. These issues have been identified through a joint planning effort of the cities of Holland and Zeeland, and the townships of Zeeland Charter, Holland Charter, 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 PLANNING AREA



## TRANSPORTATION ISSUES FACING THE MACC AREA

The FY 2024 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 addresses the identified issues/priorities. The items below highlight some of the broad issues the MACC region faces concerning 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 have 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.

### Transit

The Macatawa Area Express Transit (MAX) is the public transportation system for the greater Holland area. Originally formed in 2000 as an outgrowth of the City of Holland's Dial-A-Ride program [separate since 2007], MAX is funded with federal and state grants and local contributions. Usually, the MAX safely transports more than 400,000 passengers annually to their destinations in the local Holland and Zeeland areas. This data is heavily skewed from 2020 onward due to COVID-19. Some general issues facing MAX Transit include low ridership, 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. Demand Response service and fixed routes remain restricted to work, medical, and grocery trips only.

Ridership Numbers				
Service	FY 2019	FY 2020*	FY 2021	FY 2022
Fixed Route	322,192	153,844	77,841	178,496
Twilight Route**	7,824	3,963		
Demand Response	78,488	58,956	47,719	44,934
Night Owl	3,639	3,682	4,338	4,796
<b>Total Ridership</b>	<b>412,143</b>	<b>220,445</b>	<b>129,898</b>	<b>228,226</b>

\* COVID 19 Began

\*\* Route remains suspended due to lack of drivers

## 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. Uneven railroad grade crossings remain an issue. Improvements to various segments of railroad grade crossings have been made in the past, including work completed by CSX at the intersection of Pine and Seventh Street near downtown and the intersection of Lakewood and Douglas. Issues with other crossings continue 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 several locations where connections between facility types could be improved, also increasing safety. From 2017 to 2021, there were 6 pedestrian fatalities and 23 serious injuries. In that same time frame, there were 3 bicyclist fatalities and 19 serious injuries.

## Air Quality

The Clean Air Act Amendments (CAAA) substantially revised the federal-aid highway program in nonattainment areas (areas above the minimum pollutant threshold) allowing provisions for highway sanctions. 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 SIP intends 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 on the county's western half and entirely an ozone orphan maintenance area. Ottawa County is designated as an ozone-limited orphan 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. The MACC plans to continue promoting both Green Commute and Clean Air Action!

## FHWA AND STATE PLANNING EMPHASIS AREAS (PEAS)

The FHWA and FTA issues joint planning emphasis areas to be included in the statewide planning processes including Unified Work Programs of each MPO in Michigan. The goal of PEAS is to focus on continuing to implement the programs and updates of the Moving Ahead for Progress in the 21st Century Act (MAP-21), the Fixing America's Surface Transportation Act (FAST Act), and the newly passed Infrastructure Investment and Jobs Act (IIJA) legislation. Currently, the MACC is working under the IIJA which includes a 5-year surface transportation bill. The highway provisions are based on the 5-year highway bill approved by the Senate Environment and Public Works Committee earlier in 2021. The MACC will work to implement the FHWA, FTA, and MDOT planning areas to the best of its abilities.

### MDOT:

1. Maintenance of the new FY 2023-2026 TIP
  - Incorporation of performance-based planning in project selection
  - Four years of projects listed in TIP (for each MPO program area)
  - Correct utilization of GPAs, in alignment with the guidance document (should the MPO utilize GPAs)
2. Continued involvement and feedback in JobNet application enhancements.
3. Continue to ensure transit projects are accurately shown in the TIP and fiscally constrained, through coordination with local transit agencies and the MDOT Office of Passenger Transportation.
4. Clear identification in the UPWP of the utilization of a minimum of 2.5% of PL funds on specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities.
5. As needed, continue to review, evaluate, and update the public participation plan (PPP) including consideration of virtual options for public participation.
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. Enhanced Long Range Plan Coordination between MDOT and MPOs
  - Increased coordination and collaboration between MTPs and the SLRTP.

- Discussion of the next series of MTPs and travel demand models being adopted in the next few years. Several MPOs have MTPs that will need to be adopted between November 2026 and June 2028.
  - SUTA would like to work with MPOs during the FY2024 program to review, and approve base year socio-economic data for the models, review in road/transit network updates, etc., and have all these attributes ready for CY2025 when many of these models will begin development.
  - MDOT is working to re-develop the long range planning 101 course, taught originally in 2014, and updated in 2017. More to come on this, fall of 2023 is targeted.
8. Continue to focus on partnerships utilizing a continuing, cooperative, and comprehensive (3C) approach to transportation planning.

## FHWA + FTA:

1. Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future  
Use the transportation planning process to accelerate the transition toward electric and other alternative-fueled vehicles, plan for a sustainable infrastructure system that works for all users, and undertake actions to prepare for and adapt to the impacts of climate change.
  - Identifying the barriers to and opportunities for the deployment of fueling and charging infrastructure
  - Evaluating opportunities to reduce greenhouse gas emissions by reducing single-occupancy vehicle trips and increasing access to public transportation, shifting to lower emission modes of transportation
  - Identifying transportation system vulnerabilities to climate change impacts and evaluating potential solutions.
2. Equity and Justice40 in Transportation Planning  
Incorporate data sharing and consideration into the transportation planning process, because data assets have value across multiple programs.
  - Data sharing principles and data management can be used for a variety of issues, such as freight, bike, and pedestrian planning, equity analyses, managing curb space, performance management, travel time reliability, connected and autonomous vehicles, mobility services, and safety.
  - Developing and advancing data-sharing principles allows for efficient use of resources and improved policy and decision-making at the State, MPO, regional, and local levels for all parties.

3. Complete Streets

Review current policies, rules, and procedures to determine their impact on safety for all road users.

- Provide an equitable and safe transportation network for travelers of all ages and abilities, including those from marginalized communities facing historic disinvestment.
- To be considered complete, these roads should include safe pedestrian facilities, safe transit stops (if present), and safe crossing opportunities on an interval necessary for accessing destinations.

4. Public Involvement

Early, effective, and continuous public involvement brings diverse viewpoints into decision-making.

- Integrate Virtual Public Involvement (VPI) tools into the overall public involvement approach while ensuring continued public participation by individuals without access to computers and mobile devices.

5. Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination

The 64,200-mile STRAHNET system consists of public highways that provide access, continuity, and emergency transportation of personnel and equipment in times of peace and war.

- Coordinate with representatives from DOD in the transportation planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to DOD facilities.

6. Federal Land Management Agency (FLMA) Coordination

Coordinate with FLMAs in the transportation planning and project programming process on infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal lands.

- Explore opportunities to leverage transportation funding to support access and transportation needs of FLMAs before transportation projects are programmed in the Transportation Improvement Program (TIP) and Statewide Transportation Improvement Program (STIP).

7. Planning and Environment Linkages (PEL)

PEL is a collaborative and integrated approach to transportation decision-making that considers environmental, community, and economic goals early in the transportation planning process and uses the information, analysis, and products developed during planning to inform the environmental review process.

- Implement PEL as part of the transportation planning and environmental review processes.

8. Data in Transportation Planning

Data sharing principles and data management can be used for a variety of issues, such as freight, bike, and pedestrian planning, equity analyses, managing curb space, performance management, travel time reliability, connected and autonomous vehicles, mobility services, and safety.

- Incorporate data sharing and consideration into the transportation planning process, because data assets have value across multiple programs.

## LOCAL TRANSPORTATION PLANNING INITIATIVES

### Administration of MPOs

The Macatawa Area Coordinating Council assures that no person based on 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 shall 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

IIJA 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 the 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 the 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 maintain the FY2023-2026 TIP, which includes:

- Continue working cooperatively towards improving upon JobNet and streamlining STIP/TIP processes
- Expand the use of JobNet features

- Continue efforts to improve public involvement, including virtual public involvement methods



# **SECTION 1.0**

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## **ADMINISTRATION**



## 1.1 Transportation Program Management

### Objectives

The primary purpose of this work task is to conduct 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, 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 and 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
- Completion of all necessary correspondence and budgetary activities
- Develop and submit a yearly Final Acceptance Report
- Develop and submit a monthly Progress 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 website, 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 the 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
- Maintaining the MACC's new website so that it is easier for the public to navigate and find the information they are seeking
- Continue to review, evaluate, and update the MACC's Public Participation Plan when needed
- Clear project map/data listing
- Consideration of virtual options for public participation
- 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 on the MPO website.

## 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 (MTPA), a statewide organization consisting of all MPOs as well as MDOT, Michigan Department of Environment Great Lakes, and Energy (EGLE), 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
- Continue to be involved in the MTPA group, along with MTPA subcommittees
- Staff, which are cognizant of the latest techniques and best practices in the field of planning
- MACC will work with EGLE 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 2025 Unified Work Program (UWP)

### Objectives

To develop an overall work program for the MACC for Fiscal Year 2025 (October 1, 2024 – September 30, 2025) as well as to monitor and amend the FY 2024 work program as necessary.

### Procedures and Tasks

Near the end of the fiscal year, a review of the FY 2024 UWP's objectives shall be completed. Any work item that has not reached full completion will be included in the FY 2025 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 staff 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 the appropriate assignment of these funding allocations to the various work elements. Staff will also determine the amount of local matching funds necessary to fully fund the programs.

### Overall Impact/Products

- FY 2024 Unified Work Program amendments as necessary
- Development of FY 2025 Unified Work Program and Budget in conjunction with appropriate local, state, and federal agencies



# **SECTION 2.0**

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## **SHORT RANGE PLANNING**

## 2.1 Transportation Improvement Program (TIP)

### Objectives

This work item aims to monitor the MACC's FY 2023-2026 Transportation Improvement Program (TIP). It will be monitored to ensure the document conforms to air quality standards, is financially constrained, meets environmental justice principles, and is easily understood by the general public.

### Procedures and Tasks

MACC staff will work closely with the staff of FTA, FHWA, MDOT, and other MPOs to ensure that the projects contained within the TIP adhere to the Clean Air Act standards, the Infrastructure Improvement and Jobs Act (IIJA) 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 on 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

- Monitoring of FY 2023-2026 TIP
- Completion of amendments as necessary
- TIP summaries in non-technical terms as necessary
- Supplemental TIP documentation as necessary
- Listing of FY2023 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, specifically, the Macatawa Area Express Transit Authority (MAX).

### Procedures and Tasks

MACC staff serve on various MAX committees that assist the transit authority in meeting the operational and planning needs of the system. This could include analyzing the impacts of federally funded roadway and shared-use pathway improvements along MAX's fixed routes. Staff may also participate in other transit initiatives undertaken by other organizations.

### Overall Impact/Products

- Participation in committees that assist MAX staff
- Participation in other transit-related initiatives such as West Michigan Express
- Provide data as requested in the form of literature, maps, and statistics
- Review surveys and other materials related to public transit
- Annual listing of transit projects cooperatively developed by MAX, MDOT, and MACC staff
- Coordinate with MAX in establishing targets for the Transit Asset Management (TAM) Plan and the agency safety.
- Assisting MAX staff with grant-related activities, such as the RAISE grant

## 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 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:

- Work with the HPMS team to update the sample file (spreadsheet or GIS file) provided by MDOT in September, and return by April 1st of the reporting year.
- Review sample sections along with the non-trunkline roadway system only for data items that need updating.
- Attend training as needed.
- Work with local road agencies as needed to update sample data.

#### Model Inventory Roadway Elements (MIRE) Fundamental Data Elements (FDE):

MIRE FDE is a federal reporting requirement for safety roadway data. Continue to work on implementation by MDOT and its vendors (CSS, Roadsoft) of the MIRE FDE data repository schema in MDOT Roads & Highways. MPO and local agency participation in the MIRE data collection and review process is a part of the requirements for fulfilling Data Collection responsibilities to MDOT. This requirement will continue for FY24 and beyond.

- Review the MIRE data using the tools in Roadsoft and may export outputs to CSS.
- The five (5) data items that will be reviewed: Surface type, number of through lanes, access control, median type, and junction traffic control.
- MACC and MDOT staff may meet to discuss the process of annual maintenance and the population of 5 data items going forward.
- The end goal will be to draft a plan to fill 100% of the (5) MIRE data items and submit them to MDOT by August 2025



### Travel Information Unit:

1. MACC will aggregate, compile and store Non-Trunkline (Federal Aid/Non-Federal Aid) and Local Roads traffic count data collected throughout the year by Local Agencies (CRCs, Cities Villages, etc.) under its jurisdiction in preparation for said data to be submitted to MDOT on an annual basis for HPMS Reporting to FHWA. (Data Collection/Management)
2. MACC will be prepared for MDOT's annual Non-Trunkline and Local Roads Traffic Count Data Submittal Request and respond to the request in a timely manner for HPMS Reporting to FHWA. (Data Management)
3. MACC will notify MDOT where traffic count locations are planned. If available, coordinate with MDOT to generate supplemental locations for HPMS reporting. (Data Collection)

### 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. The procurement of technical documents for the MACC resource library will continue as necessary.

The U.S. Census Bureau released the 2020 Urban Area data in December of 2022. Several months after this data is released, MDOT staff will meet with each MPO in the state. These meetings will consist of member agencies reviewing the urban area boundaries created by the U.S. Census Bureau. The boundaries will be smoothed and adjusted to identify urban roads for transportation planning purposes. The proposed adjustments to the U.S. Census Urban Areas will then be submitted to FHWA for approval. The final result will be an Adjusted Census Urbanized Boundary or "ACUB."

### 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 in the Collaborative seek to preserve, promote and improve passenger rail service in West Michigan.

### Overall Impact/Products

- Assist in the implementation of marketing strategies/plan
- Coordinate media efforts in the MACC area to raise the 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. The program's primary focus is educating the public about these pollutants. It will also promote voluntary emission reduction activities as well as attempt to influence travel and household behavior to reduce particulate matter and ozone emissions. Action days will be called by MDEGLE meteorologists and Action! Day notices are 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, television, and streaming ads to promote the program (contractual expense)
- Contact 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 the participation of area residents in the 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) to ensure 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 violations
3. Will not delay attaining the NAAQS. A demonstration is conducted by comparing emissions estimates generated from the 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.
- Participate in IAWG meetings to determine the status (non-exempt/exempt) of a project when amending the TIP or LRTP.
- Include IAWG meeting documentation within MDOT's JobNet system when submitting a TIP Transmittal Package
- Post transportation conformity documents to the MACC website to inform the public of air quality conformity matters and to allow the public to provide comments and respond to comments as needed



# **SECTION 3.0**

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## **SPECIAL PROJECTS & STUDIES**

## 3.1 Asset Management

### Objectives

The resources allocated to the Metropolitan/Regional Planning Organization (MPO/RPO) 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 can be found on the TAMC website (<http://www.michigan.gov/tamc>). The MPO/RPO will emphasize these tasks to support the largest PA 51 agencies (agencies that certify under Public Act (PA) 51 a minimum of 100 centerline miles of road) within the planning area when resources are limited. The activities are to provide TAMC reimbursement to local agencies including the following:

### Procedures and Tasks

#### I. 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. Attending TAMC-sponsored Investment Reporting Tool (IRT) training seminars.
- D. Attending TAMC-sponsored Asset Management Plan Development training seminars.

#### II. Roadway Inventory and Condition Data Collection Participation and Coordination

##### A. Federal Aid System:

- 1. Organize schedules with PA 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.

2. Coordinate, participate, and facilitate road surface data collection on no less than 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.

3. 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 (NFA) System:**

1. It is required that the RPO/MPO make a formal call for interest for NFA data collection reimbursements to their respective PA 51 agencies annually, and that requests by PA 51 agencies are submitted to their respective RPO/MPO by October 1 each year to assist in the coordination of data collection priorities of the following data collection season. The RPO/MPO will allocate reimbursements for NFA data collection to PA 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.

2. Coordinate NFA data collection cycles with PA 51 agencies with an emphasis on the top 125 agencies.

3. Ensure all participants of data collection understand procedures for data sharing with TAMC as well as TAMC policy and procedures for collecting NFA data.

4. Participate and perform data collection with PA 51 agencies on an as-needed basis for the data collection of Non-Federal Aid roads when requested.

5. The RPO/MPO will allocate funding for Non-Federal Aid data collection to PA 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 in accordance with Section VII (C).

**III. 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.

#### IV. Data Submission

A. Develop and maintain the 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 NFA Roads.

C. Monitor and report the status of data collection efforts to the TAMC Asset Management Coordinator through monthly coordinator calls and/or monthly or quarterly program updates that are mailed with invoices.

D. Provide links to agency websites and reports to the TAMC

#### V. 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 report of the status of PA 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 PA 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.

#### VI. 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:

1. Analyze data and develop road preservation scenarios.

2. Analyze the performance of implemented projects.

## VII. Bridge and Culvert Inventory and Condition Data Collection

A. Provide administrative and technical assistance to PA 51 agencies and MDOT for reimbursement of TAMC funds for participation in data collection efforts for culvert inventory, condition assessment, and data submission.

B. Utilize TAMC reporting forms to communicate progress and expenditures of Public Act 51 agencies to assist TAMC in the Culvert Mapping Pilot Report.

C. PA 51 agencies must submit a written request for reimbursement; the request should include a total estimate of costs (actual costs claimed must not exceed the estimated costs) for the data gathering, trained/certified team members' time, and vehicle use. It is required that the RPO/MPO make a formal call for interest for bridge and culvert collection reimbursements to their respective PA 51 agencies annually, and that requests by PA 51 agencies are submitted to their respective RPO/MPO by October 1 each year to assist in the coordination of data collection priorities of the following data collection season. The RPO/MPO decision on what requests for reimbursement are approved may consider the available budget, absence, or age of bridge data to be collected and the last year of reimbursement to the road agency for that bridge data set.

### 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 the local agency, functional classification, and PA 51 Legal System; provide links to the Regional Annual Report on the agency website and submit copies to TAMC Coordinator by April 1 of each year.
- Prepare a draft status report of PA 51 agency Asset Management activities and plans within the 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 that 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**

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## **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 Area Mobility Group initiatives. The MACC also continues to participate in the MDOT-Grand Region Intelligent Transportation Systems (ITS) to 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 in the activities of these initiatives
- Participation in committees
- Continue working with the Holland Area Mobility Group; Complete Streets, electrification (EV), energy, and carbon reduction initiatives as related to land use and safety

## 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 to educate 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

### Transportation Alternatives Program

1. Offer members educational opportunities:

- On the federal Transportation Alternatives Program
- On the state Transportation Economic Development Fund (Categories A-F)
- On the State Infrastructure Bank loan program
- To be provided by MDOT staff at MPO discretion

2. Assist members with selecting appropriate funding sources (training can be provided by MDOT staff to MPO staff).

3. Assist members with completing grant/loan applications.
4. As invited, MDOT staff would attend MPO committee meetings or other scheduled meetings to support any training/education efforts for member agencies.
5. MDOT staff can assist local agencies with any of the following:
  - Theory calls on potential projects
  - Application questions
  - Access to technical experts

#### 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
- Analysis of pedestrian crossings as needed to identify needs and improvements

## 4.3 Long Range Transportation Plan

### Objectives

The purpose of this task is to continue working on/finalizing the 2050 Long Range Transportation Plan (LRTP), utilizing compliance with the current federal legislative process that results in an LRTP that meets the requirements of the current federal legislative process.

### Procedures and Tasks

MACC staff will work closely with the staff of the FHWA, FTA, MDOT, Grand Valley Metropolitan Council, West Michigan Shoreline Regional Development Commission, West Michigan Regional Planning Commission, and all local members to create and finalize the 2050 LRTP (to be adopted in February of 2024).

### Overall Impact/Products

- Refined performance measures and targets based on the goals and objectives of LRTP
- Continued implementation of the approved 2045 LRTP
- Continued work and finalization of the 2050 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 current federal legislative compliant process that results in an LRTP and TIP that meet the requirements of all other applicable federal legislation.

### Procedures and Tasks

MACC staff will work closely with the staff 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 current federal legislation. All the information noted above will be used to implement Transportation Improvement Programs and Long Range Transportation Plans.

### 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 2050 Long Range Transportation Plan to refine performance measure implementation. This task will involve 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 should additional funding become available

## 4.6 Long-Range Transportation Needs Analysis in Ottawa County

### Objectives

The purpose of this ongoing task completed on an as-needed basis is to support the analysis of long-range regional multi-modal transportation needs in central and southwestern Ottawa County. MACC staff will work with the 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 an 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 available 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 the north of Quincy St in the MACC area
- Further review of US-31 mobility options in Grand Haven

M-231 was completed and opened to traffic in October of 2015. More recent improvements include a traffic signal that 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 the mid-to-late fall of 2016.

The MACC views the further study of conceptual alternatives, including an 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 supporting 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 in 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 provide a foundation for any future multi-modal transportation studies.

#### Overall Impact/Products

- Inform MPO membership of the activities of this initiative
- Develop the scope of work for future traffic model analysis and the extent of the study

- 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.

### 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



# **SECTION 5.0**

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## **INCREASING SAFETY & ACCESSIBLE TRANSPORTATION OPTIONS**

## 5.1 2.5% Set Aside

### Objective

The BIL requires each MPO to use at least 2.5% of its PL funds (and each State to use 2.5% of its State Planning and Research funding under 23 U.S.C. 505) on specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities.

### Procedures and Tasks

Analyze pedestrian and bicyclist crash data (fatalities and serious injuries) regarding intersection operations. We will then overlay that data with intersections that have a trail crossing. We can then make safety suggestions for the found high-risk intersections. This can all be used in updating the MACC's Non-Motorized Plan.

### Overall Impact/Products

- Record a data point of every fatality or serious injury that a pedestrian and/or bicyclist had at an intersection
- Overlay data points with intersections that have trail crossings
- Make suggestions as to how the intersections can be improved
- Make adjustments to the MACC's Non-Motorized Plan





# APPENDIX A

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## PROJECTED REVENUES

# MACC REVENUE BUDGET & INDIRECT



## PROPOSED COST ALLOCATION PLAN - REVENUE BUDGET FISCAL YEAR ENDING SEPTEMBER 30, 2024 TRANSPORTATION/MDOT ONLY

CONSOLIDATED GRANT (PL 112/5303)	\$	354,418
PL 112 REGIONAL TRANSIT STUDY	\$	-
CMAQ - CLEAN AIR PROGRAM	\$	20,000
STBG DATA COLLECTION	\$	17,000
STP I-96 PEDESTRIAN CROSSING	\$	-
ASSET MANAGEMENT	\$	19,000
JURISDICTIONAL DUES	\$	170,142
INVESTMENT INCOME	\$	7,200
COMMUNITY ENHANCEMENT	\$	42,916
<b>SUBTOTAL</b>	<b>\$</b>	<b>630,676</b>

### ALLOWABLE INDIRECT COST COMPUTATION

Total Indirect Costs	\$	190,566
Less costs not for MDOT UWP purposes		<u>(47,903)</u>
Allowable Indirect Costs	\$	142,664

### INDIRECT RATE COMPUTATION

<u>ALLOWABLE INDIRECT COSTS</u>	\$	<u>142,664</u>
TOTAL DIRECT PERSONNEL EXPENSES	\$	272,916
<b>ESTIMATED Indirect Rate for FY 2024</b>		<b>52.27%</b>
<b>APPROVED Indirect Rate for FY 2023</b>		<b>53.20%</b>

**MACATAWA AREA COORDINATING COUNCIL  
PROPOSED COST ALLOCATION PLAN - EXPENSE BUDGET  
FISCAL YEAR ENDING SEPTEMBER 30, 2024**

<i>Personnel</i>	<i>Total Budget</i>	<i>Direct</i>	<i>Indirect</i>
Transportation Salaries and Fringes	\$ 272,916	\$ 272,916	\$ -
Watershed Salaries and Fringes	-	-	-
Administrative Salaries and Fringes	37,464	-	37,464
Subtotal: Personnel	<u>\$ 310,380</u>	<u>\$ 272,916</u>	<u>\$ 37,464</u>
<i>Other Expenditures</i>			
Postage	\$ 2,950	\$ 350	\$ 2,600
Operating Supplies	5,450	450	\$ 5,000
Capital Expenditures/Computer Equipment	12,500	10,000	\$ 2,500
Audit Fee	10,000	0	\$ 10,000
Budget/Accounting	15,000	0	\$ 15,000
Contractual - Legal	3,000	0	\$ 3,000
Contractual - Consulting	91,000	88,500	\$ 2,500
Community Enhancement	47,903	-	47,902.60
Communications	4,000	0	\$ 4,000
Travel, Conferences, Seminars	7,000	6,000	\$ 1,000
MACC Meetings and Business Seminars	7,500	500	\$ 7,000
Printing	1,250	750	\$ 500
Bank Service Charges	500	0	\$ 500
Copier Expenses	7,500	0	\$ 7,500
Premiums - Commercial Insurance	3,600	0	\$ 3,600
Public Utilities	9,000	0	\$ 9,000
Building Maintenance	13,000	0	\$ 13,000
Office Equipment Maintenance	2,500	0	\$ 2,500
Depreciation Expense	12,000	0	\$ 12,000
Miscellaneous Expenses	3,000	1,000	\$ 2,000
Education and Training	1,000	0	\$ 1,000
Dues and Subscriptions	3,500	2,500	\$ 1,000
Service Sharing Initiative	-	-	-
Direct Charges to Watershed Grant	113,500	113,500	-
Subtotal: Other Expenditures	<u>\$ 376,653</u>	<u>\$ 223,550</u>	<u>\$ 153,103</u>
<b>TOTAL EXPENDITURES</b>	<u><b>\$ 687,033</b></u>	<u><b>\$ 496,466</b></u>	<u><b>\$ 190,566</b></u>

# MACC REVENUE BY WORK TASK

WORK ITEM	FHWA 112	LOCAL	REGIONAL PLANNING	LOCAL	FEDERAL OTHER*	STATE OTHER	LOCAL OTHER	TOTAL
<b>1.0 ADMINISTRATION</b>	184,297.36	40,867.40	-	-	-	-	47,310.11	272,474.88
1.1 - TRANSPORTATION PROGRAM MANAGEMENT	46,074.34	10,216.85	-	-	-	-	11,827.53	68,118.72
1.2 - PUBLIC INFORMATION/INVOLVEMENT	46,074.34	10,216.85	-	-	-	-	11,827.53	68,118.72
1.3 - INTERAGENCY COORDINATION AND TRAINING	46,074.34	10,216.85	-	-	-	-	11,827.53	68,118.72
1.4 - FY 2022 UNIFIED WORK PROGRAM (UWP)	46,074.34	10,216.85	-	-	-	-	11,827.53	68,118.72
<b>2.0 SHORT RANGE PLANNING</b>	46,074.34	10,216.85	-	-	37,000.00	-	19,597.23	112,888.42
2.1 - TRANSPORTATION IMPROVEMENT PROGRAM (TIP)	9,214.87	2,043.37	-	-	-	-	1,069.45	12,327.68
2.2 - TRANSIT SYSTEM PLANNING/DEVELOPMENT	9,214.87	2,043.37	-	-	-	-	1,069.45	12,327.68
2.3 - DATA COLLECTION AND ANALYSIS	-	-	-	-	17,000.00	-	4,250.00	21,250.00
2.4 - TECHNICAL ASSISTANCE	9,214.87	2,043.37	-	-	-	-	1,069.45	12,327.68
2.5 - WESTRAIN COLLABORATIVE	9,214.87	2,043.37	-	-	-	-	1,069.45	12,327.68
2.6 - WM CLEAN AIR COALITION/MACC CLEAN AIR ACTION! DAY PROGRAM	-	-	-	-	20,000.00	-	10,000.00	30,000.00
2.7 - AIR QUALITY CONFORMITY: INTERAGENCY CONSULTATION	9,214.87	2,043.37	-	-	-	-	1,069.45	12,327.68
<b>3.0 SPECIAL PROJECTS AND STUDIES</b>	17,720.90	3,929.56	-	-	-	19,000.00	4,549.05	45,199.51
3.1 - ASSET MANAGEMENT	8,860.45	1,964.78	-	-	-	19,000.00	(7,725.48)	22,099.75
3.2 - TRANSPORTATION SYSTEM SECURITY & EMERGENCY PREPAREDNESS	8,860.45	1,964.78	-	-	-	-	(7,725.48)	3,099.75
					-	-	20,000.00	20,000.00
<b>4.0 LONG RANGE PLANNING</b>	97,464.95	21,612.57	-	-	-	-	25,019.77	144,097.29
4.1 - LONG RANGE INITIATIVES	16,244.16	3,602.09	-	-	-	-	5,003.95	24,850.21
4.2 - NONMOTORIZED PLANNING/PROMOTION	16,244.16	3,602.09	-	-	-	-	5,003.95	24,850.21
4.3 - LONG RANGE TRANSPORTATION PLAN IMPLEMENTATION	16,244.16	3,602.09	-	-	-	-	5,003.95	24,850.21
4.4 - FREIGHT PLANNING	16,244.16	3,602.09	-	-	-	-	5,003.95	24,850.21
4.5 - PERFORMANCE MEASURES DEVELOPMENT	16,244.16	3,602.09	-	-	-	-	5,003.95	24,850.21
4.6 - LONG RANGE TRANSPORTATION NEEDS ANALYSIS IN OTTAWA COUNTY	16,244.16	3,602.09	-	-	-	-	5,003.95	24,850.21
<b>5.0 SAFE AND ACCESSIBLE TRANSPORTATION OPTIONS</b>	8,860.45	1,964.78	-	-	-	-	2,274.52	13,099.75
5.1 -2.5% SET ASIDE	8,860.45	1,964.78	-	-	-	-	2,274.52	13,099.75
<b>GRAND TOTAL - MACC TRANSPORTATION BUDGET</b>	<b>354,418.00</b>	<b>78,591.16</b>	<b>-</b>	<b>-</b>	<b>37,000.00</b>	<b>19,000.00</b>	<b>98,750.69</b>	<b>587,759.85</b>



# **APPENDIX B**

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## **PROJECTED EXPENDITURES**

## MACC EXPENDITURES BY WORK TASK

WORK ITEM	DIRECT SALARY FEDERAL	DIRECT SALARY LOCAL	DIRECT FRINGE FEDERAL	DIRECT FRINGE LOCAL	DIRECT - OTHER FEDERAL	DIRECT - OTHER LOCAL	DIRECT - OTHER STATE	INDIRECT FEDERAL	INDIRECT LOCAL	TOTAL
<b>1.0 ADMINISTRATION</b>	\$84,309	\$19,776	\$30,643	\$7,188	19,240.00	4,810.00	\$0	\$36,410	\$31,904	\$234,281
1.1 - TRANSPORTATION PROGRAM MANAGEMENT	\$21,077	\$4,944	\$7,661	\$1,797	\$4,810	\$1,203	\$0	\$9,103	\$7,976	\$58,570
1.2 - PUBLIC INFORMATION/INVOLVEMENT	\$21,077	\$4,944	\$7,661	\$1,797	\$4,810	\$1,203	\$0	\$9,103	\$7,976	\$58,570
1.3 - INTERAGENCY COORDINATION AND TRAINING	\$21,077	\$4,944	\$7,661	\$1,797	\$4,810	\$1,203	\$0	\$9,103	\$7,976	\$58,570
1.4 - FY 2022 UNIFIED WORK PROGRAM (UWP)	\$21,077	\$4,944	\$7,661	\$1,797	\$4,810	\$1,203	\$0	\$9,103	\$7,976	\$58,570
<b>2.0 SHORT RANGE PLANNING</b>	\$21,077	\$4,944	\$7,661	\$1,797	\$21,096	\$4,904	\$0	\$23,305	\$22,179	\$106,963
2.1 - TRANSPORTATION IMPROVEMENT PROGRAM (TIP)	\$3,011	\$706	\$1,094	\$257	\$0	\$0	\$0	\$3,329	\$3,168	\$11,566
2.2 - TRANSIT SYSTEM PLANNING/DEVELOPMENT	\$3,011	\$706	\$1,094	\$257	\$0	\$0	\$0	\$3,329	\$3,168	\$11,566
2.3 - DATA COLLECTION AND ANALYSIS	\$3,011	\$706	\$1,094	\$257	13,096.00	2,904.00	\$0	\$3,329	\$3,168	\$27,566
2.4 - TECHNICAL ASSISTANCE	\$3,011	\$706	\$1,094	\$257	\$0	\$0	\$0	\$3,329	\$3,168	\$11,566
2.5 - WESTRAIN COLLABORATIVE	\$3,011	\$706	\$1,094	\$257	-	-	\$0	\$3,329	\$3,168	\$11,566
2.6 - W.M. CLEAN AIR COALITION/MACC CLEAN AIR ACTION! DAY PROGRAM	\$3,011	\$706	\$1,094	\$257	8,000.00	2,000.00	\$0	\$3,329	\$3,168	\$21,566
2.7 - AIR QUALITY CONFORMITY: INTERAGENCY CONSULTATION	\$3,011	\$706	\$1,094	\$257				\$3,329	\$3,168	\$11,566
<b>3.0 SPECIAL PROJECTS AND STUDIES</b>	\$8,107	\$1,902	\$2,946	\$691	\$0	\$0	\$0	\$13,159	\$12,726	\$39,531
3.1 - ASSET MANAGEMENT	\$4,053	\$951	\$1,473	\$346	\$0	\$0	\$0	\$6,580	\$6,363.00	\$19,766
3.2 - TRANSPORTATION SYSTEM SECURITY & EMERGENCY PREPAREDNESS	\$4,053	\$951	\$1,473	\$346	\$0	\$0	\$0	\$4,386	\$6,363	\$17,572
<b>4.0 LONG RANGE PLANNING</b>	\$44,587	\$10,459	\$16,205	\$3,801	\$49,110	\$10,890	\$0	\$18,034	\$15,651	\$168,737
4.1 - LONG RANGE INITIATIVES	\$7,431	\$1,743	\$2,701	\$634	\$0	\$0	\$0	\$3,006	\$2,608	\$18,123
4.2 - NONMOTORIZED PLANNING/PROMOTION	\$7,431	\$1,743	\$2,701	\$634	49,110.00	10,890.00	\$0	\$3,006	\$2,608	\$78,123
4.3 - LONG RANGE TRANSPORTATION PLAN IMPLEMENTATION	\$7,431	\$1,743	\$2,701	\$634	\$0	\$0	\$0	\$3,006	\$2,608	\$18,123
4.4 - FREIGHT PLANNING	\$7,431	\$1,743	\$2,701	\$634	\$0	\$0	\$0	\$3,006	\$2,608	\$18,123
4.5 - PERFORMANCE MEASURES DEVELOPMENT	\$7,431	\$1,743	\$2,701	\$634	\$0	\$0	\$0	\$3,006	\$2,608	\$18,123
4.6 - LONG-RANGE TRANSPORTATION NEEDS ANALYSIS IN OTTAWA COUNTY	\$7,431	\$1,743	\$2,701	\$634	\$0	\$0	\$0	\$3,006	\$2,608	\$18,123
<b>5.0 SAFE AND ACCESSIBLE TRANSPORTATION OPTIONS</b>	\$4,053	\$951	\$1,473	\$346	\$0	\$0	\$0	\$2,169	\$2,169	\$11,160
5.1 -2.5% SET ASIDE	\$4,053	\$951	\$1,473	\$346	\$0	\$0	\$0	\$2,169	\$2,169	\$11,160
<b>TRANSPORTATION TOTAL</b>	162,133.37	38,031.28	58,928.98	13,822.85	\$89,446	\$20,604	\$0	\$99,616	\$90,950	\$560,672
<b>NON-TRANSPORTATION ACTIVITIES</b>								-	-	\$42,916
<b>GRAND TOTAL - EXPENDITURE BUDGET</b>	\$162,133	\$38,031	\$58,929	\$13,823	\$89,446	\$20,604	\$0	\$99,616	\$90,950	\$603,588



# **APPENDIX C**

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## **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 in this proposal dated **JUNE X, 2023**, to establish billing or final indirect cost rates for the time period October 1, 2023 – September 30, 2023, 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 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: Jason Latham

Title: Executive Director

Date of Execution: \_\_\_\_\_



The background of the page is a photograph of a blueberry bush. The leaves are green and the berries are in various stages of ripeness, from white to deep blue. A semi-transparent light blue rectangular box is centered on the page, containing the text. The box has a dark blue border.

# **APPENDIX D**

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## **TIMELINE OF ACTIVITES**

# M<sup>A</sup> Macatawa Area C<sup>E</sup> Coordinating Council

*A Cooperative Effort Among Units of Government*

Activities	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.
<b>1.0 ADMINISTRATION</b>											
1.1 Transportation Program Management	●	●	●	●	●	●	●	●	●	●	●
1.2 Public Information/Involvement	●	●	●	●	●	●	●	●	●	●	●
1.3 Interagency Coordination and Training	●	●	●	●	●	●	●	●	●	●	●
1.4 FY 2025 Unified Work Program (UWP)	→					●	→			●	→
<b>2.0 SHORT RANGE PLANNING</b>											
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/Clean Air Action Action Program	→										
2.7 Air Quality Comformity: Interagency Consultation	●	●	●	●	●	●	●	●	●	●	●
<b>3.0 SPECIAL PROJECTS AND STUDIES</b>											
3.1 Asset Management	→										
3.2 Transportation System Security & Emergency Preparedness	●				●			●			●
<b>4.0 LONG RANGE PLANNING</b>											
4.1 Long Range Initiatives	●	●	●	●	●	→					→
4.2 Pedestrian & Bicycle Planning & Promotion	→										●
4.3 Long Range Transportation Planning Implementation	●	●	●	●	●	→					→
4.4 Freight Planning	→										
4.5 Performance Measure Development	→										
4.6 Long Range Transportation Needs Analysis in Ottawa County	→										
4.7 Land Use/Land Cover Geospatial Layer	→										
<b>5.0 INCREASING SAFETY &amp; ACCESSIBLE TRANS. OPTIONS</b>											
5.1 2.5% Set Aside	→										

●●●●● Symbols are used to represent a regular meeting or specific milestone | → Arrows represent an ongoing task

The 2024 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, 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 2024 Unified Work Program is estimated as follows

Administration - 52% | Short Range Planning - 13% | Special Projects & Studies - 5% | Long Range Planning - 27.5% | Increasing Safety & Trans. Options - 2.5%



# **APPENDIX E**

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## **TASKS COMPLETED IN FY23**

## Tasks Completed in FY23

The below information outlines what tasks have been completed in the fiscal year 2023

### Administration

- Adherence to planning regulations
- Detailed progress reports and budgetary activities were submitted regularly
- Documentation of public notices
- Staff attended monthly MTPA meeting
- FY24 Unified Work Program document sent to MDOT in June 2023
- Agendas, minutes, and meeting packet materials of the MACC Technical Committee and Policy Board were developed and posted to the MACC website
- MACC Annual Report created and posted to MACC website
- MACC Monthly newsletter is posted to the website and sent out to the public within the contact database

### 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, Park Township, City of Zeeland, Holland Charter Township, and Port Sheldon Township for various projects
- Made annual updates to ArcGIS software to maintain quality maps and technical support
- An 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 involved with MAX Transit's committee & West Michigan Express
- As TIP amendments were made, MACC followed set air quality conformity documentation standards
- Continued participation and planning assistance for WMCAC

### Special Projects

- FY22/23 PASER data will be submitted to TAMC in late 2023 / early 2024.
- FY22/23 PASER reporting and data will be added to the MACC website
- Distributed bike lights to vulnerable populations to increase safety

- Conducted a consultant lead I-196 BL Pedestrian Crossing Study
- Held a robust public interaction outreach campaign regarding the crossing study

#### Long Range Planning

- Adopted new FY23 safety performance measures
- FY23 Green Commute Week Planning
- Reviewed SE Data in order to provide input for the MDOT model
- Started developing 2050 Long Range planning tasks

#### Increasing Safe and Accessible Transportation Options

- Reviewed safety data at MACC area intersections to make recommendations
- Incorporated crash analysis with MIRE and HPMS review