



The mission of the Traverse Transportation Coordinating Initiative (TTCI) is to provide coordinated leadership and direction for the development and conduct of the continuing, cooperative & comprehensive transportation planning process for the Traverse City urban area.

TTCI Technical Committee Agenda **Thursday April 2, 2026 at 1:30 PM**

In-Person at the MI Works! Conference Room
1209 S Garfield Ave # C, Traverse City, MI 49686

Or via zoom at:

Join Zoom Meeting

<https://us02web.zoom.us/j/81442290096>

Meeting ID: 814 4229 0096

- 1) Introductions and Roll Call of Voting Members (See **attached, Page 2**)
- 2) Review Draft Meeting Minutes from February 5th, 2026 (See **attached, Pages 3-9**)
- 3) Public comment
- 4) New Business
 - a) TIP Amendments (see **attached, Pages 10-23**)
 - b) BATA Change Request (see **attached, Pages 24-25**)
 - c) By-Law Revisions (see **attached, Pages 26-44**)
 - d) FY27 Unified Work Program (see **attached, Pages 45-101**)
- 5) Safe Streets for All Grant (see **attached, Pages 102-105**)
- 6) Public comment
- 7) Member Comments/Discussion of future agenda items
- 8) Next Meeting - Thursday June 4th, 2026 at 1:30 PM
- 9) Adjourn

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TTCI TECHNICAL COMMITTEE VOTING MEMBERS						
Name	Title	Organization	Email	Phone	Officers	Voting Member
Maxwell Gierman	Transportation Planner	MDOT	GiermanM@michigan.gov			Yes
Chris Elliott	Engineering Department Manager	GTCCRC	celliott@gtccrc.org	231-922-4848	Vice Chair	Yes
Craig Brown	Engineer	LCRC	cbrown@leelanauroads.org	231-271-3993		Yes
Maxwell Cameron	Community Development Coordinator	Grand Traverse County	mcameron@gtcountymi.gov	231-645-9336		Yes
James Dyer	Leelanau County Administrator	Leelanau County	jdyer@leelanau.gov	231-256-9711		Yes
Lindsey Wolf	Planning & Zoning Administrator	Acme Township	zoning@acmetownship.org	231-938-1350	Treasurer	Yes
Steve Patmore	Zoning Administrator	Bingham Township	zoningadmin@suttonsbaytwp.com			Yes
Lynette Wolfgang	Clerk	Blair Township	clerk@blairtownshipmi.gov	231-276-9263		Yes
Claire Karner	Director of Planning & Zoning	East Bay Township	ckarner@eastbaytwp.org	231.947.8681 x2		Yes
Sarah Clarren	Planner/Zoning Administrator	Elmwood Township	planner@elmwoodmi.gov	231-946-0921		Yes
John Sych	Planning Director	Garfield Township	jsych@garfield-twp.com	231-225-3155	Chair	Yes
Andy Marek	Treasurer	Green Lake Township	treasurer@greenlaketownship.org			Yes
Cody Stricker	Township Planner	Long Lake Township	planner@longlaketownship.com	231-946-2249		Yes
Vacant	Vacant	Peninsula Township	planner@peninsulatownship.com	231-223-7314		Yes
Bill Clark	Transportation Planner	BATA	clarkw@bata.net	231-933-5534		Yes
Shawn Winter	City Planner	Traverse City	swinter@traversecitymi.gov	231-922-4465	Secretary	Yes
TTCI TECHNICAL COMMITTEE ALTERNATE VOTING MEMBERS						
Name	Title	Organization	Email	Phone	Officers	Voting Member
Ben DuBois	North Region Planner	MDOT	DuBoisB1@michigan.gov	231-340-0326		Yes
Luke Walters	MPO Program Manager	MDOT	Walterst3@michigan.gov	517-331-2233		Yes
Gregg Bird	Emergency Management Coordinator	Grand Traverse County	gbird@gtcountymi.gov	231-590-2373		Yes
Phil Masserant	Finance Manager	GTCCRC	PMasserant@gtccrc.org	231-922-4848		Yes
Brendan Mullane	Managing Director	LCRC	bmullane@leelanauroads.org	231-271-3993		Yes
Nicole Blonshine	Supervisor	Blair Township	supervisor@blairtownship.org	231-276-9263		Yes
Steve Hannon	Deputy Planning Director	Garfield Township	shannon@garfield-twp.com	231-225-3156		Yes
Bill Vandercook	Zoning Administrator	East Bay Township	zoning@eastbaytwp.org	231.947.8681 x3		Yes
Eric Lingaur	Communications and Business Development Director	BATA	lingaure@bata.net	231-941-2324		Yes
Zach Cole	Civil Engineer 1	Traverse City	zcole@traversecitymi.gov	231-922 4492		Yes
Tracey Bartlett	Treasurer	East Bay Township	tbartlett@eastbaytwp.org	231-947-8647		Yes
TTCI TECHNICAL COMMITTEE COMMUNITY PARTNERS						
Name	Title	Organization	Email	Phone	Officers	Voting Member
Krista Phillips	MDOT TC TSC Operations Engineer	MDOT	PhillipsK7@michigan.gov	989-245-2173		No
Kyle Kobylski	LAP Engineer	MDOT	KobylskiK@michigan.gov	231-340-3541		No
Daniela Khavajian	Statewide and Urban Travel Analysis Section (SUTA)- MDOT	MDOT	KhavajianD@michigan.gov	517-388-4060		No
Katie Beck	Supervisor, Urban Travel Analysis Unit	MDOT	beckk1@michigan.gov			No
Alex Simonetti	MDOT-Office of Passenger Transportation - Project Manager	MDOT	SimonettiA@michigan.gov			No
Dan Wagner	TC TSC Manager	MDOT	wagnerD2@michigan.gov	231-340-9295		No
James Johnson	TSC Construction Engineer	MDOT	johnsonJ114@michigan.gov			No
Valerie Shultz	RPM North Unit Manager	MDOT	ShultzV@michigan.gov			No
Heidi Phaneuf	North Region Planner	MDOT	PhaneufH@michigan.gov			No
Andy Pickard	Transportation Planner	FHWA	Andy.Pickard@dot.gov			No
Troy Hinds	Manager	BCRC	brcrmanager@benzieroad.net	231-325-3051 X 207		No
Rob Kalbfleisch	Land & Roads Management Director	Grand Traverse Band of Ottawa and Chippewa	Rob.Kalbfleisch@gtb-nsn.gov	231-534-7716		No
Kevin Klein	Airport Manager	Cherry Capital Airport	admin@tvairport.com, kevin.klein@tvairport.com			No
Bob Nelesen	Airpor Engineer	Cherry Capital Airport	bob.nelesen@tvairport.com			No
Mark Bishop	Airport Finance Director	Cherry Capital Airport	mark.bishop@tvairport.com			No
Carolyn Ulstad	Transportation Program Manager	Groundwork	carolyn.ulstad@groundworkcenter.org	231-941-6584 x710		No
Troy Kierczynski	VP of Finance and Administration	Northwestern Michigan College	tkierczynski@nmc.edu	231-995-1147		No
Elizabeth Calcutt	TART Trails Representative	TART	elizabeth@traversetrails.org			No
Chris Kushman	TART Trails Representative	TART	ckushman@traversetrails.org			No
Christine Thomas	Assistant Superintendent of Finance and Operations	TCAPS	thomasch@tcaps.net	231-933-1730		No
Anne Pagano	Civil Engineer	Traverse City	apagano@traversecitymi.gov	231-922 4455		No
Camille Hoisington	Director of Ecosystem Development	Traverse Connect	Camille.Hoisington@traverseconnect.com			No
Warren Call	Executive Director	Traverse Connect	warren.call@traverseconnect.com			No

Traverse Transportation Coordinating Initiative (TTCI)

The mission of the Traverse Transportation Coordinating Initiative (TTCI) is to provide coordinated leadership and direction for the development and conduct of the continuing, cooperative & comprehensive transportation planning process for the Traverse City urban area.

TTCI Technical Committee Meeting

Thursday, February 5th, 2026 at 1:30pm

1209 S Garfield Avenue Suite C, Traverse City, MI or Via Zoom

DRAFT – MEETING MINUTES - DRAFT

Call to Order

The meeting was called to order at 1:31 p.m. on Thursday, February 5th, 2026, by Secretary Shawn Winter.

Introduction/Roll Call of Voting Members

Roll Call: Voice introduction of membership was accepted as roll call.

Committee Members Present: Maxwell Gierman (MDOT); Chris Elliott (GTCRC); Lindsey Wolf (Acme Twp.); Claire Karner (Easy Bay Twp.); Sarah Clarren (Elmwood Twp.); Cody Stricker (Long Lake Twp.); Bill Clark (BATA); Shawn Winter (Traverse City); Steve Hannon (Garfield Twp. alt)

Staff Present: Barry Hicks (NN); Cassidy Robarts (NN); Emma Kelly (NN)

Others present: Ben DuBois (MDOT); Kyle Kobylski (MDOT)

Online: Maxwell Cameron (Grand Traverse County); Heidi Phneuf (MDOT)

Approval of Agenda and Meeting Minutes for December 4th, 2025 (action requested)

Winters asked if there needed to be any changes to the agenda and/or meeting minutes for December 4th, 2025.

Motion: Stricker moved, supported by Wolf, to approve the TTCI Technical Committee Meeting Minutes for December 4th, 2025.

Outcome: The motion was approved unanimously by a voice vote.

Public Comment

The floor was open for public comment; no comments were made.

New Business

a. Tip Amendment for Job 224125

Barry introduced the Transportation Improvement Program (TIP) amendment related to the BATA (Bay Area Transportation Authority) operating formula.

Max Gierman with MDOT presented the following:

Context:

- Originally, the project had been at \$763,106, then was reduced, and is now being increased back to that original level.
- The change is tied to the timing of final allocations from the federal level (FTA and state), which came later than normal this year.
- This item would typically have been part of a larger TIP amendment package in December, but the delay in allocations pushed it to this standalone amendment.

Committee Discussion:

- Winters sought clarification whether the approx. \$250,000 increase was being reallocated from other projects, or whether it was additional state/federal funding:
 - Gierman clarified the additional funds are coming from the state/federal side (FTA funds), not from pulling funds away from other programmed projects.
- Barry clarified:
 - The Technical Committee is making a recommendation to the Policy Board to approve the TIP amendment.
 - The timing issues relate to federal budget and shutdown/allocation delays.
- No further technical questions were raised.

Motion: Karner moved, supported by Stricker, to recommend approval of the BATA operating formula TIP amendment to the TTCI Policy Board.

Outcome: The motion was approved unanimously by a voice vote.

b. By-Law Revisions

The committee reviewed proposed revisions to the TTCI Technical Committee bylaws. Red-line edits were included beginning around page 10 of the packet (page 5 of the bylaws document).

Background (Barry):

- Issues arose over the past year regarding:
 - Officer vacancies and succession (e.g., when a chair or vice chair leaves and the next representative from that entity appears).
 - Bylaw requirements that officers serve at least one year on the committee before being eligible for an officer role.
- In practice, the bylaws were not clear on how to:
 - Handle mid-term officer vacancies.
 - Address situations where someone was effectively “automatically” placed into an officer role by virtue of replacing a prior appointee.
- Staff drafted revisions, which were reviewed with the Executive Committee (officers from the Policy Board). The language before the Tech Committee reflects that discussion.

Key Elements of the Proposed Revisions:

1. Officer Succession and Meeting Management – Section 12 (page 5 of bylaws):

- Establishes a clear line of succession when officers are absent or positions are vacant.
 - If all officers are absent but a quorum of members is present, staff would be allowed to:
 - Open the meeting, and
 - Immediately facilitate a vote among those present to select a member to preside for that meeting.
 - Staff's role is explicitly limited to opening/closing the meeting if no officer is present; they would not run the meeting substantively.
2. Officer Terms:
 - Current practice/requirement is annual elections (one-year officer terms).
 - The Executive Committee recommended moving to two-year terms because the Tech Committee only meets about six times per year.
 - A two-year term would give officers about 12 meetings before they are up for re-election, reducing administrative churn.
 3. Alternates:
 - Some entities have appointed multiple alternates (up to two or more).
 - The Executive Committee did not support having three or more potential alternates per entity.
 - Revision would limit each entity to one alternate (instead of multiple alternates).
 4. Chair's Role in Setting Agendas – Article IV, Section 2 (Officer Duties – Chairperson):
 - Current bylaws say the chairperson sets the agenda, but in practice staff prepares the agenda.
 - Suggested language change:
“The chairperson, in coordination with staff, shall set the TCI Technical Committee meeting agenda...”
 - This is intended to reflect actual practice while preserving the chair's oversight role.
 5. Nominating Committee Requirement:
 - Existing bylaws call for a nominating committee to recommend officer slates.
 - The Executive Committee and staff feel this is unnecessary/overly formal, given that the committee can nominate from the floor effectively.
 - Proposed change would eliminate the requirement for a separate nominating committee and allow elections to proceed directly by nominations from the floor.
 6. Packet Distribution / Procedural Clarifications (Sarah's suggestions):
 - Additional language (distributed in printed form at the meeting) was proposed to:
 - Clarify who sends notices and documents (e.g., specifying that the “Secretary distributes notice” effectively means staff handling distribution on behalf of the committee).
 - Clarify timing expectations for meeting packets—staff typically aims for 5–6 days prior to meetings, and this may be codified more clearly.
 7. Virtual Attendance and Quorum Clarification (discussion only):

- A question was raised as to whether online participants count as “present” for quorum.
- Staff noted this is governed primarily by the Open Meetings Act and state law rather than the bylaws.
- Clarification:
 - Presence and voting eligibility are governed by state requirements.
 - Non-voting attendees and virtual participants can be present, but to vote and count toward quorum, they must meet state law standards.
- No specific bylaw language was adopted at this meeting, but the topic may influence future drafting.

Quorum for Bylaw Changes & Decision:

- Barry noted the bylaws require a higher threshold (e.g., 10 affirmative votes) to amend the bylaws.
- Based on attendance, the committee did not have enough voting members present to meet this super-majority.
- As a result, no bylaw changes could be formally adopted at this meeting.

Motion: Stricker moved, supported by Wolf, to table consideration and adoption of the proposed bylaw revisions to the next regular meeting in April.

Outcome: The motion was approved unanimously by a voice vote.

Election of Officers

Per existing bylaws:

- The committee elects four officers:
 1. Chairperson
 2. Vice Chairperson
 3. Secretary
 4. Treasurer
- At least one officer must represent a transportation agency (e.g., a transit agency, MDOT, road commission, etc.).

5.3.1 Chairperson

- Discussion:
 - John Sych had been serving as chair and had indicated he was willing to continue, but would also be open to stepping aside if another member wished to serve.
 - It was noted that having a chair from a city, county, or township that also satisfies the transportation agency representation requirement is acceptable.
- Nominations:
 - Nominee: John Sych
 - No additional nominations were made.
- Action:
 - Motion: To elect John Sych as Chairperson.
 - Vote: Motion carried by voice vote, all in favor, none opposed.

Result: John Sych elected Chairperson.

5.3.2 Vice Chairperson

- Nominations:
 - Nominee: Chris Elliott / Road Commission representative
 - No additional nominations were made.
- Action:
 - Motion: To elect Chris Elliott as Vice Chairperson.
 - Vote: Motion carried by voice vote, all in favor, none opposed.

Result: Chris Elliott elected Vice Chairperson.

5.3.3 Secretary

- Nominations:
 - Nominee: Shawn Winter
 - No other nominations were offered.
- Action:
 - Motion: To elect Shawn Winter as Secretary.
 - Vote: Motion carried by voice vote, all in favor, none opposed.

Result: Shawn Winter elected Secretary.

5.3.4 Treasurer

- Nominations:
 - Nominee: Lindsay Wolf.
 - No additional nominations were made.
- Action:
 - Motion: To elect Lindsay Wolf as Treasurer.
 - Vote: Motion carried by voice vote, all in favor, none opposed.

Result: Lindsay elected Treasurer.

Note: If the proposed bylaw changes are adopted at a future meeting, these officers may serve two-year terms (approximately 12 meetings), subject to final bylaw language.

Public Comment

Kyle Kobyski from MDOT provided an informational update:

- On January 29, a notice was released from Lansing regarding the Local Bridge Program for an upcoming fiscal year.
- Key points:
 - The base program is typically funded at \$50 million.
 - There will be an additional \$100 million available through the Neighborhood Roads Fund.
 - This funding is primarily for bridge work and local road improvements, targeting FY 2029 projects.
 - Application deadline for local agencies: April 1, 2026.
- Agencies with potential bridge or neighborhood road projects (including those currently on the “back burner”) are encouraged to apply for this new funding.
- Kobyski offered to answer any questions about the program or application process.

Member Comments

Barry previewed agenda items for the April 2, 2026 meeting:

- The committee will review the Fiscal Year 2027 Unified Work Program (UWP).
- Timeline:
 - Staff has a preliminary UWP coordination meeting with MDOT scheduled around the 18th (month not explicitly specified but implied to be prior to April).
 - Due to timing constraints, the committee will likely see both the draft and near-final version of the UWP at the same April meeting.
 - The UWP must be approved by April in order to meet the June 1 deadline (before the Policy Board meeting and state/federal deadlines).
- Barry noted that:
 - The UWP is the annual work plan for the MPO, similar in format to prior years.
 - Substantive changes for FY27 are expected to be minimal.
 - If any members want an early look at the draft UWP, they can contact Barry; staff can send it, though it is “not super exciting.”

Lindsey Wolf reported:

- Their Master Plan has been approved for 63-day review.
- Entities such as Networks Northwest, East Bay, Ben (MDOT/other agency), and the City will be receiving notice and materials.
- Members were asked to watch for the plan and provide feedback during the review period.

Barry outlined plans for outreach meetings in member communities:

- Goal:
 - Conduct two-way conversations with each local unit to:
 - Learn about current and upcoming developments.
 - Understand three- to five- year expectations and priorities.
 - Improve the next Metropolitan Transportation Plan (MTP) update, which staff would like to be more detailed (“denser”) than the last iteration.
 - Use information such as:
 - New or updated Master Plans.
 - Complete Streets plans and policies.
 - Specific area plans (e.g., beach district plans, non-motorized plans, etc.).
- Materials:
 - Staff has prepared safety and crash/incident maps for the region.
- Process:
 - Barry has an email ready to send to members to start scheduling these community visits.
 - A sign-up sheet was available at the meeting for those interested in setting a date/time.
 - Meetings will occur primarily during the workday with administrative staff, but communities may, at their discretion, include Planning Commission or Council members.
- Connection to Grants:

- Doing this planning and collecting local detail now will better position TTCI communities for programs like Safe Streets and Roads for All (SS4A) when NOFOs are released.
- Several boards (e.g., county road commissions) have directed their managers to pursue more grants; this preparatory planning can help build eligibility and competitiveness.
- Steve Hannon with Garfield Township reported that they and their Township Manager had just completed a mini-planning session on non- motorized projects, linked to:
 - A non-motorized plan in their recently updated Master Plan.
 - A Capital Improvements Plan (CIP) where Year 1 focuses on finishing existing projects, while scoping future non-motorized priorities.

Heidi Phaneuf (MDOT) spoke remotely:

- The MDOT Active Transportation Plan is in its final stages of preparation.
- The plan is going through final review and MDOT Communications.
- Timeline: It should be available this spring.
- Heidi looks forward to:
 - Working with the TTCI Technical Committee and local partners to advance active transportation projects in the TTCI area.
 - Using the plan as a resource for priority setting and project development.

Next Meeting: Thursday, April 2nd, 2026 at 1:30PM

Adjourn

Meeting Adjourned at 2:04 pm.

Sincerely,

Emma Kelly

Administrative Specialist, Networks Northwest

Memorandum

DATE: March 24, 2026
TO: Traverse Transportation Coordinating Initiative Technical Committee
FROM: Cassidy Robarts, Transportation Planner
SUBJECT: TIP Amendments

The following Change Requests require review by the Technical Committee and approval from the Policy Board. All applicable Change Requests will be submitted in JobNet using the appropriate forms.

TIP Amendment CRs	Change Request	Cat.	Fiscal Year	Job #	Responsible Agency	Project Name	Limits	Length	Primary Work Type	Project Description	Fund Source	Template Name
FORM 1799	TTCI TIP amendment request to revise project begin termini to 125' East of Benzie County Line. Change is 125' - Project limits change to "125' East of Benzie County line to 650' West of Barney Rd" - Project length change to "3.58"	RTF	2026	219117	GTC	Cedar Run Rd	Benzie County line to 650' West of Barney Rd	3.554	Road Capital Preventive Maintenance	One Course Asphalt Overlay	STL	STP - Rural/Flexible
FORM 2606	TTCI TIP amendment request to revise project funding and overall project length - Project funding change local match to "\$1,191,847" - Project length change to "1.21"	TTCI	2026	223784	GTC	Cass Rd	Hartman Road to South Airport Road	1.255	Road Rehabilitation	Crush & Shape & Asphalt Resurfacing	STUL	STP-Small MPO

Change Request for 223784 - updated total budget:

From: Fed: \$1,046,995 State: \$0 Local: \$373,356 Total: \$1,420,351

To: Fed: \$1,046,995 State: \$0 Local: \$1,191,847.20 Total: \$2,285,215.20

Action Requested:

Recommend TTCI approve the change requests as presented.

Attached:

- I. GTC FY2026 JN#219117 Cedar Run Road Change Request 1799 Form
- II. GTC FY2026 JN#223784 Cass Road Change Request 2606 Form

STIP/TIP List of Projects

TIP Amendment CRs	Notes	Cat.	Fiscal Year	Job Type	Job#	S/TIP Status	Responsible Agency	Project Name	Primary Work Type	Phase	Phase Status	Fund Source	Template Name	AC/ACC	ACC Year(s)	Fed Estimated Amount	State Estimated Amount	Local Estimated Amount	Total Estimated Amount	Total Job Cost Incl Non LAP	S/TIP Exempt
		RTF Transit Using FY25 Funding	2026	Multi-Modal	214805	Approved	Bay Area Transportation Authority	Transit Capital	SP1402-fare collection	NI	Programmed	STL	Transit - STP - Rural - Flex			\$74,100	\$18,525	\$0	92,625.00	\$92,625.00	
		RTF	2026	Multi-Modal	214807	Approved	Bay Area Transportation Authority	Transit Capital	SP1101-<30 foot replacement bus with or without lift	NI	Programmed	STL	Transit - STP - Rural - Flex			\$72,200	\$18,050	\$0	90,250.00	\$90,250.00	
		RTF Transit Using FY25 Funding	2026	Multi-Modal	214835	Approved	Bay Area Transportation Authority	Leelanau	SP1402-fare collection	NI	Programmed	STL	Transit - STP - Rural - Flex			\$47,768	\$11,942	\$0	59,710.00	\$59,710.00	
		RTF	2026	Multi-Modal	214836	Approved	Bay Area Transportation Authority	Transit Capital	SP1101-<30 foot replacement bus with or without lift	NI	Programmed	STL	Transit - STP - Rural - Flex			\$48,900	\$12,225	\$0	61,125.00	\$61,125.00	
		RTF Transit Using FY25 Funding	2026	Multi-Modal	215395	Approved	Bay Area Transportation Authority	Cass Rd	1140-Bus Support Equip / Facilities	NI	Suspended	STUL	Transit - STP - Small Urban - Flex			\$46,200	\$11,550	\$0	57,750.00	\$0.00	
CR		RTF	2026	Local	219117	Approved	Grand Traverse County	Cedar Run Rd	Road Capital Preventive Maintenance	CON	Programmed	STL	STP - Rural/Flexible			\$317,200	\$0	\$1,132,800	1,450,000.00	\$1,812,500.00	
		RTF	2027	Local	223714	Approved	Grand Traverse County	Williamsburg Rd	Road Capital Preventive Maintenance	CON	Programmed	EDD	TEDF Category D			\$0	\$225,601	\$0	225,601.00	\$3,500,000.00	
		RTF	2027	Local	223714	Approved	Grand Traverse County	Williamsburg Rd	Road Capital Preventive Maintenance	CON	Programmed	STL	STP - Rural/Flexible	AC	2028	\$663,300	\$0	\$1,234,299	1,897,599.00	\$3,500,000.00	
		RTF	2027	Multi-Modal	223717	Approved	Bay Area Transportation Authority	Transit Capital	SP1101-<30 foot replacement bus with or without lift	NI	Programmed	\$5,311.00	Transit - STP - Rural - Flex			\$73,700	\$18,425	\$0	92,125.00	\$92,125.00	
		RTF	2027	Multi-Modal	223718	Approved	Bay Area Transportation Authority	Leelanau	SP1101-<30 foot replacement bus with or without lift	NI	Programmed	STL	Transit - STP - Rural - Flex			\$50,000	\$12,500	\$0	62,500.00	\$62,500.00	
		RTF	2027	Local	223726	Approved	Leelanau County	Lake Leelanau Dr	Reconstruction	CON	Programmed	STL	STP - Rural/Flexible			\$450,000	\$0	\$100,000	550,000.00	\$550,000.00	
		RTF	2028	Local	223714	Approved	Grand Traverse County	Williamsburg Rd	Road Capital Preventive Maintenance	CON	Programmed	STL	STP - Rural/Flexible	ACC	2028	\$676,800				\$3,500,000.00	
		RTF	2028	Multi-Modal	223719	Approved	Bay Area Transportation Authority	Transit Capital	1110-Bus Rolling Stock	NI	Programmed	\$5,311.00	Transit - STP - Rural - Flex			\$76,000	\$18,000	\$0	94,000.00	\$94,000.00	
		RTF	2028	Multi-Modal	223721	Approved	Bay Area Transportation Authority	1340 Hammond Rd. W	1110-Bus Rolling Stock	NI	Programmed	\$5,311.00	Transit - STP - Rural - Flex			\$51,000	\$12,750	\$0	63,750.00	\$63,750.00	
		RTF	2028	Local	223727	Approved	Leelanau County	Lake Leelanau Dr	Road Rehabilitation	CON	Programmed	STL	STP - Rural/Flexible			\$459,000	\$0	\$100,000	559,000.00	\$559,000.00	
		RTF	2029	Multi-Modal	223722	Approved	Bay Area Transportation Authority	Transit Capital	1110-Bus Rolling Stock	NI	Programmed	\$5,311.00	Transit - STP - Rural - Flex			\$76,800	\$19,200	\$0	96,000.00	\$96,000.00	
		RTF	2029	Multi-Modal	223723	Approved	Bay Area Transportation Authority	1340 Hammond Rd. W	1110-Bus Rolling Stock	NI	Programmed	\$5,311.00	Transit - STP - Rural - Flex			\$52,100	\$13,025	\$0	65,125.00	\$65,125.00	
		TTCI	2026	Local	214091	Approved	Grand Traverse County	3 Mile Rd	Roadside Facilities - Improve	CON	Programmed	TAUL	Transportation Alternatives			\$1,500,000	\$0	\$828,370	2,328,370.00	\$2,627,113.00	
		TTCI	2026	Local	214839	Approved	Leelanau County	Lake Leelanau Dr	Road Capital Preventive Maintenance	CON	Abandoned	STL	STP - Rural/Flexible			\$183,100	\$0	\$45,775	228,875.00	\$0.00	
		TTCI	2026	Local	219888	Approved	Grand Traverse County	Secor Rd	Traffic Safety	CON	Programmed	HSIP	Safety			\$559,271	\$0	\$62,141	621,412.00	\$776,765.00	
		TTCI	2026	Local	220615	Approved	Grand Traverse County	Beitner Rd	Bridge Replacement	CON	Programmed	BRT	STP - Flexible (Bridge)			\$3,520,000	\$0	\$880,000	4,400,000.00	\$5,500,000.00	
		TTCI	2026	Multi-Modal	221554	Approved	Bay Area Transportation Authority	Transit Capital	SP1101-<30 foot replacement bus with or without lift	NI	Programmed	CRSM	Transit - CRP - Small MPO - Flex			\$126,151	\$31,538	\$0	157,689.00	\$157,689.00	
CR		TTCI	2026	Local	223784	Approved	Grand Traverse County	Cass Rd	Road Rehabilitation	CON	Programmed	ST	Stp Flex - Small Mpo			\$46,373	\$0	\$10,283	56,656.00	\$1,477,007.00	
CR		TTCI	2026	Local	223784	Approved	Grand Traverse County	Cass Rd	Road Rehabilitation	CON	Programmed	STUL	STP - Small MPO			\$1,046,995	\$0	\$373,356	1,420,351.00	\$1,477,007.00	
		TTCI	2026	Multi-Modal	224126	Approved	Bay Area Transportation Authority	Transit Capital	SP1101-<30 foot replacement bus with or without lift	NI	Programmed	CRSM	Transit - CRP - Small MPO - Flex			\$128,674	\$32,169	\$0	160,843.00	\$160,843.00	
		TTCI	2026	Local	225291	Approved	Grand Traverse County	3 Mile Rd	New Facilities	CON	Programmed	TAL	Transportation Alternatives			\$3,000,000	\$0	\$2,363,027	5,363,027.00	\$7,016,284.00	

STIP/TIP List of Projects

TIP Amendment CRs	Notes	Cat.	Fiscal Year	Job Type	Job#	S/TIP Status	Responsible Agency	Project Name	Primary Work Type	Phase	Phase Status	Fund Source	Template Name	AC/ACC	ACC Year(s)	Fed Estimated Amount	State Estimated Amount	Local Estimated Amount	Total Estimated Amount	Total Job Cost Incl Non LAP	S/TIP Exempt
		TTCI	2027	Local	216345	Approved	Leelanau County	Cherry Bend Rd	Reconstruction	CON	Programmed	ST	Stp Flex - Small Mpo			\$48,000	\$0	\$10,644	58,644.00	\$3,569,624.00	
		TTCI	2027	Local	216345	Approved	Leelanau County	Cherry Bend Rd	Reconstruction	CON	Programmed	STUL	STP - Small MPO			\$1,068,000	\$0	\$2,428,930	3,496,930.00	\$3,569,624.00	
		TTCI	2027	Multi-Modal	224133	Approved	Bay Area Transportation Authority	Transit Capital	SP1101-<30 foot replacement bus with or without lift	NI	Programmed	CRSM	Transit - CRP - Small MPO - Flex			\$131,000	\$32,750	\$0	163,750.00	\$163,750.00	
		TTCI	2027	Local	224973	Approved	Leelanau County	Cherry Bend Rd	New Facilities	CON	Programmed	TAL	Transportation Alternatives			\$979,938	\$0	\$257,484	1,237,422.00	\$2,814,154.00	
		TTCI	2027	Local	225465	Approved	Traverse City	S Garfield Ave	Traffic Safety	CON	Programmed	HSIP	Safety			\$623,799	\$0	\$69,311	693,110.00	\$1,040,018.00	
	Pending	TTCI	2027	Local	225466	Pending	Traverse City	Hannah Ave	Traffic Safety	CON	Programmed	HSIP	Safety			\$625,068	\$0	\$69,452	694,520.00	\$868,150.00	
		TTCI	2028	Local	219059	Approved	Traverse City	W 14th St	Road Rehabilitation	CON	Programmed	ST	Stp Flex - Small Mpo			\$49,000	\$0	\$10,866	59,866.00	\$1,722,969.00	
		TTCI	2028	Local	219059	Approved	Traverse City	W 14th St	Road Rehabilitation	CON	Programmed	STUL	STP - Small MPO			\$1,089,000	\$0	\$241,483	1,330,483.00	\$1,722,969.00	
		TTCI	2028	Multi-Modal	224142	Approved	Bay Area Transportation Authority	Transit Capital	SP1101-<30 foot replacement bus with or without lift	NI	Programmed	CRSM	Transit - CRP - Small MPO - Flex			\$134,000	\$33,500	\$0	167,500.00	\$167,500.00	
		TTCI	2029	Local	223792	Approved	Leelanau County	Cherry Bend Rd	Road Rehabilitation	CON	Programmed	ST	Stp Flex - Small Mpo			\$50,000	\$0	\$11,087	61,087.00	\$2,445,603.00	
		TTCI	2029	Local	223792	Approved	Leelanau County	Cherry Bend Rd	Road Rehabilitation	CON	Programmed	STUL	STP - Small MPO			\$1,111,000	\$0	\$796,613	1,907,613.00	\$2,445,603.00	
		TTCI	2029	Multi-Modal	224152	Approved	Bay Area Transportation Authority	Transit Capital	SP1101-<30 foot replacement bus with or without lift	NI	Programmed	\$5,339.00	Transit			\$125,367	\$31,342	\$0	156,709.00	\$156,709.00	
		OTHER BATA	2026	Multi-Modal	224115	Approved	Bay Area Transportation Authority	Transit Capital	SP1101-<30 foot replacement bus with or without lift	NI	Programmed	\$5,339.00	Transit			\$246,420	\$61,605	\$0	308,025.00	\$308,025.00	
		OTHER BATA	2026	Multi-Modal	224117	Approved	Bay Area Transportation Authority	Transit Operating	3000-Operating Assistance	NI	Programmed	\$5,307.00	Transit			\$2,000,000	\$2,000,000	\$0	4,000,000.00	\$4,000,000.00	
		OTHER BATA	2026	Multi-Modal	224123	Approved	Bay Area Transportation Authority	Transit Capital	6460-JARC Projects	NI	Programmed	\$5,311.00	Transit			\$64,455	\$16,114	\$0	80,569.00	\$80,569.00	
		OTHER BATA	2026	Multi-Modal	224124	Approved	Bay Area Transportation Authority	Transit Operating	6460-JARC Projects	NI	Active	\$5,311.00	Transit			\$40,285	\$40,285	\$0	80,570.00	\$80,570.00	
		OTHER BATA	2026	Multi-Modal	224125	Approved	Bay Area Transportation Authority	Transit Operating	6000-Oth Prog Costs	NI	Active	OP11	Transit			\$381,553	\$381,553	\$0	763,106.00	\$381,553.00	
		OTHER BATA	2026	Multi-Modal	224749	Approved	Bay Area Transportation Authority	Transit Operating	3000-Operating Assistance	NI	Programmed	\$5,307.00	Transit			\$135,879	\$135,879	\$0	271,758.00	\$271,758.00	
		OTHER BATA	2026	Multi-Modal	224753	Approved	Bay Area Transportation Authority	Transit Operating	3000-Operating Assistance	NI	Programmed	\$5,307.00	Transit			\$83,519	\$83,519	\$0	167,038.00	\$167,038.00	
		OTHER BATA	2026	Multi-Modal	224754	Approved	Bay Area Transportation Authority	Transit Capital	SP1101-<30 foot replacement bus with or without lift	NI	Programmed	\$5,339.00	Transit			\$125,367	\$31,342	\$0	156,709.00	\$156,709.00	
		OTHER BATA	2026	Multi-Modal	224856	Approved	Bay Area Transportation Authority	Transit Capital	6410-5310 Projects	NI	Programmed	\$5,310.00	Transit			\$76,000	\$19,000	\$0	95,000.00	\$95,000.00	
		OTHER BATA	2026	Multi-Modal	225497	Approved	Bay Area Transportation Authority	Hammond Rd W	SP05-Local Bus Operating	NI	Active	CTF	Transit			\$0	\$4,683,916	\$0	4,683,916.00	\$4,683,916.00	Yes
		OTHER BATA	2027	Multi-Modal	224127	Approved	Bay Area Transportation Authority	Transit Operating	3000-Operating Assistance	NI	Programmed	\$5,307.00	Transit			\$2,000,000	\$2,000,000	\$0	4,000,000.00	\$4,000,000.00	
		OTHER BATA	2027	Multi-Modal	224128	Approved	Bay Area Transportation Authority	Transit Capital	6460-JARC Projects	NI	Programmed	\$5,311.00	Transit			\$64,455	\$16,114	\$0	80,569.00	\$80,569.00	
		OTHER BATA	2027	Multi-Modal	224129	Approved	Bay Area Transportation Authority	Transit Operating	6460-JARC Projects	NI	Programmed	\$5,311.00	Transit			\$40,285	\$40,285	\$0	80,570.00	\$80,570.00	
		OTHER BATA	2027	Multi-Modal	224131	Approved	Bay Area Transportation Authority	Transit Operating	6000-Oth Prog Costs	NI	Programmed	\$5,311.00	Transit			\$256,147	\$256,147	\$0	512,294.00	\$512,294.00	
		OTHER BATA	2027	Multi-Modal	224132	Approved	Bay Area Transportation Authority	Transit Capital	SP1101-<30 foot replacement bus with or without lift	NI	Programmed	\$5,339.00	Transit			\$242,106	\$60,526	\$0	302,632.00	\$302,632.00	
		OTHER BATA	2028	Multi-Modal	224134	Approved	Bay Area Transportation Authority	Transit Operating	3000-Operating Assistance	NI	Programmed	\$5,307.00	Transit			\$2,000,000	\$2,000,000	\$0	4,000,000.00	\$4,000,000.00	
		OTHER BATA	2028	Multi-Modal	224138	Approved	Bay Area Transportation Authority	Transit Capital	6460-JARC Projects	NI	Programmed	\$5,311.00	Transit			\$64,455	\$16,114	\$0	80,569.00	\$80,569.00	

STIP/TIP List of Projects

TIP Amendment CRs	Notes	Cat.	Fiscal Year	Job Type	Job#	S/TIP Status	Responsible Agency	Project Name	Primary Work Type	Phase	Phase Status	Fund Source	Template Name	AC/ACC	ACC Year(s)	Fed Estimated Amount	State Estimated Amount	Local Estimated Amount	Total Estimated Amount	Total Job Cost Incl Non LAP	S/TIP Exempt
		OTHER BATA	2028	Multi-Modal	224139	Approved	Bay Area Transportation Authority	Transit Operating	6460-JARC Projects	NI	Programmed	\$5,311.00	Transit			\$40,285	\$40,285	\$0	80,570.00	\$80,570.00	
		OTHER BATA	2028	Multi-Modal	224141	Approved	Bay Area Transportation Authority	Transit Operating	6000-Oth Prog Costs	NI	Programmed	\$5,311.00	Transit			\$256,147	\$256,147	\$0	512,294.00	\$512,294.00	
		OTHER BATA	2028	Multi-Modal	224758	Approved	Bay Area Transportation Authority	Transit Capital	SP1101-<30 foot replacement bus with or without lift	NI	Programmed	\$5,339.00	Transit			\$125,367	\$31,342	\$0	156,709.00	\$156,709.00	
		OTHER BATA	2029	Multi-Modal	224143	Approved	Bay Area Transportation Authority	Transit Operating	3000-Operating Assistance	NI	Programmed	\$5,307.00	Transit			\$2,000,000	\$2,000,000	\$0	4,000,000.00	\$4,000,000.00	
		OTHER BATA	2029	Multi-Modal	224144	Approved	Bay Area Transportation Authority	Transit Capital	6460-JARC Projects	NI	Programmed	\$5,311.00	Transit			\$64,455	\$16,114	\$0	80,569.00	\$80,569.00	
		OTHER BATA	2029	Multi-Modal	224146	Approved	Bay Area Transportation Authority	Transit Operating	6460-JARC Projects	NI	Programmed	\$5,311.00	Transit			\$40,285	\$40,285	\$0	80,570.00	\$80,570.00	
		OTHER BATA	2029	Multi-Modal	224148	Approved	Bay Area Transportation Authority	Transit Operating	6000-Oth Prog Costs	NI	Programmed	\$5,311.00	Transit			\$256,147	\$256,147	\$0	512,294.00	\$512,294.00	
		OTHER BATA	2029	Multi-Modal	224154	Approved	Bay Area Transportation Authority	Transit Capital	SP1101-<30 foot replacement bus with or without lift	NI	Programmed	CRSM	Transit - CRP - Small MPO - Flex			\$137,000	\$34,250	\$0	171,250.00	\$171,250.00	
		MDOT	2026	Trunkline	210775	Approved	MDOT	US-31	Minor Widening	CON	Abandoned	NHFP	Operations			\$1,590,165	\$352,614	\$0	1,942,779.00	\$137,334.15	
		MDOT	2026	Trunkline	214656	Approved	MDOT	US-31	Minor Widening	PE	Active	M	Operations			\$0	\$33,000	\$0	33,000.00	\$814,251.00	Yes
		MDOT	2026	Trunkline	214656	Approved	MDOT	US-31	Minor Widening	ROW	Programmed	NHFP	Operations			\$8,185	\$1,815	\$0	10,000.00	\$814,251.00	
		MDOT	2026	Trunkline	220411	Approved	MDOT	M-72	Minor Widening	PE	Active	HSIP	Traffic And Safety -			\$136,733	\$15,193	\$0	151,926.00	\$1,477,975.00	
		MDOT	2026	Trunkline	220411	Approved	MDOT	M-72	Minor Widening	ROW	Programmed	HSIP	Traffic And Safety -			\$9,000	\$1,000	\$0	10,000.00	\$1,477,975.00	
		MDOT	2026	Trunkline	225106	Approved	MDOT	US-31	Road Capital Preventive Maintenance	PE	Programmed	ST	Road - Capital Preventive Maintenance			\$43,381	\$9,620	\$0	53,001.00	\$2,013,000.00	
		MDOT	2026	Trunkline	225108	Approved	MDOT	M-37	Road Capital Preventive Maintenance	PE	Programmed	ST	Road - Capital Preventive Maintenance			\$4,093	\$908	\$0	5,001.00	\$626,000.00	
		MDOT	2026	Local	226416	Approved	Region Wide	Various Locations	Bridge Miscellaneous	OPS	Programmed	ST	STP - Rural/Flexible			\$95,355	\$0	\$21,145	116,500.00	\$116,500.00	
	Pending	MDOT	2026	Trunkline	226439	Pending	MDOT	Various Locations- Traverse City TSC	Road Capital Preventive Maintenance	PE	Programmed	ST	Road - Capital Preventive Maintenance			\$0	\$0	\$0	0	\$1,000,000.00	
	Pending	MDOT	2026	Trunkline	226439	Pending	MDOT	Various Locations- Traverse City TSC	Road Capital Preventive Maintenance	CON	Programmed	ST	Road - Capital Preventive Maintenance			\$0	\$0	\$0	0	\$1,000,000.00	
		MDOT	2027	Trunkline	220411	Approved	MDOT	M-72	Minor Widening	CON	Programmed	HSIP	Traffic And Safety -			\$1,184,444	\$131,605	\$0	1,316,049.00	\$1,477,975.00	
	Pending	MDOT	2027	Trunkline	226398	Pending	MDOT	Regionwide	Traffic Safety	PE	Programmed	HSIP	Traffic And Safety - Pavement Markings			\$2,250	\$250	\$0	2,500.00	\$3,860,000.00	
	Pending	MDOT	2027	Trunkline	226398	Pending	MDOT	Regionwide	Traffic Safety	CON	Programmed	HSIP,VRU	Traffic And Safety - Pavement Markings			\$432,000	\$48,000	\$0	480,000.00	\$3,860,000.00	
		MDOT	2028	Trunkline	214656	Approved	MDOT	US-31	Minor Widening	CON	Programmed	NHFP	Operations			\$417,640	\$92,611	\$0	510,251.00	\$814,251.00	
		MDOT	2028	Trunkline	225106	Approved	MDOT	US-31	Road Capital Preventive Maintenance	CON	Programmed	ST	Road - Capital Preventive Maintenance			\$1,604,261	\$355,741	\$0	1,960,002.00	\$2,013,000.00	
		MDOT	2028	Trunkline	225108	Approved	MDOT	M-37	Road Capital Preventive Maintenance	CON	Programmed	ST	Road - Capital Preventive Maintenance			\$508,289	\$112,712	\$0	621,001.00	\$626,000.00	
		MDOT	2029	Trunkline	213968	Approved	MDOT	Old 55	Traffic Safety	CON	Programmed	STG	Traffic And Safety -			\$28,750	\$0	\$0	28,750.00	\$76,500.00	
		MDOT	2029	Trunkline	214786	Approved	MDOT	M-72	Reconstruction	CON	Suspended	NH	Road - Rehabilitation			\$3,233,075	\$716,925	\$0	3,950,000.00	\$300,000.00	

Michigan Department of Transportation
1799 (11/2024)

RURAL TASK FORCE DATA SHEET ROAD JOB

(To be completed by each county or city for every job submitted to the Task Force)

ALL ITEMS MUST BE COMPLETED

JOB REQUEST

NEW JOB <input type="checkbox"/> OR JOB CHANGE <input checked="" type="checkbox"/>	JOB NUMBER 219117	CHANGE TYPE <input type="checkbox"/> FY <input type="checkbox"/> COST <input checked="" type="checkbox"/> SCOPE <input type="checkbox"/> DELETE <input type="checkbox"/> MOVE TO ILLUSTRATIVE
FISCAL YEAR 2026	COUNTY Grand Traverse County	CITY / VILLAGE (If applicable)

ROAD JOB DESCRIPTION

ROAD NAME FROM NFC MAP (http://mcgi.state.mi.us/nfc) Cedar Run Road	NFC FUNCTIONAL CLASSIFICATION 5 MAJOR Collector	LENGTH (Miles) 3.58
FROM 125' East of Benzie county line	TO 650' West of Barney Rd	
PHYSICAL REFERENCE (PR) NUMBER: <u>3100051</u> BEGINNING MILE: <u>0.525</u> ENDING MILE: <u>4.079</u> OR MAP ATTACHED: <input type="checkbox"/>		

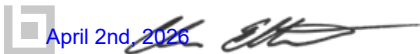
CONTRACT PROCESS: MDOT Let	CONTRACT TYPE: Design-Bid-Build
ALL SEASON ROAD STATUS <input type="checkbox"/> PROPOSED ALL SEASON <input type="checkbox"/> ALL SEASON NETWORK <input checked="" type="checkbox"/> N/A (NO STATE "D" FUNDING ON JOB)	
https://mdot.maps.arcgis.com/apps/webappviewer/index.html?id=ac067829f74e49eba28b33605ccd87c0	

ANTICIPATED LETTING DATE (Month/Year) 06/2026	ELEMENTS NEEDING COMMITTEE APPROVAL <input type="checkbox"/> GRAVEL ROAD <input type="checkbox"/> SIDEWALK <input checked="" type="checkbox"/> N/A
--	---

MAJOR WORK TYPE: One Course Asphalt Overlay (GPA)

JOB BUDGET CONSTRUCTION PHASE ONLY: (Not to include ROW, feasibility studies, design, or testing.)	ADDITIONAL JOB INFORMATION
1) STP \$ <u>317,200.00</u>	Request is to revise project begin termini (From) to 125' East of Benzie county line (125' change)
2) STP CE (RTF 1 ONLY) \$ _____	
3) LOCAL MATCH \$ <u>1,642,041.80</u>	Request also amends Job Budget to coincide with final estimate.
4) ACC FY \$ _____	
5) TOTAL PARTICIPATING STP BUDGET (Line 1-4) \$ <u>1,959,241.80</u>	
6) TEDF "D" AMOUNT: \$ _____	
7) OTHER PARTICIPATING AMOUNT: (CMAQ, BRIDGE, EARMARKS) \$ _____	
8) NON-LAP PARTICIPATING	
a) CE \$ _____	
b) PE \$ _____	
c) Other \$ _____	
9) NON-PARTICIPATING AMOUNT: GRANTS, LOCAL UTILITIES, ETC. \$ _____	
TOTAL JOB COST: \$ <u>1,959,241.80</u>	
JOB COST INCLUDING NON-LAP: \$ <u>1,959,241.80</u>	

By checking this box, the person completing this form certifies that the job identified in this document is eligible to be funded with federal Surface Transportation Program (STP) or state Transportation Economic Development Fund Category D funds.

SUBMITTED BY (Please print) Chris Elliott	TITLE Interim Engineering Manager	DATE 03/05/2026
SIGNATURE Digitally signed by Chris Elliott TTCI Technical Committee Date: 2026.03.11 15:29:12-04'00'	 April 2nd, 2026	PHONE NUMBER (231) 922-4849

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at www.Michigan.gov/MDOT-ADA.

Michigan Department
of Transportation
2606 (06/2025)

**MDOT SMALL URBAN PROGRAM
ROAD PROJECT APPLICATION**

Page 1 of 2

ALL FIELDS MUST BE COMPLETED

JOB REQUEST

<input type="radio"/> New Job or <input checked="" type="radio"/> Job Change	Job Number	Change Type
	223784	<input type="radio"/> FY <input type="radio"/> Cost <input checked="" type="radio"/> Scope <input type="radio"/> Delete <input type="radio"/> Move Illustrative

REQUESTING AGENCY INFORMATION

Agency Name	Contact Person	Telephone Number
Grand Traverse County Road Commission	Chris Elliott	(231) 922-4849
Street Address	City/Zip Code	E-Mail Address
1881 LaFranier Rd	49696	CElliott@gtrc.org

PROJECT INFORMATION

Small Urban Area TTCI	Small Urban Area Priority	Year of Improvement 2026	Length (Miles) 1.21
Road Name Cass Rd	Work Type Code 164 - Asphalt Reconstruction		
Project Limits/Location Hartman Rd northerly to S. Airport Rd			
Description Crush and shape reconstruction of existing 2-lane HMA roadway to 3-lane (2-lane with center-left turn lane) HMA roadway.			

Is The Road Segment/Project Federal-Aid Eligible? Yes No

Is Sidewalk Work to Be Included in the Participating Costs? Yes No

Is Right-Of-Way/Land Acquisition Required? Yes No
 If Yes, Please Explain: Grading Easements to tie existing driveways into new roads.

Does The Road Have Truck Restrictions? Yes No
 If Yes, Please Explain: _____

COST INFORMATION

Include participating in construction costs and non-participating costs, such as charges related to feasibility studies, design, testing, preliminary engineering, construction engineering, or right-of-way acquisition.

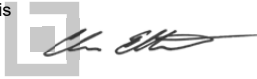
STP–Urban Requested (Federal Participating)	1,046,995.00
Local Match (Local Participating)	1,191,847.20
Non-Participating Costs	_____
Other (Describe: <u>STP Flex</u>)	46,373.00
PARTICIPATING CONSTRUCTION CAPITAL TOTAL	2,285,215.20

Advance Construct (AC) Year: _____ Amount: _____
 Advance Construct Conversion (ACC) Year: _____ Amount: _____

Local Financial Assurance - this indicates the local government has sufficient funds the local match amounts listed here.

OTHER COMMENTS

TTCI TIP amendment request to revise project funding, and overall project length.

SUBMITTED BY	TITLE	DATE
Digitally signed by Chris Elliott Date: 2026.03.13 14:01:37-04'00'  Chris Elliott	Interim Engineering Manager	11/20/2025

Job #: 225466 - Approved CR #1

Major CS: 28000

Major Route: Hannah Ave

Project Manager: Pethers Jackie

General Info

Job Type

Local

Job Status

Programmed

Major Route (Report)

Hannah Ave

MPO Program Manager

Gierman Maxwell

Rural Program Manager

N/A

Total Job Cost

\$694,520

Total Job Cost (Incl. Non LAP Funds)

\$868,150

Risk Based Project Involvement (RBPI)

No

Roundabout/Road Diet

Not Applicable

MDOT Environmental Justice (EJ) Priority Area

No Data

Work Type

Category

Traffic Safety

Sub-category

Traffic Safety

Major Work Type

112 - Traffic Signals

Federal Improvement Type

Safety

System Engineering Analysis Required?

No

Contract Information and Dates

Contracting Process

MDOT Let

Contracting Method

Design-Bid-Build

Contract Indicator

Not Applicable

CON Phase Recommended Fiscal Year Obligation

2027

CON Phase Recommended Fiscal Year Obligation Quarter

Third Quarter (April- June)

Scheduled Let Date

06/04/2027

Scheduled Plan Completion Date

03/04/2027

Location Description

Region

North

TSC (where work is located)

Traverse City

TSC (administering work)

Traverse City TSC

Responsible Jurisdiction

Agency Type

Municipality

Agency Name

Traverse City

Construction Length (miles)

0.385

Location (Report)

Hannah St at Garfield Ave and Hannah St at Woodmere St

Location (Detailed)

1. Hannah St at Garfield Ave 2. Hannah St at Woodmere St

Work Description

Work (Report)

Traffic signal modernization

Work (Detailed)

Traffic signal modernization, countdown pedestrian signals, sidewalk ramp upgrades, crosswalk pavement markings

Job #: 226439 - Approved CR #0

Major CS: 57023

Major Route: M-55

Project Manager: Neerken Ian

General Info

Job Type

Trunkline

Job Status

Programmed

Major Route (Report)

Various Locations-Traverse City TSC

Total Job Cost

\$1,000,000

Risk Based Project Involvement (RBPI)

No

MDOT Environmental Justice (EJ) Priority Area

Yes

Work Type

Category

Road

Sub-category

Road Capital Preventive Maintenance

Major Work Type

456 - Asphalt Crack Treatment

Fix Life [Range: 1-3]

3

Federal Improvement Type

4R Maintenance Restoration/Rehabilitation

Contract Information and Dates

Contracting Process

MDOT Let

Contracting Method

Design-Bid-Build

Contract Indicator

Not Applicable

Scheduled Let Date

06/05/2026

Scheduled Plan Completion Date

03/27/2026

Location Description

Region

North

TSC (where work is located)

Traverse City

Entity (administering work)

Traverse City TSC

Location (Report)

Various Locations -Traverse City TSC

Construction Length (miles)

81.487

Location (Detailed)

Various Locations -Traverse City TSC

Work Description

Work (Report)

HMA crack treatment

Work (Detailed)

HMA crack treatment and overband crack seal.

Job Objective

Job Objective

HMA crack treatment and overband crack seal to preserve asphalt pavement conditions.

Job #: 226398 - Approved CR #0

Major CS: 69023

Major Route: M-32

Project Manager: Bramble Mary

General Info

Job Type

Trunkline

Job Status

Programmed

Major Route (Report)

Regionwide

Total Job Cost

\$3,860,000

Risk Based Project Involvement (RBPI)

No

Roundabout/Road Diet

Not Applicable

MDOT Environmental Justice (EJ) Priority Area

Yes

Work Type

Category

Traffic Safety

Sub-category

Traffic Safety

Major Work Type

111 - Pavement Marking

Federal Improvement Type

Safety

Contract Information and Dates

Contracting Process

MDOT Let

Contracting Method

Design-Bid-Build

Contract Indicator

Not Applicable

Scheduled Let Date

04/02/2027

Scheduled Plan Completion Date

01/22/2027

Location Description

Region

North

TSC (where work is located)

Gaylord

Entity (administering work)

Gaylord TSC

Location (Report)

All trunkline routes in North Region

Construction Length (miles)

0.978

Location (Detailed)

All trunkline routes in North Region

Work Description

Work (Report)

Application of permanent pavement markings on trunklines in North Region

Work (Detailed)

Application of permanent pavement markings on trunklines in North Region PE Phase from date project is obligated thru 05/03/27 CON Phase 03/02/27-11/30/27



Date: March 31st, 2026

To: Barry Hicks Community & Transportation Program Manager - Networks Northwest

From: Shaughn Handley – Procurement & Grants Management Specialist – BATA

Subject: Memo – Change Request to Job Number 224117 – Section 5307 Operating

Barry,

The Bay Area Transportation Authority (BATA) needs to make a Cost change to Job Number 224117 for Fiscal Year 2026 Section 5307 Operating funding.

The apportionments for Fiscal Year 2026 were released today (3/31/2026), hence the late add to the agenda for the April technical and policy meetings for Traverse Transportation Coordinating Initiative.

The 1481 form for this job has been updated to reflect the funding amount specific to BATA that is shown in the full year apportionment table released on the United States Department of Transportation website. This is an increase of funding from the previous estimate for this job of \$4,000,000 total in Federal & State funding to what was released today in the FY26 Section 5307 apportionment, totaling \$5,209,318 in Federal and State funding.

This is Section 5307 formula funding, and this is used to cover BATA's daily operations for items such as fuel, utilities, and driver wages.

Regards,

Shaughn Handley

Procurement and Grants Management Specialist

Bay Area Transportation Authority

231-778-1026

handleys@bata.net

Michigan Department of Transportation
1481 (03/2024)

**TRANSIT PROJECT DATA SHEET FOR TIP
(TRANSPORTATION IMPROVEMENT PROGRAM)**

INSTRUCTIONS: Submit completed form to the MPO and a copy to your OPT Project Manager for each project.

FILL OUT A SEPARATE FORM FOR OPERATING OR CAPITAL PER PHASE FINANCIAL CODE.

ALL ITEMS MUST BE COMPLETED.

JOB NUMBER
224117

CHANGE TYPE
 FY COST SCOPE
 SUSPENDED ABANDONED

NEW PROJECT OR PROJECT CHANGE IF YES, INCLUDE JOB NUMBER
224117

FISCAL YEAR 2026 COUNTY Grand Traverse TRANSIT AGENCY - LEGAL NAME Bay Area Transportation Authority

AGENCY ADDRESS 1340 Hammond Rd. W CITY Traverse City ZIP CODE 49686

JOB TYPE: MULTI-MODAL TEMPLATE: TRANSIT BOUNDARIES: STATEWIDE

MODE: TRANSIT JOB PHASE: NON-INFRASTRUCTURE (NI)

MAJOR ROUTE: Transit Operating LOCATION (Report): AREAWIDE FUNDS FLEXED TO FTA: No

TRANSIT PROJECT DESCRIPTION

PHASE FINANCIAL SYSTEM 5307 - CTF Urbanized Formula DESCRIPTION OF OTHER FUNDING TYPE

DESCRIPTION	FEDERAL	STATE	LOCAL	TOTAL	SCOPE CODE/SP CODE
Operating	\$2,604,659	\$2,604,659	\$0	\$5,209,318	3000 - Operating Assistance

WORK DESCRIPTION
FY26 Section 5307 Apportionment and is matched with FY26 State CTF funds.

Select an Item \$0 Select an Item

WORK DESCRIPTION

Select an Item \$0 Select an Item

WORK DESCRIPTION

Select an Item \$0 Select an Item

WORK DESCRIPTION

Select an Item \$0 Select an Item

WORK DESCRIPTION

GRAND TOTAL *\$5,209,318*

IF ADDITIONAL LINES ARE NEEDED PLEASE ATTACH A SEPARATE SHEET.
Scheduled Obligation Date is ALWAYS the last day of September for the fiscal year of the job. Scheduled End Date is ALWAYS the last day of September for the fiscal year of the job plus three years for Capital (Rural agencies), plus four years for Capital (Urban agencies) jobs, or plus one year for Operating jobs.

TRANSIT FLEX CATEGORY (Only need to complete if funds are flexed to FTA and selection is based on the type of Transit Agency) Select an Item GPA TYPE Transit Operating

MDOT OBLIGATION
 Yes - (1) If the agency applies for funds (Except for Urban Operating) directly to FTA, and if there is a state match or if OPT applies for the funds directly to FTA (2) 100% state jobs.
 No - (1) Urban Operating jobs (2) If the agency applies directly to FTA for funding, and there is no state match.

OPT PROJECT MANAGER NAME Alex Simonetti ATTACHMENTS: Yes No (Must attach MDOT Form 1481)

BUDGET

1) FEDERAL: \$2,604,659	SUBTOTAL: \$5,209,318
2) STATE: \$2,604,659	4) Other Local Funding (Not part of match):
3) LOCAL (Part of match): \$0	TOTAL JOB COST: \$5,209,318

SUBMITTED BY (Please print) Chris Davis TITLE Interim Executive Director DATE 03/31/2026

SIGNATURE *Chris Davis* April 2nd, 2026 PHONE NUMBER 313 778 1030 25



Memorandum

DATE: March 25, 2026

TO: Traverse Transportation Coordinating Initiative Technical Committee

FROM: Barry Hicks, AICP, MPO Program Manager

SUBJECT: By-Law Revisions

The attached revisions to the TTCI Technical Committee Bylaws are intended to clarify committee operations, modernize officer elections, and align key governance provisions with the recently updated TTCI Policy Board Bylaws. These changes improve consistency, continuity, and clarity while preserving the Technical Committee's advisory role.

These updates reflect current best practices and provide clearer guidance for committee members and staff. They ensure meetings can proceed smoothly, clarify roles and responsibilities, and maintain consistency with the Policy Board bylaws, while preserving the Technical Committee's advisory function.

Summary of Changes

1. Clarified Use of Alternates
 - Each participating entity may designate one optional alternate.
 - Alternates may vote only when serving in place of the primary representative.
 - Alternates do not automatically assume officer roles or preside over meetings.
2. Updated Officer Election Schedule
 - Officer elections will occur every other year in odd-numbered years.
 - Elections may be held at any meeting between October and December, or as soon thereafter as practicable.
 - This aligns the Technical Committee election cycle with the Policy Board.
3. Streamlined Nomination and Election Process
 - Any voting member may nominate themselves or another eligible member.
 - Officers may be elected individually or as a group (slate) by majority vote.
 - The former nominating committee process has been removed.
4. Two-Year Officer Terms
 - Officers will serve two-year terms, with no limit on re-election.
 - This change promotes continuity and reduces the need for annual officer elections.
5. Clear Process for Mid-Term Vacancies
 - If an officer position becomes vacant, a special election will be held at the next regular or special meeting.
 - The newly elected officer will serve the remainder of the unexpired term.

6. Clarified Succession and Meeting Facilitation

- A clear order of succession is established for presiding over meetings: Chair → Vice-Chair → Secretary → Treasurer
- Officers may temporarily defer presiding duties for a meeting without relinquishing their other responsibilities.
- If all officers are absent or defer, TTCI staff will open the meeting solely to facilitate a vote to select a committee member to preside for that meeting.
- The selected member must be approved by a majority vote and will serve with the authority of the Chair for that meeting only.

7. Amendment Procedure Clarification

- Clarifies the notice and voting requirements for future bylaw amendments, including timelines for filing proposed changes with the Secretary and distribution to Technical Committee members prior to action.

Action Requested:

To adopt the revised TTCI Technical Committee Bylaws by resolution, as presented. Upon adoption, the revised bylaws will supersede and replace all prior versions of the Technical Committee bylaws and take effect immediately.

Attached: TTCI Marked-Up Copy of the Technical Committee By-laws
TTCI Clean Copy of the Technical Committee By-Laws
Resolution to Adopt Revised Technical Committee By-Laws

TRAVERSE TRANSPORTATION COORDINATING
INITIATIVE (TTCI)
TECHNICAL COMMITTEE BYLAWS

ARTICLE I. NAME OF COMMITTEE

The name of the committee shall be the Traverse Transportation Coordinating Initiative Technical Committee, a sub-committee organized and appointed as an advisory body to the TTCI Policy Board formed as an Inter-municipality Committee established under Act 200 of 1957 of the Public Acts of Michigan, and shall be hereinafter referred to as the TTCI TECH.

ARTICLE II PURPOSE AND RESPONSIBILITY

Section 1. Purpose. TTCI TECH is established to provide a coordinated advisory body to the TTCI Policy Board. TTCI TECH shall advise on the development and conduct of a continuing, cooperative, and comprehensive transportation planning process in the Traverse City-Garfield Urbanized Area. TTCI TECH shall constitute the forum for a cooperative transportation advisory committee, comprised of professional staff of the general purpose local governments and representatives of transportation based agencies who are eligible members of the TTCI Policy Board as defined within “**THE AGREEMENT**”, which is outlined in Article III. Other ancillary organizations referred to as non-eligible members are invited to participate in the TTCI TECH meetings and processes as non-voting advisors.

Section 2. Responsibility. TTCI TECH shall advise on the development of transportation plans and programs for the Greater Traverse Area, in coordination with local, county, regional, and state plans and programs. The Traverse City-Garfield Urbanized Area is defined by the US Census Bureau. The Metropolitan Planning Area (MPA) of TTCI shall encompass the local civil divisions of the City of Traverse City, the Charter Townships of Garfield, Elmwood, East Bay, Long Lake and the General Law Townships of Acme, Peninsula, Blair, Bingham, Green Lake and Whitewater.

Section 3. Objectives.

- a) Advise on a transportation planning process and improvement plan for the Metropolitan Planning Area which meets Federal and State requirements and ensures the area's eligibility for capital and operating funds.
- b) Advise on system and subsystem plans and programs for the various modes of transportation which use the area's major streets, roads and highways.
- c) Advise for Integration and coordination of transportation plans and programs with existing and future plans and programs within the region, as defined by the State of Michigan, and the Michigan Department of Transportation.
- d) Advise and recommend transportation programs and projects which are consistent with the general transportation goals of the community and its transportation based agencies,
- e) Advise for the maintenance and continuously updated pertinent

- information about the area's transportation systems.
- f) Advise and assist local and state implementation agencies in developing transportation projects. Collaborate with local, regional, state, and federal transportation planning agencies in developing transportation plans and projects.
- g) Advise for the operation of the urbanized area transportation planning program in a responsible and efficient manner.
- h) Support and encourage public involvement in TTCI's transportation planning activities.
- i) Support the solicitation and acceptance of appropriate gifts and grants which will assist in the accomplishment of TTCI objectives.

ARTICLE III. MEMBERSHIP

Section 1. General. Voting membership shall consist of the municipalities and entities which are listed in Section 4 and which execute the “*Traverse Transportation Coordinating Initiative (TTCI) Intergovernmental Agreement for Participants of Metropolitan Planning Organization*” hereafter referred to as **“THE AGREEMENT”**. Each eligible voting member shall be entitled to a single vote on the TTCI TECH. A primary representative, and an optional alternate representative. ~~A primary and alternate representative~~ shall be appointed to TTCI TECH as hereinafter provided. All affairs of TTCI TECH shall be directed by the TTCI Policy Board, with staffing to TTCI TECH served by Networks Northwest. Voting members whose sponsoring agency becomes delinquent in any cost assessments, matching funds or other financial obligations to TTCI, shall have voting privileges stricken until such time as the sponsoring agency is in good standing from the delinquencies outlined above.

Section 2. New Voting Members. New voting members may be added to TTCI TECH following the procedures outlined in **THE AGREEMENT** Article XI, for the addition of eligible entities to the TTCI Policy Board, with appointment to TTCI TECH as outlined within these bylaws.

Section 3. Withdrawal of Members. Any eligible entity which withdraws from the TTCI Policy Board shall have its voting membership withdrawn from the TTCI TECH.

Section 4. Voting Members. Voting members shall consist of one member from each of the following:

- City of Traverse City (G.T. County)
- Charter Township of Garfield (G.T. County)
- Charter Township of Elmwood (Leelanau County)
- Charter Township of East Bay (G.T. County)
- Acme Township (G.T. County)
- Bingham Township (Leelanau County)
- Blair Township (G.T. County)
- Peninsula Township (G.T. County)
- Green Lake Township (G.T. County)

Charter Township of Long Lake (G.T. County)
Grand Traverse County Board of Commissioners
Leelanau County Board of Commissioners
Leelanau County Road Commission
Grand Traverse County Road Commission
Michigan Department of Transportation
Bay Area Transportation Authority

Section 5. Designation of Voting Member Representatives and Alternates.

Membership on the TTCI TECH shall consist of one (1) individual from each participating eligible entity, ~~whom~~ who is designated by the respective entities governing body to serve as their representative. Representatives may be professional staff, members of the governing board, executive staff, or their designee. Eligible entities may designate one (1) alternate representative to serve in the absence of the primary representative. Designation of an alternate is optional. When serving in the absence of the primary representative, an alternate shall have the same voting rights and responsibilities as the primary representative for the duration of the meeting. Designations of primary representatives and alternates, if any, shall be made in writing and by name and submitted to TTCI staff. Changes to designations may be made at any time. ~~Eligible entities shall appoint one (1) primary member to the TTCI TECH and shall appoint a second alternate member to attend in the primary member's absence. Designations shall be made by each participating eligible entity at their last meeting prior to the end of the TTCI Fiscal Year and as otherwise outlined for replacement. Designations shall be made in writing and by name provide a primary and alternative representative. Designations shall occur for each participating entity that have executed approval of this agreement, and shall include a representative from the Michigan Department of Transportation and the Federal Highway Administration as necessary.~~

Section 6. Non-Voting Members.

Non-Voting Membership is extended to any organization which utilizes, is impacted by, advocates for or against, or otherwise is integrated into the processes or outcomes of the TTCI MPO. There is no cap on participation of non-voting members.

ARTICLE IV. OFFICERS

Section 1. General. The TTCI TECH shall have an ~~executive-Executive eommittee-Committee~~ of officers to consist of a Chairperson, a Vice-Chairperson, a Secretary, and a Treasurer. TTCI TECH ~~executive-Executive eommittee-Committee~~ members shall be eligible voting members and shall have served on TTCI TECH for a minimum of one (1) year in order to be elected to the ~~executive-Executive eommitteeCommittee~~. The four-member TTCI TECH Executive Committee shall have at least one representative from the City, County or Township, plus one representative of a Transportation Agency.

Section 2. Duties of the Chairperson. The Chairperson shall set the TTCI TECH meeting agenda, preside at all meetings, and perform such other duties as may be delegated by the TTCI Policy Board. The Chairperson shall have the full right to propose motions and vote on all motions and resolutions. The Chairperson shall be an ex-officio member on all sub-committees of TTCI TECH.

Section 3. Duties of the Vice-Chairperson. The Vice-Chairperson shall preside at meetings in

the absence of the Chairperson and perform such other duties as may be delegated by the Chairperson or the Board.

Section 4. Duties of the Secretary. The Secretary shall keep a record of all meetings of the TTCI TECH; keep a record of all plans, programs, and other material brought before the Committee; notify the TTCI TECH of all meetings; and provide agendas for all meetings.

Section 5. Duties of the Treasurer. The Treasurer shall keep a record of all financial transactions of the TTCI TECH, provide periodic financial reports to the TTCI TECH, and generally perform the traditional duties of this office.

Section 6. Delegation of Duties. The duties of the Secretary and/or Treasurer may be delegated to the TTCI Professional Staff assigned from Networks Northwest, or another appropriate individual. The secretarial and financial duties may be delegated separately or together and may be delegated to different individuals.

Section 7. Nomination of Officers. ~~Any voting member may nominate themselves or another eligible voting member for any officer position. Nominations may be made from the floor during the election meeting. The Chairperson shall call for the nomination of officers at the first meeting of the Fiscal Year or as soon as possible thereafter. Nominations for all officers may be presented from the floor with the consent of the nominee.~~

Section 8. Election of Officers. ~~Elections for officers shall be held in odd-numbered years at any meeting between October and December, or as soon thereafter as practicable. Officers shall assume their duties at the next regular or special meeting following their election. Election of officers of the TTCI shall be at the first meeting of each Fiscal Year or as soon as possible thereafter.~~

Section 9. Election Procedure. ~~Elections shall be conducted by a simple majority vote of the members present. The Technical Committee may elect officers either individually or collectively. Individual elections shall be conducted separately for each officer position. Collective elections may include more than one officer position, up to and including all officer positions, and shall be decided by a single vote of the members present.~~

Section ~~9~~10. Terms of Office. ~~Officers shall serve a term of two (2) calendar years, or until their successors are elected. Officers may serve successive terms without limitation. The terms of office shall be for the Fiscal Year in which the officer is elected or until a successor is elected.~~

Section ~~10~~11. Vacancy of Office Mid-Term Vacancies. ~~In the event that an officer position becomes vacant before the end of its term, a special election shall be held at any regular or special meeting to fill the vacancy. The newly elected officer shall serve the remainder of the unexpired term and shall assume their duties immediately upon election. If a vacancy occurs in any office during the year, the TTCI TECH may fill the vacancy at any regular meeting by a simple majority vote of those eligible voting representatives present. Appointments made to fill vacancies shall fill the remaining term of the vacancy.~~

Section 12. Temporary Service by Officers and Alternates.

A. The following order of succession shall apply for presiding over meetings and exercising the authority of the Chairperson:

- 1) Chairperson
- 2) Vice-Chairperson
- 3) Secretary
- 4) Treasurer

B. Officer Absence or Deferral.

- 1) If the Chairperson is absent or defers, the Vice-Chairperson shall preside.
- 2) If the Vice-Chairperson is absent or defers, the Secretary shall preside.
- 3) If the Secretary is absent or defers, the Treasurer shall preside.

Such deferral applies only to presiding responsibilities and does not relieve the officer of any other duties of their office, unless otherwise delegated in accordance with these bylaws.

A.C. All Officers Absent or Deferred. If all officers are absent or have deferred, TTCI staff shall open the meeting for the sole purpose of conducting a vote among the members present to select a Technical Committee member to preside over the meeting. The selected member must be approved by a majority vote of the members present and shall serve with the same authority as the Chairperson for the duration of the meeting.

D. Alternate. Alternates shall not automatically serve in an officer role and may only preside over a meeting if selected by majority vote in accordance with this section.

ARTICLE V. STAFFING

Section 1. Personnel. The TTCI Policy Board contracts with Networks Northwest to coordinate and conduct administration and staffing relating to its purpose, responsibilities and objectives. Personnel assigned to TTCI will adhere to a staffing plan approved by the Policy Board, which includes staffing support for TTCI TECH.

Section 2. Other Agencies. TTCI TECH with the TTCI Policy Board approval may enter into agreements with other public and private agencies, including consultants, for all types of surveys and studies relating to its purpose, responsibilities and objectives. Such surveys and studies shall be identified and described in the annual Unified Work Program.

ARTICLE VI. SUBCOMMITTEES/SPECIAL TOPIC GROUPS/TASK FORCES

Section 1. Establishing Subcommittees, Special Topic Groups, and Task Forces. TTCI TECH as supported and not in conflict with the TTCI Policy, may establish subcommittees, special topic groups and/or task forces as are deemed necessary to further its purpose in keeping with its responsibilities and objectives, or to address specific functional areas or individual issues as deemed appropriate.

ARTICLE VII. MEETINGS AND AGENDAS

Section 1. Regular Meetings. The schedule of regular meetings of the TTCI TECH shall be established at the first meeting of the fiscal year of the TTCI Policy Board. These meetings shall take place at a time and location established by the TTCI TECH.

Section 2. Special Meetings. Special meetings may be called by the Chairperson, by a majority vote of the TTCI TECH, or upon written request to the Chairperson by three (3) or more TTCI TECH members. Special meeting shall be noticed at least 18 hours prior to the Special Meeting.

Section 3. Changes in Meetings. In the event that a regular meeting falls on a holiday, a substitute meeting shall be set by the Committee; all attempts shall be made to accommodate meeting substitutions when the fiscal year calendar of meetings is set. A cancellation or change in the date of a scheduled meeting shall be communicated to the representatives as promptly as possible.

Section 4. Open Meetings. All Board meetings shall be open to the public and shall be held in conformance with Act 267 of the Public Acts of Michigan of 1976, as amended, known as the "Open Meetings Act."

Section 5. Notices of Meetings. Notices of all regular meetings, including agenda, shall be provided to the Committee members and posted to the general public no later than five (5) days prior to the meeting.

Section 6. Agendas. An agenda shall be provided to Committee members no later than five (5) days prior to all regular meetings. Where practical, an agenda will also be emailed for special meetings. The Chairperson has the responsibility of determining the agenda.

ARTICLE VIII. RULES

Section 1. General. Except where specific rules and procedures are set forth herein, Robert's Rules of Order shall govern all meetings.

Section 2. Quorum. A quorum shall be required before any formal action can be taken on agenda items. The presence of a simple majority of the current active voting members (members as defined in Article III, Section 4) OR the presence of three-fifths (3/5) of transportation implementing agencies (Bay Area Transportation Authority, City of Traverse City, Grand Traverse County Road Commission, Leelanau County Road Commission, Michigan Department

of Transportation) and two (2) municipalities shall constitute a quorum for the purpose of conducting business. Active voting members are those duly appointed representatives whose eligible entity membership dues were paid in the prior budget year.

Section 3. Actions by the Board. Except where otherwise specifically stated within these bylaws, formal adoption of a motion or resolution or other action shall be with the assent of a simple majority of the assigned votes of those representatives at the meeting, with at least a quorum present.

ARTICLE IX. UNIFIED WORK PLAN.

Section 1. Unified Work Plan. TTCI shall undertake the development of an annual Unified Work Plan (UWP) in accordance with the requirements of State and Federal Agencies. The TTCI TECH shall work with staff as directed by the TTCI Policy Board to develop the UWP. TTCI TECH shall recommend approval of the DRAFT UWP to the TTCI Policy Board, and TTCI Policy Board Members shall review, provide comments and adopt the UWP at their discretion.

Section 2. Fiscal Year. The fiscal year shall start October 1 and end September 30.

Section 3. Code of Conduct. The TTCI TECH shall follow the TTCI Policy Board written Code of Conduct which shall govern the participation of its members, officers, agents and employees engaged in the award and administration of all contracts

ARTICLE X. AMENDMENTS

Section 1. Procedure of Amendment. These Bylaws may be altered, amended or replaced at any regular or special meeting of the TTCI TECH by at least two-thirds vote of the representatives of the voting members that are present at such meeting, each having one (1) vote for the purpose of Bylaw amendment. The amended Bylaws shall go into effect at the time of action, or at any time set by TTCI TECH within the motion of approval. A copy of the proposed changes shall be filed with the Secretary at least ten (10) days presented to the TTCI TECH six (6) days prior to the meeting where such action is proposed to be taken, ~~and the secretary shall send a copy of the proposed change to each representative~~ along with written notice of the time and place of such meeting. ~~The Secretary shall also ensure that representatives receive their notices at least five (5) days prior to such meeting.~~

Section 2. Continuation and/or Conflict. The Bylaws will remain in full force and effect until such time as amendments are made and approved or until it may be determined the Bylaws are found to be in conflict with the laws or regulations of the State of Michigan or the United States of America.

Approved by the TTCI Technical Committee on ~~12/14/2023~~December 14, 2023
Amended by the TTCI Technical Committee on February 5, 2026

TRAVERSE TRANSPORTATION COORDINATING
INITIATIVE (TTCI)
TECHNICAL COMMITTEE BYLAWS

ARTICLE I. NAME OF COMMITTEE

The name of the committee shall be the Traverse Transportation Coordinating Initiative Technical Committee, a sub-committee organized and appointed as an advisory body to the TTCI Policy Board formed as an Inter-municipality Committee established under Act 200 of 1957 of the Public Acts of Michigan, and shall be hereinafter referred to as the TTCI TECH.

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Section 2. Responsibility. TTCI TECH shall advise on the development of transportation plans and programs for the Greater Traverse Area, in coordination with local, county, regional, and state plans and programs. The Traverse City-Garfield Urbanized Area is defined by the US Census Bureau. The Metropolitan Planning Area (MPA) of TTCI shall encompass the local civil divisions of the City of Traverse City, the Charter Townships of Garfield, Elmwood, East Bay, Long Lake and the General Law Townships of Acme, Peninsula, Blair, Bingham, Green Lake and Whitewater.

Section 3. Objectives.

- a) Advise on a transportation planning process and improvement plan for the Metropolitan Planning Area which meets Federal and State requirements and ensures the area's eligibility for capital and operating funds.
- b) Advise on system and subsystem plans and programs for the various modes of transportation which use the area's major streets, roads and highways.
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- d) Advise and recommend transportation programs and projects which are consistent with the general transportation goals of the community and its transportation based agencies,
- e) Advise for the maintenance and continuously updated pertinent

- information about the area's transportation systems.
- f) Advise and assist local and state implementation agencies in developing transportation projects. Collaborate with local, regional, state, and federal transportation planning agencies in developing transportation plans and projects.
- g) Advise for the operation of the urbanized area transportation planning program in a responsible and efficient manner.
- h) Support and encourage public involvement in TTCI's transportation planning activities.
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ARTICLE III. MEMBERSHIP

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Section 2. New Voting Members. New voting members may be added to TTCI TECH following the procedures outlined in **THE AGREEMENT** Article XI, for the addition of eligible entities to the TTCI Policy Board, with appointment to TTCI TECH as outlined within these bylaws.

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- Green Lake Township (G.T. County)

Charter Township of Long Lake (G.T. County)
Grand Traverse County Board of Commissioners
Leelanau County Board of Commissioners
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Grand Traverse County Road Commission
Michigan Department of Transportation
Bay Area Transportation Authority

Section 5. Designation of Voting Member Representatives and Alternates.

Membership on the TTCI TECH shall consist of one (1) individual from each participating eligible entity, who is designated by the respective entities governing body to serve as their representative. Representatives may be professional staff, members of the governing board, executive staff, or their designee. Eligible entities may designate one (1) alternate representative to serve in the absence of the primary representative. Designation of an alternate is optional. When serving in the absence of the primary representative, an alternate shall have the same voting rights and responsibilities as the primary representative for the duration of the meeting. Designations of primary representatives and alternates, if any, shall be made in writing and by name and submitted to TTCI staff. Changes to designations may be made at any time.

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ARTICLE IV. OFFICERS

Section 1. General. The TTCI TECH shall have an Executive Committee of officers to consist of a Chairperson, a Vice-Chairperson, a Secretary, and a Treasurer. TTCI TECH Executive Committee members shall be eligible voting members and shall have served on TTCI TECH for a minimum of one (1) year in order to be elected to the Executive Committee. The four-member TTCI TECH Executive Committee shall have at least one representative from the City, County or Township, plus one representative of a Transportation Agency.

Section 2. Duties of the Chairperson. The Chairperson shall set the TTCI TECH meeting agenda, preside at all meetings, and perform such other duties as may be delegated by the TTCI Policy Board. The Chairperson shall have the full right to propose motions and vote on all motions and resolutions. The Chairperson shall be an ex-officio member on all sub-committees of TTCI TECH.

Section 3. Duties of the Vice-Chairperson. The Vice-Chairperson shall preside at meetings in the absence of the Chairperson and perform such other duties as may be delegated by the Chairperson or the Board.

Section 4. Duties of the Secretary. The Secretary shall keep a record of all meetings of the TTCI TECH; keep a record of all plans, programs, and other material brought before the Committee; notify the TTCI TECH of all meetings; and provide agendas for all meetings.

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Section 6. Delegation of Duties. The duties of the Secretary and/or Treasurer may be delegated to the TTCI Professional Staff assigned from Networks Northwest, or another appropriate individual. The secretarial and financial duties may be delegated separately or together and may be delegated to different individuals.

Section 7. Nomination of Officers. Any voting member may nominate themselves or another eligible voting member for any officer position. Nominations may be made from the floor during the election meeting.

Section 8. Election of Officers. Elections for officers shall be held in odd-numbered years at any meeting between October and December, or as soon thereafter as practicable. Officers shall assume their duties at the next regular or special meeting following their election.

Section 9. Election Procedure. Elections shall be conducted by a simple majority vote of the members present. The Technical Committee may elect officers either individually or collectively. Individual elections shall be conducted separately for each officer position. Collective elections may include more than one officer position, up to and including all officer positions, and shall be decided by a single vote of the members present.

Section 10. Terms of Office. Officers shall serve a term of two (2) calendar years, or until their successors are elected. Officers may serve successive terms without limitation.

Section 11. Mid-Term Vacancies. In the event that an officer position becomes vacant before the end of its term, a special election shall be held at any regular or special meeting to fill the vacancy. The newly elected officer shall serve the remainder of the unexpired term and shall assume their duties immediately upon election.

Section 12. Temporary Service by Officers and Alternates.

A. The following order of succession shall apply for presiding over meetings and exercising the authority of the Chairperson:

- 1) Chairperson
- 2) Vice-Chairperson
- 3) Secretary
- 4) Treasurer

B. Officer Absence or Deferral.

- 1) If the Chairperson is absent or defers, the Vice-Chairperson shall preside.
- 2) If the Vice-Chairperson is absent or defers, the Secretary shall preside.
- 3) If the Secretary is absent or defers, the Treasurer shall preside.

Such deferral applies only to presiding responsibilities and does not relieve the officer of any other duties of their office, unless otherwise delegated in accordance with these bylaws.

- C. All Officers Absent or Deferred. If all officers are absent or have deferred, TTCI staff shall open the meeting for the sole purpose of conducting a vote among the members present to select a Technical Committee member to preside over the meeting. The selected member must be approved by a majority vote of the members present and shall serve with the same authority as the Chairperson for the duration of the meeting.
- D. Alternate. Alternates shall not automatically serve in an officer role and may only preside over a meeting if selected by majority vote in accordance with this section.

ARTICLE V. STAFFING

Section 1. Personnel. The TTCI Policy Board contracts with Networks Northwest to coordinate and conduct administration and staffing relating to its purpose, responsibilities and objectives. Personnel assigned to TTCI will adhere to a staffing plan approved by the Policy Board, which includes staffing support for TTCI TECH.

Section 2. Other Agencies. TTCI TECH with the TTCI Policy Board approval may enter into agreements with other public and private agencies, including consultants, for all types of surveys and studies relating to its purpose, responsibilities and objectives. Such surveys and studies shall be identified and described in the annual Unified Work Program.

ARTICLE VI. SUBCOMMITTEES/SPECIAL TOPIC GROUPS/TASK FORCES

Section 1. Establishing Subcommittees, Special Topic Groups, and Task Forces. TTCI TECH as supported and not in conflict with the TTCI Policy, may establish subcommittees, special topic groups and/or task forces as are deemed necessary to further its purpose in keeping with its responsibilities and objectives, or to address specific functional areas or individual issues as deemed appropriate.

ARTICLE VII. MEETINGS AND AGENDAS

Section 1. Regular Meetings. The schedule of regular meetings of the TTCI TECH shall be established at the first meeting of the fiscal year of the TTCI Policy Board. These meetings shall take place at a time and location established by the TTCI TECH.

Section 2. Special Meetings. Special meetings may be called by the Chairperson, by a majority vote of the TTCI TECH, or upon written request to the Chairperson by three (3) or more TTCI TECH members. Special meeting shall be noticed at least 18 hours prior to the Special Meeting.

Section 3. Changes in Meetings. In the event that a regular meeting falls on a holiday, a substitute meeting shall be set by the Committee; all attempts shall be made to accommodate meeting substitutions when the fiscal year calendar of meetings is set. A cancellation or change in the date of a scheduled meeting shall be communicated to the representatives as promptly as possible.

Section 4. Open Meetings. All Board meetings shall be open to the public and shall be held in conformance with Act 267 of the Public Acts of Michigan of 1976, as amended, known as the "Open Meetings Act."

Section 5. Notices of Meetings. Notices of all regular meetings, including agenda, shall be provided to the Committee members and posted to the general public no later than five (5) days prior to the meeting.

Section 6. Agendas. An agenda shall be provided to Committee members no later than five (5) days prior to all regular meetings. Where practical, an agenda will also be emailed for special meetings. The Chairperson has the responsibility of determining the agenda.

ARTICLE VIII. RULES

Section 1. General. Except where specific rules and procedures are set forth herein, Robert's Rules of Order shall govern all meetings.

Section 2. Quorum. A quorum shall be required before any formal action can be taken on agenda items. The presence of a simple majority of the current active voting members (members as defined in Article III, Section 4) OR the presence of three-fifths (3/5) of transportation implementing agencies (Bay Area Transportation Authority, City of Traverse City, Grand Traverse County Road Commission, Leelanau County Road Commission, Michigan Department of Transportation) and two (2) municipalities shall constitute a quorum for the purpose of conducting business. Active voting members are those duly appointed representatives whose eligible entity membership dues were paid in the prior budget year.

Section 3. Actions by the Board. Except where otherwise specifically stated within these bylaws, formal adoption of a motion or resolution or other action shall be with the assent of a simple majority of the assigned votes of those representatives at the meeting, with at least a quorum present.

ARTICLE IX. UNIFIED WORK PLAN

Section 1. Unified Work Plan. TTCI shall undertake the development of an annual Unified Work Plan (UWP) in accordance with the requirements of State and Federal Agencies. The TTCI TECH shall work with staff as directed by the TTCI Policy Board to develop the UWP. TTCI TECH shall recommend approval of the DRAFT UWP to the TTCI Policy Board, and TTCI Policy Board Members shall review, provide comments and adopt the UWP at their discretion.

Section 2. Fiscal Year. The fiscal year shall start October 1 and end September 30.

Section 3. Code of Conduct. The TTCI TECH shall follow the TTCI Policy Board written Code of Conduct which shall govern the participation of its members, officers, agents and employees engaged in the award and administration of all contracts.

ARTICLE X. AMENDMENTS

Section 1. Procedure of Amendment. These Bylaws may be altered, amended or replaced at any regular or special meeting of the TTCI TECH by at least two-thirds vote of the representatives of the voting members that are present at such meeting, each having one (1) vote for the purpose of Bylaw amendment. The amended Bylaws shall go into effect at the time of action, or at any time set by TTCI TECH within the motion of approval. A copy of the proposed changes shall be presented to the TTCI TECH six (6) days prior to the meeting where such action is proposed to be taken, along with written notice of the time and place of such meeting.

Section 2. Continuation and/or Conflict. The Bylaws will remain in full force and effect until such time as amendments are made and approved or until it may be determined the Bylaws are found to be in conflict with the laws or regulations of the State of Michigan or the United States of America.

Approved by the TTCI Technical Committee on December 14, 2023
Amended by the TTCI Technical Committee on February 5, 2026

Resolution Adopting Revised Technical Committee Bylaws of the Traverse Transportation Coordinating Initiative

WHEREAS, the Traverse Transportation Coordinating Initiative (TTCI) Technical Committee operates pursuant to adopted bylaws governing its organization, membership, and officer structure; and

WHEREAS, the Technical Committee has reviewed proposed revisions to its bylaws intended to clarify the designation and role of alternates, modernize officer nomination and election procedures, establish a biennial election cycle, clarify officer succession and meeting facilitation, and improve overall administrative clarity and continuity; and

WHEREAS, the proposed revisions align the Technical Committee bylaws with recently updated TTCI Policy Board bylaws while preserving the Technical Committee's advisory role; and

WHEREAS, the revised bylaws have been reviewed by the Technical Committee and found to be in the best interest of TTCI and its member jurisdictions;

NOW, THEREFORE, BE IT RESOLVED, that the TTCI Technical Committee hereby adopts the Revised TTCI Technical Committee Bylaws, dated April 2, 2026, as attached to and incorporated into this resolution by reference.

BE IT FURTHER RESOLVED, that upon adoption, the revised bylaws shall supersede and replace all prior versions of the TTCI Technical Committee bylaws.

BE IT FURTHER RESOLVED, that the revised bylaws shall take effect immediately upon adoption, except that any officer terms, elections, or procedures already in progress at the time of adoption shall continue in accordance with the bylaws in effect at the time such actions commenced, unless otherwise determined by the Technical Committee.

BE IT FURTHER RESOLVED, that TTCI staff are authorized and directed to distribute the adopted bylaws to Technical Committee members, update official records, and post the revised bylaws as appropriate.

Adopted this 2nd day of April, 2026 at a regular meeting of the TTCI Technical Committee held in Traverse City, Michigan.

John Sych, Chair
Traverse Transportation Coordinating Initiative Technical Committee

04/02/2026
Date



Memorandum

DATE: March 25, 2026

TO: Traverse Transportation Coordinating Initiative Technical Committee

FROM: Barry Hicks, AICP, MPO Program Manager

SUBJECT: FY27 Unified Work Program

The FY 2027 Unified Work Program (UWP) builds upon TTCI’s initial year of operations as a Metropolitan Planning Organization (MPO) and reflects a transition from program establishment to ongoing implementation and refinement. The updated UWP maintains compliance with federal and state requirements while aligning TTCI’s planning activities with available resources, regional priorities, and the development of the next Metropolitan Transportation Plan (MTP).

The following summarizes the key updates from the FY 2026 UWP to the FY 2027 UWP.

Summary of Updates

1. Refinement of Long-Range Planning Approach

The FY 2027 UWP refines TTCI’s long-range planning strategy to focus on targeted planning areas rather than the development of multiple standalone sub-plans. Planning efforts will concentrate on Complete Networks, Economic Vitality, and Safety, which reflect regional priorities and provide a practical framework for advancing data collection, analysis, and coordination activities in preparation for the FY 2030 MTP.

Elements previously identified as separate planning efforts, such as congestion management and resilience, have been incorporated into broader planning activities where appropriate. This approach allows TTCI to maintain flexibility while advancing meaningful planning work within existing capacity.

2. MDOT Planning Emphasis Areas

The FY 2027 UWP reflects continued alignment with MDOT and federal Planning Emphasis Areas (PEAs), which help guide MPO planning priorities. Updates to the UWP incorporate a more focused approach to areas such as safety, system performance, and multimodal accessibility, while integrating considerations such as tourism-related travel demand and evolving development patterns.

3. Transition to Ongoing MPO Operations

Language throughout the UWP has been updated to reflect TTCI’s transition from initial MPO establishment to ongoing operations. Core planning processes—including coordination with partner agencies, public engagement, and policy development—have been established and will continue to be refined as TTCI advances its programs.

This shift better reflects TTCI’s current role as an operational MPO and emphasizes continuous improvement rather than initial program development.

4. Travel Demand Model (TDM) Advancement

The FY 2027 UWP acknowledges the completion of the Travel Demand Model in FY 2025, developed in coordination with MDOT. Moving forward, TTCI's role will focus on monitoring, maintaining, and applying the model to support planning analysis, system evaluation, and future decision-making.

5. Enhanced Data Collection and Safety Analysis

The updated UWP places increased emphasis on GIS-based data collection and analysis to support planning and project development. This includes the integration of crash data provided by the Michigan State Police, along with coordination with local agencies to validate and better understand safety conditions within the planning area.

These efforts will support more data-driven decision-making and are anticipated to inform future project prioritization and updates to Transportation Improvement Program (TIP) criteria.

6. Consideration of Seasonal Travel Patterns

Recognizing the unique characteristics of the region, the FY 2027 UWP incorporates analysis of seasonal tourism and fluctuating population patterns. These factors can significantly influence travel demand, congestion, and overall system performance and will be considered as part of broader planning and data analysis efforts.

7. Asset Management Program Updates

The Asset Management Program is now reflected as an established and ongoing regional effort coordinated through Networks Northwest in partnership with MDOT and local agencies. The UWP has been updated to emphasize continued coordination, data collection, and refinement of processes rather than initial program development.

The FY 2027 UWP represents a natural progression in TTCI's development as an MPO. The document focuses on refining existing processes, strengthening data-driven planning efforts, and aligning work activities with regional priorities and available resources. These updates position TTCI to effectively support future planning efforts.

Staff will continue to coordinate with MDOT and regional partners and will incorporate any additional feedback received prior to final adoption.

Action Requested:

Recommend that the TTCI Policy Board adopt the FY 2027 Unified Work Program (UWP), with authorization for staff to make minor modifications as needed based on MDOT review and feedback prior to final submission.

Attached: FY27 Unified Work Program

Traverse Transportation Coordinating Initiative (TTCI)
Metropolitan Planning Organization

Unified Work Program Fiscal Year 2027

Approved by the TTCI Policy Board on **Month XX**th, 2026

Prepared by Networks Northwest
Community Development Department
as
Professional Staff
to the
Traverse Transportation
Coordinating Initiative (TTCI)

Traverse Transportation
Coordinating Initiative (TTCI)
600 E. Front St., Suite 205
Traverse City, MI 49685
Phone: 231-929-5000



TTCI

*Traverse Transportation
Coordinating Initiative*

Resolution Approving the Traverse Transportation Coordinating Initiative Fiscal Year 2027 Unified Work Program

WHEREAS, the Traverse Transportation Coordinating Initiative (TTCI) 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 TTCI is responsible for overseeing the metropolitan transportation planning process making related decisions in the Traverse City-Garfield urbanized area; and

WHEREAS, the metropolitan transportation planning process for the Traverse City-Garfield urbanized area has been certified according to the requirements of 23 CFR 450.336; and

WHEREAS, the development of this initial UWP for the TTCI is based upon the input of Federal and State Transportation Agency Staff; and

WHEREAS, modifications for inclusion of necessary information as outlined by those agency staff may occur; and

WHEREAS, all proposed modifications will be provided to the TTCI Policy Board membership;

NOW THEREFORE BE IT RESOLVED, that the TTCI Policy Board adopts the Unified Work Program for fiscal year 2027, with any modifications to the document brought to the Board at the appropriate time.

This resolution adopted at a meeting of the TTCI Policy Board at their regular meeting scheduled on **Month XX**th, 2026.

Brendan Mullane, Chair
Traverse Transportation Coordinating Initiative

XX/XX/2026

Date

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Disclaimer

This Unified Work Program was prepared by the Traverse Transportation Coordinating Initiative (TTCI) in cooperation with the Michigan Department of Transportation (MDOT), Bay Area Transportation Authority (BATA), Grand Traverse County Road Commission, Leelanau County Road Commission and local units of government including:

- ◇ Grand Traverse County
- ◇ Leelanau County
- ◇ City of Traverse City
- ◇ Acme Township
- ◇ Bingham Township
- ◇ Blair Township
- ◇ Charter Township of East Bay
- ◇ Charter Township of Elmwood
- ◇ Charter Township of Garfield
- ◇ Green Lake Township
- ◇ Charter Township of Long Lake
- ◇ Peninsula Township

Preparation of this document was financed in part by funds from the United States Department of Transportation, the Michigan Department of Transportation, Bay Area Transportation Authority, Grand Traverse County Road Commission, Leelanau County Road Commission, Grand Traverse County, City of Traverse City, Charter Township of East Bay, Charter Township of Elmwood, Charter Township of Garfield and Acme Township. The opinions, findings and conclusions in this document are that of the Authors (Networks Northwest Staff and Advisors) and not necessarily those of the aforementioned entities, and or their respective governing bodies. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation. This document has been prepared in accordance with the rules/guidelines of the Metropolitan Planning Program, Section 104(f) of Title 23, U.S. Code. Arrangements have been made for the required financial and compliance audit, and the audit was conducted within the prescribed audit reporting cycle.

[TTCI Website](#)

Introduction

The Greater Grand Traverse Area has been actively coordinating for transportation planning for over thirty years. This established effort to work cohesively has served the area well as relationships have been forged and communication channels between transportation and transit agencies and local units of government have been maintained. Transportation planning and coordination amongst agencies and local units of government is integral to the success of any region or place. Vehicular and transit movement is not dictated by governmental boundaries and a person's place of work is often not located in their place of residence. The impacts of commuting coupled with our influx of seasonal population have greatly impacted the movement of people and goods around the Greater Traverse Area, which is anecdotally supported through conversations with residents and visitors and is also supported objectively through data from the US Census Bureau and Cell Phone GPS "pings".

History of TTCI

Coordinated discussions concerning transportation issues were initiated in 1988 through formation of the "Grand Traverse Area Transportation Task Force" by the Grand Traverse County Commission and Grand Traverse County Road Commission. The Task Force was organized to investigate the long-standing issue of a by-pass/belt-line around Traverse City.

Overtime the Board broadened its scope to include all real and potential transportation projects and processes, and how implementation would affect regional transportation. The Michigan Department of Transportation, in 1990 believed that the Greater Traverse Area would be close to qualifying for an urbanized area designation as outlined by the US Census Bureau. This was the driver for the formation of the Traverse City Transportation and Land Use Study (TC-TALUS), which was

pitched by MDOT to the Task Force.

TC-TALUS served in the role of coordinating entity for transportation discussions for the Greater Traverse Area. In 2015 in an effort to reinvent the coordination, it was suggested by the Board to consider a name change. Criteria brought forth included: (1) eliminating "land use" and "study"; and (2) a name to better represent the role of the program. Unanimously approved by the Board, the name was changed to the Traverse Transportation Coordinating Initiative (TTCI) in March of 2016. TTCI has been operating since this time with a directive to more effectively serve the region by focusing on transportation implementation efforts, providing resources for local communities and transportation agencies, while maintaining the coordination of agencies and local units of government.

Geography

Census Urbanized Area

Upon the completion of the 2020 census; in late December of 2022, the US Census Bureau released the revised listing of urbanized areas. With a population of 56,890, the Traverse City/Garfield Urbanized Area was defined by the US Census Bureau (see map 1). The defined urbanized area in order to be established must meet the criteria of a population threshold of 50,000. Having met this threshold, the Census defined statistical area must now comply with requirements for the formation of a Metropolitan Planning Organization (MPO) which is federally mandated for local representation for transportation planning coordination and decision making.

Map 1: Metropolitan Planning Area (MPA)

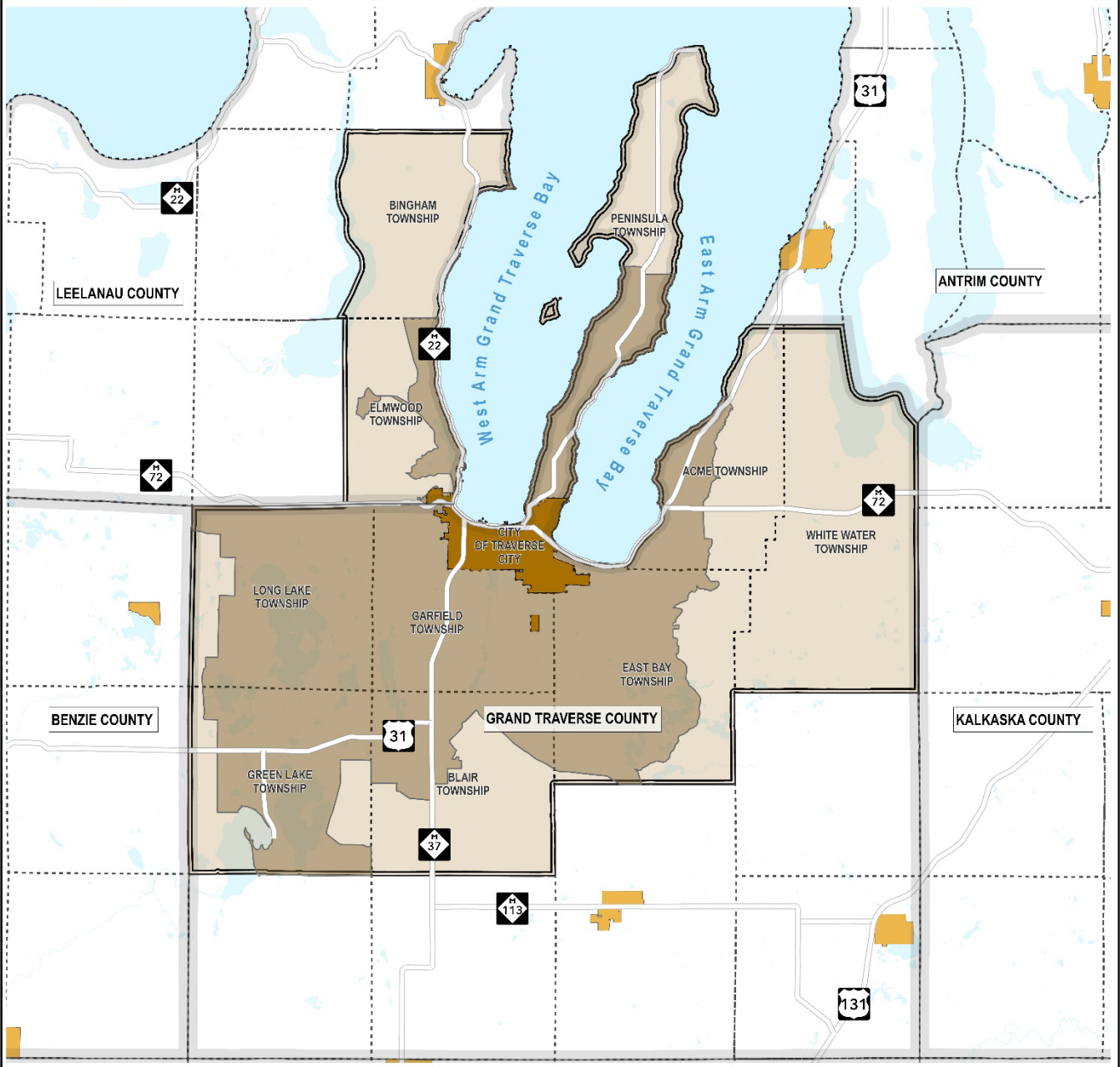
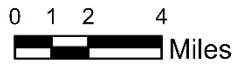


TRAVERSE TRANSPORTATION COORDINATING INITIATIVE (TTCI) MPO JURISDICTION BOUNDARY



LEGEND

- City
- Villages
- Urbanized Area Boundary
- TTCI MPO Boundary
- Township Boundary
- County Boundary



MPA Boundaries

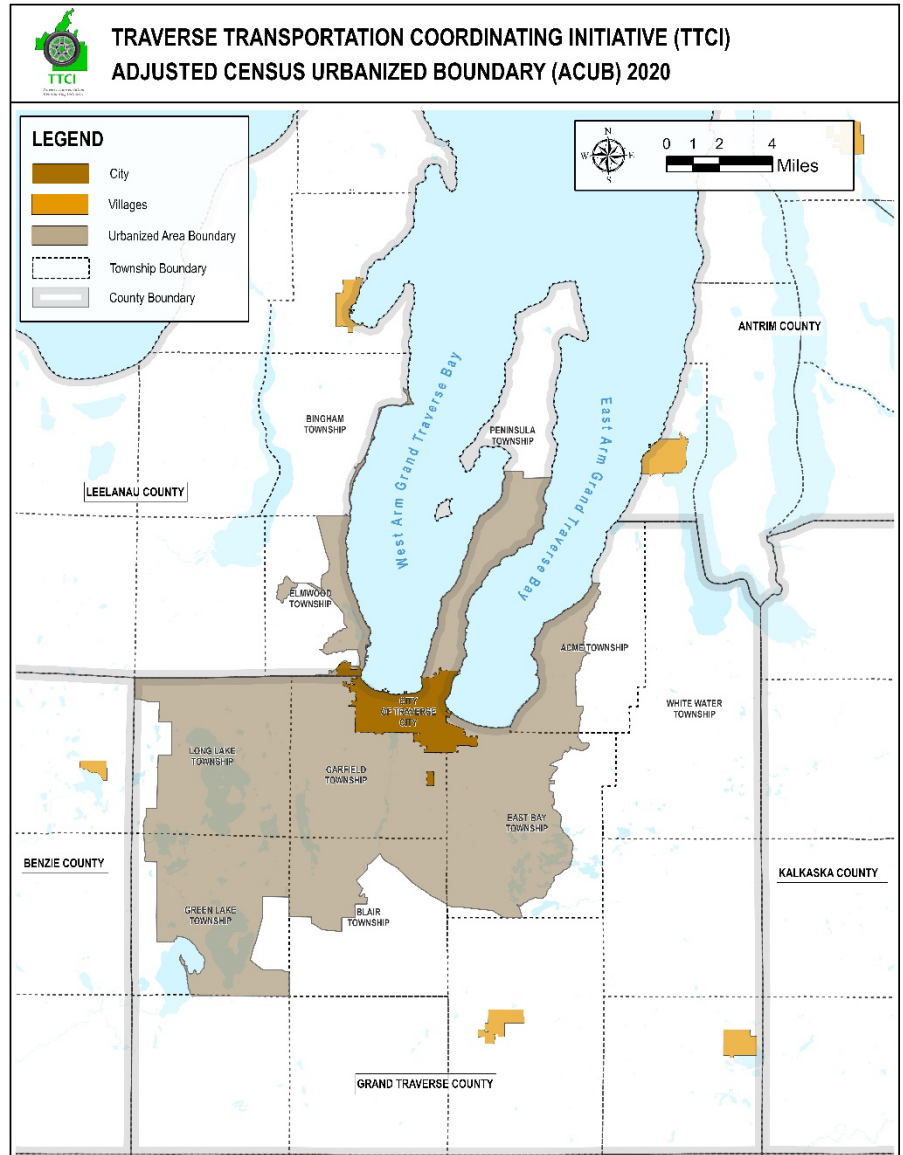
The Metropolitan Planning Area (MPA) is the geographic area determined by agreement between the MPO and the Governor. The area is where the transportation planning process is carried out and must contain at a minimum the defined urbanized area, but also must consider contiguous geographic area that is likely to become urbanized within the next 20 years. The MPA is displayed on Map 1. *MPA Communities:*

- ◇ City of Traverse City
- ◇ Acme Township
- ◇ Bingham Township
- ◇ Blair Township
- ◇ Charter Township of East Bay
- ◇ Charter Township of Elmwood
- ◇ Charter Township of Garfield
- ◇ Green Lake Township
- ◇ Charter Township of Long Lake
- ◇ Peninsula Township
- ◇ Whitewater Township

Planning Staff will also provide support to the following local units of government which may reach urbanized area designation forecasted out a bit further to 30 years.

- ◇ Paradise Township
- ◇ Village of Kingsley
- ◇ Almira Township
- ◇ Village of Lake Ann
- ◇ Suttons Bay Township
- ◇ Village of Suttons Bay

Map 2: Census Urbanized Area



MPO TTCI Structure

Policy Board Structure

Federal Statute outlines necessary composition of Policy Boards for MPO's as census urbanized areas of 50,000 - 200,000 or more residents. The Policy Board is open to membership from local governments, transportation agencies, transit providers, and other stakeholders within the metropolitan area and reflects the diversity of interests and communities within the region.

Transportation Agency Representation:

Our local Transportation Agencies serve in the capacity as voting members of the TTCI MPO Policy Board as experts in the field of transportation. These include:

- ◇ Grand Traverse County Road Commission
- ◇ Leelanau County Road Commission
- ◇ The City of Traverse City
- ◇ Bay Area Transportation Authority (BATA)

Local Unit of Government Representation:

The following local units of government contained within the Metropolitan Planning Area are members of the TTCI MPO Policy Board as experts of their local unit of government:

- ◇ Acme Township
- ◇ Bingham Township
- ◇ Blair Township
- ◇ Charter Township of East Bay
- ◇ Charter Township of Elmwood
- ◇ Charter Township of Garfield
- ◇ Charter Township of Long Lake
- ◇ Grand Traverse County
- ◇ Green Lake Township
- ◇ Leelanau County
- ◇ Peninsula Township

Governance

1. Participating transportation agencies and local units of government pay annual dues for membership and representation.
2. The board establishes clear decision-making processes, including voting procedures and conflict resolution mechanisms. Transparent decision-making ensures that all stakeholders have an opportunity to participate and voice their opinions.
3. The board develops and adopts long-term transportation plans and policies that reflect the region's transportation needs and priorities.
4. The board engages with the public and stakeholders to gather input on transportation issues, projects, and policies.
5. The board develops transportation policies and guidelines to guide project selection, design, and implementation.
6. The board monitors the performance of transportation projects and programs to assess their effectiveness in achieving regional goals.
7. The board collaborates with regional partners, such as state agencies, transit operators, and advocacy groups, to address cross-border issues and promote regional coordination in transportation planning and implementation.
8. The board ensures compliance with federal and state regulations governing transportation planning and funding.

State Transportation Officials:

MDOT State officials are engaged in the process and will be included as members of the MPO Policy Board. Voting rights are extended to MDOT staff.

Technical Advisors:

The TTCI Technical Committee is comprised of staff planners and engineers from transportation agencies and local units of government. The Technical Committee may consult with other local subject matter technical experts such as the Federal Highway Administration (FHWA), Northwest Regional Airport Authority, Northwestern Michigan College, Traverse City Area Public Schools, Traverse Connect and the Grand Traverse Band of Ottawa and Chippewa Indians.

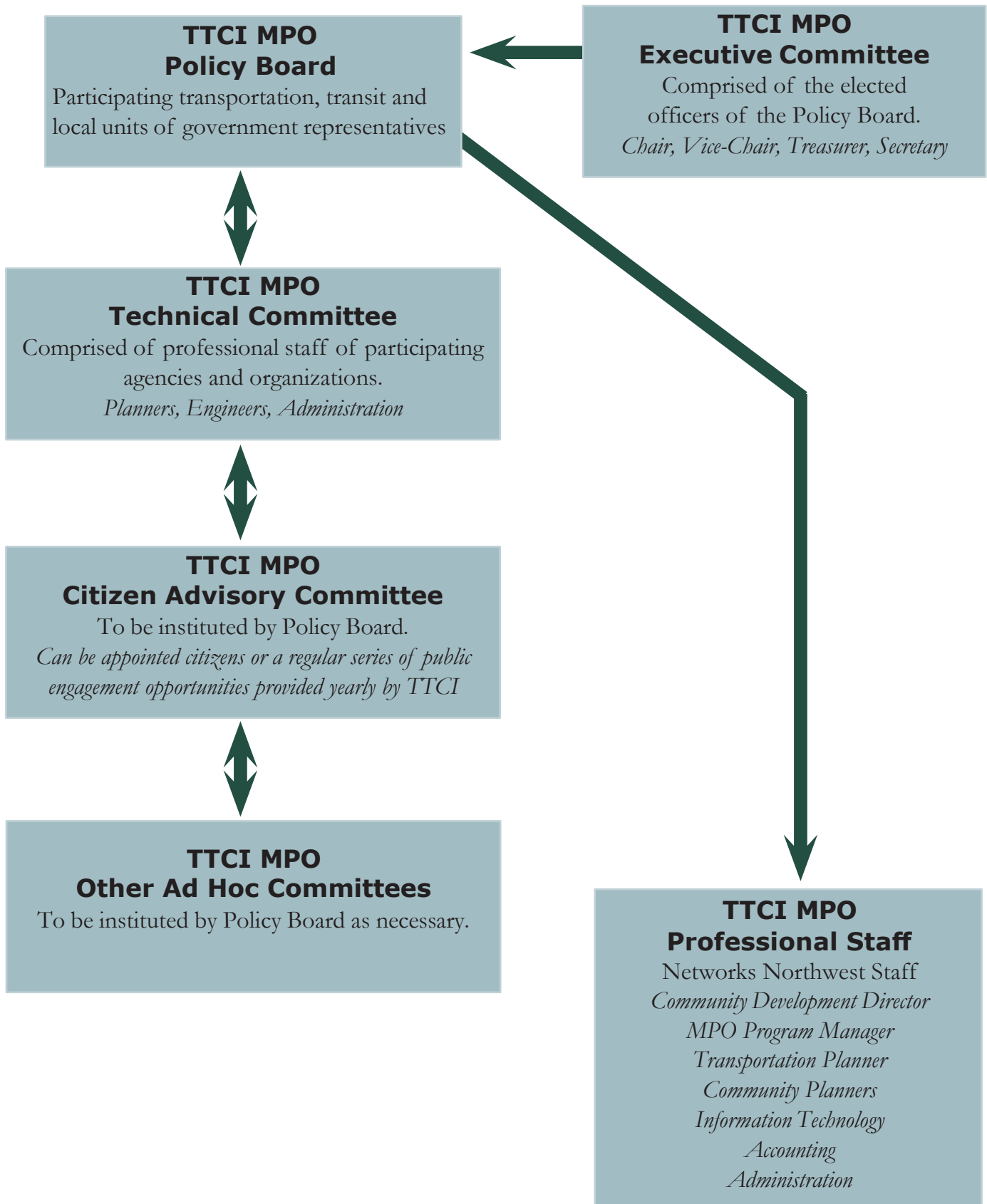
Public Input:

Establishment of the Citizen Advisory Committee is requested to occur and include either appointment based citizen advisors or function as an open forum public input setting which seeks to obtain broad citizen input multiple times each fiscal year.

Dues, Match Commitment and Funding Implications:

An 18.15% match commitment of the Consolidated Planning Grant (CPG) amount is statutorily required. The fiscal year 2027 appropriation of CPG to TTCI is \$239,528.99, which amounts to 81.85% of the total required funding. The local 18.15% required match amounts to \$53,114.86 in funding. This must be met by participating members of the TTCI MPO. The dues and match commitments will be included as an appendix referenced in the intergovernmental agreement.

TTCI MPO Structure



Program Staffing and Funding

The TTCI MPO is staffed through continued integration with the Networks Northwest organization. As a designated Regional Planning Organization, Networks Northwest's established relationship with State and Federal entities provides continuation of coordination for Transportation Programs for our region both within and outside of the Metropolitan Planning Area of the MPO. Networks Northwest maintains appropriate staffing levels, providing the expertise necessary to meet the needs of the MPO.

The Consolidated Planning Grant will be directed towards commitment of staff time for full-time staff which will serve strictly duties of the MPO and for portions of staff time for positions which will only commit a portion of their time towards MPO duties. The following staff positions and duties are outlined for support of the MPO.

Staffing

Community Development Director

The Community Development Director will attend TTCI meetings, assist in facilitation, and provide logistic organization of staff integrated into the MPO for completion of duties as required.

MPO Program Manager

The MPO Program Manager will answer directly to the MPO Policy Board, acting as lead staff for all duties of the MPO and works cooperatively and under the direction of the Community Development Director when integrating transportation planning activities into other planning processes within and outside of the Metropolitan Planning Area Boundary.

Transportation Planner

The Transportation Planner which serves as staff for transportation programs across the entirety of the region will act as support staff to the MPO Program Manager for duties associated with the MPO with direction taken from the Community Development Director.

Community Planners

Community Planners within the Community Development Department will be called upon to assist with the collection of data on a yearly basis for the MPO and for coordination of planning processes which impact the MPO or are conducted within the MPA boundary. Data collection will consist of community engagement practices for soliciting information from the public as well as the collecting and cataloging of numerical data and support data for the development of Transportation Plans and Reports.

Accounting Staff

Accounting staff will assist with all financial tracking for the MPO which includes receiving and paying of invoices, tracking of receipts and purchases, payroll, management of all funds allocated to the MPO, management of grant funds, facilitating audit and all audit requirements.

Administration Staff

Administrative staff will support the MPO by directing inquiries to appropriate contacts. Support for meeting location setup. Support for web-based hosting of information and materials. Support for public information and media.

IT Department

IT staff will support the MPO by supporting the technology utilized by professional staff to the MPO and also through the management and sup-

port of technology at office and meeting spaces.

Budget Narrative

The budget accounts for the capacity to meet the required work program tasks outlined within this document through the maintaining of professional staff capacity, while also supporting organizational operating expenses directly related to the needs of the MPO. The budget outlines staff capacity equivalent to 2.5 full-time employees to meet the required workload of the MPO, which is outlined within the Unified Work Program.

Operational expenses for the MPO are also met within the outlined budget and include line items for support of rent, utilities, insurance, GIS services, IT services, public information and noticing, accounting and tax services, audit services, maintenance, infrastructure, office equipment, materials and supplies, travel, memberships and subscriptions, meeting food and beverage and printing costs. Each of these items supports the

staff and members of TTCI in meeting the mission of the MPO.

The budget is comprised of two main parts, the Work Program Tasks and the Operating Expenses, with 74% of the budget going towards staff capacity to meet the Work Program Tasks and the remaining 26% directed to the support of Operating Expenses. It is important to note here that Work Program Task 3.0 “Asset Management” is currently funded through allotment of State funds provided by the MDOT. This funding source has provided capacity at the Regional Planning Agency (Networks Northwest) to meet the requirements of data collection for the entirety of the ten County region. Through collaborative processes the duties of Asset Management will still continue to be met in the same fashion for the ten counties, with coordination occurring with TTCI for the collection of data within the planning area boundary. To ease accounting and audit processes, funding provided for asset management will not be processed through the MPO.

The overall funding for the 2027 UWP is as follows

Consolidated Planning Grant	
Funding Source	Funding
FHWA PL112 (Metro Planning)	\$202,970.00
Local Match	\$36,839.06
FTA Section 5303 (Transit Planning)	\$36,559.00
Local Match	\$16,275.79
<i>Total Federal Contribution</i>	<i>\$239,529.00</i>
<i>Total Local Match</i>	<i>\$53,114.84</i>
Total Funding	\$292,643.84

The following page details the overall budget for fiscal year 2027 for the TTCI MPO.

FY 2027 UWP

Work Plan Tasks (2.5 FTE: Staff Time Commitment)	FHW PL112/FTA 5303	Funding Sources		Total
		Local	State/Networks	
1.0 Administration	\$70,620.54	\$15,659.90		\$86,280.44
2.0 Data Collection and Processes	\$22,068.92	\$4,893.72		\$26,962.64
3.0 Asset Management			\$75,000	**N/A
4.0 Short Range Planning	\$9,710.32	\$2,153.24		\$11,863.56
5.0 Transportation Improvement Program	\$52,965.41	\$11,744.93		\$64,710.33
6.0 Long Term Planning	\$21,186.16	\$4,697.97		\$25,884.13
Total Work Plan Staff Time Expenditures	\$176,551.36	\$39,149.75		\$215,701.11

Operating Expenses

Administrative Operations	\$34,042.67	\$7,548.86	\$41,591.53
Rent			
Utilities			
Insurance			
GIS Services			
IT			
Organizational Operations	\$28,934.96	\$6,416.24	\$35,351.20
Public Information			
Accounting/Tax Services			
Audit			
Maintenance			
Infrastructure			
Office Equip./Materials/Supplies			
Travel			
Memberships/Subscriptions			
Meeting Food/Beverage			
Printing			
Total Operating Expenditures	\$62,977.63	\$13,965.11	\$76,942.73
Total Expenditures	\$239,528.99	\$53,114.86	\$292,643.84

Federal Local
0.8185 0.1815

*Percentage of Funding Source Commitment

**Asset Management Funded by State outside of MIPO

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MPA Transportation Issues

This section of the document will be augmented with information as staff becomes actively engaged with road agencies, transit agencies, stakeholders, local units of government and other participating agencies. The UWP will include summarization of each of the issues types provided below.

Road Issues

Road and vehicular traffic issues will be detailed for the MPA. Staff will coordinate and actively engage road/transportation agencies, the Grand Traverse County Road Commission and the Leelanau County Road Commission, and the Michigan Department of Transportation for information concerning the current status of identified road issues.

Transit Issues

Transit issues will be detailed for the MPA through coordination with BATA.

Non-Motorized Issues

Non-motorized issues will be detailed for the MPA through coordination with the Traverse Area Recreation Trails (TART) and other bike and pedestrian organizations along with discussions with local units of government and transportation agencies whom oversee these improvements.

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Air Quality

The Clean Air Act Amendments of 1990 (CAAA) established the mandate for better coordination between air quality and transportation planning. 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 Metropolitan Transportation Plan (MTP) 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 MTP and the TIP must demonstrate that the implementation of projects does not result in greater mobile source emissions than the emissions budget.

The TTCI Planning Area meets all USEPA (the United States Environmental Protection Agency) Standards based on measured air quality and mobile source emissions. This means that a regional transportation conformity analysis for the MTP or TIP for the TTCI Planning Area is not required under this classification. This state of affairs is reflected in the current UWP by Air Quality not being one of the work tasks needed to be conducted within FY 2027, with time and funding assigned to it. If ever the EPA publishes a notice designating the TTCI Planning Area as non-attainment area for any regulated pollutants (resulting from large changes in emissions levels), then the above mentioned regional transportation conformity analysis would need to be conducted, and the future UWP would reflect necessary work tasks.

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MPO Transportation Planning, Data Collection and Coordination

This Unified Work Program for the TTCI MPO outlines staffing, budget, and tasks to be completed during the continued development of the MPO. As a recently formed MPO, staff must initiate the planning and data collection processes which will carry over, expand in comprehension and evolve through consecutive fiscal years of the MPO. This section of the plan will introduce requirements to

be completed by the MPO, additional data collection needs for planning process supports, and will speak to coordination with processes which overlap and are important to the work of the MPO.

Transportation Emphasis and Planning Areas

MPO staff will undertake and focus on the following fiscal year 2027 planning emphasis areas incorporating these areas into transportation planning processes, documents and policies.

MDOT Planning Areas

- ◇ Maintenance of the FY2026-2029 TIP
 - Incorporation of performance-based planning in project selection.
 - Hold TIP amendment coordination meetings including OPT, region planners, SPS planners, and MPO staff .
 - Ensure that the public notification for TIP amendments aligns with the MPO's Public Participation Plan.
- ◇ 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.
- ◇ Clear identification in the UPWP of the utilization of a minimum of 2.5% of PL funds and any additional CPG funds to be utilized at 100% federal on any specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities.
- ◇ Ensure compliance with Transportation Performance Measures (TPM) requirements, including working with MDOT on data needed to identify how the MPO is working to meet the adopted targets within the MPO planning area.
- ◇ Draft of next State Long Range Transportation Plan (SLRTP) to be completed by Summer 2026, with anticipated plan adoption in Fall 2026. Continuing coordination and collaboration between MTPs and the SLRTP.
- ◇ MI Travel Counts 4 (MTC4) household Survey collection is wrapping up, reports will be available in Spring 2026. SUTA is coordinating Jackson, Holland, and Muskegon model development with the MTC4 household travel survey. This will require reviewing and approving base year socio-economic data in FY26.

Data Review, Collection & Management, Program Education and Information Dissemination

The following elements are required to be reviewed, gathered and managed through the MPO by State and Federal Agencies or are locally important data collection points for Transportation Planning Activities undertaken by the MPO.

ACUB/NFC

After the U.S. Census Bureau approves the 2020 Adjusted Census Urban Boundaries (ACUB), MDOT staff will prepare informational materials and meet with each MPO in the state. These meetings will consist of jurisdictional agencies proposing and reviewing National Functional Classification (NFC) revisions to the Act 51 certified public roads within their MPO planning boundary. MDOT staff may request materials such as traffic counts, worksheets, maps, local letters of concurrence, signed resolutions, and Act 51 certifications to process the proposed NFC revisions. The proposed revisions will be reviewed by MDOT staff. If MDOT is in concurrence, the proposals would then be submitted to FHWA for final review.

Transportation Alternatives Program (TAP)

Training and information disseminated on grant programs including TAP, the Transportation Economic Development Fund, and State Infrastructure Bank Loan program in order to outline selection of appropriate funding sources and efforts to assist with application questions and access to support experts.

Data Collection, Review and Management

Travel Information Unit:

Data collection and management is to be undertaken by the MPO for the compiling, storing and transferring of road traffic count data to MDOT.

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

Required reporting of safety roadway data to MDOT by MPO's, specific to six pieces of required data collection pertaining to roadway design and feature elements.

Asset Management:

The coordination and completion of roadway condition data is required, with training offered and necessitated in order to meet the guidelines of the program.

Highway Performance Monitoring System (HPMS):

Inventory of HPMS data is required for the review of non-trunk line roadway systems, with data collection points supported through training opportunities provided by MDOT.

Crash Data (vehicular and non-motorized):

Crash data from public safety and road agencies and will be gathered and catalogued within GIS, allowing for future analysis of crash and safety data.

Transit Users:

Working closely with the Bay Area Transportation Authority MPO staff will collect and manage data related to transit users for transit planning activities.

Non-Motorized and Pedestrian Counts:

Non-motorized and pedestrian counts will be gathered from sources such as trail/bike organizations, governmental units, and internally for the MPA. The data will be cataloged and utilized for planning purposes of the MPO.

Data Collection for Transportation Plans

Community Engagement:

Community Development staff gathered significant public input during the latter half of 2024 and early 2025. Engagement activities were focused on collecting data to support the formation of the newly established MPO and included input across all modes of transportation. These engagement efforts followed standard practice and were conducted through public meetings hosted at the Michigan Works! Conference Room.

The TC-TALUS Public Participation Plan (PPP), originally adopted in FY 2015/16, was updated in 2024 and replaced by the TTCI Public Participation Plan. The updated plan outlined opportunities for public input through varying public comment periods, depending on the type of document or plan being updated. In 2024–2025, TTCI hosted a series of public input sessions as part of the development of both the Transportation Improvement Program (TIP) and the Metropolitan Transportation Plan (MTP). TTCI also continued public engagement activities into FY 2027–2030 to support the development of the FY 2030 MTP update. These efforts supported the identification of key planning focus areas, including safety, complete transportation networks, and other critical planning topics.

Planning Process Coordination:

- Coordination with BATA Next Wave Transit Master Plan (TMP): Completion of the BATA TMP in October of 2022 has outlined a path forward for BATA as they continue to expand and evolve with the changing patterns of the Traverse Area, and to meet the demands of transit users both within and outside of the MPA boundary. Linking the TMP to Transportation Plans of the MPO allows for integration of strategies to be shared between the planning documents and to incorporate desired improvements and projects of BATA within the alternatives of the MPO Transportation Plans.
- The North Region Active Transportation Plan, completed in 2025, was developed through a coordinated process led by Networks Northwest in partnership with the Northeast Michigan Council of Governments and under the authorization of the Michigan Department of Transportation. The plan covers the entire Northern Lower Peninsula, with Networks Northwest responsible for the ten-county northwest portion of the region. The plan provides a comprehensive assessment of non-motorized infrastructure needs and identifies regionally significant strategies and improvements related to sidewalks, shared-use paths, bike lanes, crosswalks, and other active transportation facilities. Coordination between the Metropolitan Transportation Plan (MTP) and the North Region Active Transportation Plan ensures consistency in identifying and prioritizing non-motorized investments within the Metropolitan Planning Area (MPA) and supports integration of active transportation within the MPO's long-range planning framework.

- Coordination with local unit plans: Local unit Master Plans, Recreation Plans, Corridor Plans and other comprehensive planning documents are important to coordinate with and include in reference to the MPO Transportation Plans. Projecting future densities, use intensity, build-out scenarios and desired improvements in relation to transportation infrastructure are strategies often outlined within local unit planning documents. The MPO staff will include and reference strategies from local planning documents as appropriate to the Transportation Plans to be developed.

Travel, Commuter and Land Use Intensity Modeling:

GIS Data and Model Development: Much of the spatial relationship of grounded data for population and structure density, commuter patterns and travel times for local units of government within the MPA and immediately adjacent, is able to be effectively displayed in GIS. The production of GIS maps with relevant datasets provides the opportunity to establish baseline analysis from which methodology for models can be developed and run. Successive year's data can then be compared against the models to display accuracy and effectiveness of the methodology. This model-based planning will be extremely useful to the MPO and the Transportation Planning Processes which are undertaken.

Inclusion of Performance Based Planning (evaluation):

Performance based planning seeks to collectively work together to achieve nationally set goals. Targets for performance are set for each of the outlined measures in the TTCI Planning area by State and are supported by the MPO Policy Board. Data and processes undertaken by the MPO and support agencies must utilize the performance based planning as a method of determining investment priorities and evaluating effectiveness.

MPO Transportation Planning Processes:

- The Metropolitan Transportation Plan (MTP), completed in 2025, outlines the TTCI MPO's long-range transportation priorities and investment strategies through a 20-year planning horizon. The plan identifies proposed transportation improvements and alternatives within the Metropolitan Planning Area (MPA) and is financially constrained, meaning all included projects are supported by committed or reasonably anticipated funding.
- The FY2025 MTP serves as a foundation for ongoing and future planning activities. Additional studies and planning efforts will be conducted between now and the next MTP update in 2030. These efforts will be guided by the Unified Planning Work Program (UPWP) and are intended to further inform and refine the region's long-term transportation vision.

- **Transportation Improvement Program (TIP):** The Transportation Improvement Program is required to be completed as a collaborative process of the MPO, with incorporation of federally funded projects within the MPA which cover a four year period. The process must include State and public transit providers. The TIP should include capital and non-capital surface transportation projects, bicycle and pedestrian facilities and other transportation enhancements, Federal Lands Highway projects, and safety projects included in the State's Strategic Highway Safety Plan. All projects must be fiscally constrained similar to the MTP. Work programs will detail tasks towards the development of the initial draft of this planning document.
- **Unified Work Program (UWP):** The Unified Work Program is required to be updated on a yearly or biannual basis. A UWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds. Work program tasks will detail the necessary updating of this document.

Other Metropolitan Planning Activities:

The scope of activities under the umbrella of the MPO and facilitated and carried out by professional staff will continue to expand as the MPO matures as the MPO becomes well established and moves beyond the initial steps of setting planning processes and formulating policy for data gathering and management. Coordination of local units of government, convening citizens for the effective collection of public input around specific alternatives and topics, providing professional grant research and application services, and leading additional transportation planning processes are a few of opportunities which can be built into successive Work Programs of the MPO.

The remainder of this document outlines the specific Work Tasks to be undertaken by the MPO.

**TTCI MPO
Work Task Schedule**

Work Task Schedule												
TTCI Tasks	Oct 26'	Nov 26'	Dec 26'	Jan 27'	Feb 27'	March 27'	April 27'	May 27'	June 27'	July 27'	Aug 27'	Sept 27'
1.0 Administration												
2.0 Data Collection & Processes												
3.0 Asset Management												
4.0 Short Range Planning												
5.0 Transportation Improvement Program												
6.0 Long-Term Planning												

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Task 1.0 Administration

Administration Budget			
	FHWA PL112 & FTA 5303	TTCI	Local
Source	\$70,620.54		\$15,659.90
Expenditures		\$86,280.44	
Staff Time (percentage)		40%	

Communication, Meeting Coordination, Financial Management Tasks

Tasks associated with communication, meeting coordination and financial management of the TTCI MPO are numerous and comprise a significant commitment of staff time to complete. Tasks include management of meeting and meeting documents, communication locally and with State and Federal entities, web space and social media presence management and communication, financial administration activities including handling of financial and progress reporting, and management of payment of invoices and billing for reimbursements, participation in and assistance with required audits, reviewing State and Federal legislation, participation in training, workshops, seminars and activities and meetings of the State Transportation Association.

Policy and Process Scoping Tasks

Staff of the MPO will outline and develop policies associated with Administration. The policies will frame tasks and actions which will meet the approval of the TTCI MPO Board and provide guidance for the following:

- ◇ Communications
- ◇ Meeting management, noticing, and document development and posting
- ◇ Web presence and social media
- ◇ Broad community benefit

- ◇ Financial administration, reporting, invoicing, billing and audits
- ◇ Budget development
- ◇ Training, workshops and seminars
- ◇ Community Engagement

Community Engagement, Public Input and Outreach Tasks:

Community engagement activities are to be undertaken through the fiscal year, with outreach efforts occurring through several methods as outlined here.

- ◇ The holding of drop-in public input sessions with information and data prepared for discussion and to stimulate conversations about all aspects of transportation.
- ◇ Pop-up public input sessions which occur in public spaces where input can be garnered from citizens who may not typically attend formal community engagement events.
- ◇ Outreach to participating Transportation and Transit Agencies, Local Units of Government and organizations associated with the MPO. Efforts will include communications and updates at respective meetings.
- ◇ Maintaining updated web presence, social media use and communications through media with press releases and interviews concerning topics of the MPO.
- ◇ Public comment opportunities at each Policy Board and Technical Committee Meetings.

Broad Community Benefit

TTCI will meet all requirements in promoting broad community benefit through all of its programs and activities. Alignment and compliance with Federal and State Civil Rights legislation related to transportation will be outlined within policy and will necessitate open lines of communication with a list of agencies for consultation as needed, which will include the Department of Natural Resources (DNR), the Department of Environmental Quality (DEQ), the State Historic Preservation Office (SHPO), and groups such as the Grand Traverse Band of Ottawa and Chippewa Indians.

Task 1.0 Processes and Deliverables:

- 1. Policy development for the following:**
 - i. Communications.**
 - ii. Meeting management, noticing, and document development and posting.**
 - iii. Web presence and social media.**
 - iv. Broad community benefit.**
 - v. Financial administration, reporting, invoicing, billing and audits.**
 - vi. Budget development.**
 - vii. Training, workshops and seminars.**
 - viii. Community Engagement.**
- 2. Setting meeting schedules of the MPO Policy Board, Executive Committee, Technical Committee, Public Advocacy Committee and Ad Hoc Committees .**
- 3. Preparing meeting agendas, materials and packets, taking minutes for each respective board and committee.**
- 4. Communications with board members, committee affiliates, and respective partner organizations.**
- 5. Budget preparation, oversight, management and reporting to MPO Policy Board.**
- 6. Financial management of all invoices, payments, financial and progress reporting as required.**
- 7. Participation in required financial audits.**
- 8. Dissemination of information, trainings and educational information to board members.**
- 9. Participation with State Transportation Planning Meetings.**
- 10. Participation in applicable workshops, seminars and trainings.**
- 11. Organizing, hosting and gathering input through community engagement sessions and opportunities.**
- 12. Maintain web presence**
- 13. Meet all requirements of the Open Meetings Act.**
- 14. Disseminate information to the public through social media, press releases and media organizations.**
- 15. Review and note updates necessary to existing Public Participation Plan.**

Task 2.0 Data Collection & Processes

Data Collection & Processes Budget			
	FHWA PL112 & FTA 5303	TTCI	Local
Source	\$22,068.92		\$4,893.72
Expenditures		\$26,962.64	
Staff Time (percentage)		12.5%	

Communication, Coordination and Policy

Data collection, management and coordination are an important function of the MPO. Integration of the required State and Federal data collection and management programs into the processes of the organization will set the stage for successful collection and management moving forward. Coordination with appropriate contacts at the State of Michigan Department of Transportation is important to establish strong working relationships and will be undertaken immediately for MPO staff. Utilizing opportunities for educational training for the various required data collection categories will be undertaken by appropriate staff to ensure accuracy and compliance with requirements.

Communication to local road, transit, BPW and public safety agencies will be made, outlining the ability and necessity of the MPO in collection, management and sharing of data through the organization. Program specifics will be shared and coordination will be established.

Policy language will be developed which will outline the required data collection and management programs of State and Federal Transportation Agencies and the relationship of the MPO in collecting, management and transferring of this data as required. These policies will outline necessary training, the methods of collection, methods of review, coordination required with local agencies,

how the data is managed, where it is stored, how it is shared and the specifics related to the software utilized for all aspects of data collection and management.

Data Collection and Management Specifics

Travel Information Unit

- ◇ TTCI 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 (CRC's, Cities, Villages, etc.) within the MPA for preparation of submission to MDOT on an annual basis for HPMS Reporting to FHWA & the 2027 Model Inventory for Roadway Elements (MIRE) Fundamental Data Element (FDE) Requirement of count-based Annual Average Daily Traffic (AADT)s on all public roads. Through established relationships with the Local Agencies, TTCI will act as the primary contact for requesting the data by MDOT. This method of coordination streamlines the process of requesting and sharing data.
- ◇ TTCI 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 & the 2027 MIRE FDE Requirement of count-based AADTs on all public roads.
- ◇ When TTCI prepares to collect traffic counts in future years, and when local agencies are

collecting traffic counts; TTCI will communicate to MDOT the location of such counts. If there is availability for additional count locations, coordination with MDOT to generate supplemental count locations of Non-Trunkline and Local Roads for HPMS Reporting to FHWA & the 2027 MIRE FDE Requirement of count-based AADTs on all public roads. This will ensure minimal overlap of data collection locations and encourage coordination and collaboration for collection methods.

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

Federal reporting requirements for MIRE and FDE outline necessity of collecting roadway safety data. Statutes outline necessity of local agency participation in the data collection processes required to fulfill data collection responsibilities to MDOT. TTCI will coordinate with the local agencies of the planning area and perform annual maintenance and validating of six data items. The six items of data which must be reviewed include: Surface Type, number of through lanes, access control, median type, and traffic control. Established relationships with local agencies will support this data collection effort. All review and revision to data items will be completed within Roadsoft, with exports of the data files from Roadsoft to be sent to MDOT.

Highway Performance Monitoring System (HPMS)

Federal reporting requirements for HPMS will be supported by TTCI. TTCI will work with the HPMS Team to update the sample file (spreadsheet or GIS file) provided by MDOT in October with the file returned by April 1st of the next calendar reporting year. Review of sample sections along the non-trunkline roadway system to identify data items that are in need of updating will be completed. Coordination with local road agencies will help facilitate the collection of this data. The requirement of MDOT to submit HPMS data fulfill federal reporting requirements

under Title 23 U.S.C. s315. There are a variety of uses of the data by FHWA including reports to Congress, Transportation Performance Measures, apportionment of federal highway funds, Highway Statistics, research, and economic models, among others. MDOT requests MPO assistance with HPMS due to relationships with local road agencies and familiarity with the non-trunkline roadway system.

Crash Data (vehicular and non-motorized)

Data pertaining to vehicular and non-motorized accidents and crashes can be an important tool for planning for and prioritizing transportation related improvements. Crash data is typically captured by roadway and public safety agencies. Communication to and coordination with these agencies to acquire and store this data will allow for a single clearing house to be developed for the MPO planning area. A timeline shall be established for TTCI staff to perform coordination for obtaining this data and management activities to ensure the data is spatially referenced for inclusion as a GIS shapefile.

Transit Data

Data encompassing information on Transit use, including user data, peak hours and location is very useful for tracking changes in mass transit ridership and patterns. TTCI staff will continually coordinate with BATA staff to assist with acquiring, management and sharing of data related to transit users. TTCI will provide data management space for a single clearing house for mass transit data. Coordination for sharing of data and data collection activities shall be undertaken by TTCI staff in combination with BATA staff.

Non-Motorized and Pedestrian Counts

Non-motorized users of facilities such as sidewalks, pathways, bike-lanes and crosswalks are often accounted for through trail organizations

and bicycle groups. TTCI staff will communicate with these groups and initiate coordinated efforts to assist as available for the collection of this data and for the hosting and management of databases. The efforts are to meet an approach of providing a single clearing house for this data.

Task 2.0 Processes and Deliverables

- 1. Policy Development which outlines the coordinated approach to data collection. Policy should include:**
 - i. Coordination with State representatives for the various data collection and management programs outlined by State and Federal entities.**
 - ii. Necessary training for collection of data and for understanding use of software programs.**
 - iii. Coordination with local road and transit agencies and units of government for collection, management and sharing of data.**
 - iv. Coordination with local non-motorized user groups and advocacy organizations for the collection, management and sharing of data.**
- 2. TTCI in conjunction with the RPA will maintain necessary licensing and server space for data collection and management needs.**
- 3. Staff will attend training for data collection and software use**
- 4. Staff will communicate and coordinate with State, Federal and Local Agency staff in regard to data collection and management.**
- 5. Staff will develop a timeline for data collection needs, including establishing communication, outlining data collection timeframes, and timelines for collection completion and transferring of data to required entities.**
- 6. TTCI will collect, manage and share the data items identified for completion for the Travel Information Unit.**
- 7. TTCI will collect, manage and share the data items identified for the Model Roadway Elements and the Fundamental Data Elements.**
- 8. TTCI will collect, manage and share the data items identified for the Highway Performance Monitoring System.**
- 9. TTCI will establish communication with public safety and road agencies for the coordinated sharing and management of vehicular and pedestrian crash/accident data.**
- 10. TTCI will coordinate with BATA for transit related data collection needs.**
- 11. TTCI will establish communication with local agencies, local units of government and non-motorized advocacy and support organizations for the collection of data of non-motorized users.**

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Task 3.0 Asset Management

Asset Management Budget

Funding for Asset Management is provided to Networks Northwest for the entirety of the 10 county region. Transfer of funds to the TTCI MPO is unnecessary for completion of these duties; rather coordination of the MPO Program Manager and Transportation Planner shall occur for the areas of the MPA.

Communication and Policy

Asset Management for the ten-county region is coordinated as an established program of Networks Northwest in conjunction with MDOT and local road agencies. Asset Management funding through the Michigan Transportation Fund provides the necessary resources to support the ongoing collection of roadway condition data. The program is funded and administered through the Regional Work Program, with coordination between TTCI and Community Development staff to ensure that asset management requirements within the MPO planning area are met.

Policies guiding the Asset Management Program have been established and will continue to be refined as coordination and data collection processes evolve. These policies outline data collection methods, training and educational opportunities related to Roadsoft and other tools, inter-agency communication and coordination, and timelines for data collection and program deliverables.

Asset Management

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:

Tasks

Training Activities

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

Roadway Inventory and Condition Data Collection Participation and Coordination

Federal Aid System:

- ◇ 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.
- ◇ 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.
- ◇ 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.

Non-Federal Aid System:

- ◇ 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.
- ◇ Coordinate NFA data collection cycles with PA 51 agencies with an emphasis on the top 125 agencies.
- ◇ Ensure all participants of data collection understand procedures for data sharing with TAMC as well as TAMC policy and procedures for collecting NFA data.

- ◇ 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.
- ◇ 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).

Equipment

- ◇ 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.
- ◇ Communicate any equipment needs and purchases with the TAMC Coordinator; laptops are eligible for replacement on a three-year cycle.

Data Submission

- ◇ 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.
- ◇ 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.
- ◇ 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.
- ◇ Provide links on agency websites and reports to the TAMC website, interactive maps, and dashboards for the dissemination of roadway data.

Asset Management Planning

- ◇ Participate and attend TAMC-sponsored training and workshops in order to provide technical support for Asset Management Plan development activities.
- ◇ Provide an annual reporting of the status of PA 51 agency Asset Management Plans and keep abreast of the status of these plans for updates and revision.
- ◇ 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.

Technical Assistance

- ◇ 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.
- ◇ Integrate PASER ratings and asset management into project selection criteria:
 1. Analyze data and develop road preservation scenarios.
 2. Analyze performance of implemented projects.

Bridget and Culvert Inventory and Condition Data Collection

- ◇ 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.
- ◇ Utilize TAMC reporting forms to communicate progress and expenditures of Public Act 51 agencies to assist TAMC in the Culvert Mapping Pilot Report.
- ◇ 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 available budget, absence, or age of bridge data to be collected.

Task 3.0 Processes and Deliverables

1. Policy established for coordination with Community Development Transportation Planning Staff who perform Asset Management duties for the entirety of the ten county region.
2. PASER data for Federal Aid System submitted to TAMC via the IRT.
3. PASER data for Non-Federal Aid System submitted to TAMC via the IRT.
4. Quarterly or monthly activities reports submitted with invoices to TAMC Coordinator.
5. 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 PA 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.
6. Prepare a draft status report of PA 51 agency Asset Management activities and plans within MPO/RPO boundary by September 30 of each year.

**Funding for Asset Management is provided to Networks Northwest for the entirety of the 10 county region. Transfer of funds to the TTCI MPO is unnecessary for completion of these duties; rather coordination of the MPO Program Manager and Transportation Planner shall occur for the areas of the MPA.*

Task 4.0 Short Range Planning

Short Range Planning Budget			
	FHWA PL112 & FTA 5303	TTCI	Local
Source	\$9,710.32		\$2,153.24
Expenditures		\$11,863.56	
Staff Time (percentage)		5.5%	

Policy

Short range planning encompasses the ongoing activities of TTCI staff related to data preparation, community engagement, coordination with local transportation and transit agencies, spatial data development and modeling, and coordination with regional planning processes that impact the MPO. Building on the initial establishment of the MPO and completion of key planning efforts, TTCI will continue to support the implementation and ongoing development of the Transportation Improvement Program (TIP) and Metropolitan Transportation Plan (MTP) through refinement of data, analysis, and planning processes.

Policies and procedures guiding short range planning activities have been established and will continue to be refined as TTCI advances its planning processes. These policies outline communication and coordination with transportation and transit agencies, local units of government, educational institutions, non-profit organizations, and business stakeholders, as well as internal coordination with Community Development staff. Drafting, review, and approval of short range planning activities and related planning documents will continue under the direction of the MPO Policy Board, with updates made as needed to reflect evolving priorities, data, and planning needs.

Unified Work Program

The Unified Work Program (UWP) for the current fiscal year shall guide the activities of the MPO. The UWP tasks shall be monitored by TTCI staff, and effectiveness of the existing UWP shall be communicated to the TTCI Board and Technical Committee. The undertaking of current year policy development, initial data collection activities and communication and coordination with participating stakeholders and entities coupled with evaluation of on-going UWP activities and desired future tasks shall help guide future updates to successive year's UWP.

MPO Policy Board and Technical Committee Engagement

As the TTCI MPO continues to advance its planning processes, sustained engagement with the Policy and Technical Committees remains critical to ensuring alignment with regional priorities and coordination across jurisdictions. The identification and evaluation of transportation projects and alternatives rely on active participation and timely input from member entities and stakeholders. Establishing and maintaining strong engagement practices sets the foundation for an inclusive, data-informed planning process. TTCI staff will outline the structure and approach for this engagement, which will be reviewed and approved by the TTCI Board as part of the implementation of this UWP.

Community Engagement

During the course of the 2027 fiscal year, TTCI will undertake additional community engagement efforts. These engagement efforts will be shaped by the Policy and Technical Committee membership with capacity provided by the entirety of the Community Development Department staff in order to achieve a sufficient ratio of staff leaders to public participants across several venues. These community engagement efforts will support updates to the current TIP and next MTP.

GIS Data Collection and Modeling

TTCI and Community Development staff have undertaken data collection efforts beyond those required by State and Federal partners. These efforts have focused on the development of spatially referenced GIS data to support decision-making processes for key planning activities, including the Transportation Improvement Program (TIP) and Metropolitan Transportation Plan (MTP). Initial data collection efforts established baseline conditions for land use, population density, and commuter patterns, providing a foundation for tracking changes in population and transportation assets within the planning area and region over time.

The Travel Demand Model, developed in coordination with the Michigan Department of Transportation (MDOT), was completed in FY 2025 and established a baseline for regional travel behavior and system performance. TTCI will continue to coordinate with MDOT to monitor and update the model as new data becomes available.

Building upon these baseline efforts, TTCI has developed and continues to refine additional GIS-based analytical tools and datasets. These include models and spatial analyses that evaluate drive times, population shifts, and land use density related to residential, employment, and activity centers. These datasets are maintained and

updated using sources such as the American Community Survey (ACS), U.S. Census, and Bureau of Labor Statistics.

In addition, TTCI has initiated the use of Michigan State Police crash data, supplemented by coordination with local agencies to conduct localized safety reviews and ground-truthing of identified crash trends. This effort has enhanced the understanding of safety conditions within the planning area and will inform the development of updated project selection criteria for future TIP cycles.

Ongoing and planned GIS data collection and modeling activities include:

- ◇ Existing land use and population density analysis.
- ◇ Spatial analysis of drive times and commuter patterns from specific civil divisions.
- ◇ Residential and employment location analysis using kernel density methods.
- ◇ Safety analysis using crash data and local agency coordination to support project prioritization.

Regional Coordination and Joint Planning

On-going and upcoming planning processes for the region which impact or include areas of the MPA will be undertaken by TTCI and Community Development Staff. Proposed strategies in planning documents for local units of government and organizations may impact and can be impacted by transportation alternatives being discussed by the MPO. Mindful coordination within the Networks Northwest Community Development Department with TTCI staff and extending out to all local units of government and organizations will establish and maintain open communication and dialogue. On-going or drafted planning processes which will be included for consideration of cross-reference of strategies for MPO Planning processes include:

- ◇ Northern Michigan Active Transportation Plan
- ◇ BATA Next Wave Transit Plan
- ◇ Local Unit Planning Plans and Processes

Task 4.0 Processes and Deliverables

1. Policy development to include:
 - i. Communication and Coordination for short-term planning processes with all entities including transportation and transit agencies, local units of government, educational, non-profit and business organizations and agencies within the planning area.
 - ii. Internal coordination with Community Development staff outside of TTCI staff in assistance of TTCI processes and programs.
 - iii. Drafting, review and approval of short range planning processes and plans of the MPO.
4. TTCI staff shall complete Unified Work Program tasks.
5. TTCI shall evaluate and weigh effectiveness of initial Unified Work Program, and make notes for necessary revisions.
6. TTCI shall develop the Fiscal Year 2028 Unified Work Program.
7. TTCI staff shall outline future items to be included in successive year's UWP.
8. TTCI staff shall engage the membership of the TTCI Policy Board and Technical Committee in preparation of upcoming planning processes. Engagement shall be outlined in a scope of work detailing information sought.
9. TTCI staff in conjunction with Community Development staff shall undertake community engagement efforts for the current fiscal year.
10. TTCI staff shall coordinate with Community Development staff for the ongoing maintenance and enhancement of the MPO geodatabase, including integration of land use, demographic, travel demand, and safety data.
11. GIS data shall be collected, updated, and validated from available sources, including ACS, U.S. Census, Bureau of Labor Statistics, and Michigan State Police crash data with local agency coordination.
12. TTCI staff shall maintain, refine, and apply GIS models, including coordination with MDOT to update the Travel Demand Model and support planning efforts such as future TIP project selection criteria.
13. Coordination with on-going planning processes which incorporate all or portions of the MPA shall be undertaken.
14. Coordination to obtain drafted plans of transportation and transit agencies and local units of government shall occur.

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Task 5.0 Transportation Improvement Program

Transportation Improvement Program Budget			
	FHWA PL112 & FTA 5303	TTCI	Local
Source	\$52,965.41		\$11,744.93
Expenditures		\$64,710.33	
Staff Time (percentage)		30%	

Policy

The Transportation Improvement Program (TIP) is a short-range planning document that identifies federally funded and regionally significant transportation improvements to be implemented over a three- to four-year period. As a core responsibility of the MPO, the TIP must be developed, approved, and regularly updated in compliance with federal and state requirements.

The TIP development policy establishes a clear framework for project solicitation, evaluation, selection, and implementation through the Call for Projects (CFP) process. This policy outlines procedural requirements for coordination with state and federal transportation agencies, transit providers, and local jurisdictions. It also includes provisions for public involvement, stakeholder engagement, assignment of responsibilities, and performance-based evaluation criteria to ensure that TIP strategies, projects, and processes are implemented effectively and transparently.

Coordination

The adopted TIP complies with Federal Regulations 23 CFR Part 450 and 49 CFR Part 613, which establish the planning assistance and standards for highway and transit programs, respectively. The TIP includes all required project types, such as capital and non-capital surface transportation projects, bicycle and pedestrian infrastructure, transportation enhancements,

Federal Lands Highway projects, and safety initiatives identified in the State's Strategic Highway Safety Plan. It encompasses all federally funded projects, regionally significant non-federally funded projects, and any projects requiring FHWA or FTA approval. Additionally, non-federally funded projects included in the TIP are consistent with the goals and priorities outlined in the Metropolitan Transportation Plan (MTP). The TIP is fiscally constrained, demonstrating that programmed projects can be implemented with reasonably anticipated funding, as required under federal guidelines.

Road Agency and Transit Agency Engagement

Engagement and coordination with local road agencies, transit providers, and the Michigan Department of Transportation (MDOT) have been integral to the development of the adopted TIP. Many of the alternatives and projects included in the TIP were identified through agency-led planning efforts and reflect local, regional, and state priorities. While this coordination was foundational during the initial development of the TIP, it remains an ongoing process. Continued collaboration with partner agencies will occur as the TIP is amended, revised, or updated, ensuring that project selections remain consistent with current plans, funding availability, and regional transportation goals.

Policy Board and Technical Committee Engagement

The adopted TIP was developed through close coordination with both the TTCI Policy Board and Technical Committee. These bodies provided critical guidance throughout the planning process, including review and feedback on key elements of the TIP. The Policy Board also retained the option to establish an ad hoc steering committee, composed of members from both committees, to support the TIP's development. As the TIP moves into its implementation phase, continued engagement with the Policy Board and Technical Committee will be essential. Their ongoing involvement will help guide amendments, administrative modifications, and periodic updates to ensure the TIP remains current, fiscally constrained, and aligned with regional priorities until the next TIP is adopted.

Data integration and Public Input

Data and public input gathered by TTCI staff, in collaboration with the Community Development team, have been integral to the development of the adopted TIP. This information has been used to support the justification and prioritization of transportation alternatives within the TIP. As the TIP is implemented and updated, staff will continue to gather and analyze relevant data and public feedback. This ongoing process will ensure that the TIP remains responsive to community needs and priorities. Staff will present updated information in a clear and concise manner to inform the continued prioritization of projects by the TTCI Policy Board.

TIP Updates and Continued Development

The FY 2026-2029 TIP is now complete, and the ongoing process for its implementation will continue to be transparent and inclusive, coordinating the efforts of TTCI members and remaining open to

public input. Information related to the TIP will be regularly updated on the TTCI website, allowing stakeholders to track progress and access relevant details throughout the TIP's lifecycle.

As part of the continuous planning process, the TIP will be updated periodically, with the next TIP development cycle (FY 2029-2032) beginning shortly after the completion of the current one. The development of the next TIP will follow a similar two-year timeline, with the draft expected to be completed during fiscal year 2028. Prior to the development and implementation of the FY 2029-2032 TIP, prioritized projects selected by the MPO will be included in the State Transportation Improvement Program (STIP) as an Interim Program of Projects.

Task 5.0 Processes and Deliverables

1. Policy Development and Revision:
 - i. TIP engagement activities related to all TTCI partners, stakeholders and the public.
 - ii. Prioritization of transportation alternatives within TIP and interim program of projects.
 - iii. Implementation process for prioritized alternatives proposed in TIP.
 - iv. Evaluation process for identifying successes and hindrances to the process and implementation of projects.
2. TTCI staff will coordinate and engage all TTCI transportation/transit agencies, technical advisors, local units of government, stakeholders and the public for inclusiveness, consensus building and transparency within the TIP process.
3. TTCI staff in conjunction with Community Development staff will hold public input sessions with the intent of obtaining information for the MPO and the development or updating of required planning documents.
4. TTCI staff will incorporate the list of prioritized projects created prior to TIP.
5. TTCI staff will collect, manage, share and utilize the best available information and data for the development and maintenance of the TIP.
6. TTCI staff will manage the tasks outlined in the Scope of Work, ensuring that all timeline requirements for updates to the current adopted TIP and the development of the upcoming TIP are met throughout the duration of this UWP. The staff will also detail the specific steps necessary for the completion of these activities in the fiscal year 2027 UWP.
7. TTCI staff will log successes and hindrances for improvement of the plan development process for consecutive versions of the TIP to be developed/revised in later years.

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Task 6.0 Long-Term Planning

Long-Term Planning Budget				
	FHWA PL112 & FTA 5303	TTCI	Local	PL Funding (2.5% of CPG)
Source	\$21,186.16		\$4,697.97	\$4,879.00
Expenditures		\$25,884.13		
Staff Time (percentage)		12%		

Policy

The Metropolitan Transportation Plan (MTP) provides a long-range vision for transportation, typically extending 20 years or more, with certain transportation alternatives potentially requiring decades to realize. The initial MTP for the TTCI MPO has been completed, setting the foundation for future transportation planning in the region.

The MTP development process included significant communication, coordination, data collection, public input, and review. It involved the identification of transportation alternatives, prioritization of projects, and assessment of financial support and funding avenues. Detailed project specifics were outlined, and strategies were developed, establishing a framework for ongoing regular reviews and updates of the plan.

Moving forward, additional planning efforts will continue throughout FY 2027 and beyond to refine and update the long-range transportation vision. These efforts will focus on specific transportation modes or alternatives, and new policies will be developed as needed to guide these processes. TTCI staff will oversee these activities, with policies subject to approval by the MPO Policy Board.

Coordination

TTCI's Metropolitan Transportation Plan (MTP) was completed and adopted in June 2025, fulfilling all applicable state and federal requirements within

the initial three-year planning period. Throughout that process, TTCI established strong coordination with federal, state, and local partners, including transportation and transit agencies, local governments, and regional stakeholders. These collaborative relationships will continue to guide the next phase of long-range planning efforts.

From FY 2027 through FY 2030, TTCI will conduct targeted planning activities, data collection, and analysis to support the next update of the Metropolitan Transportation Plan (MTP). These efforts will focus on key planning areas including Complete Networks, Economic Vitality, and Safety, and will be carried out in coordination with federal, state, and local partners.

Planning activities will include analysis of multimodal transportation systems, including non-motorized infrastructure such as trails and sidewalks, public transit accessibility, and the integration of emerging transportation technologies to improve system connectivity and efficiency. TTCI will also evaluate transportation needs in relation to existing and anticipated residential and commercial development patterns, while assessing system performance and travel behavior—including the impacts of seasonal tourism and fluctuating population patterns on congestion, travel demand, and network efficiency. These efforts will incorporate industry best practices, including multimodal strategies and traffic management approaches, to support a more resilient and responsive transportation system.

All activities will emphasize data-driven decision-making, stakeholder engagement, and coordination with regional planning efforts to inform future investment priorities and policy direction.

Policy Board and Technical Committee Engagement

As with other processes undertaken by the TTCI Staff at the direction of the Policy Board, both membership of the policy board and technical committee shall be actively engaged throughout the process. The scope and timeline shall set tasks with meetings denoted for update, review and feedback on specific steps of the process by members of the Policy Board and Technical Committee. The appointment of a MTP ad hoc committee by the Policy Board is recommended for more established participation within the process.

Data Integration and Public Input

Support for the plan strategies is borne of data and public input gathered by TTCI staff and Community Development Staff. Data integration is a high priority of each and every planning process undertaken by the MPO, which also is to include sufficient public input to meet a pure level of transparency and information sharing to the public realm. Cross-reference of data is encouraged across planning documents, creating a network of connectivity from one process to the next. All information, data and input presented within the plan and supporting documents shall be concise and easily interpreted for the reader.

Coordinated Planning Activities

Through the year of this Unified Work Program multiple planning processes, data collection activities and public engagement opportunities will commence. Each of the activities has future

needs for continuous review and revision, which cumulates with updated plans, public input, and data management and collection methods.

Continual coordination of processes within the TTCI MPO, the Community Development Department and with other agencies, local units of government and partners will limit duplicative tasks, create efficiencies and lead to overall stronger support structure for all entities planning activities. Engagement activities outlined within areas of this document will initiate and lead to establishment of coordinated planning activities.

Metropolitan Transportation Plan Development

The adopted MTP was developed in accordance with the approved Scope of Work and in collaboration with federal, state, and local partners. The plan addresses the region's diverse transportation assets, varying physical conditions, sensitive environmental contexts, and the evolving needs of residents and visitors. These challenges are further shaped by growing demands for safety, congestion mitigation, and the need to address the effects of climate change. The MTP presents multimodal strategies that respond to these issues and offers alternatives to meet transportation needs throughout the Metropolitan Planning Area (MPA).

As part of the initial MTP development, TTCI collaborated with MDOT's Statewide and Urban Travel Analysis (SUTA) team to initiate the creation of a regional travel demand model. This work included review and committee approval of the base year and forecast-year socioeconomic and employment assumptions, as well as refinements to the road network and traffic analysis zones. The model will be monitored, maintained, and refined in coordination with MDOT to support future planning efforts, including targeted planning activities analysis and scenario testing.

The MTP includes a financial plan that demonstrates how recommended investments can be implemented within a fiscally constrained framework. It identifies expected public and private funding sources and recommends potential financing strategies to address identified needs. Prioritization of investments across all modes and facility types is central to the plan, ensuring that resources are allocated effectively and equitably. As the regional landscape continues to evolve, TTCI will revise and adapt the scope of work for future planning activities as needed, using the most current data and best practices.

Future targeted planning activities between FY 2027 and FY 2030 will serve as building blocks for the next MTP update. These efforts will be structured to include opportunities for evaluation, refinement, and integration, and will culminate in a comprehensive update that reflects both community priorities and technical analysis. Public engagement and Policy Board adoption will be integral to each phase of the process.

Additional Planning Processes

Processes are likely to be undertaken in successive years under the umbrella of the TTCI MPO, these are likely to include focused transportation planning efforts to include but not limited to those outlined herein.

Transit Planning

BATA has recently completed its "BATA Next Wave Transit Plan (Oct. 2023)". The plan horizon is 5-10 years out, during this time the TTCI MPO may work in conjunction with BATA on other transit related planning processes, whether that be gathering public input, data collection, specific infrastructure related planning or assisting with updates to the current transportation plan. TTCI will coordinate with BATA in consideration of transit asset management targets and transit agency safety targets.

Non-motorized and Pedestrian Planning

The North Region Active Transportation Plan, completed in early 2025, established a comprehensive set of strategies for improving non-motorized transportation across the Northern Lower Peninsula. This plan will serve as a foundation for continued efforts to develop complete networks that enhance regional connectivity and multimodal transportation options.

Freight Planning

In 2020 the “Northwest Michigan Freight Plan” was developed by Community Development Staff. The freight plan can be augmented in coming years through additional data collection and more focused planning and analysis within the MPA.

TTCI MPA Benchmarks

A benchmark document which provides baseline demographic information for the civil divisions within the MPA will be updated regularly.

Performance Based Planning

TTCI will make efforts to coordinate and work with MDOT to incorporate Federal Transportation Performance Measure and performance-based planning requirements, with a product of TTCI being support and approval of relevant TPM targets, and the establishment of a performance-based planning process.

2.5% PL Funding

The 2.5% PL funding, totaling \$5,074.25, will be used to support targeted planning activities that promote safe, accessible, and efficient travel options across all transportation modes. Planning efforts will focus on data collection, analysis, and coordination to support development of the FY 2030 Metropolitan Transportation Plan (MTP).

- Proposed activities for FY 2027 and beyond include:
Developing data-driven insights and monitoring tools to evaluate transportation system performance and support future decision-making.
- Conducting planning and analysis activities related to Complete Networks, Economic Vitality, and Safety, with an emphasis on

multimodal connectivity, regional development patterns, and transportation safety outcomes.

- Evaluating transportation system impacts associated with seasonal tourism and fluctuating population patterns, including effects on travel demand, network performance, and infrastructure needs.
- Engaging with local governments, transit agencies, and regional partners to coordinate planning efforts aligned with regional priorities and anticipated growth.
- Providing technical assistance, data support, and training opportunities to local agencies and stakeholders to strengthen regional planning capacity.

As part of ongoing long-range planning efforts, TTCI will conduct focused research and data collection activities between FY 2027 and FY 2030 to support development of the FY 2030 MTP. Rather than developing formal sub-plans, these efforts will inform key planning areas, including:

Complete Networks – Focused on improving multimodal connectivity and accessibility across the transportation system, including consideration of seasonal travel patterns and tourism-related impacts on network performance.

Economic Vitality – Focused on aligning transportation planning with existing and anticipated development patterns, including areas with approved or planned residential and commercial growth.

Safety – Focused on analyzing crash data, identifying high-risk locations, and coordinating with local agencies to support data-driven safety improvements and project prioritization.

Task 6.0 Processes and Deliverables

1. Planning Framework and Policy Support
 - i. Establish frameworks, timelines, and engagement strategies for targeted planning activities aligned with the region's transportation goals.
 - ii. Define planning requirements and objectives to ensure consistency with federal and state guidance and regional priorities.
 - iii. Coordinate long-range planning activities with other regional and non-MPO planning initiatives to ensure integration and consistency.
 - iv. Identify and prioritize transportation needs and strategies based on data, system performance, and stakeholder input.
 - v. Develop an evaluation process to measure the effectiveness of planning strategies and inform the FY 2030 MTP.
2. Partner and Stakeholder Engagement
3. Coordinate with TTCI member communities, transportation and transit agencies, technical advisors, and other stakeholders to ensure an inclusive and transparent planning process.
4. Facilitate public input sessions in collaboration with Community Development staff to gather input for targeted planning activities and future MTP development and ensure community needs are reflected.
5. Update the Public Participation Plan (PPP) based on lessons learned and feedback received through recent planning activities.
6. Data Collection and Analysis
7. Collect, manage, and share current transportation, demographic, land use, environmental, and safety data to support planning analysis and development of the FY 2030 MTP.
8. Coordinate strategies for data collection and analysis in support of system performance monitoring and future plan development.
9. Travel Demand Model Coordination
 - i. Continue collaboration with MDOT and TTCI committees to review and update Travel Demand Model (TDM) elements.
 - ii. Monitor and refine the TDM to reflect evolving conditions and support system analysis.
 - iii. Augment Freight Plan as additional data is made available.
10. Program Monitoring and Capacity Building
11. Utilize Michigan's 2.5% PL funding to develop data-driven insights and a monitoring system that tracks the effectiveness of planning initiatives.
12. Support planning activities related to Complete Networks, including multimodal connectivity and consideration of seasonal travel patterns and tourism impacts.
13. Provide training, updates, and technical assistance to local agencies and partners to support implementation and build capacity around TTCI initiatives.
14. Track successes and challenges in the planning process to improve methodologies and support future updates to long-range planning documents.

Appendix A

Cost Allocation Plan
Effective 10/01/2024

COST ALLOCATION PLAN **Effective 10/1/2024**

The Northwest Michigan Council of Governments (COG) dba Networks Northwest is a consortium of ten county governments and was formed under the Urban Cooperation Act of 1967. Member counties include Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee and Wexford. By definition under the Urban Cooperation Act of 1967, Networks Northwest is considered a governmental subdivision in the State of Michigan.

The mission of Networks Northwest is to further the purposes of federally and state-funded employment and training programs, and to fulfill the locally-determined functions of a regional planning commission in accordance with State laws providing for the formation of regional planning commissions.

Networks Northwest is financially supported by a combination of many different sources: federal, state, and local public funds, plus private foundations and contributions. The annual budget runs between \$7 million and \$17 million per fiscal year, and can vary widely. In addition, Networks Northwest's budget at the end of a fiscal year never looks the same as it did at the beginning of a fiscal year. Consequently a flexible cost allocation method which will account for varying start and end dates for a wide variety of grants and contracts, plus a variation in spending amounts within any given grant or contract within the same fiscal year, is a necessity. Also, Networks Northwest requires a cost allocation system that would account for the fact that some of Networks Northwest's functions involve products, objectives and/or outcomes differing drastically from those common to the employment and training community. The cost allocation method described in this document allows for easy monthly adjustments, allows for efficiency in application since data sources and allocation steps are minimized, and accommodates a multitude of programs, functions and funding sources.

Networks Northwest will not use an indirect cost rate. All costs incurred by Networks Northwest will either be direct costs or actual indirect costs generated from the general ledger cost centers detailed in this cost allocation plan. Net cumulative expenses for the cost centers will be shared among multiple funds and charged to each fund via the monthly application of this cost allocation plan.

The methodology described in this plan will be effective as of October 1, 2024 and will remain in effect until subsequently modified. Annually, before the beginning of the new fiscal year, this plan will be reviewed and a determination will be made as to whether it should be modified. However, such modification may not occur in the middle of a fiscal year; modifications may only occur at the start of a new fiscal year. At a minimum, each fiscal year this plan will be modified to include, as an attachment, the most current chart of accounts.

Networks Northwest will establish eight cost objectives (or cost centers) that will be directly charged under the cost allocation plan. The following cost centers will be maintained through the use of different department numbers under GL fund number 106:

- "COG Operating Expenses" (Dept. 750.000) includes building rent, utilities, insurance, lease of equipment used by all funding sources, company vehicles used by all funds, purchase of supplies used by all funds, telephones and internet. These are the most basic activities required by all Networks Northwest staff in the performance of their duties.

- "Public Information" (Dept. 775.000) includes staff and other costs associated with maintaining Networks Northwest website, maintaining Networks Northwest Intranet, production of Networks Northwest newsletter and its distribution via email to board members, staff, partners and businesses, producing news releases, producing brochures or fliers for program outreach or informational purposes, documenting program activities (including video production), and completing other types of tasks as required.
- "Secretarial" (Dept. 761.000) includes all costs associated with the provision of secretarial services to all funding sources including receptionist duties, answering the telephone, completing mailings, taking board minutes, completing word processing tasks, and performing other miscellaneous duties as required.
- "Accounting and Payroll" (Dept. 760.000) includes all costs associated with the provision of accounting and payroll services for all funding sources including payroll, accounts payable, receiving and depositing funds, audits, and performing other miscellaneous duties as required.
- "Overall Administration" (Dept. 770.000) includes all costs associated with the administration of all funding sources including supervision of programmatic staff, secretarial and accounting staff, and staffing Networks Northwest governing board.
- "Infrastructure Support" (Dept. 780.000) includes all costs associated with providing technical support to staff including technology training, acquisition, installation and configuration of hardware and software, maintenance of hardware and software, provision of a "help desk" for computer systems and applications, MIS and contract support, and performing other miscellaneous duties as required.
- "Employment and Training Administration" (Dept. 785.000) includes all costs associated with the administration of only employment and training funding sources including procurement of service delivery providers, representing the organization at state and federal levels, managing and overseeing the employment and training delivery structure and operations, and employment and training program planning. These tasks are required for each employment and training program for which Networks Northwest receives funds.
- "Employment and Training Program" (Dept. 787.000) includes all costs related to the direct provision of employment and training programs including service delivery staff training, providing the supplies and tools necessary for service delivery to employment and training program participants and employers, coordinating field-based service delivery with one-stop partners, troubleshooting program delivery problems, maintenance and dissemination of service delivery manuals and reference tools, program development and monitoring, and performing other miscellaneous duties as required. All job seeker and job provider employment and training programs will be delivered through the Northwest Michigan Works! Service Centers.

Monthly, the net expenses (from the trial balance, total expense debits minus total expense credits) in these cost centers will be allocated in the following order:

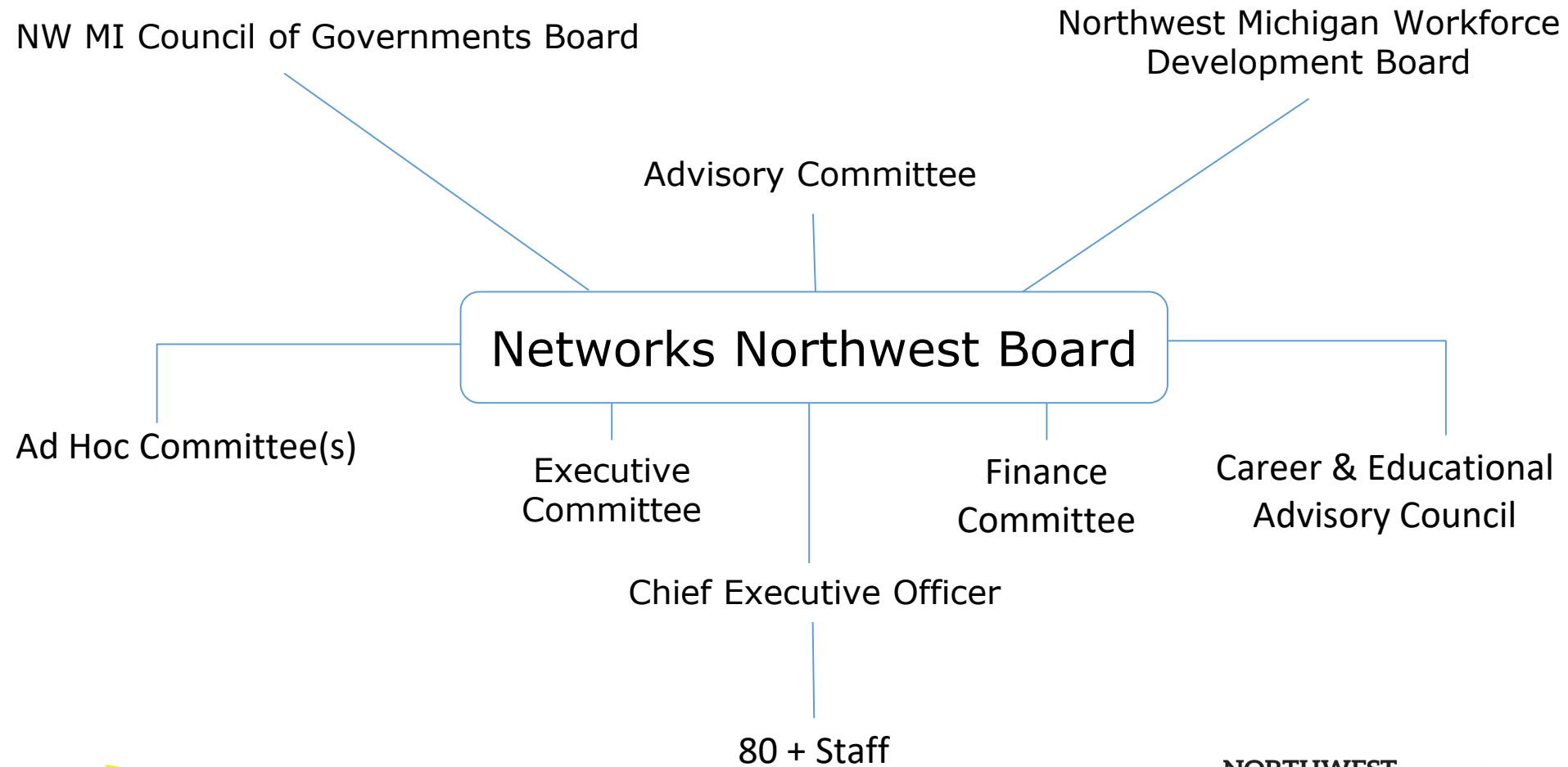
1. "COG Operating Expenses" and "Secretarial" costs will be allocated to each COG fund under activity code 754.000 based on its prorated share of personal compensation expenses for the month.
2. "Accounting and Payroll" and "Overall Administration" costs will be allocated to each COG fund under activity code 763.000 based on its prorated share of program expenses for the month. That portion of the "Accounting and Payroll" and "Overall Administrative" costs which are allocable to employment and training programs will be allocated to the "Employment and Training Administration" cost center.
3. "Public Information" costs will be allocated to each Networks Northwest fund under activity code 775.000 based on its prorated share of program expenses for the month.
4. "Employment and Training Program" will be allocated to each Networks Northwest employment and training fund under activity code 787.000 based on its prorated share of program expenses for the month.
5. "Infrastructure Support" will be allocated to each Networks Northwest fund under activity code 780.000 by department based on its prorated share of program expenses for the month.
6. "Employment and Training Administration" will be allocated to each Networks Northwest employment and training fund under activity code 799.002 based on its prorated share of program expenses for the month. In addition to employment and training administration expenses incurred directly by Networks Northwest, expenses for administration costs of any contractors with contracts including administration and covering more than one employment and training funded program will be booked into this fund and subsequently allocated.

Amounts to be allocated will be derived from Networks Northwest Trial Balance and Monthly Expenditure Report for the month. These reports shall be attached as backup to the computer-based spreadsheets used to complete the allocation process. The computer-based spreadsheets will be used to make appropriate General Ledger Journal entries. Both the General Ledger Journal entries and the computer-based spreadsheets with backup will be filed with all other Networks Northwest accounting records for the fiscal year.

Allocation of Costs Charged to Carry-in Funding:

The MWA will use the most current subrecipient reported expenditures as an allocation base to report cost categories for carry-in funds.

Governance



CERTIFICATE OF COST ALLOCATION PLAN

This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal to establish cost allocations or billings for fiscal years starting FY 2007 (and continuing until amended) are allowable in accordance with the requirements of 2 CFR Part 200 and the Federal award(s) to which they apply. 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 awards 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.

I declare that the foregoing is true and correct.

Governmental Unit: Northwest Michigan Council of Governments dba Networks Northwest

Signature: 

Name of Official: Darla Rowland

Title: Chief Financial Officer

Date of Execution: 10/1/2024



Memorandum

DATE: April 2, 2026

TO: Traverse Transportation Coordinating Initiative Technical Committee

FROM: Barry Hicks, AICP, MPO Program Manager

SUBJECT: FY 2026 Safe Streets and Roads for All (SS4A) Planning Grant Opportunity

The purpose of this memo is to provide an overview of the FY 2026 Safe Streets and Roads for All (SS4A) grant opportunity and to request authorization for TTCI staff to prepare and submit a grant application for a regional Comprehensive Safety Action Plan.

The SS4A program provides competitive funding to support local and regional efforts to reduce roadway fatalities and serious injuries, with approximately \$305 million available nationally in FY 2026. TTCI currently does not have a standalone, region-wide safety action plan that identifies high-risk locations, establishes a coordinated Safe System Approach, and prioritizes data-driven safety investments. Developing a regional Safety Action Plan would provide a unified framework for improving safety across jurisdictions, strengthen coordination among partner agencies, and better position the region to compete for future federal and state funding opportunities. Because TTCI's transportation system functions as a connected regional network, addressing safety effectively requires coordination across jurisdictions rather than isolated efforts.

What is Included in a Comprehensive Safety Action Plan?

A Comprehensive Safety Action Plan is a structured, data-driven plan that results in a prioritized set of safety projects and strategies for the region. Key components include:

- **Safety Analysis:** Review of crash data to identify high-risk corridors, intersections, and systemic safety issues across the region
- **High-Injury Network:** Map-based identification of locations with the highest concentrations of serious and fatal crashes
- **Stakeholder and Public Engagement:** Coordination with local agencies, law enforcement, emergency services, and the public to identify safety concerns and priorities
- **Policy and Process Review:** Evaluation of existing policies, standards, and practices to identify opportunities to improve safety outcomes
- **Project and Strategy Development:** Identification and prioritization of infrastructure, operational, and behavioral safety improvements
- **Implementation and Monitoring Framework:** Establishment of performance measures and ongoing reporting to track progress over time

This plan serves as a regional safety investment strategy, guiding future funding decisions and project development.

Proposed Application

TTCI staff propose submitting an application for a Planning Grant to develop a regional Comprehensive Safety Action Plan.

Estimated Grant Request

TTCI staff are considering a scalable application approach, with a request ranging from approximately \$200,000 to \$400,000 in federal funding, depending on final scope.

- Federal Request: Approximately \$200,000 – \$400,000
- Local Match (20%): Approximately \$50,000 – \$100,000 total

A lower funding level would focus on core plan development elements, while a higher funding level would allow for expanded analysis, engagement, and project identification.

Project Duration

- Approximately 24–36 months (target: ~30 months)
- Anticipated start: 2027, following federal award and grant agreement execution

Why This Level of Funding is Needed

The estimated project cost reflects the level of effort required to develop a meaningful, data-driven, and implementation-ready regional safety plan.

Major cost components include:

- **Data Analysis and Mapping:** Development of a High-Injury Network and identification of systemic safety risks across the region
- **Public and Stakeholder Engagement:** Surveys, workshops, and coordination with partner agencies over the duration of the project
- **Project Identification and Prioritization:** Development of a list of prioritized safety projects and strategies based on data and stakeholder input
- **Plan Development and Documentation:** Preparation of a final, adoption-ready plan with supporting maps, graphics, and analysis
- **Consultant Support:** Targeted use of engineering and safety expertise not available in-house

TTCI staff would complete a significant portion of the work, helping to reduce overall costs while ensuring local knowledge and coordination.

Overall, this approach leverages approximately \$400,000 in federal funding to develop a regional safety plan with a relatively modest local contribution. This coordinated approach allows all partner agencies to benefit from a shared regional analysis that would be difficult to replicate individually.

Local Match Requirement

SS4A requires a minimum 20% non-federal match, which may be provided through a combination of cash and in-kind contributions. This match is not required upfront and can be distributed over the duration of the project, allowing costs to be aligned with the timing of project activities and expenditures.

Networks Northwest has committed to contributing up to 50% of the required local match, not to exceed \$50,000. This significantly reduces the financial burden on TTCI partner agencies.

Under a \$400,000 federal request (requiring a \$100,000 total match):

- Networks Northwest Contribution: \$50,000
- Partner Contribution (combined): \$50,000

TTCI staff propose distributing the partner portion of the match equally among the 15 partner agencies:

Fiscal Year	Total Match	Approx. Cost per Partner
FY 2027 (partial year)	\$10,000	~\$667
FY 2028	\$20,000	~\$1,333
FY 2029	\$20,000	~\$1,333
Total	\$50,000	~\$3,333 per partner

Due to timing of the federal award, the first year may require a separate invoice, with subsequent years incorporated into TTCI’s annual dues billing as a separate line item.

Timeline

Milestone	Estimated Timing
Application Deadline	May 26, 2026
Award Announcement	Fall 2026
Project Start	Mid–Late 2027
Project Completion	2029–2030

Staffing Approach

TTCI staff would lead the majority of the planning effort, including data analysis, GIS mapping, stakeholder engagement, and plan development. Targeted consultant support would be used to supplement in-house capabilities, particularly for specialized engineering and safety analysis.

Program Resources:

More information about the Safe Streets and Roads for All (SS4A) Grant Program can be found here:

- Safe Streets and Roads for All (SS4A) Grant Program
<https://www.transportation.gov/grants/SS4A>
- Comprehensive Safety Action Plans (Overview and 7 Components)
<https://www.transportation.gov/grants/ss4a/comprehensive-safety-action-plans>

Summary

The SS4A program presents an opportunity to develop a coordinated, data-driven safety investment strategy for the TTCI region while leveraging significant federal funding. The proposed approach balances local contributions with federal resources to deliver a plan that supports safer roadways and positions TTCI and its partners for future implementation funding opportunities. While SS4A is currently authorized through 2026, safety remains a national priority, and having a comprehensive, data-driven safety plan will position TTCI and its partners to compete for a wide range of future federal and state funding opportunities, regardless of the specific program.

Due to the May 26, 2026 application deadline and the current TTCI meeting schedule, April represents the most practical opportunity for the Technical Committee and Policy Board to consider and authorize submission of an application.

Suggested Action:

At this time, TTCI staff are seeking the following actions:

Technical Committee – Suggested Motion

Motion to recommend that the TTCI Policy Board authorize staff to prepare and submit an application for the FY 2026 Safe Streets and Roads for All (SS4A) Planning Grant.

Policy Board – Suggested Motion

Motion to authorize TTCI staff to prepare and submit an application for the FY 2026 Safe Streets and Roads for All (SS4A) Planning Grant, including a local match commitment not to exceed \$100,000, with final project scope and budget to be refined prior to submission.