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traversetransportation.org



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 Board AGENDA Tuesday, September 18, 10:00am

Michigan Works! NWNW Conference Room

1209 S. Garfield, Traverse City

Call Meeting to Order

- A. Roll Call**
- B. Approval of the Agenda**
- C. Conflict of Interest**
- D. Public Comments**
- E. Consent Calendar** (The purpose of the Consent Calendar is to expedite *business* by grouping non-controversial items together to be dealt with by one Board motion without discussion. Any member of the Board, staff or the public may ask that any item on the Consent Calendar be removed and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected. If any item is not removed from the Consent Calendar, the action noted in parentheses on the agenda is approved by a single Board action adopting the Consent Calendar):
 - a. TTCI May Board Minutes
 - b. TTCI June Technical Committee Minutes
 - c. TTCI August Technical Committee Minutes
- F. FY 2018 Work Plan**
 - a. MDOT Work program
 - i. Title VI Plan (**action requested**)
 - ii. [TIP webpage](#) update
 - iii. Multimodal facility inventory
 - iv. FY'19 UWP (**action requested**)
 - b. TTCI Local Work program
 - i. Master Street Plan update
- G. Other Business**
 - a. Proposed By-laws change (**action requested**)
 - b. Proposed FY'19 meeting schedule (**action requested**)
- H. Transportation Implementing Agency Updates**
 - a. City of Traverse City
 - b. MDOT
 - c. BATA
 - d. Grand Traverse County Road Commission
 - e. Leelanau County Road Commission
- I. Board Members Comments / Discussion of future agenda**
- J. Public Comments**
- K. Adjourn**

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Traverse Transportation Coordinating Initiative (TTCI)

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Tuesday, May 15, 2018

Draft - MEETING MINUTES - Draft

Call to Order

J. Carruthers, Chair TTCI, called the meeting to order at 10:00 a.m. on Tuesday, May 15, 2018, at the Northwest Michigan Works! conference room.

Roll Call

J. Carruthers said there was a quorum.

Board Present: Jim Carruthers (Traverse City); Jim Cook, (GT County Road Commission); Kelly Dunham, (Bay Area Transit Authority); Beth Friend, (East Bay Township); Chuck Korn (Garfield Township); Tom Mair (GT County Board of Commissioners); Jeff Shaw, (Elmwood Township) Dan Wagener (Leelanau Road Commission); Jay Zollinger (Acme Township);.

Board Absent: Patty O'Donnell (MDOT).

Others present: Mike Woods, Denise Culman, Elise Crafts, Tom Slater.

Agenda:

J. Carruthers said an agenda item to be added to F. - iii. "FY 2045 Regional model update." The board agreed to the addition, so J. Carruthers asked for a motion.

Motion by K. Dunham, support by J. Cook Motion by J. Zollinger, support by C. Korn to approve to approve the agenda presented. Motion carried.

Conflict of Interest

No conflict indicated.

Public Comment

No public comment.

Consent Calendar

J. Carruthers asked if there were any questions on the Consent Calendar, or anything that needed to be removed. No comments were made, so he asked for approval of the Consent Calendar.

- a. TTCI January Board Minutes
- b. TTCI February Technical Committee Minutes
- c. TTCI April Technical Committee Minutes

Motion by J. Zollinger, support by C. Korn to approve the Consent Calendar. Motion carried.

FY 2018 Work Plan

- a. MDOT Work Program
 - i. TIP update
 - Federal aid eligible transportation projects have been programmed and finalized through FY 2018, which includes resurfacing of 3 mile Rd. and vehicle purchases and equipment upgrades for BATA. All programmed projects can be viewed on the [TIP webpage](#).
 - ii. Title VI plan update
 - Maps are being developed that depict “vulnerable” populations by municipality and proximity to all road improvement projects occurring within the TTCI region.
 - iii. 2045 Regional Model update
 - The Technical Advisory Committee (TAC) meets in June to discuss and expect to formally approve the data outputs reflecting future year values based on the previously approved year 2015 household, employment and population base year data. It is expected that the approved data will also be used for the GTCRC’s east/west study.
- b. TTCI Local Work program
 - i. Master Street Plan update
 - Future development based on local community goals and corresponding 2045 data model outputs will be identified by MDOT Traffic Analysis Zones (TAZ) in order to identify the potential for new transportation infrastructure. A built out analysis will incorporate current zoning/land use restrictions and proximity to significant trip attractors.

New Business

- a. Recap of the March, 2018 TTCI public information event
 - The even for the most part was well received by those attending. There were some issues with the sound quality.
 - Over 30 people attended the event at the County building
 - All presentation material by implementation agencies and participating municipalities are posted on the TTCI webpage
- b. Proposed By-laws
 - M.Woods proposes to update the rules of a quorum that meet the following:
 - a. Presence of 3/5 implementing agencies and at least 2 municipalities
 - OR
 - b. Simple majority

Motion by J. Zollinger, support by C. Korn to approve the By-law changes. Motion carried.
- c. East/West transportation study update (GTCRC consultants)
 - Elise Crafts presented an update on the east/west transportation study that included a proposed timeline of activities and completion.

Transportation Implementing Agency Updates

- a. City of Traverse City
 - Approved for 2018/2019 pavement improvement plan.
 - The Safe Route to School grant is being viewed as “favorably” by the grantors.
- b. MDOT, TC-TSC
 - Not present
- c. BATA
 - The new Bayline route launches on 6/25. It will run 7am – 11pm. Currently fundraising to make rides complementary to the general public
 - Selected by MDOT to analyze how busses interact with smart signals as a pilot project
- d. Grand Traverse County Road Commission
 - In the process of upgrading to smart signals system-wide. Will be conducting several stakeholder input sessions as part of the east/west corridor study.
- e. Leelanau County Road Commission
 - All 9 signals in the County have been updated with smart technology. In the process of implementing countywide road maintenance projects consistent with the local TIP.

Board Members Comments/Discussion of future agenda

Public Comments

No public comment.

Adjourn

No further business was brought forth. J. Carruthers adjourned the meeting at 11:45 a.m.

NEXT SCHEDULED MEETING: Tuesday, July 17, 2018.

Respectfully submitted,

Denise Culman

Denise Culman

Traverse Transportation Coordinating Initiative (TTCI)

#	Attendance ✓	First	Last	Sponsoring Agency	Roll Call Vote agenda #	Roll Call Vote agenda #	Roll Call Vote agenda #
1	✓	Jim	Carruthers	Traverse City			
2	✓	Jim	Cook	GT County Road Commission			
3	✓	Kelly	Dunham	BATA			
4	✓	Chuck	Korn	Garfield Township			
5	✓	Tom	Mair	GT County Board of Commissioners			
6	✓	Beth	Friend	East Bay Township			
7		Patty	O'Donnell	MDOT			
8	✓	Jeff	Shaw	Elmwood Township			
9	✓	Dan	Wagner	Leelanau Road Commission			
10	✓	Jay	Zollinger	Acme Township			
				Alternate			
1		Richard	Lewis	Traverse City			
2		Jim	Johnson	Grand Traverse Road Commission			
3		Rick	Liptak	MDOT			
4		Rick	Brown	East Bay Township			
				Others			
1	✓	Mike	Woods	Networks Northwest			
2	✓	Denise	Culman	Networks Northwest			
3	✓	Tom	Slater	Videographer			
4	✓	Elise	Crafts	Statecraft, LLC			
5							
6							
7							
8							
9							
10							

TTCI By-Laws approved August 18, 2015

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) shall constitute a quorum for the purpose of conducting business. Active voting members are those duly appointed representatives whose membership dues were paid in the prior budget year.

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

- | | |
|--|--|
| City of Traverse City | Charter Township of Garfield (G.T. County) |
| Charter Township of Elmwood (Leelanau Co.) | Charter Township of East Bay (G.T. County) |
| Acme Township (G.T. County) | Grand Traverse County Board of Commissioners |
| Leelanau County Road Commission | Grand Traverse County Road Commission |
| Michigan Department of Transportation | Bay Area Transportation Authority |

Date: January 30, 2018



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**TTCI Technical Committee Meeting Minutes
Thursday August 16, 2018 - 1:30pm**

Acme Twp.
6042 Acme Rd,
Williamsburg, MI 49690

- 1) Roll Call
 - Meeting called to order by Chair, Tim Lodge at 1:34pm
 - See attached attendance list
- 2) Approval of Agenda/Meeting Minutes
 - Motion to approve as presented: Shawn Winter; Support: Tyler Bevier – motion passes
- 3) FY 2018 Work Program updates
 - MDOT
 - i) 2045 SE data review/follow-up
 - o R. Maffeo and D. Khavajian, MDOT joined the meeting via conference call to confirm the adjusted 2045 model values based on input and agreed upon from TAC members at the June meeting. The TAC agreed the housing numbers accurately reflected a conservative estimate of growth in the region to 2045.
 - o MDOT modeling will incorporate the adjusted housing values into the model to project out population and employment values to 2045.
 - o The same base year model data will also be used in the GTCRC's east/west corridor scoping initiative.
 - ii) Title VI plan
 - o Maps (attached) of at-risk and minority populations (2016 American community survey data) by municipality were presented. M.Woods will overlay road projects currently programmed as displayed on the TIP website to give geographic context between projects and affected populations.
 - iii) Multi-modal infrastructure and facility inventory
 - o A map (attached) was presented that details multi-modal infrastructure infrastructure within the urbanized area. Bus shelter locations will also be added.
 - TTCI
 - i) Master Street Plan update
 - o An example of a built out analysis was presented
 - o MDOT will send person per household by TAZ to more accurately reflect population and its need for public infrastructure connections.
- 2) Member Comments/Discussion of future agenda items
 - M. Woods presented at the annual Michigan Transportation Planning Association meeting last month on the activities of the TTCI, to various members of MDOT and representatives from MPOs around the State.
- 3) Adjourn
 - Chair, Tim Lodge adjourned the meeting at 3:21pm

TTCI TECH COMM. 08.16.18

NAME

ORGANIZATION

Shawn Winter
JOE SLOWECKI
Jim CARRUTHERS
Tyler Bevier
Tim Lodge

Acme TWP
GTCRC
City of TC
Bay area Transportation Authority
City of Traversa city



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**TTCI Technical Committee Meeting Minutes
Thursday June 21, 2018 1:30pm**

Elmwood Twp.
10090 E Lincoln Rd
Traverse City, MI 49684

1) Roll Call

- Meeting called to order by Chair, Tim Lodge at 1:32pm
- See attached attendance sheet

2) Approval of Agenda/Meeting Minutes

- Motion to approve as presented: Shawn Winter; Support: Erik Perdonik – **motion passes**

3) FY 2018 Work Program updates

A. MDOT

i) Socioeconomic Data Outputs - attached (**action requested**)

- o Updated housing and employment values submitted by members of the Technical Committee were discussed and confirmed based on development that has occurred since the established base-year numbers, and community approved future developments.
- o Motion to approve the updated TAZ housing and employment values for the 2045 regional model as submitted by the Technical Committee: Tim Lodge; Support: Sara Kopriva – **motion passes**

B. TTCI

i) Master Street Plan update

- o Mike Woods presented a map of the TTCI region that highlighted TAZs most likely to experience new development
- o TAZs were selected based on development goals as outlined in individual master plans, the updates reflected in the 2045 regional model and Technical Committee input.
- o Technical Committee members will confirm if the TAZs selected within their municipality indeed reflect development goals, specifically in Garfield Twp and Traverse City.
 - Shawn Winter, Acme Twp mentioned that TAZs 503 and 501 should be highlighted, and not TAZ 500.

4) Member Comments/Discussion of future agenda items

- Mike Woods mentioned that MDOT will be seeking guidance from MPOs regarding regionally significant projects. This is being requested to assist MDOT Region and Central Office staff in understanding and transparency as it relates to TIP development and amendments, and is requesting that each MPO work with their SPS Program Manager and MDOT Region Planner to develop a definition that MPO staff and committee members use to determine if a project is regionally significant. It's anticipated that more information will soon become more available including the details of the process, timeframe and how it affects transportation implementation programming.

2) Adjourn

- Meeting adjourned at 2:48pm

TTCI

Tech. Committee

6-21

Name

JOSEPH SWIWEDET

ERIK PERDONIK -

Sara Kopriwa

Shawn Winter

Jim Caruthers

Jim Johnson

Agency

GTCRC

GARFIELD TWP.

Elmwood

Acme

City TC

Leelanau CRC

**TRAVERSE TRANSPORTATION
COORDINATING INITIATIVE (TTCI)
TITLE VI
NON-DISCRIMINATION PLAN**

**600 East Front St.
Traverse City, MI 49686
Phone: 231-929-5000
Fax: 231-9295012
Website: traversetransportation.org**

**Title VI Coordinator:
Michael P. Woods, Coordinator, TTCI
Email: michael.woods@networksnorthwest.org**

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SECTION I

INTRODUCTION

ORGANIZATIONAL CHART

**Jim Carruthers – TTCI Board Chair
Mayor, City of Traverse City**

**Tim Lodge – TTCI Technical Committee Chair
Engineer, City of Traverse City**

**Michael P. Woods – Coordinator
Traverse Transportation Coordinating Initiative**

BACKGROUND INFORMATION

The Traverse Transportation Coordinating Initiative (TTCI), formerly TC-TALUS was formerly recognized and provided support in 1990 by MDOT as a regional transportation study in anticipation of reaching the population threshold for becoming a Metropolitan Planning Organization. TTCI is a program of Networks Northwest. and established to study all real and potential regionally significant transportation projects in the Traverse City area. TTCI's goal is to serve all people, including minority populations, low-income populations, the elderly, persons with disabilities, and those within the Traverse City region. TTCI recognizes its responsibility to provide fairness and equity in all of its programs, services, and activities, and that it must abide by and enforce federal and state civil rights legislation.

Based on federal regulations (23 CFR Part 200 and 49 CFR Part 21), states are required to meet certain standards of oversight and reporting in regard to civil rights laws and regulations. The Michigan Department of Transportation (MDOT), as part of its compliance with these regulations, requires that all sub-units of the State (cities, townships, counties etc.) that receive federal funding through MDOT adopt a Title VI Plan.

Title VI of the Civil Rights Act of 1964, is the overarching civil rights law which prohibits discrimination based on race, color, or national origin, for any program, service or activity that receives federal assistance. Specifically, Title VI assures that,

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance.”

Title VI has been broadened by the following related statutes, regulations and executive orders:

- *Section 324 of the Federal-Aid Highway Act*, which is the enabling legislation of the Federal Highway Administration (FHWA), prohibits discrimination based on sex.
- *The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970* prohibits unfair and inequitable treatment of persons as a result of projects which are undertaken with Federal financial assistance.
- *The Civil Rights Restoration Act of 1987* clarified the intent of Title VI to include all programs and activities of federal-aid recipients and contractors whether those programs and activities are federally funded or not.
- *Executive Order 12898, “Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations,”* signed in February of 1994, requires federal

agencies to achieve Environmental Justice as part of its mission by identifying disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations.

- Environmental Justice Initiatives are accomplished by involving the potentially affected public in the development of transportation projects that fit within their communities without sacrificing safety or mobility.
- In 1997, the U.S. Department of Transportation (USDOT) issued its *DOT Order to Address Environmental Justice in Minority Populations and Low-Income Populations* to summarize and expand upon the requirements of Executive Order 12898 on Environmental Justice.
- *Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency (LEP),”* provides that no person shall be subjected to discrimination on the basis of race, color, or national origin under any program or activity that receives Federal financial assistance.

As a recipient of federal financial assistance, the TTCI will not restrict an individual in any way from the enjoyment of any advantage or privilege enjoyed by others who are receiving any service, financial aid, or other benefit under its programs or projects. This includes individuals with limited ability to speak, write or understand the English language. Individuals may not be subjected to criteria or methods of administration which cause adverse impact because of their race, color, or national origin; or have the effect of defeating or substantially impairing accomplishment of the objectives of the program because of race, color or national origin. Therefore, the primary goals and objectives of the TTCI’s Title VI Program are:

1. To assign roles, responsibilities, and procedures for ensuring compliance with *Title VI of the Civil Rights Act of 1964* and related regulations and directives;
2. To ensure that people affected by our programs and projects receive the services, benefits, and opportunities to which they are entitled without regard to race, color, national origin, age, sex, or disability;
3. To prevent discrimination in our programs and activities, whether those programs and activities are federally funded or not;
4. To establish procedures for identifying impacts in any program, service, or activity that may create illegal adverse discrimination on any person because of race, color,

- national origin, age, sex, or disability; or on minority populations, low-income populations, the elderly, and all interested persons and affected Title VI populations;
5. To establish procedures to annually review Title VI compliance for specific program areas within the TTCI ;
 6. To set forth procedures for filing and processing complaints by persons who believe they have been subjected to illegal discrimination under Title VI in our services, programs or activities.

As a sub-recipient of federal transportation funds, the TTCI must comply with federal and state laws, and related statutes, to ensure equal access and opportunity to all persons, with respect to transportation services, facilities, activities, and programs, without regard to race, color, national origin, sex, socio-economic status, or geographical location. Every effort will be made to prevent discrimination in any program or activity, whether those programs and activities are federally funded or not, as guaranteed by the *Civil Rights Restoration Act of 1987*.

The TTCI shall also ensure that their sub-recipients adhere to state and federal law, and include in all written agreements or contracts assurances that the sub-recipient must comply with Title VI and other related statutes. As a sub-recipient who distributes federal transportation funds, the TTCI shall monitor their sub-recipients for voluntary compliance with Title VI. In the event that non-compliance is discovered, a good faith effort will be made to ensure that the sub-recipient corrects any deficiencies arising out of complaints related to Title VI; and that sub-recipients will proactively gauge the impacts of any program or activity on minority populations and low-income populations, the elderly, persons with disabilities, all interested persons and affected Title VI populations.

DISCRIMINATION UNDER TITLE VI

This Title VI Plan has been developed by the TTCI to assure that services, programs, and activities of our government are offered, conducted, and administered fairly, without regard to race, color, national origin, sex, age, or disability of the participants or beneficiaries of federally funded programs, services, or activities (see Title VI Assurances).

There are two types of illegal discrimination prohibited under Title VI and its related statutes. One type of discrimination, which may or may not be intentional, is “disparate treatment.” Disparate treatment is defined as treating similarly situated persons differently because of their race, color, national origin, sex, disability, or age.

The second type of illegal discrimination is “disparate impact.” Disparate impact discrimination occurs when a “neutral procedure or practice” results in fewer services or benefits, or inferior services or benefits, to members of a protected group. With disparate impact, the focus is on the consequences of a decision, policy, or practice rather than the intent.

The TTCI’s efforts to prevent such discrimination must address, but not be limited to, a program’s impacts, access, benefits, participation, treatment, services, contracting opportunities, training, investigation of complaints, allocation of funds, and prioritization of projects; and the overarching functions of planning, project development and delivery, right-of-way, construction, and research.

AUTHORITIES

Title VI of the Civil Rights Act of 1964, 42 USC 2000d to 2000d-4; 42 USC 4601 to 4655; 23 USC 109(h): Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color, or national origin (including Limited English Proficiency), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (please refer to 23 CFR 200.9 and 49 CFR 21). Related statutes have broadened the grounds to include age, sex, low income, and disability.

The Civil Rights Restoration Act of 1987: This act also broadened the scope of Title VI coverage by expanding the definition of terms “programs or activities” to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors, whether such programs and activities are federally assisted or not (Public Law 100-259 [S. 557] March 22, 1988).

Federal Aid Highway Act of 1973, 23 USC 324: No person shall, on the ground of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance under this title or carried on under this title.

Age Discrimination Act of 1975, 42 USC 6101: No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving federal financial assistance.

Americans With Disabilities Act of 1990 PL 101-336: No qualified individual with a disability shall, by reason of his/her disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination by a department, agency, special purpose district or other instrumentality of a state or local government.

Section 504 of the Rehabilitation Act of 1973: No qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity that receives, or benefits from, federal financial assistance.

USDOT Order 1050.2: Standard Title VI Assurances.

EO12250: Department of Justice Leadership and coordination of Non-discrimination Laws.

EO12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations.

28 CFR 50.3: Guidelines for the enforcement of Title VI of the Civil Rights Act of 1964.

EO13166: Improving Access to Services for Persons with Limited English Proficiency.

DEFINITIONS

Adverse Effects: The totality of significant individual or cumulative human health or environmental effects, including interrelated social and economic effects, which may include, but are not limited to: (See the next sub-section for an additional discussion of “significant”)

- Bodily impairment, infirmity, illness or death;
- Air, noise and water pollution, and soil contamination;
- Destruction or disruption of man-made or natural resources;
- Destruction or diminution of aesthetic values;
- Destruction or disruption of community cohesion or community’s economic vitality;
- Destruction or disruption of the availability of public and private facilities and services;
- Adverse employment effects;
- Displacement of a person’s businesses, farms or non-profit organizations;
- Increased traffic congestion, isolation, exclusion or separation of minority or low-income individuals within a given community or from the broader community;
- Denial of, reduction in, or significant delay in the receipt of benefits of the TTCI’s programs, policies and activities.

Federal Assistance: Includes grants and loans of federal funds; the grant or donation of federal property and interests in property; the detail of federal personnel, federal property or any interest

in such property without consideration or at a nominal consideration or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient; and any federal agreement, arrangement or other contract which has, as one of its purposes, the provision of assistance.

Limited English Proficiency: Individuals with a primary or home language other than English who must, due to limited fluency in English, communicate in that primary or home language if the individuals are to have an equal opportunity to participate effectively in or benefit from any aid, service or benefit provided by the TTCI.

Low-Income: A person whose median household income is at or below the Department of Health and Human Service Poverty guidelines (see <http://aspe.hhs.gov/poverty/>).

Low-Income Population: Any readily identifiable group of low-income persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed TTCI program, policy or activity.

Minority: A person who is:

- Black – A person having origins in any of the black racial groups of Africa; and/or
- Hispanic – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race; and/or
- Asian American – A person having origins in any of the original people of the Far East, Southeast Asia, the Indian sub-continent, or the Pacific Islands; and/or
- American Indian and Alaskan Native – A person having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition.

Minority Population: Any readily identifiable groups of minority persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed program, policy or activity.

Non-Compliance: A recipient has failed to meet prescribed requirements and has shown an apparent lack of good faith effort in implementing all the requirements of Title VI and related statutes.

Persons: Where designation of persons by race, color or national origin is required, the following designation ordinarily may be used; “White not of Hispanic origin”, “Black not of

Hispanic origin”, “Hispanic”, “Asian or Pacific Islander”, “American Indian or Alaskan Native”. Additional sub-categories based on national origin of primary language spoken may be used, where appropriate, on either a national or a regional basis.

Program: Includes any road or park project, including planning or any activity for the provision of services, financial aid or other benefits to individuals. This includes education or training, work opportunities, health welfare, rehabilitation, or other services, whether provided directly by the recipient of federal financial assistance or provided by others through contracts or other arrangements with the recipient.

Recipient: Any state, territory, possession, the District of Columbia, Puerto Rico, or any political subdivision, or instrumentality thereof, or any public or private agency, institution, or organization, or other entity, or any individual, in any state, territory, possession, the District of Columbia, or Puerto Rico, to whom Federal assistance is extended, either directly or through another recipient, for any program. Recipient includes any successor, assignee, or transferee thereof, but does not include any ultimate beneficiary under any such program.

Significant Adverse effects on Minority and Low-Income Populations: An adverse effect that:

1. Is predominantly borne by a minority population and/or a low-income population, or
2. Will be suffered by the minority population and/or low-income population and is shown to be appreciably more severe or greater in magnitude than the adverse effect that will be suffered by the non-minority population and/or non-low-income population.

Sub-Recipient: Any agency such as a council of governments, regional planning agency, or educational institution, for example, that received Federal Highway Administration (FHWA) funds through the State DOT and not directly from the FHWA. Other agencies, local governments, contractors, consultants that receive these funds are all considered sub-recipients.

DETERMINING AND DISTINGUISHING SIGNIFICANT AND NON-SIGNIFICANT EFFECTS

Scientific, technical, institutional, the public’s value, and the local economic conditions influence the meaning of significant effect. If an alternative would provide a beneficial effect, then the alternative would cause no significant adverse effect. If an alternative would provide an adverse effect, the effect might be significant or the effect might be non-significant.

“Significant” requires considerations of both context and intensity:

- (1) **Context:** This means that the significance of an action must be analyzed in several contexts such as society as a whole (human, nation), the affected region, the affected interests, and the locality. Significance varies with the setting of the proposed action. For instance, in the case of a site-specific action, significance would usually depend upon the effects in the local area rather than in the world as a whole. Both short-and long-term effects are relevant.
- (2) **Intensity:** This refers to the severity of impact. Responsible officials must bear in mind that more than one agency may make decisions about partial aspects of a major action. The following should be considered in evaluating intensity:
 - a. Impacts that may be both beneficial and adverse. A significant effect may exist even if, on balance, the effect would be beneficial.

“Non-significant effect” means no substantial change to an environmental component and this has no material bearing on the decision-making process.

Determinations of “significant” and “non-significant” effects will be made by the TTCI Board of Directors.

SECTION II
TITLE VI
POLICY STATEMENT

**THE TRAVERSE TRANSPORTATION COORDINATING
INITIATIVE’S (TTCI)
TITLE VI NON-DISCRIMINATION POLICY
STATEMENT**

The TTCI reaffirms its policy to allow all individuals the opportunity to participate in federal financially assisted services and adopts the following provision:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” In applying this policy, the TTCI and its sub-recipients of federal funds shall not:

1. Deny any individual any service, opportunity, or other benefit for which such individual is otherwise qualified;
2. Provide any individual with any service, or other benefit, which is inferior (in quantity or quality) to, or which is provided in a different manner from, that which is provided to others;
3. Subject any individual to segregated or disparate treatment in any manner related to such individual’s receipt of services or benefits;
4. Restrict an individual in any way from the enjoyment of services, facilities or any other advantage, privilege or other benefit provided to others;
5. Adopt or use methods of administration, which would limit participation by any group of recipients or subject any individual to discrimination;
6. Address any individual in a manner that denotes inferiority because of race, color, or national origin;
7. Permit discriminatory activity in a facility built in whole or in part with federal funds;
8. Deny any segment of the population the opportunity to participate in the operations of a planning or advisory body that is an integral part of a federally funded program;

9. Fail to provide information in a language other than English to potential or actual beneficiaries who are of limited English speaking ability, when requested and as appropriate;
10. Subject an individual to discriminatory employment practices under any federally funded program whose objective is to provide employment;
11. Locate a facility in any way that would limit or impede access to a federally-funded service or benefit.

The TTCI will actively pursue the prevention of any Title VI deficiencies or violations and will take the necessary steps to ensure compliance. If irregularities occur in the administration of the program's operation, procedures will be promptly implemented to resolve Title VI issues all within a period not to exceed 90 days.

The TTCI designates Michael P. Woods - Managing Director, TTCI as the Title VI Coordinator. The TTCI Chairperson will be responsible for initiating and monitoring Title VI activities and other required matters, ensuring that the TTCI complies with the Title VI regulations and pursues prevention of Title VI deficiencies or violations. Inquiries concerning the TTCI and Title VI may be directed to the Managing Director, 600 East Front St, 49686; 231-929-5000 (phone); 231-929-5012 (fax); michael.woods@networksnorthwest.org

Jim Carruthers
Chair, Traverse Transportation Coordinating Initiative
Mayor, City of Traverse City

Michael P. Woods
TTCI/Title VI Coordinator

SECTION III
ADMINISTRATION OF THE TITLE
VI POLICY

ADMINISTRATION

The TTCI designates Michael P. Woods, Managing Director, as the Title VI Coordinator (hereinafter referred to as the “Title VI Coordinator”). Mr. Woods shall have lead responsibility for coordinating the administration of the Title VI and related statutes, programs, plans, and assurances.

Complaints: If any individual believes that he/she or any other program beneficiaries have been the object of unequal treatment or discrimination as to the receipt of benefits and/or service, or on the grounds of race, color, national origin (including Limited English Proficiency), sex, age or disability, he/she may exercise his/her right to file a complaint with the TTCI. Complaints may be filed with the Title VI Coordinator. Every effort will be made to resolve complaints informally at the lowest level.

Data Collection: Statistical data on race, color, national origin, English language ability and sex of participants in and beneficiaries of our programs; e.g., impacted citizens and affected communities will be gathered and maintained by the TTCI. The gathering procedures will be reviewed annually to ensure sufficiency of the data in meeting the requirements of the Title VI program.

Program Reviews: Special emphasis program reviews will be conducted based on the annual summary of Title VI activities, accomplishments, and problems. The reviews will be conducted by the Title VI Coordinator to assure effectiveness in their compliance of Title VI provisions. The Title VI Coordinator will coordinate efforts to ensure the equal participation in all their programs and activities at all levels. The TTCI does not have any special emphasis programs at this time.

Title VI Reviews on Sub-Recipients: Title VI compliance reviews will be conducted annually by the Title VI Coordinator. Priority for conducting reviews will be given to those recipients of federal (U.S. Department of Transportation) funds with the greatest potential of impact to those groups covered by the Act. The reviews will entail examination of the recipients’ adherence to all Title VI requirements. The status of each review will be reported in the annual update and reported to relevant U.S. Department of Transportation (USDOT) modes upon request.

Annual Reporting Form: The Title VI Coordinator will be responsible for coordination, compilation, and submission of the annual reporting form data to the Michigan Department of Transportation (MDOT), Civil Rights Program Unit, via the Sub-Recipient Annual Certification Form (MDOT form #0179) by October 5th of each year.

Title VI Plan Updates: If updated, a copy of Title VI Plan will be submitted to the MDOT, Civil Rights Program Unit, as soon as the update has been completed, or as soon as practicable, and no later than 30 days if significant changes are made.

Public Dissemination: The TTCI will disseminate Title VI Program information to employees and to the general public. Title VI Program information will also be submitted to sub-recipients, contractors and beneficiaries. Public dissemination will include inclusions of Title VI language in contracts and the publishing the TTCI's Title VI Plan, within 90 days of approval, on TTCI's website, at traversetransportation.org

Remedial Action: The TTCI, through the Title VI Coordinator, will actively pursue the prevention of Title VI deficiencies and violations and will take the necessary steps to ensure compliance with all program administrative requirements. When deficiencies are found, procedures will be promptly implemented to correct the deficiencies and to put in writing the corrective action(s). The period to determine corrective action(s) and put it/them in writing to effect compliance may not exceed 90 days from the date the deficiencies are found.

ENVIRONMENTAL JUSTICE (EJ)

Compliance with Title VI includes ensuring that no minority or low income population suffers "disproportionately high and adverse human health or environmental effect" due to any "programs, policies and activities" undertaken by any agency receiving federal funds. This obligation will be met by the TTCI in the following ways:

- When planning specific programs or projects, identifying those populations that will be affected by a given program or project;
- If a disproportionate effect is anticipated, following mitigation procedures; and
- If mitigation options do not sufficiently eliminate the disproportionate effect, discussing and, if necessary, implementing reasonable alternatives.

Disproportionate effects are those effects which are appreciably more severe for one group or predominantly borne by a single group. The TTCI will use U.S. Census data to identify low income and minority populations.

Where a project impacts a small number or area of low income or minority populations, the TTCI will document that:

- Other reasonable alternatives were evaluated and were eliminated for reasons such as the alternatives impacted a far greater number of people or did greater harm to the environment;
- The project's impact is unavoidable;
- The benefits of the project far out-weigh the overall impacts; and
- Mitigation measures are being taken to reduce the harm to low income or minority populations.

If it is concluded that no minority and/or low income population groups are present in the project area, the TTCI will document how the conclusion was reached. If it is determined that one or more of these population groups are present in the area, the TTCI will administer a potential disproportionate effects test.

The following steps will be taken to assess the impact of projects on minorities and/or low income population groups:

Step One: Determine if a minority or low income population is present within the project area. If the conclusion is that no minority and/or low income population is present within the project area, document how the conclusion was reached. If the conclusion is that there are minority population groups and/or low income population groups present, proceed to Step Two.

Step Two: Determine whether project impacts associated with the identified low income and minority populations are disproportionately high and adverse. In doing so, refer to the section for determining and distinguishing significant and non-significant effects in the Introduction section of this policy. If it is determined that there are disproportionately high and adverse impacts to minority and low income populations, proceed to Step Three.

Step Three: Propose measures that will avoid, minimize and/or mitigate disproportionately high and disproportionate adverse impacts and provide offsetting benefits and opportunities to enhance communities, neighborhoods and individuals affected by proposed project.

Step Four: If there remains a high and disproportionate adverse impact to minority or low income populations after mitigation, enhancements, and offsetting benefits to the affected populations, then the following questions must be considered:

Question 1: Are there further mitigation measures that could be employed to avoid or reduce the adverse effect to the minority or low income population?

Question 2: Are there other additional alternatives to the proposed action that would avoid or reduce the impacts to the low income or minority populations?

Question 3: Considering the overall public interest, is there a substantial need for the project?

Question 4: Will the alternatives that would satisfy the need for the project and have less impact on protected populations (a) have other social economic or environmental impacts that are more severe than those of the proposed action (b) have increased costs of extraordinary magnitude?

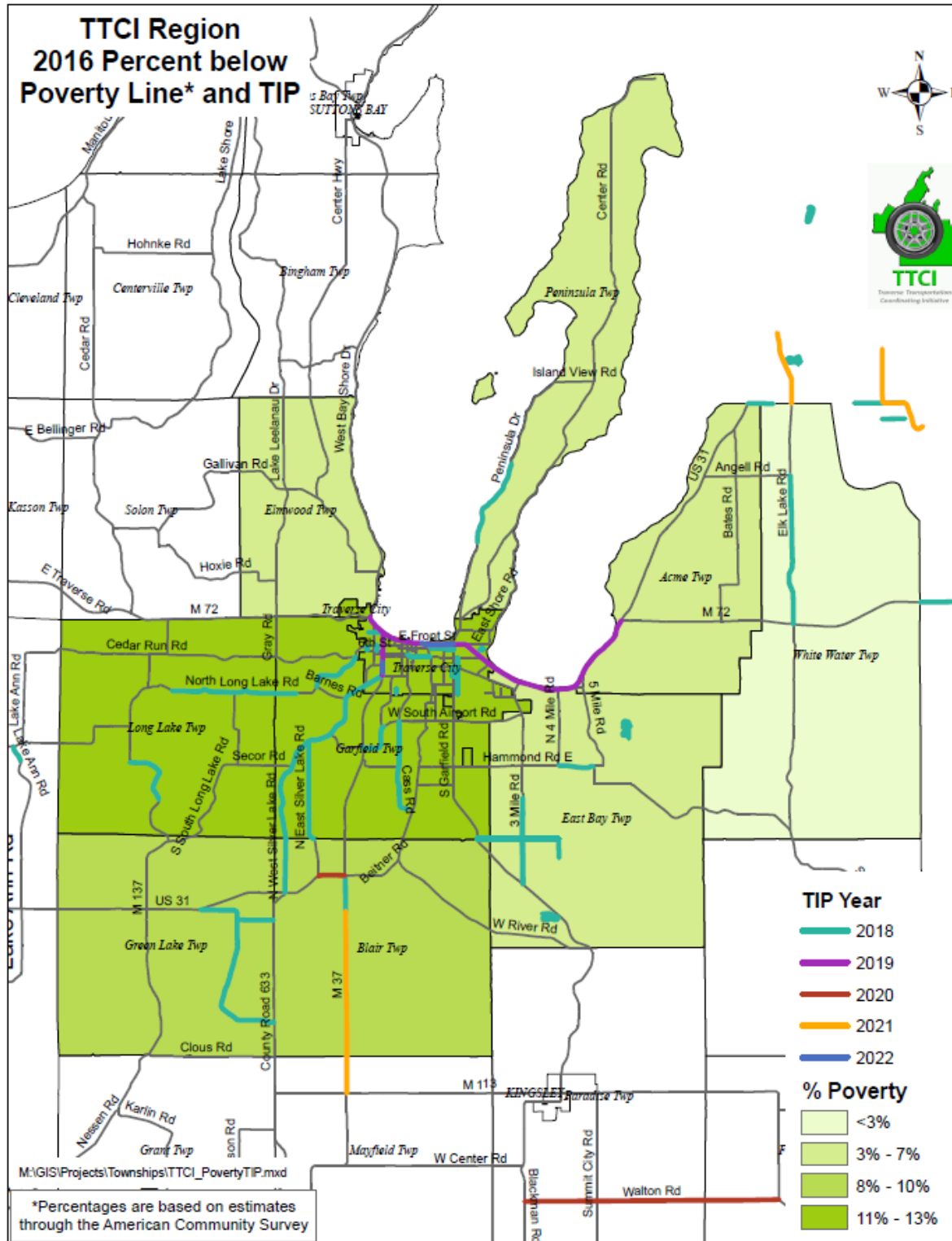
Step Five: Include all findings, determinations or demonstrations in the environmental document prepared for the project.

PROGRAM COMPLIANCE AND REVIEW GOALS

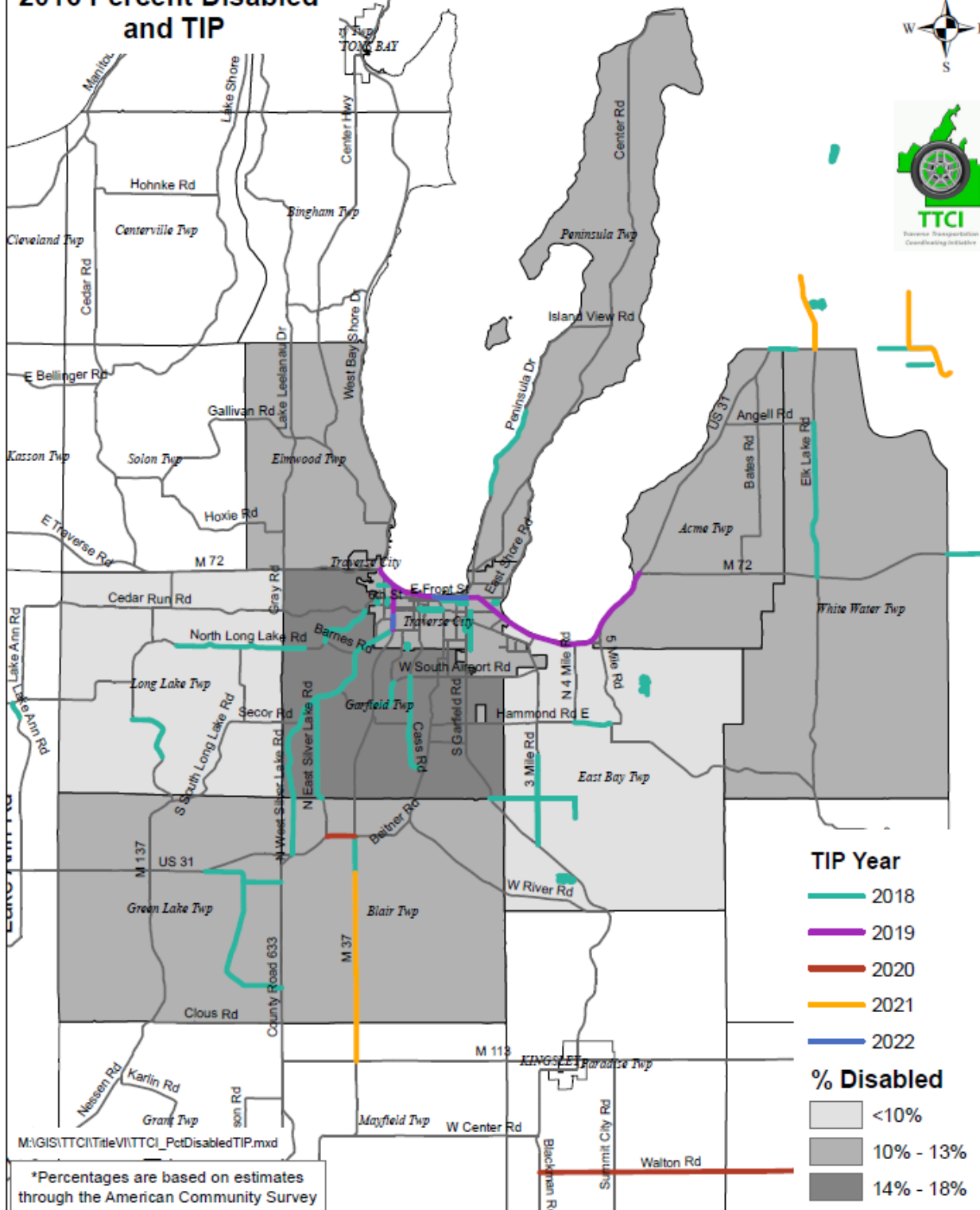
1. The TTCI's Title VI Plan will be communicated to employees who will be trained or made aware of the Title VI and LEP policies and complaint procedures.
2. Appendix A will be included in all TTCI contracts as outlined in the Title VI Plan.
3. The TTCI Title VI Plan will be published on traversetransportation.org, within 90 days of approval.
4. The language in Number 2 of the TTCI's Title VI Assurances will be included in all solicitations for bids for work or material subject to the Regulations and in all proposals for negotiated agreements.
5. The procedure(s) for responding to individuals with Limited English Proficiency will be implemented.
6. A review of TTCI facilities will be conducted in reference to compliance with the American Disabilities Act.
7. The following data will be collected and reviewed by the Title VI Coordinator and included, where appropriate, in the annual report submitted to MDOT.

- a. **Boards and Commissions:** The number of vacancies; how vacancies are advertised and filled; the number of applicants; the representation of minorities will be evaluated.
- b. **Public Meetings:** The number of open meetings; how meeting dates and times are communicated to the general public and to individuals directly affected by the meeting.
- c. **Construction Projects:** The number of construction projects and minority contractors bidding and the number selected; verification that Title VI language was included in bids and contracts for each project.
- d. **LEP Needs:** The number of requests for language assistance that were requested or required; the outcome of these requests.
- e. **Complaints:** The number of Title VI complaints received; nature of the complaints; resolution of the complaints.
- f. **Timeliness of Services:** The number of requests for services; amount of time from request to when service was delivered; number of requests denied.
- g. **Right of Way/Eminent Domain:** The number of such actions and diversity of individual(s) affected.
- h. **Program Participants:** Racial data of program participants where possible.

VULNERABLE POPULATIONS AND MINORITY MAPS

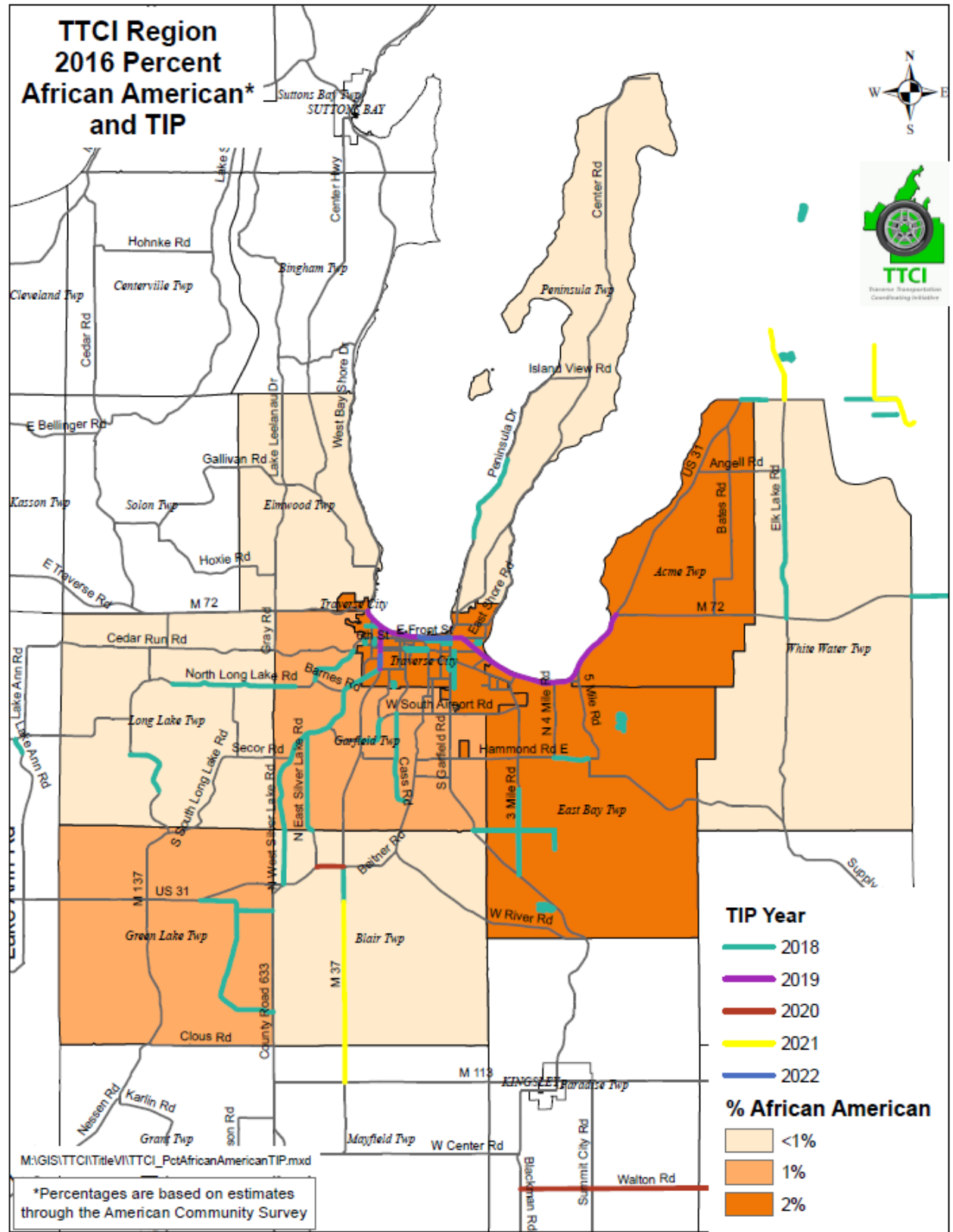


TTCI Region 2016 Percent Disabled* and TIP



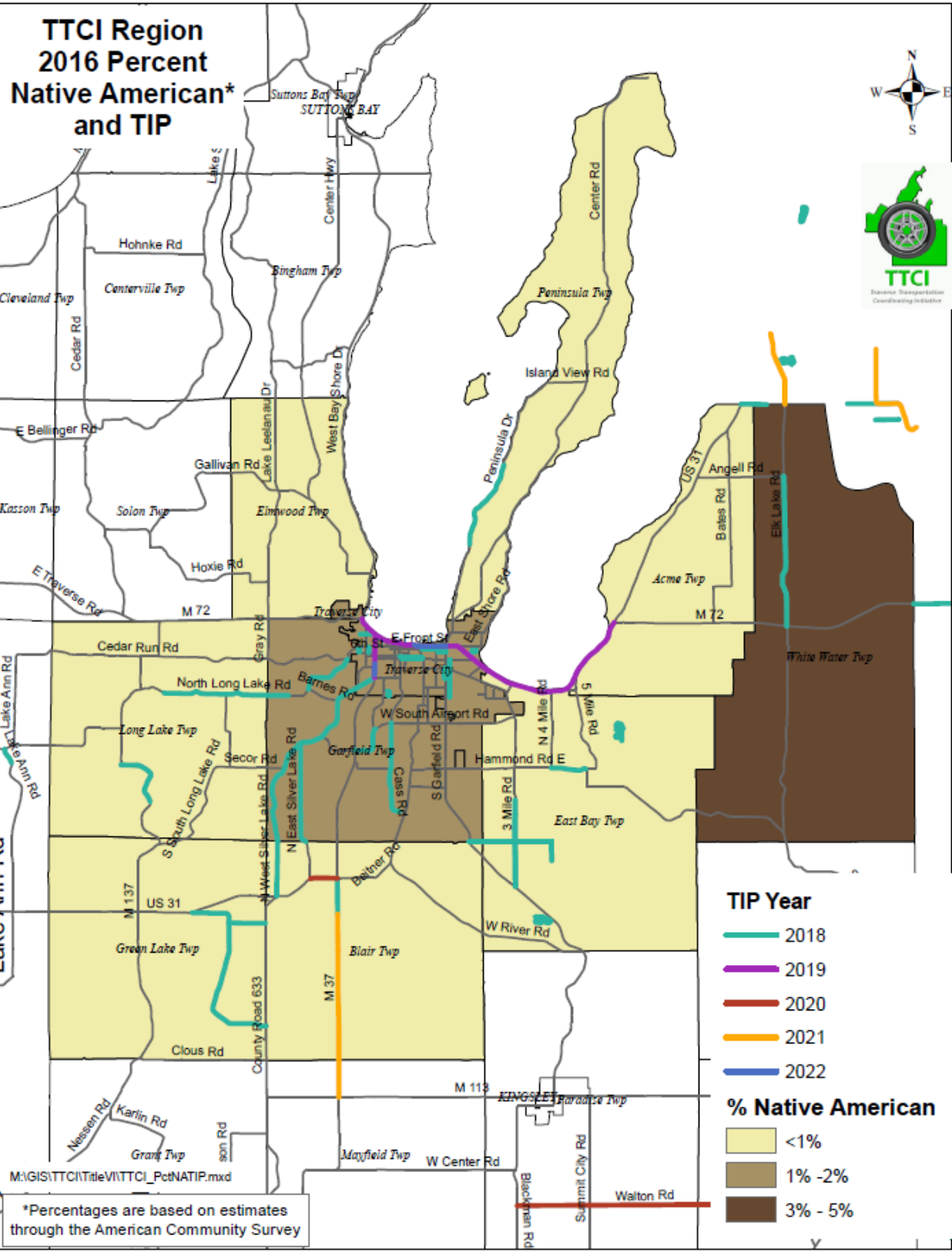
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*Percentages are based on estimates through the American Community Survey

TTCI Region 2016 Percent African American* and TIP

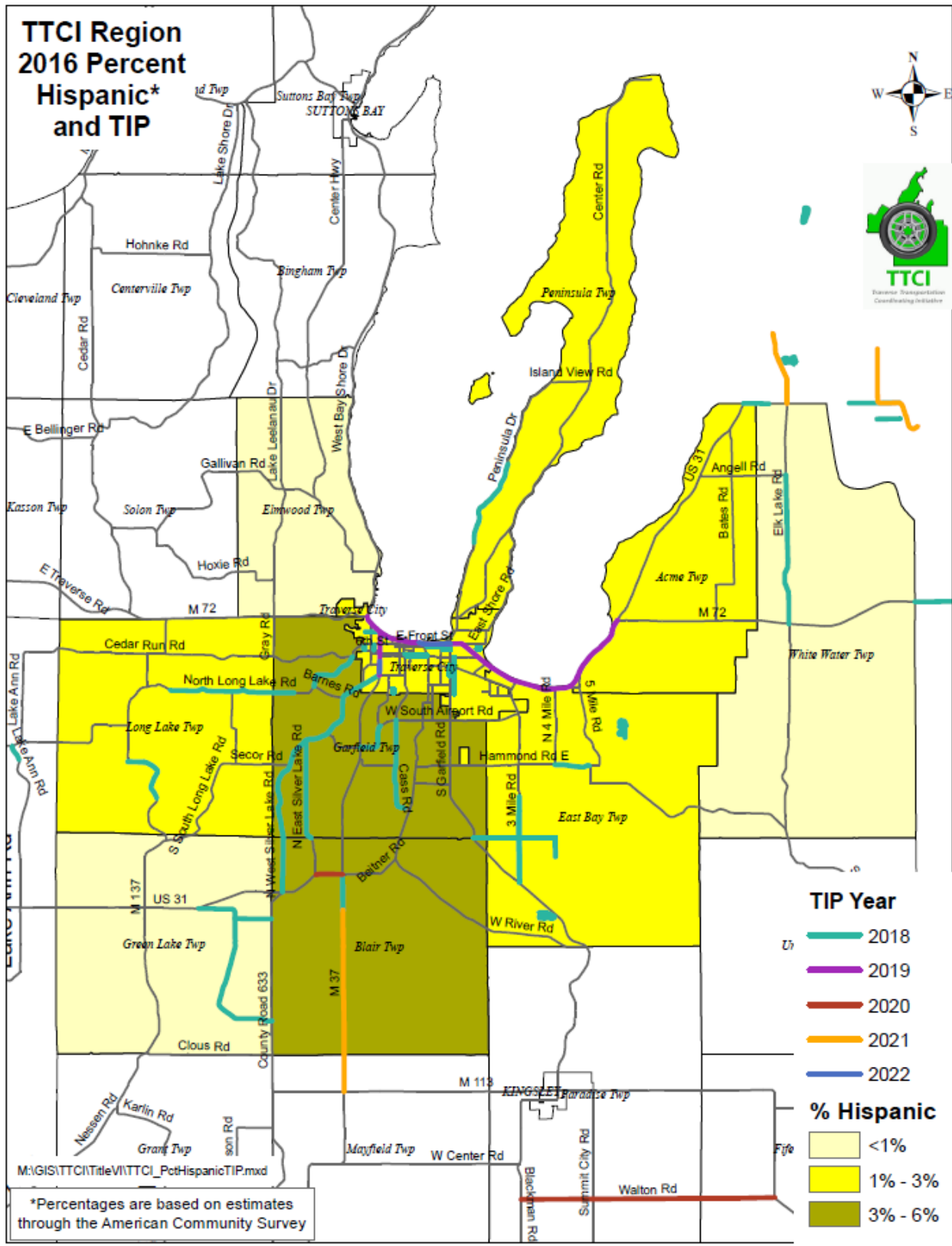


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*Percentages are based on estimates through the American Community Survey



TTCI Region 2016 Percent Hispanic* and TIP



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*Percentages are based on estimates through the American Community Survey

SECTION IV
TITLE VI ASSURANCES

THE TRAVERSE TRANSPORTATION COORDINATING INITIATIVE (TTCI) TITLE VI ASSURANCES

The TTCI (hereinafter referred to as the “Recipient”) hereby agrees, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation, that it will comply with the following:

- *Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d-42 USC 2000d-4* (hereinafter referred to as the “Act”),
- All requirements imposed by or pursuant to *Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21,*
- *Non-discrimination in Federally-Assisted Programs for the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964* (hereinafter referred to as the “Regulations”),
- Other pertinent directives.

This assurance is required by subsection 21.7 (a) (1) and (b) of the Regulations. Compliance goes towards the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient received Federal financial assistance from the Department of Transportation, including the Federal Highway Administration. The Recipient hereby gives assurances that it will promptly take any measures necessary to effectuate this agreement.

More specifically, and without limiting the above general assurance, the Recipient hereby gives the following specific assurance with respect to the Federal Aid Highway Program:

1. That the Recipient agrees that each "program" and each "facility" as defined in subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.

2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all Federal Aid Highway Programs and, in adapted form, in all proposals for negotiated agreements:

“The TTCI, in accordance with *Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4* and *Title 49, Code of Federal Regulations, Department of Transportation, SubTitle A, Office the Secretary, Part 21, Nondiscrimination for Federally assisted programs of the Department of Transportation* issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”

3. That the Recipient shall insert the clauses of Appendix A of this assurance in every contract subject to the Act and the Regulations.
4. That the Recipient shall insert the clauses of Appendix B of this assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over or under such property.
7. That the Recipient shall include the appropriate clauses set forth in Appendix C of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under the Federal Aid Highway Program; and (b) for the construction or use of or access to space on, over or under real property acquired, or improved under the Federal Aid Highway Program.
8. That this assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the Recipient

or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.

9. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom it delegates specific authority to give reasonable guarantee that it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.

10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Recipient under the Federal Aid Highway Program, and is binding on it, other recipients, sub-grantees, contractors, sub-contractors, transferees, successors in interest and other participants in the Federal Aid Highway Program. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient.

Michael P. Woods, (Managing Director)

Date

TITLE VI ASSURANCES APPENDIX A

FEDERAL AID CONTRACTS

[TO BE INSERTED IN ALL FEDERAL-AID CONTRACTS]

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the “contractor”) agrees, as follows:

1. **Compliance with Regulations:** The contractor shall comply with Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation, *Title 49, Code of Federal Regulations, Part 21*, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection, retention, and treatment of subcontractors, including procurements of materials in the discrimination prohibited by Section 21.5 of the Regulation, including employment practices when the contractor covers a program set for in Appendix B of the Regulations.

3. **Solicitation for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations made by the contractor, either by competitive bidding or negotiation, for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor’s obligations under the contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.

4. **Information and Reports:** The contractor shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the State Highway Department or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the State Highway Department or the Federal Highway Administration, as appropriate, and shall set forth what efforts it has made to obtain the information.

5. **Sanctions for Noncompliance:** In the event the contractor’s noncompliance with the nondiscrimination provisions of this contract, the State Highway Department shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- a. Withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. Cancellation, termination or suspension of the contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor shall include provisions of paragraphs (1) through (6) in every subcontract, including procurement of material and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the State Highway Department or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the State Highway Department to enter into such litigation to protect the interests of the State, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

TITLE VI ASSURANCES APPENDIX B

TRANSFER OF PROPERTY

The following clauses shall be included in any and all deeds effecting or recording the transfer of real property, structures or improvements thereon, or interest therein, from the United States.

(GRANTING CLAUSE)

NOW THEREFORE, the Department of Transportation, as authorized by law, and upon the condition that the State of Michigan, will accept title to the lands and maintain the project constructed thereon, in accordance with Title 23, United States Code, the Regulations for the Administration of the Department of Transportation, and also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. 2000d to 2000d-4) does hereby remise, release, quitclaim and convey unto the State of Michigan all the right, title and interest of the Department of Transportation in and to said lands described Exhibit “A” attached hereto and made a part hereof.

(HABENDUM CLAUSE)*

TO HAVE AND TO HOLD said lands and interests therein unto the State of Michigan, and its successors forever, subject, however, the covenant, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and shall be binding on the State of Michigan, its successors and assigns.

The State of Michigan, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person shall on the grounds of race, color, national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part, on, over, or under such lands hereby conveyed (,) (and)*(2) that the State of Michigan shall use the lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be

amended (,) and (3) that in the event of breach of any of the above-mentioned nondiscrimination conditions, the Department shall have a right to re-enter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this deed.

*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of the Civil Rights Act of 1964.

TITLE VI ASSURANCES APPENDIX C

PERMITS, LEASES AND LICENSES

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by the Michigan Department of Transportation, pursuant to the provisions of Assurance 7(a).

The grantee, licensee, lessee, permittee, etc., (as appropriate) for himself, his heirs, personal representative, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases, add, “as a covenant running with the land”) that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) shall remain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

(Include in licenses, leases, permits, etc.)*

That in the event of breach of any of the above nondiscrimination covenants, the Michigan Department of Transportation shall have the right to terminate the license, lease, permit, etc., and to re-enter and repossess said land and the facilities thereon, and hold the same as if said license, lease, permit, etc., had never been made or issued.

(Include in deeds)*

That in the event of breach of any of the above nondiscrimination covenants, the Michigan Department of Transportation shall have the right to re-enter lands and facilities hereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of the State of Michigan Department of Transportation and its assigns.

*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of the Title VI of the Civil Rights Act of 1964 and the Civil Rights Act of 1987.

SECTION V

FILING A TITLE VI COMPLAINT

FILING A TITLE VI COMPLAINT

I. Introduction

The Title VI complaint procedures are intended to provide aggrieved persons with an avenue to raise complaints of discrimination regarding TTCI programs, activities, and services as required by statute.

II. Purpose

The purpose of the discrimination complaint procedure is to describe the process used by the TTCI for processing complaints of discrimination under *Title VI of the Civil Rights Act of 1964* and related statutes.

III. Roles and Responsibilities

The Title VI Coordinator has overall responsibility for the discrimination complaint process and procedures. The Title VI Coordinator may, at his/her discretion assign a capable person to investigate the complaint.

The designated investigator will conduct an impartial and objective investigation, collect factual information and prepare a fact-finding report based upon information obtained from the investigation.

IV. Filing a Complaint

The complainant shall make himself/herself reasonably available to the designated investigator, to ensure completion of the investigation within the timeframes set forth.

Applicability: The complaint procedures apply to the beneficiaries of TTCI programs, activities, and services, including, but not limited to: the public, contractors, sub-contractors, consultants, and other sub-recipients of federal and state funds.

Eligibility: Any person who believes that he/she, on the basis of race, color, national origin (including Limited English Proficiency), sex, age or disability, has been excluded from participation in or been denied the benefits or services of any program or activity administered by the TTCI or its sub-recipients, consultants, and contractors, may bring forth a complaint of discrimination under Title VI.

Time Limitation on Filing Complaints: Title VI complaints may be filed with the Title VI Coordinator's office. In all situations, the employees of the TTCI must contact the Title VI Coordinator immediately upon receipt of Title VI related complaints.

Complaints must be filed within 180 days of the alleged discrimination. If the complainant could not reasonably be expected to know that the act was discriminatory within the 180 day period, he/she will have 60 additional days after becoming aware of the illegal discrimination to file the complaint.

Complaints must be made in writing, and must be signed by the complainant and/or the complainant's representative. The complaint must set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In cases where the complainant is unable or incapable of providing a written statement, the complainant will be assisted in converting the verbal complaint into a written complaint. All complaints, however, must be signed by the complainant and/or by the complainant's representative.

Items that should not be considered a formal complaint: (unless the items contain a signed cover letter specifically alleging a violation of Title VI) include but are not limited to:

- An anonymous complaint that is too vague to obtain required information;
- Inquiries seeking advice or information;
- Courtesy copies of court pleadings;
- Newspaper articles; and/or
- Courtesy copies of internal grievances.

V. Investigation

Investigation Plan: The investigator shall prepare a written plan, which includes, but is not limited to the following:

- Names of the complainant(s) and respondent(s);
- Basis for complaint;
- Issues, events or circumstances that caused the person to believe that he/she has been discriminated against;

- Information needed to address the issue;
- Criteria, sources necessary to obtain the information;
- Identification of key people;
- Estimated investigation time line; and/or
- Remedy sought by the complainant(s).

Conducting the Investigation:

- The investigation will address only those issues relevant to the allegations in the complaint.
- Confidentiality will be maintained as much as possible.
- Interviews will be conducted to obtain facts and evidence regarding the allegations in the complaint. The investigator will ask questions to elicit information about aspects of the case.
- A chronological contact sheet is maintained in the case file throughout the investigation.
- If a Title VI complaint is received on a MDOT related contract against the TTCI, MDOT will be responsible for conducting the investigation of the complaint. Upon receipt of a Title VI complaint filed against the TTCI, the complaint and any pertinent information should immediately be forwarded to the MDOT, Civil Rights Program Unit.

Investigation Reporting Process:

- Complaints made against a TTCI sub-recipient should be investigated by the TTCI following the internal complaint process.
Within 60 days of receiving the complaint, the investigator prepares an investigative report and submits the report and supporting documentation to the office of Michael P. Woods for review.
- The Title VI Coordinator reviews the file and investigative report. Subsequent to the review, the Title VI Coordinator makes a determination of “probable cause” or “no probable cause” and prepares the decision letter.

Retaliation:

The laws enforced by this MPO prohibit retaliation or intimidation against anyone because that individual has either taken action or participated in action to secure rights protected by these laws. If you experience retaliation or intimidation separate from the discrimination alleged in this complaint please contact:

Michael P. Woods
Traverse Transportation Coordinating Initiative
600 East Front St.
Traverse City, MI 49686
Phone: 231-929-5000
Fax: 231-929-5012
Email: michael.woods@networksnorthwest.org

Reporting Requirements to an External Agency

A copy of the complaint, together with a copy of the investigation report and final decision letter will be forwarded to the MDOT, Civil Rights Program Unit within 60 days of the date the complaint was received.

Records

All records and investigative working files are maintained in a confidential area. Records are kept for three years.

**TRAVERSE TRANSPORTATION COORDINATING
INITIATIVE (TTCI)
TITLE VI COMPLAINT FORM**

Title VI of the Civil Rights Act of 1964 states that “No person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or otherwise be subjected to discrimination in any program, service, or activity receiving federal assistance.”

This form may be used to file a complaint with the TTCI based on violations of *Title VI of the Civil Rights Act of 1964*. You are not required to use this form; a letter that provides the same information may be submitted to file your complaint. **Complaints should be filed within 180 days of the alleged discrimination. If you could not reasonably be expected to know the act was discriminatory within 180 day period, you have 60 days after you became aware to file your complaint.**

If you need assistance completing this form, please contact Michael P. Woods by phone at 231-929-5000 or via e-mail at michael.woods@networksnorthwest.org.

Name: _____ Date: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ (home) _____ (work)

Email: _____

Individual(s) discriminated against, if different than above (use additional pages, if needed).

Name: _____ Date: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ (home) _____ (work)

Email: _____

Please explain your relationship with the individual(s) indicated above: _____

Name of agency and department or program that discriminated:

Agency or department name: _____

Name of individual (if known): _____

City: _____ State: _____

Date(s) of alleged discrimination:

Date discrimination began: _____

Last or most recent date: _____

ALLEGED DISCRIMINATION:

If your complaint is in regard to discrimination in the delivery of services or discrimination that involved the treatment of you by others by the agency or department indicated above, please indicate below the basis on which you believe these discriminatory actions were taken.

- | | |
|------------------|-----------------------|
| _____ Race | _____ Income |
| _____ Color | _____ National Origin |
| _____ Age | _____ Sex |
| _____ Disability | _____ Retaliation |

Explain: Please explain as clearly as possible what happened. Provide the name(s) of witness(es) and others involved in the alleged discrimination. (Attach additional sheets, if necessary, and provide a copy of written material pertaining to your case).

Signature: _____ Date: _____

Please return completed form to:

Michael P. Woods
600 East Front St.
Traverse City, MI 49686
Phone: 231-929-5000
Fax: 231-929-5012
Email: michael.woods@networksnorthwest.org

Note: *The TTCI prohibits retaliation or intimidation against anyone because that individual has either taken action or participated in action to secure rights protected by policies of the MPO. Please inform the person listed above if you feel you were intimidated or experience perceived retaliation in relation to filing this complaint.*

ⁱ The executive order verbatim can be found online at <http://www.usdoj.gov/crt/cor/Pubs/eolep.htm>.

Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons. Federal Register: December 14, 2005 (Volume 70, Number 239)

I SPEAK IDENTIFICATION CARD

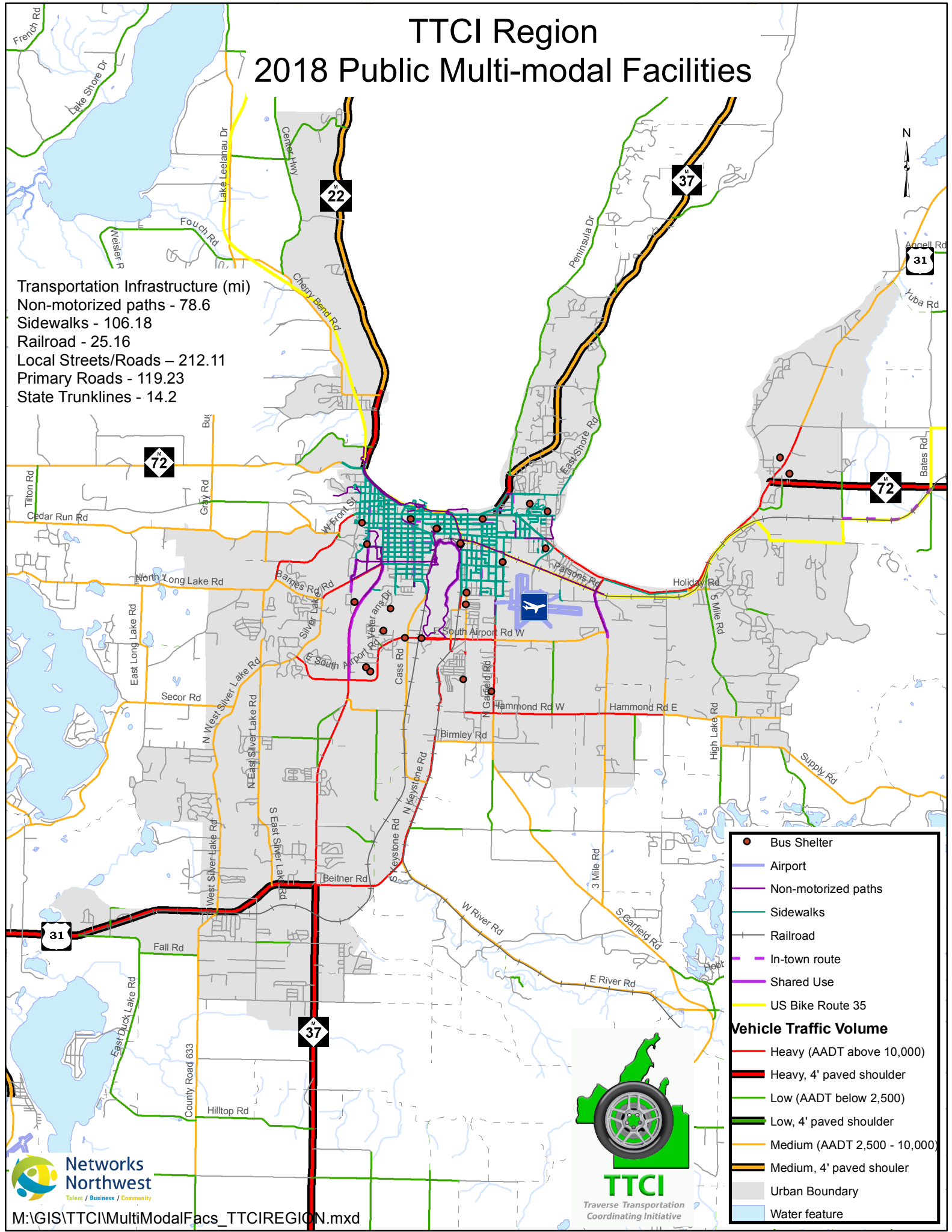
2004 Census Test	United States Census 2010	LANGUAGE IDENTIFICATION FLASHCARD
<input type="checkbox"/>	ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية.	1. Arabic
<input type="checkbox"/>	Խոսողու՞մ ե՞նք 'նշու՞մ կատարե՞ք այս քարտակուսու՞մ, եթե խոսու՞մ կամ կարդո՞ւմ եք հայերեն:	2. Armenian
<input type="checkbox"/>	যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন।	3. Bengali
<input type="checkbox"/>	ល្អបញ្ជាក់ក្នុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។	4. Cambodian
<input type="checkbox"/>	Motka i kahhon ya yang in ûntûngnu' manaitai pat ûntûngnu' kumentos Chamorro.	5. Chamorro
<input type="checkbox"/>	如果你能读中文或讲中文，请选择此框。	6. Simplified Chinese
<input type="checkbox"/>	如果你能讀中文或講中文，請選擇此框。	7. Traditional Chinese
<input type="checkbox"/>	Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.	8. Croatian
<input type="checkbox"/>	Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.	9. Czech
<input type="checkbox"/>	Kruis dit vakje aan als u Nederlands kunt lezen of spreken.	10. Dutch
<input type="checkbox"/>	Mark this box if you read or speak English.	11. English
<input type="checkbox"/>	اگر خواندن و نوشتن فارسی بلد هستید، این مربع را علامت بزنید.	12. Farsi

<input type="checkbox"/>	Cocher ici si vous lisez ou parlez le français.	13. French
<input type="checkbox"/>	Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.	14. German
<input type="checkbox"/>	Σημειώστε αυτό το πλαίσιο αν διαβάσετε ή μιλάτε Ελληνικά.	15. Greek
<input type="checkbox"/>	Make kazyè sa a si ou li oswa ou pale kreyòl ayisyen.	16. Haitian Creole
<input type="checkbox"/>	अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस बक्स पर चिह्न लगाएँ।	17. Hindi
<input type="checkbox"/>	Kos lub voj no yog koj paub twm thiab hais lus Hmoob.	18. Hmong
<input type="checkbox"/>	Jelölje meg ezt a kockát, ha megérti vagy beszéli a magyar nyelvet.	19. Hungarian
<input type="checkbox"/>	Markaam daytoy nga kahon no makabasa wenno makasaoka iti Ilocano.	20. Ilocano
<input type="checkbox"/>	Marchi questa casella se legge o parla italiano.	21. Italian
<input type="checkbox"/>	日本語を読んだり、話せる場合はここに印を付けてください。	22. Japanese
<input type="checkbox"/>	한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.	23. Korean
<input type="checkbox"/>	ໃຫ້ໝາຍໃສ່ຊ່ອງນີ້ ຖ້າທ່ານອ່ານຫຼືຢາກພາສາລາວ.	24. Laotian
<input type="checkbox"/>	Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim.	25. Polish

<input type="checkbox"/>	Assinale este quadrado se você lê ou fala português.	26. Portuguese
<input type="checkbox"/>	Însemnați această căsuță dacă citiți sau vorbiți românește.	27. Romanian
<input type="checkbox"/>	Пометьте этот квадратик, если вы читаете или говорите по-русски.	28. Russian
<input type="checkbox"/>	Обележите овај квадратикћ уколико читате или говорите српски језик.	29. Serbian
<input type="checkbox"/>	Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky.	30. Slovak
<input type="checkbox"/>	Marque esta casilla si lee o habla español.	31. Spanish
<input type="checkbox"/>	Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog.	32. Tagalog
<input type="checkbox"/>	ให้ทำเครื่องหมายลงในช่องถ้าท่านอ่านหรือพูดภาษาไทย.	33. Thai
<input type="checkbox"/>	Maaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga.	34. Tongan
<input type="checkbox"/>	Відмітьте цю клітинку, якщо ви читаете або говорите українською мовою.	35. Ukrainian
<input type="checkbox"/>	اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانے میں نشان لگائیں۔	36. Urdu
<input type="checkbox"/>	Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ.	37. Vietnamese
<input type="checkbox"/>	באצייכנט דעם קעסטל אויב איר ליענט אדער רעדט אידיש.	38. Yiddish

TTCI Region 2018 Public Multi-modal Facilities

Transportation Infrastructure (mi)
 Non-motorized paths - 78.6
 Sidewalks - 106.18
 Railroad - 25.16
 Local Streets/Roads - 212.11
 Primary Roads - 119.23
 State Trunklines - 14.2



- Bus Shelter
- Airport
- Non-motorized paths
- Sidewalks
- Railroad
- In-town route
- Shared Use
- US Bike Route 35

Vehicle Traffic Volume

- Heavy (AADT above 10,000)
- Heavy, 4' paved shoulder
- Low (AADT below 2,500)
- Low, 4' paved shoulder
- Medium (AADT 2,500 - 10,000)
- Medium, 4' paved shoulder
- Urban Boundary
- Water feature

***Traverse Transportation Coordinating
Initiative (TTCI)***



FY 2019

Unified Work Program

Michigan Department of Transportation

Networks Northwest/Northwest Michigan Council of Governments

P.O. Box 506

Traverse City, MI 49685

Phone: (231)929-5075

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DISCLAIMER

This document is designed to assist staff and committee members of the Traverse Transportation Coordinating initiative (TTCI) as they transition to an anticipated Metropolitan Planning Organization (MPO) designation in 2020. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation Rules and Guidelines of the Metropolitan Planning Program, Section 104(f) of Title 23, U.S. Code. The document should be viewed as a practical “hands on exercise” in preparation of their anticipated MPO designation in 2020.

INTRODUCTION

Transportation affects everyone and thus a safe, accessible, affordable and reliable transportation system is vital to everyone. In 2015, the Fixing America’s Surface Transportation Act (FAST Act) was signed into law, it provides the resources for the continuation and improvement of current programs with new initiatives to meet future transportation challenges. These challenges are addressed through efficient, flexible, performance-based transportation plans and programs. These challenges are evident within the urbanized area of Traverse City.

Though not a designated MPO, it is anticipated that the current Traverse City urban area will meet the minimum MPO population and threshold requirements after the 2020 US Census. As a part of the Fiscal year 2018 transition work plan, MDOT will continue to provide MPO training to Networks Northwest, the TTCI governing Board and Technical Committee members, and MDOT-North Region and the Traverse City Transportation Service Center staff. This training is designed to familiarize staff and committee members with the products produced by an MPO and their roles and responsibilities as part of the planning process.

The transportation planning UWP describes work and coordination efforts to be performed by TTCI for the Traverse City urban area, and is a critical document to utilize in preparation for the Traverse City urban area becoming a MPO after the 2020 US Census. The 2019 UWP describes the transportation planning tasks scheduled for the period beginning on October 1 2018 to September 30, 2019. These planning activities are supported by federal State Planning and Research (SPR) funds, administered through the Michigan Department of Transportation (MDOT).

The UWP covers transportation planning activities within the TTCI area which includes the following: Acme Township, Charter Township of East Bay, Charter Township of Elmwood, Charter Township of Garfield, the City of Traverse City, and the Bay Area Transit Authority.

FAST Act planning regulations require the development of an annual UWP that identifies transportation issues and problems facing the urban area. Also included in the UWP is information relevant to MDOT’s funding of TTCI by requiring this organization to complete tasks relevant to those required by Title 23. Section 104(f). Invoices and Progress reports reflecting these work tasks will be submitted to MDOT on a quarterly basis.

TRANSPORTATION ISSUES FACING THE TRAVERSE CITY METROPOLITAN AREA

See Vision 2035 (Long Range Planning Practical Exercise) Completed in 2014

PROGRAM STAFFING AND FUNDING

Staffing of TTCI will be the responsibility of Networks Northwest or a 3rd party and the TTCI governing board. Funding for this fiscal year's UWP is provided through federal SPR dollars administered by MDOT, and by local agency membership dues. The dues will be collected from each agency based on criteria developed and approved by the TTCI board in May of 2016.

WORK ITEMS

Work Item 1.0 Administration/Organization/Coordination

Purpose and Methodology:

There are many organizational and administrative tasks required by TTCI in order to meet standards set forth by FHWA for a small MPO. Traverse City does not currently meet the minimum requirements for a small MPO, though it is projected that this status will be acquired after the 2020 US Census. Accordingly, the TTCI board coordinates policy and decision making between local agencies in the Traverse City urbanized area. The development and adoption of various committee structures, policies, and documents are intended to guide TTCI in its daily work activities. In addition, TTCI will continue to update information and activities to the general public via the World Wide Web and media releases.

Public participation is a proactive process which guarantees timely notice, full access to key decisions, and an opportunity for early and continued involvement in the development of key documents such as the Public Participation Plan, Vision 2035 Document, Illustrative Transportation Improvement Program (TIP), and Unified Work Program (UWP). TTCI will reach out to the affected population and will work to engage them in discussion and input.

TTCI will also develop a list of agencies that it will reach out to for consultation purposes including other state departments such as the Department of Natural Resources (DNR), the Department of Environmental Quality (DEQ), the State Historic Preservation Office (SHPO), and tribal governments including the Grand Traverse Band of Ottawa and Chippewa Indians.

General Administration/Coordination of TTCI: This includes the preparation and distribution of TTCI Board and Technical Committees meeting agendas, minutes, resolutions and other relevant reports (for each meeting). In addition, TTCI will review transportation projects within the TTCI planning area, review federal and state legislation, and continue the development and preservation of professional contact with various governmental agencies. Another administrative activity is the performance of all duties associated with the financial administration of TTCI, including submission of progress reports, financial acceptance reports and monthly billings; as well as assistance to outside auditors in an annual financial and compliance audit by providing accurate and timely information. Another administrative activity is contact with various public interest groups to keep the public informed of transportation related issues.

TTCI will publish notices of its meetings in the local newspaper(s) and will distribute meeting announcements and media releases to all interested parties. All of the activities listed are reflective of what current MPOs utilize for general administration purposes within their organizational structure and provides a model in preparation of the Traverse City urban area becoming a small MPO in 2020.

Work Item 1.0 Deliverables for administering a small MPO:

1. Coordination of planning activities with State and Local Agencies.
2. Preparation of quarterly progress reports and invoices for payment to MDOT as per project authorization.
3. Preparation of final Acceptance Report on Work Program elements.
4. Maintain a record keeping system of all federal regulations (23 CFR), publications, reports, correspondence and documentation of meetings attended and public notices soliciting public involvement.
5. Website Maintenance and/or Newsletter files for public review. Preparation of meeting agendas, notices and minutes.

TTCI General Administration Funding	
Source	MDOT/SPR
Amount	\$7,000
Staff Time (hours)	TBD

Schedule to complete these Tasks: Quarterly beginning October 1, 2018 to September 30, 2019

Work Item 2.0 Unified Work Program (UWP)

Purpose and Methodology:

In order for TTCI to align with the federal fiscal year, the FY 2019 UWP will be developed and will include the MDOT directed work plan for the federal SPR funds within this fiscal year, prior to August 4, 2018.

A draft FY 2019 UWP will be submitted for approval to the TTCI Technical Committee, TTCI Board, and MDOT. This method is determined to best replicate how current MPOs submit and receive approval of their documentation. It also serves as a primary tool in developing more detailed UWPs in preparation of the Traverse City urban area becoming an MPO in 2020. This document will describe the transportation planning tasks scheduled for the period from October 1, 2018 to September 30, 2019. TTCI will review and revise the FY 2019 UWP based on comments from reviewing agencies, addressing any deficiencies to maintain certification of the planning process. TTCI will then complete the draft FY 2019 UWP to include costs, funding responsibilities, estimated staff requirements, and products of work efforts. The finalized FY 2019 UWP will be submitted to the TTCI Technical and Board for endorsement, and final approval. TTCI will conduct periodic review of the work program to ensure its timely completion.

Products:

1. Monitor final UWP for FY 2019 (amendments, billing reconciliation, etc.).
2. Draft Unified Work Program for FY 2020.
3. Adopt final UWP for FY 2020 (amendments, admin changes, billing reconciliation).

UWP Development Funding	
Source	MDOT/SPR
Amount	\$3,000
Staff Time (hours)	TBD

Schedule to complete this Task: Due at the beginning of the 4th Quarter FY 19.

Work Item 3.0 Transportation Improvement Program (TIP) monitoring

Purpose and Methodology:

TTCI will maintain and adjust as necessary the Illustrative FY 2019 Transportation Improvement Program (TIP) as well as develop and adopt a process for approving the FY 2020 -2023 TIP. This will include illustrative TIP amendments, which will mimic a process used by current standing MPOs for developing, approving, and adopting TIPs. These measures will allow TTCI to familiarize itself with the TIP development and implementation process in anticipation of meeting the minimum requirements for the MPO designation in 2020. The Illustrative FY 2019 and FY 2020-2023 TIP shall include all transportation projects, or identified phases of a project within the Traverse City urban area funded under local, state, federal, and Title 23 and Federal Transit Acts. The Illustrative TIP shall cover a period of four years and shall be financially constrained.

All transportation projects, or identified phases of a project, (including pedestrian facilities, bicycle transportation facilities, transportation alternatives program projects, para-transit plans and those projects that implement the plans, shall include descriptive material to identify the project or phase, estimated total cost, proposed source of federal and non-federal funds, identification of the recipient/sub-recipient, and state and local agencies responsible for carrying out the project.

As part of the consultation process, TTCI will inform eligible governmental implementing agencies of the TIP process, including time schedules and review processes. TTCI will request project lists from all implementing agencies, including MDOT, City of Traverse City, Grand Traverse County Road Commission, Leelanau County Road Commission, the local transit operator and non-motorized representative organizations within the planning area. TTCI will determine the project relationship to locally adopted plans as well as goals and objectives. It will maintain the Illustrative TIP as a priority list of projects including a financial plan.

The TTCI Illustrative TIP development process is as follows: TTCI will analyze all project submittals and provide recommendations to the TTCI Technical Committee for review and further recommendations to the Board. TTCI will prepare a draft Illustrative FY 2019 and FY 2020-2023 TIP. It will then revise the draft Illustrative FY 2019 and FY 2020-2023 TIP based on Technical Committee comments, as well as comments from Federal, state, and local agencies, addressing any deficiencies in order to maintain certification of the planning process, as part of MPO requirements. TTCI will finalize the project list and Illustrative FY 2019 and FY 2020-2023 TIP including costs and funding responsibilities. The final Illustrative TIP will be submitted to the TTCI Technical Committee and Board for approval. This process is similar to what current MPOs identify, disseminate, distribute, and implement with their respective TIPs. This process will also allow TTCI to analyze, review, and organize itself in adherence to FHWA and FAST Act standards in preparation for Traverse City's MPO status in 2020 and developing an official TIP document.

Products:

1. Monitor TIP projects and manage changes.
2. Update Committees on the status of Obligated Projects.

TTCI TIP Monitoring	
Source	MDOT/SPR
Amount	\$5,000
Staff Time (days)	TBD

Schedule to complete this task: Beginning of the 4th Quarter FY 19

Work Item 4.0 Prepare a Freight Plan

Purpose and Methodology:

TTCI will develop a Freight Plan in FY 2019. The State of Michigan Freight Plan will be used as a guide as it provides a comprehensive overview of the state’s freight transportation system. A multi-modal and intermodal resource, the plan provides a framework to consider the impact, improvements, and priorities related to freight. The plan outlines statewide strategic goals, the economic context of freight planning, policies, assets, system condition and performance, a 20-year forecast, overview of trends, needs and issues, and the Freight Investment Plan. Written to address freight at a state-level, the plan can assist the Traverse City area understand the current state of freight and consider how local infrastructure and policies can contribute to the future success of accommodating freight locally.

Products:

1. Inventory of public and private freight facilities and infrastructure in the region
2. Inventory and overview of freight mode traveling into and out of the Traverse City area (where available)
3. Inventory of major commodities and share of total tonnage traveling into and out of the Traverse City area (where available)
4. Solicit input on the overall operations of the transportation network from a regionwide industry freight stakeholder point of view.
5. Consider best practices to develop, operate, preserve and enhance the efficiency of the freight system while mitigating its economic, environmental, community adverse impacts.

Attend training on Title VI, as made available TTCI TIP Monitoring	
Source	MDOT/SPR
Amount	\$5,000
Staff Time (days)	TBD

Schedule to complete this task: Beginning of the 4th Quarter FY 19

Work Item 5.0 Data Collection, Travel Demand Model, Management and Analysis

Purpose and Methodology:

Data Base Collection, Coding, Analysis, Monitoring and Management: TTCI will continue to be responsible for coordinating, developing, and distributing a local traffic count program for the TTCI planning area, determining traffic data needs, conducting traffic counts, and collecting all recent traffic counts from local jurisdictions, MDOT, and others. The location and number of counts will be set up to fulfill Highway Performance Monitoring System (HPMS) efforts as well as maintain sufficient traffic counts for calibration of the travel demand model (housed and operated by MDOT).

Networks Northwest currently provides asset management services within the TTCI planning area and will continue to be responsible for them in FY 2018. TTCI will work closely with Networks Northwest in order to obtain and disseminate the condition of federal-aid eligible roads in the TTCI area.

Multi-Modal Infrastructure and Facilities: As part of the development of a long range plan, TTCI will perform an analysis of the existing transportation system needs. Part of this analysis would include an inventory of the existing transportation system including pavement and bridge conditions, transit and rail systems, airports, waterways/ports, non-motorized facilities, and commercial freight.

TTCI Travel Demand Model: TTCI will continue to participate with the MDOT Statewide and Urban Travel Analyses Section to develop and maintain the TTCI travel demand model. This involves collecting roadway data on sample segments for the Highway Performance Monitoring System (HPMS) in the Traverse City urban area as required and requested by MDOT/FHWA/others. TTCI will approve input data from MDOT for the travel demand model as necessary. This process is reflective of small MPO’s procedures in preparation for development of their Long Range Plans. A travel demand model prepared for the Traverse City urban area before the projected 2020 MPO designation will require an update to the model and provides for a better foundation for the anticipated designation, as opposed to constructing a new travel demand model after the anticipated designation has been assigned.

TTCI Board approved projects: In order to help foster, encourage, and procure regional cooperation the TTCI must be able to demonstrate to their constituents actual products regarding the complex transportation issues facing the region. Most notably, this includes studying all projects, real or

potential, that affect East/West travel in the Traverse City Urbanized Area, which includes the most heavily travelled corridor, US-31.

Products:

1. Continuation of compilation and evaluation of data regarding socio-economic/environmental justice characteristics within TTCI planning area.
2. Continue reviewing base year modeling input and output data and define deficiencies, including: the Model Network, Traffic Analysis Zone (TAZ) structure and placement, socioeconomic (SE) data, traffic count data, employment data, and other such information. Draft copies of this information will be provided to TTCI staff and committees by MDOT.
3. Continue to review forecast year data and base year model runs.
4. Approval and distribution of other model components as deemed necessary by FHWA regulations, MDOT, and TTCI.
5. Build in-house capacity for traffic modeling through one-on-one training from MDOT personnel
6. Collect and provide MDOT SUTA local agency traffic counts.

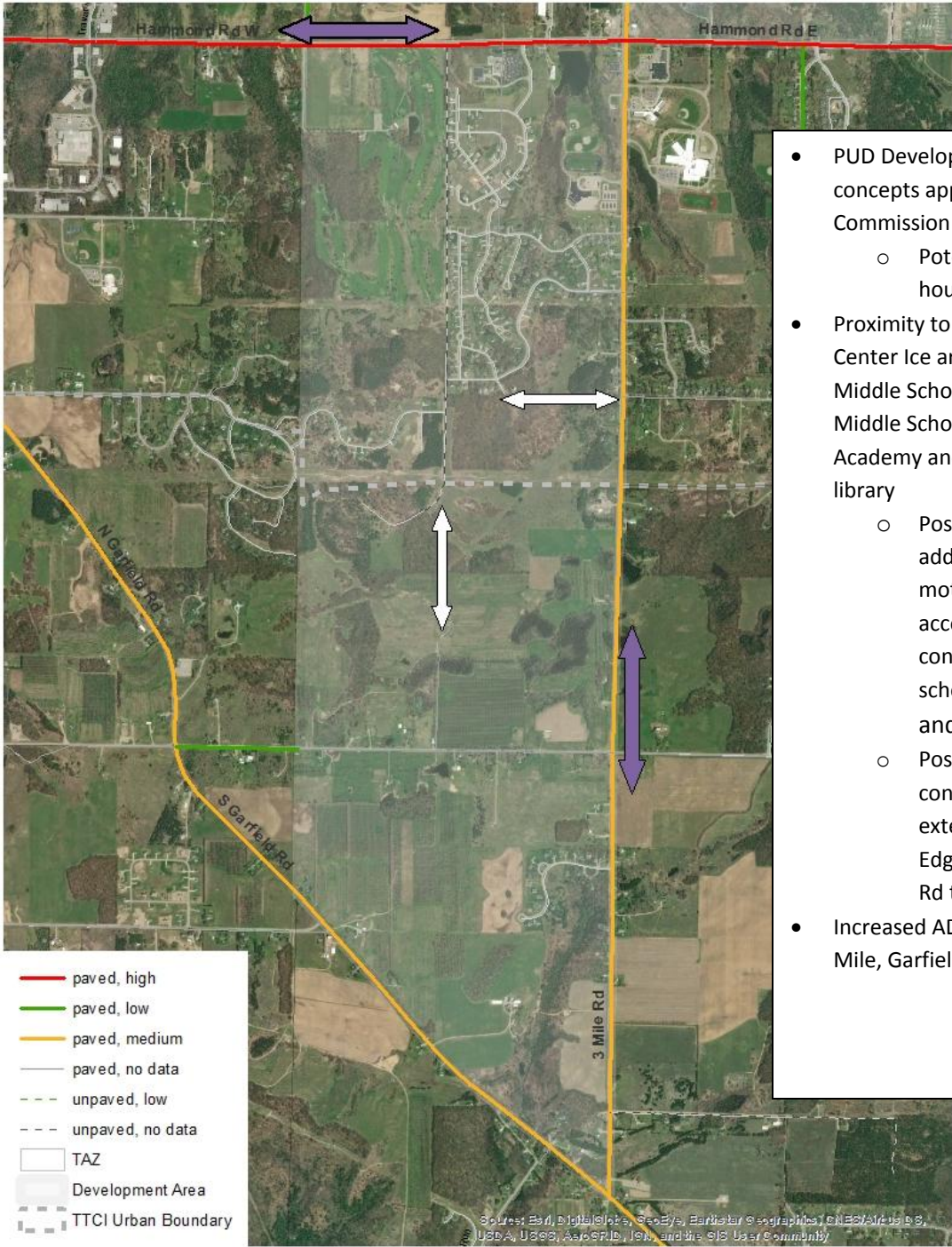
TTCI Data Collection & Travel Demand Model Funding	
Source	MDOT/SPR
Amount	\$3,000
Staff Time (hours)	TBD

Schedule to complete this task: 4th Quarter FY 19

TTCI FY 2019 Budget Summary

Work Item	Estimated FY 2018 Cost
1.0 PPP and General Administration	\$7,000.00
2.0 FY 2018 UWP	\$3,000.00
3.0 Manage TIP	\$5,000.00
4.0 Freight Plan	\$5,000.00
5.0 Data Collection and TDM	\$3,000.00
TOTAL FY 2018 SPR Funding	\$23,000.00

TAZ 203
(SW corner of Hammond Rd and 3 Mile Rd.)



- PUD Development Site concepts approved by Planning Commission
 - Potential increase in households 400 - 650
- Proximity to East Bay plaza, Center Ice arena, TC East Middle School, St. Elizabeth Middle School, Grand Traverse Academy and East Bay branch library
 - Possible need for additional non-motorized facilities to accommodate connections to schools, institutions and commerce
 - Possible need for road connections and extensions on Edgcomb and Smith Rd to Farm Ln.
- Increased ADT on Hammond, 3 Mile, Garfield and Potter likely

Master Street Plan		<i>DRAFT</i>							
East Bay Township									
TAZ	Zoning	Acreage Undeveloped	Transportation / Environmental Constraints (Reduce acreage by 20%)	Minimum Lot Size	Minimum Lot Size (with water/sewer)	Number of New Housing Units	Number of New Housing Units (with water/sewer)	Projected Number of Persons	Projected Number of Persons (with water/sewer)
203	AG	784	627	40,000	40,000	683	683	1,694	1,694
	LDR	88	70	40,000	12,000	77	256	190	634
	MDR	0	0	40,000	8,000	0	0	0	0
	Elmbrook GC/PUD Development Site - 630 Units Proposed						630	630	1,562
TOTAL:						1,390	1,569	3,446	3,890

TRAVERSE TRANSPORTATION COORDINATING INITIATIVE
(TTCI)
BYLAWS

ARTICLE I. NAME OF ORGANIZATION

The name of the organization shall be the TRAVERSE CITY AREA TRANSPORTATION AND LAND USE STUDY, an Intermunicipality Committee established under Act 200 of 1957 of the Public Acts of Michigan, and shall be hereinafter referred to as the TTCI.

ARTICLE II PURPOSE AND RESPONSIBILITY

Section 1. Purpose. TTCI is established to provide coordinated leadership and direction for the development and conduct of a continuing, cooperative, and comprehensive transportation planning process in the Traverse City Urbanized Area. As a program of Networks Northwest, TTCI shall constitute the forum for cooperative transportation decision-making by principal elected officials of general purpose local governments and representatives of transportation based agencies to develop Traverse City Urbanized Area multi-modal transportation plans and programs.

Section 2. Responsibility. TTCI shall develop transportation plans and programs for the Traverse City area, in coordination with local, county, regional, and state plans and programs. The Traverse City Urbanized Area is defined as the geographic area including the City of Traverse City, the Charter Townships of Garfield, Elmwood and East Bay and the General Law Township of, Acme

Section 3. Objectives.

- a) Maintain a transportation planning process and improvement plan for the Traverse City area which meets Federal and State requirements and ensures the area's eligibility for capital and operating funds.
- b) Pursue, develop and maintain system and subsystem plans and programs for the various modes of transportation which use the area's major streets, roads and highways.
- c) Integrate and coordinate 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) Recommend transportation programs and projects which are consistent with the general transportation goals of the community and its transportation based agencies,
- e) Maintain continuously updated pertinent information about the area's transportation systems.
- f) Assist local and state implementation agencies in developing transportation projects.
- g) Collaborate with local, regional, state, and federal transportation planning

- agencies in developing transportation plans and projects.
- h) Operate the urbanized area transportation planning program in a responsible and efficient manner.
- i) Provide for and encourage public involvement in TTCI's transportation planning activities.
- j) Solicit and accept 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 Memorandum of Understanding. Each member shall be entitled to representation on the Board of Directors as hereinafter provided. With administrative and staffing assistance from Networks Northwest or other 3rd party as determined by the Board, all affairs of TTCI shall be managed by the Board. Voting members whose sponsoring agency becomes delinquent in any cost assessments, matching funds or other financial obligations to TTCI, shall be subject to review by the TTCI Board of Directors

Section 2. New Members. New members may be added to the Board according to the following procedures. Voting members may be added to the Board upon approval of the majority of the representatives present at any meeting where such membership is proposed. The addition of a voting member to the Board constitutes a change in the Bylaws and the appropriate procedure to change must be followed.

Section 3. Withdrawal of Membership. Any member may terminate its membership by providing written notice to the Secretary. The financial obligations of this member (if any) shall cease at the end of the fiscal year of the local government or transportation agency in which the notice is received except as otherwise provided and subject to paragraph 5 of the TTCI Memorandum of Understanding Agreement.

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

- City of Traverse City
- Charter Township of Garfield (G.T. County)
- Charter Township of Elmwood (Leelanau Co.)
- Charter Township of East Bay (G.T. County)
- Acme Township (G.T. County)
- Grand Traverse 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 Representatives and Alternates.

Governmental units, agencies and organizations which are members shall designate in writing and by name, its representative(s) and alternate(s) to the Board. Representatives from cities, counties, and townships must be elected officials and must include the chief elected official or his/her duly appointed representative. Representatives from other units of government, agencies, and organizations, and alternates for all representatives may be any official associated with that unit, agency or organization. A list of alternative representatives shall be maintained and kept current by the Secretary. Alternates of voting representatives shall only be eligible to vote in the absence of that representative; however, alternates are encouraged to attend all meetings. If neither the representative nor alternate is able to attend a meeting, the unit of government, agency or organization may designate, a special alternate representative for that specific meeting.

ARTICLE IV. OFFICERS

Section 1. General. The TTCI Executive Board shall consist of the Chairperson, a Vice-Chairperson, a Secretary, and a Treasurer. Board of Directors members are eligible to be elected to the Executive Board once they have served on the Board of Directors for a minimum of one year. The four-member Executive Board shall have at least one elected City, County or Township plus one representative of a Transportation Agency.

Section 2. Duties of the Chairperson. The Chairperson shall set the Board of Directors meeting agenda, preside at all meetings, appoint such committees as shall be deemed necessary, appoint standing committees with the approval of the TTCI, and perform such other duties as may be delegated by the TTCI. 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 committees.

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; keep a record of all plans, programs, and other material brought before the Committee; notify the TTCI of all meetings; and provide agenda for all meetings.

Section 5. Duties of the Treasurer. The Treasurer shall keep a record of all financial transactions of the TTCI, provide periodic financial reports to the TTCI, 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 Director Technical Staff Administrator, another staff member, 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. The Chairperson shall at the November meeting (or as soon as possible thereafter) appoint a Nominating Committee to present nominations for the offices of Chairperson, Vice-Chairperson, Secretary and Treasurer at the December meeting (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. Election of officers of the TTCI shall be at the first meeting of each calendar year or as soon as possible thereafter.

Section 9. Terms of Office. The terms of office shall be for one calendar year or until a successor is elected.

Section 10. Vacancy of Office. If a vacancy occurs in any office during the year, the TTCI Board of Directors may fill the vacancy at any regular meeting by a simple majority vote of those representatives present.

ARTICLE V. STAFFING

Section 1. Personnel. The Board contracts with Networks Northwest or other 3rd party as determined by the Board 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 Board of Directors.

Section 2. Other Agencies. The Board 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/ADVISORY COMMITTEES/TASK FORCES

Section 1. Establishing Subcommittees, Advisory Committees, and Task Forces. The Board may establish such subcommittees, advisory committees and/or task forces as are deemed necessary to further its purpose in keeping with its responsibilities and objectives.

Section 2. Standing Subcommittees, Advisory Committees and Technical Advisory Committee Standing subcommittees or advisory committees shall be established by the approval of the Board. Standing committees and advisory committees may develop their own Bylaws, subject to the approval of the Board.

Section 3. Other Subcommittees and Special Topic Groups. Other subcommittees and/or special topic groups may be established to address specific functional areas or individual issues as deemed appropriate.

Section 4. Executive Board. The Board hereby establishes the Executive Board as a standing subcommittee. The Executive Board is responsible for reviewing various items relating to TTCI's management and administration. The membership of the Executive Board is described in Article IV, Section 1.

Section 5. Technical Committee. The Technical Committee shall advise the Governing Board on matters requiring technical planning expertise. The Technical Committee's makeup shall consist of only one (1) representative from each member agency of TTCI. TTCI requests that each member agency designate its Technical Committee representation with preference to engineers, planners, and zoning administrators (in order of preference). Governing Board members may not serve on the Technical Committee as means to better delineate roles and diversify participation in TTCI. Technical Committee meetings are open to the public; however, all deliberations and actions for the purposes of advising the Governing Board are done by Technical Committee membership only.

ARTICLE VII. MEETINGS AND AGENDAS

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

Section 2. Special Meetings. Special meetings may be called by the Chairperson, by a majority vote of the Board, or upon written request to the Chairperson by three (3) or more Board members.

Section 3. Changes in Meetings. In the event that a regular meeting falls on a holiday, a substitute meeting shall be set by the Board. 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 Board 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 Board members no later than five (5) days prior to all regular meetings. Where practicable, an agenda will also be mailed 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 (BATA, City of Traverse City, GTCRC, LCRC, MDOT) and two (2) municipalities shall constitute a quorum for the purpose of conducting business. Active voting members are those duly appointed representatives whose membership dues were paid in the prior budget year.

Section 3. Actions by the Board. Except where otherwise specifically stated, 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. FUNDS AND BUDGET

Section 1. Budget and Cost Allocation Formula. The Board shall annually adopt a budget. The budget shall be prepared and approved thirty (30) days before the end of the fiscal year. The fiscal year shall start October 1 and end September 30. No funds shall be expended without an approved budget.

Section 2. Receipt of Funds. All funds received from local contributions or other sources shall be deposited in a specially designated account by the designated fiscal agent of TTCI. A record will be maintained of all funds received by the TTCI, including interest payments.

Section 3. Expenditure or Obligation of Funds. The TTCI Board, assigned Networks Northwest staff, or other 3rd party as determined by the Board may cause the expenditure or obligation of funds, if such expenditure or obligation is within the budget approved by the Board and appears to be reimbursable. Examples of such approved expenditures or obligations include salary and fringe benefit costs, indirect costs of operation associated with the conduct of doing business, and direct costs identified in the budget. The expenditure or obligation of funds which are either not budgeted, not reimbursable or may not be reimbursable requires the approval by a simple majority vote of the Board. A continuous record of all funds expended or obligated by the TTCI Board, assigned Networks Northwest staff, or other 3rd party as determined by the Board shall be maintained.

Section 4. Audit. A competent and independent individual or firm on an annual basis shall audit the records of receipts, expenditures and obligations in conjunction with the overall Networks Northwest audit or other 3rd party as determined by the Board, and the results of the audit shall be provided to the TTCI Board.

Section 5. Financial Reports. The Treasurer, assigned Networks Northwest staff, or other 3rd party as determined by the Board shall provide financial reports to the Board at each regularly scheduled Board meeting, and shall prepare an annual report which can be included in the final Audit Report.

Section 6. Code of Conduct. The Board shall maintain a 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 Board by at least two-thirds vote of the representatives of the voting members, each having one (1) vote for the purpose of Bylaw amendment. A copy of the proposed changes shall be filed with the Secretary at least ten (10) 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 TC-TALUS Board of Directors on August 30, 1990

Amended by the TC-TALUS Board of Directors on January 28, 1993

Amended by the TC-TALUS Board of Directors on September 23, 1993

Amended by the TC-TALUS Board of Directors on January 27, 1994

Amended by the TC-TALUS Board of Directors on September 17, 1998

Amended by the TC-TALUS Board of Directors on April 12, 2006

Amended by the TC-TALUS Board of Directors on May 15, 2007

Amended by the TC-TALUS Board of Directors on January 27, 2009

Amended by the TC-TALUS Board of Directors on June 16, 2009

Amended by the TC-TALUS Board of Directors on October 16, 2012

Amended by the TC-TALUS Board of Directors on August 18, 2015

Amended by the TTCI (formerly named TC-TALUS) Board of Directors on May 17, 2016



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traversetransportation.org



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.

2018/19 TTCI Board Meeting Schedule

2018
November 20

2019
January 15
March 19 (TTCI Public event)
May 21
July 16
September 17

All TTCI Board meetings will take place at the NW Michigan Works! – (side door) COG Conference Room (1209 S. Garfield, Traverse City), unless otherwise posted. Meetings will begin at 10 a.m. and are open to the public. Special meetings may occur subject to the direction of the Chair.

2018/19 TTCI Executive Board Meeting Schedule

2018
November 7

2019
January 8
March 5
May 7
July 2
September 3

All TTCI Executive Board meetings will take place at the Networks Northwest Conference Room (600 E. Front. St., Traverse City), unless otherwise posted. Meetings will begin at 3 p.m. and are open to the public. Special meetings may occur subject to the direction of the Chair.

2018/19 TTCI Technical Committee Meeting Schedule

2018
October 18 (East Bay Twp)
December 20 (Grand Traverse County Building –
2nd floor training room)

2019
February 21 (BATA transfer station – 115 Hall St.)
April 18 (Garfield Twp)
June 20(Elmwood Twp)
August 15 (Acme Twp)

TTCI Technical Committee meetings will take place at various locations throughout the region as indicated next to each date. Meetings will begin at 1:30 p.m. and are open to the public. Special meetings may occur subject to the direction of the Chair.

(Note: MDOT Fiscal Year: October 1 – September 30 the following calendar year)

*If you are planning to attend a TTCI meeting and require special assistance,
please contact Mike Woods (231-929-5056) at least two days before the scheduled meeting date.*

Networks Northwest is an Equal Opportunity Employer/Program. Auxiliary aids and service are available upon request to individuals with disabilities. Michigan Relay Center callers use 711 or 1-800-649-3777.

Traverse Transportation Coordinating Initiative