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traversetransportation.org



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*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.*

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## **TTCI Technical Committee Agenda**

### **Thursday August 15<sup>th</sup>, 2024 1:30 PM**

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

**Or via zoom at:**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/81510377766>

Meeting ID: 815 1037 7766

- 1) Introductions and Roll Call of Voting Members (See **attached, Page 2**)
- 2) June 20<sup>th</sup>, 2024 (See **attached, Pages 3-5, 6**) and corrected May 6<sup>th</sup>, 2024 draft minutes Technical Committee Minutes (See **attached, Pages 7-9**)
- 3) Public comment
- 4) New Business
  - a) FY 2025 Calendar Draft (See **attached, Pages 10**)
  - b) Draft Public Participation Plan (Second review and recommendation to Policy Board) (See **attached, Pages 11-39**)
  - c) Draft Estimates FY2026-2029 for review (See **attached, Pages 40**)
  - d) BATA Jobs (receipt)
    - i) JN 221551 FY2025 – Section 5311 Operating (See **attached, Pages 41**)
    - ii) JN 221552 FY2025 – JARC Mobility Management (See **attached, Pages 42**)
    - iii) JN 221553 FY2025 – JARC Operating (See **attached, Pages 43**)
    - iv) JN 221554 FY2025 – Carbon Reduction Program – <30ft Replacement Bus (See **attached, Pages 44**)
  - e) Discussion: NFC revision for Franke Rd
- 5) Public comment
- 6) Member Comments/Discussion of future agenda items
- 7) Next Meeting: October 17<sup>th</sup>, 2024 at 1:30 PM
- 8) Adjourn

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**TTCI TECHNICAL COMMITTEE MEMBERS CONTACT LIST**

<b>Name</b>	<b>Title</b>	<b>Organization</b>	<b>Email</b>	<b>Phone</b>	<b>Officers</b>	<b>Voting Member</b>
Maxwell Gierman	Transportation Planner	MDOT	<a href="mailto:GiermanM@michigan.gov">GiermanM@michigan.gov</a>			Yes
Kyle Kobylski	LAP Engineer	MDOT	<a href="mailto:Kobylskik@michigan.gov">Kobylskik@michigan.gov</a>	231-340-3541		
Daniela Khavajian	Statewide and Urban Travel Analysis Section (SUTA)- MDOT	MDOT	<a href="mailto:KhavajianD@michigan.gov">KhavajianD@michigan.gov</a>	517-388-4060		
Katie Beck	Supervisor, Urban Travel Analysis Unit	MDOT	<a href="mailto:beckk1@michigan.gov">beckk1@michigan.gov</a>			
Alex Simonetti	MDOT-Office of Passenger Transportation - Project Manager	MDOT	<a href="mailto:SimonettiA@michigan.gov">SimonettiA@michigan.gov</a>			
Dan Wagner	TC TSC Manager	MDOT	<a href="mailto:wagnerD2@michigan.gov">wagnerD2@michigan.gov</a>	231-340-9295		
James Johnson		MDOT	<a href="mailto:johnsonj114@michigan.gov">johnsonj114@michigan.gov</a>			
Valerie Shultz	RPM North Unit Manager	MDOT	<a href="mailto:ShultzV@michigan.gov">ShultzV@michigan.gov</a>			
Derek Weichlein	Assistant County Highway Engineer	GTCRC	<a href="mailto:dweichlein@gtrcc.org">dweichlein@gtrcc.org</a>	231-322-1941	<b>Vice Chair</b>	Yes
Craig Brown	Engineer	LCRC	<a href="mailto:cbrown@leelanauroads.org">cbrown@leelanauroads.org</a>	231-271-3993		Yes
Troy Hinds	Manager	BCRC	<a href="mailto:brcrmanager@benzieroad.net">brcrmanager@benzieroad.net</a>	231-325-3051 X 207		
Gregg Bird	Emergency Management Coordinator	Grand Traverse County	<a href="mailto:gbird@gtcountymi.gov">gbird@gtcountymi.gov</a>	231-590-2373		Yes
Chris Forsyth	Grand Traverse County Deputy Administrator	Grand Traverse County	<a href="mailto:cforsyth@gtcountymi.gov">cforsyth@gtcountymi.gov</a>	231-922-4780		Yes
Deborah Allen	Leelanau County Administrator	Leelanau County	<a href="mailto:dallen@leelanau.gov">dallen@leelanau.gov</a>	12312568100		Yes
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Lindsey Wolf	Planning & Zoning Administrator	Acme Township	<a href="mailto:zoning@acmetownship.org">zoning@acmetownship.org</a>	231-938-1350	<b>Treasurer</b>	Yes
Steve Patmore	Zoning Administrator	Bingham Township	<a href="mailto:zoningadmin@suttonsbaytwp.com">zoningadmin@suttonsbaytwp.com</a>			Yes
Nicole Blonshine	Supervisor	Blair Township	<a href="mailto:supervisor@blairtownshipmi.gov">supervisor@blairtownshipmi.gov</a>	231-276-9263		
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John Sych	Planning Director	Garfield Township	<a href="mailto:jsych@garfield-twp.com">jsych@garfield-twp.com</a>	231-225-3155	<b>Chair</b>	Yes
Andy Marek	Treasurer	Green Lake Township	<a href="mailto:treasurer@greenlaketownship.org">treasurer@greenlaketownship.org</a>			Yes
Cody Stricker	Township Planner	Long Lake Township	<a href="mailto:planner@longlaketownship.com">planner@longlaketownship.com</a>	231-946-2249		Yes
Jenn Cram	Director of Planning & Zoning	Peninsula Township	<a href="mailto:planner@peninsulatownship.com">planner@peninsulatownship.com</a>	231-223-7314		Yes
Bill Clark	Transportation Planner	BATA	<a href="mailto:clarkw@bata.net">clarkw@bata.net</a>	231-933-5534		Yes
Shawn Winter	City Planner	Traverse City	<a href="mailto:swinter@traversecitymi.gov">swinter@traversecitymi.gov</a>	231-922-4465	<b>Secretary</b>	Yes
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Warren Call	Executive Director	Traverse Connect	<a href="mailto:warren.call@traverseconnect.com">warren.call@traverseconnect.com</a>			
<b>Alternates</b>						
Heidi Phaneuf	North Region Planner	MDOT	<a href="mailto:PhaneufH@michigan.gov">PhaneufH@michigan.gov</a>	231-340-0326		Yes #1
Krista Phillips	MDOT TC TSC Operations Engineer	MDOT	<a href="mailto:phillipsk7@michigan.gov">phillipsk7@michigan.gov</a>	989-245-2173		Yes #2
Luke Walters	MPO Program Manager	MDOT	<a href="mailto:WaltersL3@michigan.gov">WaltersL3@michigan.gov</a>	517-331-2233		Yes
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Brendan Mullane	Managing Director	LCRC	<a href="mailto:bmullane@leelanauroads.org">bmullane@leelanauroads.org</a>	231-271-3993		Yes
Lynette Wolfgang	Clerk	Blair Township	<a href="mailto:clerk@blairtownship.org">clerk@blairtownship.org</a>	231-276-9263		Yes
Steve Hannon	Deputy Planning Director	Garfield Township	<a href="mailto:shannon@garfield-twp.com">shannon@garfield-twp.com</a>	231-225-3156		Yes
Bill Vandercook	Zoning Administrator	East Bay Township	<a href="mailto:zoning@eastbaytwp.org">zoning@eastbaytwp.org</a>	231.947.8681 x3		Yes
Kelly Dunham	Executive Director	BATA	<a href="mailto:dunhamk@bata.net">dunhamk@bata.net</a>	231-778-1035		Yes
Zach Cole	Civil Engineer 1	Traverse City	<a href="mailto:zcole@traversecitymi.gov">zcole@traversecitymi.gov</a>	231-922 4492		Yes #1
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Tracey Bartlett	Treasurer	East Bay Township	<a href="mailto:tbartlett@eastbaytwp.org">tbartlett@eastbaytwp.org</a>	231-947-8647		Yes

# Traverse Transportation Coordinating Initiative (TTCI)

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## TTCI Technical Committee Meeting

Thursday, June 20, 2024 at 1:30pm

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

**DRAFT – MEETING MINUTES - DRAFT**

### Call to Order

John Sych called the meeting to order at 1:36 pm on Thursday, June 20, 2024.

### 1) Introduction/Roll Call of Voting Members

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

**Present:**

Zach Cole (Traverse City); Heidi Phaneuf (MDOT); Andy Marek (Green Lake Twp.); Luke Walters (MDOT); John Sych (Garfield Twp.); Kelly Dunham (BATA); Max Gierman (MDOT); Derek Weichlein (GT CRC); Chris Kushman (Tart Trails); Shawn Winter (Traverse City); Craig Brown (LCRC); Ben DuBois (MDOT); Lynette Wolfgang (Blair Twp.); Steve Patmore (Bingham Twp.); Cody Stricker (Long Lake Twp.); Claire Karner (East Bay Twp.); Lindsey Wolf (Acme Twp.); William Clark (BATA); Angelica Scott (GTCRC); Jenn Cram (Peninsula Twp.); Chris Forsyth (GT County)

**Others present:**

Dana O'Dell (NN); Barry Hicks (NN); Fem Spence (Public)

**Online:** L. Denzin; Carolyn Ulstad (Groundwork); Valerie Shultz (MDOT)

### 2) Approval of Agenda and Meeting Minutes from May 6, 2024 (action requested)

Sych asked if there needed to be any changes to the agenda and/or meeting minutes from May 6, 2024. Phaneuf states that her name is misspelled once and Phaneuf, along with Kobylski should be listed in the “Others present” category during roll call as they are alternates. Cole also states he should be listed in the other category as an alternate.

*Motion by Winter, support by Wolf, to approve the TTCI Technical Committee Meeting Minutes from May 6, 2024 with changes. Motion passed unanimously.*

### 3) Public Comment

None.

### 4) New Business (action requested)

a) Public Participation Plan (PPP) review and approval

Hicks thoroughly presented the PPP plan and asks for feedback from the technical committee on suggestions and edits.

*Sych states there is a typo in the first bullet, "Members of the Technical Committee and TALUS Board" on Page 15 of the agenda should state, "Members of the Technical Committee and TTCI Board".*

Sych is looking for a 45 day public comment period from the technical committee as the plan is presented.

*Motion to Approve the Public Participation Plan with changes. Motion by Marek, supported by Forsyth. Winters also states the use of an appendix in the PPP form, which would not require a motion for future edits to the document.*

b) FY 25 Call for Projects

Hicks states that on Page 35 of the agenda, the current estimated budget for the TIP from MDOT, will have a finalized budget in November of 2024. All of these projects are for fiscal year 2025. Hicks notes that this process will go through again in a few months for the TIP. Dunham elaborated on this process and explained that it is a 12 percent allocation from BATA of the funding mechanisms. This amount was broken down to \$143, 680.68. Cole asked to revoke his projects that were submitted and resubmit them to the fiscal year 2026 Call for Projects. Marek suggested with support from Winter, a scoring matrix for the August meeting. Discussion ensued.

*Motion by Marek, supported by Winter, to approve the recommendation to the TTCI Policy Board the FY 25 Call for Projects as: BATA Fair System Replacement (12%) and Grand Traverse Road Commission Cass Road Project (88%).*

c) NEVI Vehicle Charging Station

Walters informed the policy board that MDOT is looking for where the NEVI vehicle charging stations are located. No further discussion.

**5) Public Comment**

No public comment.

**6) Round Table Updates**

Cole stated there will be sidewalks going in by the airport and there are hopes this project will begin sometime next year. Forsyth informs the technical committee that Grand Traverse County was affected by a ransomware attack and suggests others to use cloud as a backup resource. Discussion ensued.

**7) Board Member Comments**

None.

**8) Next Meeting: August 15, 2024**

**Adjourn**

Meeting Adjourned at 2:50 pm.

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Respectfully submitted,

Dana O'Dell  
Administration and Communications Coordinator  
Networks Northwest

## Please Sign-In

TTCI Technical Committee Meeting – June 20, 2024

Name	Organization/Affiliation	Email
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Max Gierman	MDOT	Gierman M@Michigan.Gov
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John Sych	Garfield Twp	jsych@garfield-twp.com
Luke Walts	MDOT	WaltsL3@Michigan.gov
Jelly Dunham	BATA	dunhamca@bata.net
SHAWN WINTER	TC	
Zach Cole	TC	
Lynette Wolfgang	Blair TWSP	
STEVE PATMORE	Bingham Twp	
Cody Stricker	Longlake Twp	planner@longlaketownship.com
Claire Kamen	East Bay Twp	
Lindsey Wolf	Acme Twp	zoning@acmetwp.org
William Clark	BATA	clarkw@bata.net
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Angelica Scott	GTCRC	ascott@gtrc.org
Heidi Phaneuf	MDOT	phaneufh@michigan.gov
Andy Mark	Greenlake	treasurer@GreenlakeTownship.org
Jenn Cram	Peninsula Township	planner@peninsulatownship.com
Fen Spence	Public	Fenspence@wqjudicial.com
Chris Forsyth	BT County	



# Traverse Transportation Coordinating Initiative (TTCI)

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## TTCI Policy Board SPECIAL Meeting

Monday, May 6<sup>th</sup>, 2024 at 1:30pm

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

### SPECIAL MEETING MINUTES

#### Call to Order

John Sych called the meeting to order at 1:35 pm on Monday, May 6, 2024.

#### 1) Introduction/Roll Call of Voting Members

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

**Present:**

Andy Marek (Green Lake Twp.); Ron Lemcool (Long Lake Twp.); Luke Walters (MDOT); John Sych (Garfield Twp.); Kelly Dunham (BATA); Nicole Blonshine (Blair Twp.); Chris Forsyth (GT County); Max Giaman (MDOT); Derek Weichlein (GT CRC); Chris Kushman (Tart Trails); Shawn Winter (Traverse City); Bill Clark (BATA); Craig Brown (LCRC)

**Others present:**

Dana O'Dell (NN); Barry Hicks (NN); Daniela Khajavan (MDOT); Zach Cole (Traverse City); Heidi Phaneuf (MDOT); Kyle Kobylski (MDOT)

#### 2) Approval of Agenda and Meeting Minutes from March 12, 2024 (action requested)

Sych asked if there needed to be any changes to the agenda and/or meeting minutes from March 12, 2024. Cole stated that his last name be spelled "Cole" and not "Kole". No further changes.

*Motion to approve the TTCI Technical Committee Meeting Minutes from March 12, 2024 with changes. Motion passed unanimously.*

#### 3) Public Comment

None.

#### 4) New Business (action requested)

a) UWP review and approval

Hicks explained each of the items to be reviewed in the table on contents for the draft copy of the Unified Work Program Fiscal Year 2025 and proceeded to go through each section.

- Page ten (10) of the UWP needed to be updated in the “Technical Advisors” section from Northern Michigan College to Northwestern Michigan College, as well as Cherry Capital Airport to Northwest Regional Airport Authority.

Hicks anticipates a new document will be presented with new wording from MDOT at the July TTCI Policy Board Meeting. Winters would like the terminology “complete streets” to be changed to “complete networks”. Phaneuf provided the reasoning behind the term “complete streets” and explained why this terminology needs to stay. The merge of terms will be added together and updated in the “2.5% PL Funding” section on page forty-seven (47).

*Motion to Approve the Unified Work Program Fiscal Year 2025 plan with changes. Motion by Lemcool, supported by Marek.*

b) FY Call for Projects

Hicks explained the selection process of projects and that these selections need to be submitted by May 31, 2024 with potential that these projects could then be voted on at the next meeting in July 2024. Cole had concerns about honoring prior projects that had been approved. Hicks clarified Cole’s comment that there were no official approvals on any projects and to bring these projects forward at the next meeting. Phaneuf asked if 2026 projects were also going to be discussed at this meeting. Hicks stated that this will only be for projects in the 2025 fiscal year calendar. Dunham suggests that each project come forward with a breakdown of finances to show support for each suggested project. Discussion Ensued.

c) MPO 2024-25 Timeline- FY 26 Call for projects, Public Participation Plan, PASER data collection, TIP, Long Range Planning

Hicks went through the TTCI key dates for the Public Participation Plans timeline and explained the importance of the quick approval from both the policy board and technical committee due to the 45-day public comment review. Hicks would like this to be approved by the technical committee at the August 2024 meeting and the policy board in September of 2024. The next call for project discussions will occur in September of 2024 for the fiscal year 2026-2029. Those projects will then be reviewed by the technical committee in October 2024 and the policy board in November 2024. Phaneuf mentioned a TIP Amendment Project provided by MDOT and needing discussion on this topic. Sych suggests to discuss this item during *Round Table Updates*. No further discussion.

d) Dunham explains form 1481 for BATA for fiscal year 2024 and explains this is a requirement from the MPO to get approval on this from both the technical committee and policy board. Hicks clarifies that this usually goes through a TIP Amendment, but because we do not have a TIP we will go through the technical committee and ask for approval today. Discussion ensued.

*Motion to Recommend Approval to the Policy Board for the 1481 Form for BATA. Motion by Marek, supported by Winter.*

e) Daniela Khavajan from MDOT explains the need for the Employment Data Review. This data will be intended as a model and no other use. No discussion.

*Motion to Approve the Employment Data Review. Motion by Winter, supported by Weichlein.*



## **5) Public Comment**

No public comment.

## **6) Round Table Updates**

Phaneuf elaborates on the TIP Rural Amendment Project and explains the benefits this project will provide. This project will entail construction on M-72 and M-22 to Cherry Bend Road for this fiscal year (2024). A rural transportation grant will be funding this project for 14.4 million dollars, with help from Elmwood Township. Discussion ensued.

## **7) Board Member Comments**

The Public Participation Plan and timeline will both be items up for review at the June 2024 meeting. Discussion ensued.

## **8) Next Meeting: June 20, 2024**

### **Adjourn**

Meeting Adjourned at 2:47 pm.

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Respectfully submitted,

Dana O'Dell  
Administration and Communications Coordinator  
Networks Northwest

# 2025 TTCI Fiscal Year DRAFT

October '24						
S	M	T	W	T	F	S
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December '24						
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June '25						
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July '25						
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September '25						
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21	22	23	24	25	26	27
28	29	30				

3 PM TTCI Policy Board Meeting

1:30 PM TTCI Technical Committee Meeting

3 PM TTCI Executive Committee Meeting

### Federal holidays fiscal year 2025

10/14 Columbus Day  
 11/11 Veterans Day  
 11/28 Thanksgiving

12/25 Christmas Day  
 1/1 New Year's Day  
 1/20 Martin Luther King Jr Da

2/17 President's Day  
 5/26 Memorial Day  
 6/19 Juneteenth

7/4 Independence Day  
 9/1 Labor Day

# Traverse Transportation Coordinating Initiative (TTCI)

## FY24 Public Participation Plan

**DRAFT**



**Traverse Transportation Coordinating Initiative (TTCI)  
FY24 Public Participation Plan**

Prepared by:



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TTCI Website:

<https://www.networksnorthwest.org/community/transportation/ttci/>

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## Introduction

### What is an MPO?

A Metropolitan Planning Organization (MPO) is the policy board of an organization created and designated to carry out the metropolitan transportation planning process. MPOs are required to represent localities in all urbanized areas (UZAs) with populations over 50,000, as determined by the U.S. Census. MPOs are designated by agreement between the governor and local governments that together represent at least 75 percent of the affected population (including the largest incorporated city, based on population) or in accordance with procedures established by applicable state or local law.

The Metropolitan Planning Area (MPA) boundary refers to the geographic area in which the metropolitan transportation planning process must be carried out. The boundary is determined in agreement by the Metropolitan Planning Organization and the Governor. By law, the Metropolitan Planning Area, at a minimum, must encompass the existing urbanized area as defined by the most recent Census and the contiguous area(s) likely to become urbanized within the 20-year forecast covered by the Metropolitan Transportation Plan. The Metropolitan Planning Area boundary is reviewed and updated as necessary after each Census by the MPO in cooperation with the Michigan Department of Transportation (MDOT).

### What is TTCI?

The Traverse Transportation Coordinating Initiative (TTCI) is the MPO for the greater Traverse City Urbanized Area. The MPA for TTCI is a portion of Grand Traverse County and Leelanau County. TTCI is a federally mandated policy body made up of representatives from local, state, and federal governments, transit agencies, and other stakeholders and is responsible for regional transportation planning and programming for the planning area. Any highway, transit, local road, or non-motorized project or program to be constructed or conducted in the region receiving Federal funding, must have approval by TTCI before any funds can be expended. In addition, any highway or transit project deemed to be regionally significant by TTCI staff, must receive their approval to proceed.

### TTCI Committees

TTCI has two standing committees and may form ad-hoc committees as needed to study and develop specific area-wide transportation related topics. The two committees are the Policy Board and Technical Committee. The Policy Board is comprised of local elected and appointed officials and is the governing body that oversees the activities and decision-making processes of an MPO. The Technical Committee is comprised of professionals with technical knowledge in transportation planning, engineering, and other related fields. They provide technical expertise and advice to support the MPO's planning and decision-making processes.

Each meets monthly to discuss issues facing the region and process necessary changes requested by local agencies. Notice of meetings and agendas are posted on the TTCI website.

<https://www.networksnorthwest.org/community/transportation/ttci/>

## Requirements

Several authorizing legislations establish requirements for public participation. These legislations include the Infrastructure Investment and Jobs Act (IIJA), Bipartisan Infrastructure Law (BIL), Fixing America's Surface Transportation (FAST) Act, Moving Ahead for Progress in the 21 st Century Act (MAP-21), Safe Accountable Flexible Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), The Transportation Equity Act for the 21 st Century (TEA-21), and the Intermodal Surface Transportation Efficiency Act (ISTEA). Highlights of the requirements for public participation include:

- Providing adequate public notice of public participation activities and time for public review and comment at key decision points;
- Employing visualization techniques;
- Making information accessible in various formats and means;
- Holding public meetings at convenient and accessible locations and times;
- Seeking out and considering the needs of traditionally underserved populations;
- Coordinating with statewide transportation planning public participation and consultation processes; and
- Periodically reviewing the effectiveness of the procedures and strategies in the Participation Plan.

### Title VI of the Civil Rights Act of 1964

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 benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

### Environmental Justice

Environmental Justice (EJ) at the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) means identifying and addressing disproportionately high and adverse effects of the agency's programs, policies, and activities on minority populations and low-income populations to achieve an equitable distribution of benefits and burdens.

Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations: Executive Order 12898

Environmental justice (EJ) is the fair treatment and meaningful involvement of all people regardless of religion, race, ethnicity, income or education level in the planning and decision-making process. EJ policy was formalized with the signing of Executive Order (E.O.) 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which mandates that federal agencies make achieving environmental justice a part of their mission. The E.O. directs federal agencies to identify and address the disproportionately high and adverse human health or environmental effects of their actions on minority and low-income populations, to the greatest extent practicable and permitted by law. The order also directs each agency to develop a strategy for implementing environmental justice. The order is also intended to promote

nondiscrimination in federal programs that affect human health and the environment, as well as provide minority and low-income communities access to public information and public participation.

Environmental Justice outreach is important as it helps to ensure full and fair participation by potentially affected communities in every phase of the transportation decision making process. When this is accomplished, the development, construction, operation and maintenance of transportation projects should reflect an equitable distribution of benefits and burdens. In 1994, President Clinton issued Executive Order 12898, directing federal agencies, to the greatest extent practicable, to identify and address disproportionately high and adverse human health or environmental effects of their programs, policies, and activities on minority populations and low-income populations. In 1997, the Department of Transportation (U.S. DOT) issued an Order to address EJ in minority populations and low-income populations to summarize and expand upon the requirements of Executive Order 12898 on EJ. The FHWA issued its own EJ Order in 1998 (Order 6640.23). U.S. DOT, FHWA, and other modal administrations have since updated the respective orders and continually seek to enhance their efforts to address EJ effects of their programs, policies, and activities. TTCI will work to encourage the participation of persons who have been traditionally underserved to meet the requirements of Executive Order 12898 related to Environmental Justice and the Americans with Disabilities Act of 1990. TTCI, through written communication, email, newsletters, or phone, will endeavor to notify the appropriate groups listed below when a particular agenda item directly impacts an organization or the clientele they represent.

Stakeholders organizations representing:

- Elderly
- Disabled
- Non-Motorized transportation users
- Minority populations
- Low-income populations
- Transit users
- Immigrant populations
- Homeless

### **Improving Access for Persons with Limited English Proficiency**

Executive Order 13166, Improving Access for Persons with Limited English Proficiency (LEP), was issued in 2000 to improve access to federally conducted and federally assisted programs and activities for persons who, as a result of national origin, are limited in their English proficiency. It requires federal agencies to ensure that recipients of federal financial assistance provide meaningful access to their LEP applicants and beneficiaries.

### **Americans with Disabilities Act**

The Americans with Disabilities Act (ADA) of 1990 provides “no qualified individual with a disability shall, by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination by a department, agency, special purpose district or other instrumentality of the state or local government.”

### **Federal Transit Administration (FTA) Program of Projects**

The public participation process described herein is used to satisfy the public participation process for the Program of Projects (POP) for the Bay Area Transportation Authority (BATA).

## The Public Participation Process for Transportation Planning

Public participation is an integral part of the transportation process which helps to ensure that decisions are made in consideration of and to benefit public needs and preferences. Early and continuous public involvement brings diverse viewpoints and values into the decision-making process. This process enables agencies to make better informed decisions through collaborative efforts and builds mutual understanding and trust between the agencies and the public they serve. Successful public participation is a continuous process, consisting of a series of activities and actions to both inform the public and stakeholders and to obtain input from them which influence decisions that affect their lives.

The public, in any one area or jurisdiction, may hold a diverse array of views and concerns on issues pertaining to their own specific transportation needs. Conducting meaningful public participation involves seeking public input at specific and key points in the decision-making process issues where such input has a real potential to help shape the final decision or set of actions.

Public participation activities provide more value when they are open, relevant, timely, and appropriate for the intended goal of the public involvement process. Providing a balanced approach with representation of all stakeholders and including measures to seek out and consider the needs of all stakeholders, especially those that are traditionally underserved by past and current transportation programs, facilities, or services.

Specific public involvement requirements detailed in Infrastructure Investment and Jobs Act (IIJA) legislation include the following:

- Require a minimum public comment period of 45 days before the public involvement process is initially adopted or revised as mandated by federal transportation planning regulations outlined in 23 CFR 450.316, which governs the development and content of public participation plans for MPOs
- Holding public meetings at convenient and accessible locations and times
- Identifying actions necessary to comply with the Americans with Disabilities Act of 1990.
- Employing visualization techniques to describe long range transportation plans and TIPs
- Making public information available in easily accessible formats such as electronically on the World Wide Web
- Use clear, non-technical language to ensure that information is understandable to a broad audience
- Providing timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs and projects (including, but not limited to, central city and other local jurisdiction concerns)
- Demonstrating explicit consideration and response to public input received during the planning and program development processes, and including written and oral comments received on the draft transportation plan or TIP as a result of the public involvement process, as an appendix of the plan or TIP

- Being inclusive of underserved communities through special efforts to engage minority, low-income, and rural communities in the planning process
- Ongoing coordination and communication with local governments, tribal governments, and other regional entities to ensure that their perspectives and needs are considered in infrastructure projects
- Being consistent with Title VI of the Civil Rights Act of 1964 which ensures that no person shall, on the grounds of race, color, sex, national origin, or physical handicap, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program receiving Federal assistance from the United States Department of Transportation; and moreover, seeking out and considering the needs of those traditionally underserved by existing transportation systems, including, but not limited to, low income and minority households
- Public involvement processes must incorporate environmental justice considerations to ensure that the environmental and health impacts of infrastructure projects do not disproportionately affect disadvantaged communities

To meet these standards, this participation process includes outreach to solicit public opinion and transportation needs, especially of the underserved, through the following means:

- Continually adding new information to the website
- Ensuring that there is an opportunity for public comment at committee meetings
- Making information easily available to the public in a variety of ways (online, print, email, etc.)
- Making every attempt to schedule public meetings at convenient times and locations that are along transit routes and accessible to those with disabilities
- Allowing opportunities for public comment on key decisions
- Responding to comments in a timely and forthright manner
- Regularly reviewing the public involvement process itself

The emphasis of this process is on early involvement of the public in all processes in order to obtain input and insight before decisions are made.

### **Goal, Objectives, and Policies**

Plans and policies need to be revisited and reviewed periodically to determine if the public’s needs are being addressed in an effective and efficient manner. In order to ensure the effectiveness of this plan, the public must be kept informed of TTCI activities and must be given a meaningful opportunity to participate in the development and review of public policy through the use of presentations, press releases, mailings, public meetings, and other public outreach activities.

**Public Participation Goal: The public involvement process for transportation planning shall provide complete information, timely public notice, and full access to information regarding key decisions; and shall support early and continuing involvement of the public.**



**Objective 1 – Public Access to Information:** The public shall be provided timely notice and appropriate access to information about transportation plans, issues, and processes through notices/information posted on [networksnorthwest.org](http://networksnorthwest.org), emails to the interested citizen/agency list, press releases, as well as other tools and techniques when determined necessary.

The following policies will be adhered to in order to meet this objective:

- The TIP, the Metropolitan Transportation Plan (MTP), the Public Participation Plan, the Unified Planning Work Program, the Title VI Plan, and other important documents shall be made available by TTCI staff in an electronic format for the public to review on the [TTCI website](#).
- For those without Internet service, libraries may offer free Internet access and should be contacted to determine if this service is available. All plans and documents will also be available at TTCI offices and copies of the MTP will be distributed to all public libraries in the MPO area and to all members of the TTCI Committees. Copies of other plans or projects will be distributed to the TTCI Committees and notice of release for those plans or projects will appear in area media. Any person or agency may also request a copy of any of TTCI's plans via telephone, email, mail, or in person at any time. A small copying fee may apply.
- TTCI will employ visualization techniques to describe the MTP and Transportation Improvement Programs (TIPs). These may include the following formats: project location maps, photographs, narrative project descriptions, charts, illustrations, graphics, diagrams, and sketches. Staff will continue to monitor and investigate developing technologies to improve the MPO's visualization process.
- Notice and agenda of all TTCI Committee meetings shall be made available in compliance with the State of Michigan Open Meetings Act.
- Information pertaining to the adoption, revision, or amendment of all TTCI Transportation plans shall be available seven days prior to the date of the final action with the exception of emergency meetings when less time is allowed under the State of Michigan Open Meetings Act.
- All meetings and workshops of TTCI Committees will be open to the public except as allowed by the State of Michigan Open Meetings Act.

**Objective 2 – Public Access to Meetings and Facilities:** Opportunities shall be created for the public to participate in the planning process for important issues, plans and projects under consideration by TTCI through public meetings, committee meetings, and other venues. TTCI will target groups who can expect to be directly affected by the outcome or those with special needs that may not be well served by the existing transportation system.

The following policies will be adhered to in order to meet this objective:

- TTCI Staff shall inform the public about issues and proposals under their consideration through public meetings, presentations, mailings, press releases, or other techniques during the development of each of the transportation plans, programs, or projects for which TTCI is responsible.
- TTCI Staff will continue to develop and maintain an Interested Citizens/Agencies List for the purpose of disseminating information about transportation plans, policies, and activities.

The Interested Citizens/Agencies List, while all inclusive, will be especially geared to reach those low-income and minority populations that have traditionally been underserved in the transportation planning process.

- TTCI Staff shall review the Public Participation Plan prior to the start of the MTP development process. The Public Participation Plan will also be reviewed for required updates if needed before the development of the Transportation Improvement Program (TIP).
- TTCI Staff shall consult with stakeholders through correspondence that utilizes the continuously updated Interested Citizens/Agencies List.

**Objective 3 – Public Input:** The solicitation, compilation, and consideration of public input shall be an integral part of the TTCI decision making process.

The following policies will be adhered to in order to meet this objective:

- TTCI Staff shall conduct public participation meetings prior to the adoption of the transportation plan or program for which it is responsible, including the Metropolitan Transportation Plan, Transportation Improvement Program, or substantive amendments thereof. Notices of such meetings will be distributed through the Interested Citizens/Agencies List as well as the area media. Meeting notices will also be posted on the [TTCI website](#).
- Those plans and programs that require extended review periods will allow for written comments to be submitted, including the Metropolitan Transportation Plan, the Transportation Improvement Program, the Public Participation Plan, and any other plan with extended review periods. All comments received as well as a response to each comment will appear as an appendix to the applicable plan or program. TTCI Staff will notify the public of extended review periods that are required by State or Federal guidelines and specifics regarding how to comment on those plans or programs.
- Those members of the public wishing to address comments to any TTCI Committee will be given the opportunity to comment at the regular public meetings of those committees.

# Public Participation Strategies

## Participation Plan

The development, adoption, and amendment of TTCI transportation plans and programs shall be subject to the Public Participation Plan. The Public Participation Plan will be monitored and reviewed before the start of the MTP development process as required by federal guidelines and before the start of the TIP development process if needed due to changes in federal law, deficiencies in the tools and techniques used to reach the public, or if it is determined that other changes need to be made to the document. It is hoped that the directives of this plan will result in well-attended public meetings, local news coverage of programs, and more public interest in transportation issues within the region.

## Availability of Information

All events/opportunities appear on [TTCIs webpage](#) and are sent to the Interested Citizens/Agencies List that TTCI maintains. Transportation plans and TIPs will also be included on the [TTCI website](#) for public review and comment.

TTCI staff will make written materials provided to our committees available to the public upon request. Requests can be made by phone or contact form, through [TTCIs webpage](#), or in person at Networks Northwest office (600 East Front Street, Suite 205, Traverse City, MI 49686) or during a Committee meetings. When appropriate, a charge may be levied for copies of publications. The charge will cover the cost of producing and, if applicable, mailing the materials. All such materials are available for viewing at TTCI offices at no cost.

## Accessibility for Persons with Disabilities

The transportation needs and opinions of those with disabilities will be sought out and the planning process will be made accessible to such persons as per the regulation provided by the Americans with Disabilities Act of 1990. Public meetings will be held in facilities that are on transit routes and that are accessible to persons with disabilities.

## Meeting Times

Every attempt will be made to host public meetings at convenient hours to maximize attendance. A schedule of public meetings will be made available on the [TTCI Website](#). There is also an opportunity for public comment at the TTCI Technical Committee, Executive Committee, and regular Board meetings. Generally, these meetings are scheduled as follows:

- Technical Committee – 3rd Thursday every other month at 1:30 pm, NW Michigan Works! (1209 S. Garfield) and online
- Executive Committee – Last Tuesday every other month at 3:00 pm at the Networks Northwest offices, 600 E. Front St. and online
- Policy Board – 2nd Tuesday every other month at 3:00 pm, NW Michigan Works! (1209 S. Garfield) and online

## Writing in Plain Language

Plain language is defined as “communication your audience can understand the first time they read or hear it.” Every effort will be made to use plain language in all MPO public involvement materials, including newspaper ads, flyers, and mailings, in accordance with the Plain Writing Act of 2010. This act requires that Federal agencies use "clear Government communication that the public can understand" and was signed on October 13, 2010. For more information on writing in plain language, please visit [www.plainlanguage.gov](http://www.plainlanguage.gov).

## Public Comments

General Comments: Members of the public are welcome to submit comments on specific issues or to contact staff with questions at any time. A staff directory with emails and direct phone numbers is included on [TTCI website](#) for the public’s convenience, or staff can be reached through TTCI’s main line at (231) 929- 5000. TTCI’s Technical Committee, Executive Committee, and regular Board meetings are also open to the public and include an opportunity for public comment on the agenda. Meeting agendas are posted on the [TTCI website](#) before a scheduled meeting and in compliance with the Michigan Open Meetings Act.

Ways to Submit Comments: During public comment periods, staff ensures that comment forms are available to the public in a variety of ways. Comments can be submitted by:

- Completing an online submittal form on the [TTCI website](#).
- Sending comments to TTCI via Networks Northwest by mail at: Networks Northwest, PO Box 506, Traverse City, MI 49686
- Emailing comments to a TTCI staff member
- Phoning in comments to a TTCI staff member (contact information available on [TTCI website](#))
- Filling out a comment form (available in Appendix C) in person at Networks Northwest (600 East Front Street, Suite 205, Traverse City, MI 49686) or at a public meeting

*Note: Comment forms are for the public’s convenience only, and comments don’t need to be written on an official comment form to be considered.*

Response to Comments: TTCI will summarize and respond to public comments on the MTP, the Public Participation Plan, the TIP, on amendments to the TIP, on proposed major area-wide investment studies, and on key decisions. We will also forward comments about specific projects to the responsible entities. Comments and responses will be kept on file, be available for public review, and will be made part of the plan, program, or other document as adopted. Summaries of comments and responses will also be given to the Technical and Executive Committees as well as the jurisdiction(s) directly responsible for the project for review. Comments will be responded to before decisions are made or plans or programs are adopted. Responses will be made in a timely manner so that they can be considered during the next phase of the plan or program development.

## Public Involvement in Transportation Planning Processes

As particular planning or programming projects arise, the performing entity will develop a specific participation process that is appropriate for the project. Examples of such projects are: The Metropolitan Transportation Plan (MTP), substantial amendments to that plan, corridor studies, the Transportation Improvement Program (TIP), and major long range transportation investment studies. The participation process for planning or programming projects will follow the TIP or MTP amendment procedures outlined in this document and include the following specific measures as well as other actions: (1) a formal public meeting will be held well in advance of the adoption of transportation plans and before the adoption of the TIP, (2) a reasonable period of time will be set aside before the adoption of a plan or the TIP during which the public may comment verbally at the public meeting or in writing to the TTCI offices.

### Interested Citizen/Agency List

This list is a composite of private citizens who have asked to receive transportation-related information, as well as a variety of agencies (including businesses and governmental entities) that have expressed an interest in or are impacted by transportation issues, such as the following:

- Members of the Technical Committee and TTCI Board
- Traffic agencies
- Private providers of transportation services
- Ridesharing agencies
- Parking agencies
- Transportation safety agencies
- Traffic enforcement agencies
- Airport and port authorities
- Freight companies
- Railroad companies
- Traverse Area Recreation Trail (TART)
- Environmental organizations
- Neighborhood associations
- Interested citizens
- Organizations representing the interests of:
  - The elderly
  - Minorities
  - Transportation agency employees
  - Users of various modes of transportation
  - People with disabilities
  - Economically disadvantaged
  - Native American tribes
  - Others underserved by the transportation system

Individuals and agencies can sign up to be included on this list by visiting the [TTCI webpage](#) or by phone, email, fax, or mail, and asking to be included on the list.

*Primary Objectives – Providing this group information about upcoming public meetings, public comment periods, and other public involvement opportunities.*

### **Newspaper Ads**

The MPO uses newspaper ads on a case-by-case basis to alert the public to upcoming public involvement opportunities. These ads may appear in the Traverse City Record Eagle

*Primary Objectives – Notifying the public about upcoming public meetings or other opportunities for public involvement.*

### **Organizational Logos**

The MPO has two logos – one for TTCI and one for Networks Northwest. The MPO logo appears on all official correspondence, including direct mailings, and on all published advertisements, including newspaper ads and flyers.

*Primary Objectives – Maintaining uniformity of the MPO’s publications, making its products and correspondence official, and helping the public to identify plans, promotional items, and advertisements of the MPO.*

### **Press Releases**

Press releases are generally used on a case-by-case basis and sent to TTCI’s media list, which includes TV, news, press, and radio representatives, and are used to alert the media of noteworthy news items from the MPO and its committees.

*Primary Objectives – Informing the public about major initiatives, program changes, or other important news; or alerting the media about the MTP kickoff and pre-programming collaboration.*

### **Public Meetings**

Public meetings are generally informal gatherings that give the public a chance to interact with staff and discuss questions or concerns about projects, plans, etc. that are of interest or importance to them. These meetings may include a short staff presentation as well as a variety of visuals, such as maps, brochures, or other important materials, for the public’s convenience. The public is also encouraged to fill out a comment form at the meeting.

*Primary Objectives – Encouraging public participation during the development of the TIP and MTP and allowing the public an opportunity to meet with staff.*

### **Surveys**

Surveys may be conducted on an as-needed basis during the development of the MTP to gain insight into important issues within the area. Individuals can contact staff by mail, email, fax, phone, through the [TTCI Website](#), or stop by TTCI’s office in person to receive a copy of the survey.

*Primary Objectives— Gauging the public’s interest in investment priorities.*



## Visual Aids

Attempts will be made to use visualization techniques to describe long range transportation plans and Transportation Improvement Programs (TIPs). These may include maps, photographs, charts, illustrations, graphics, diagrams, and sketches. Staff continues to monitor and investigate developing technologies to improve the MPO's visualization process.

*Primary Objectives – Engaging the public during public meetings and helping to increase their understanding of projects, project locations, etc.*

## Website

[TTCI's website](https://www.networksnorthwest.org/community/transportation/ttci/) is an inclusive resource for transportation planning information. The website includes basic information such as meeting schedules, committee membership, and contact information, as well as work products, such as the Transportation Improvement Program (TIP), the Metropolitan Transportation Plan (MTP), the Unified Planning Work Program (UPWP), and the Public Participation Plan (PPP). Information about additional transportation programs and activities is also available. An electronic comment form will be added to the site that allows the public to submit comments online, and a copy of the form is also made available for downloading. The site is maintained by a webmaster, consistently reviewed for accuracy, and new information is added to it continuously. TTCI's website can be found at:

<https://www.networksnorthwest.org/community/transportation/ttci/>

*Primary Objectives – Alerting the public to the latest developments in the TIP or MTP development process, as well as TIP or MTP amendments and public comment opportunities, facilitating the submission of public comments during public comment periods, or providing updates about other plans, programs, opportunities, or transportation developments.*

## Optional Public Participation Tools and Techniques

The MPO primarily relies on the tools and techniques above for reaching the public, but occasionally, the MPO may decide to employ additional tools and techniques to augment its public involvement process in order to increase the public's participation in transportation planning. This may occur because a primary tool or technique is determined to no longer be effective during the PPP review process, because the primary tools and techniques need to be enhanced with additional activities in order to better engage the public, because an optional public participation tool or technique becomes more popular with the public, or because staff determines it is necessary to use an optional tool or technique for another reason altogether.

## Continual Evaluation of Tools and Techniques

The MPO uses a variety of tools and techniques in order to involve the public in the transportation planning process. TTCI staff believes the tools and techniques reflected in this document allow MPO staff to reach the public most effectively at the present time. However, these tools and techniques will be evaluated on an ongoing basis to ensure that they continue to be relevant and effective in reaching the public. If staff determines that a specific tool or technique is no longer effective, staff will discontinue its use and consider replacing it with a different tool or technique. Staff will also continue to monitor technology advancements as well as new and emerging social

media outlets that have the potential to be useful in the public involvement process. If a new tool or technique is discovered or becomes available, staff may use it in addition to the tools and techniques listed in this document.

### Evaluation of Effectiveness

TTCI will support efforts to expand public participation in the planning process, as well as evaluating the results in the most effective manner. This will include continuous research into best practices and outcome evaluation, as documents are created, released, and amended.

TTCI will utilize a four-part evaluation process for public participation that can help determine if either the public or the agency benefited from the public's engagement. In this process, there are at least four different public engagement outcomes that local officials can review:

1. **The appropriateness and effectiveness of the engagement process design and delivery, including the "satisfaction" of participants with the process.** Did the chosen process "fit" the problem, provide the sort of information needed, and meet participation goals? Was it done well?
2. **The impacts on public decisions, policies and actions.** Was the ultimate agency decision different and/ or better than would otherwise have been the case?
3. **The changes to the capacity for participation by community residents.** Has the completed engagement activity made it more or less likely that the public, including appropriate neighborhood/ community organizations, has the interest, information, and skills to get involved?
4. **The changes to the local agency's capacity to effectively develop and carry out other public engagement efforts in the future.** Was the public engagement activity seen solely as a one-time event, or are sponsors using it to build a more sustained agency capacity for soliciting the public's ideas and recommendations?

### Public Participation Summary Reports

After the completion of all TIPs, MTPs, and Public Participation Plans, staff will generate a report that summarizes the overall number of public comments received, the estimated number of people reached throughout the public participation process, and the various tools that were utilized. These summary reports will be included in their respective documents.

## Significant Planning Initiatives

Significant planning initiatives include, but are not limited to the Unified Planning Work Program (UWP), Public Participation Plan (PPP), the Transportation Improvement Program (TIP), and the Metropolitan Transportation Plan (MTP). Other plans that may follow similar procedures to develop or update plans may include corridor studies, subarea plans, transportation demand management studies, and transit plan implementation studies. When describing a significant planning initiative to the public, TTCI shall incorporate appropriate visualization techniques. Significant planning initiatives are listed below. The following tables and graphics detail the milestones for each initiative and shows a timetable for the best opportunities for the public to provide input during the process.

Updates will be posted on the [TTCI website](#) before public meetings, and before public comment periods begin, and will be given verbally during Technical Committee and regular Board meetings periodically as well. However, there are several milestone points for each document when it will engage the public through additional means in order to inform them of opportunities to become involved in the development process, which may include invitations to public meetings, requests for public comment, or other information

*Please note: In years when the TIP and MTP are developed simultaneously, public participation activities for both documents may be combined at staff’s discretion to maximize efficiency and resources and reduce confusion. Please also note: TTCI staff may choose to add additional tools and techniques not specified at their discretion at any point during the TIP development process to enhance public outreach.*

### Unified Planning Work Program (UWP)

Estimated timeline: 6 months

This plan outlines the transportation planning program for TTCI and identifies how available planning funds from both federal and state funds will be used to address planning requirements while also addressing local transportation policies, programs, issues, and priorities. The UWP is updated on an annual basis.

Milestone	Procedure	Public Notification Date	Length of Public Comment
Adoption of the draft document	Once the draft UPWP document is complete, Staff will bring it to the Technical and Policy Committees for approval. Public comment opportunities will be available at both committee meetings.	6 days prior to Technical Committee meeting	A minimum of 7 days, beginning on the date of the Technical Committee meeting and ending at the Policy Committee meeting

*Amendment Process: Same as adoption Process*

## Public Participation Plan

Estimated timeline: 6 months

The Public Participation Plan describes the ways in which TTCI will engage the public in the transportation planning process. It is reviewed every two years and updated and as needed.

Milestone	Procedure	Public Notification Date	Length of Public Comment
Draft Public Participation Plan developed and presented to the Technical and Policy Committees	After the draft Public Participation Plan has been developed and presented to the Technical and Policy Committees, TTCI will bring it to the public for comment. TTCI staff will notify the public of this opportunity by posting the notice on the <a href="#">TTCI website</a> .	At least 1 day before the public comment period begins	45 days; the public comment period will begin after the draft document is presented to the Policy Committee and will end at least one week before the final document is approved by the Policy Committee (approximately two months after the comment period begins)
Public Participation Plan approval	After all comments have been considered and the 45-day public comment period has concluded, the document will be brought to the Policy Committee for approval. The public will have an additional opportunity to comment on the document at the Policy meeting, and will be notified of this meeting by posting the notice on the <a href="#">TTCI website</a> .	6 days prior to Policy Board meeting	N/A; notification only

*Amendment Process: Same as adoption Process*

## Transportation Improvement Plan (TIP)

Estimated timeline: 8 months

A list of road, transit and non-motorized projects that communities and agencies plan to implement over a four-year period within the TTCI MPO. The Transportation Improvement Program is redone every three to four years and modified frequently.

Milestone	Procedure	Public Notification Date	Length of Public Comment
Call for Projects	Before the TIP call for projects begins, TTCI staff will notify the public via <a href="#">TTCI website</a> .	6 days prior to the first TIP programming meeting	N/A; notification only
Draft project lists, environmental justice, and air quality results (if applicable) completed and available for public comment	TTCI staff will bring these items to the public for comment. A public meeting will also be held.	7 days prior to the public meeting and before the 1st day of the public comment period	14 days
Adoption of Draft Document	TTCI Staff will bring document to the Technical and Policy Committees for approval. Public comment opportunities will be available at both committee meetings.	6 days prior to Technical Committee meeting	A minimum of 7 days, beginning on the date of the Technical Committee meeting and ending at the Policy Committee meeting

## Amendment Process

It is frequently necessary to amend the TIP because of changes to projects within the document. Some changes require public notice/input. Outlined below is the public involvement procedure for TIP amendments.

Some changes are considered minor modifications and may be revised administratively.

*\*See Appendix A for details regarding criteria for Administrative TIP amendments.*

Milestone	Procedure	Public Notification Date	Length of Public Comment
Amendments to the TIP are frequently necessary due to project changes (scope, cost, etc).	Staff will bring TIP amendments to the Technical Committee for recommendation to the Policy Board for approval. Public comment opportunities will be available at both committee meetings.	6 days prior to Technical Committee meeting	A minimum of 7 days, beginning on the date of the Technical Committee meeting and ending at the Policy Committee meeting



## Metropolitan Transportation Plan (MTP)

Estimated timeline: 12 months

The Metropolitan Transportation Plan (MTP) is a 25-to-30-year vision for the transportation network. The purpose of the MTP is to ensure that transportation investments in TTCI's MPO area enhance the movement of people and freight efficiently, effectively, and safely.

Milestone	Procedure	Public Notification Date	Length of Public Comment
Kickoff to MTP and Development of Goals & Objectives	Once the MTP development process begins, TTCI staff will notify the public.	N/A	Public involvement will be continuous throughout the MTP development process
Data Collection & Call for Projects	TTCI staff will invite the public to review and comment on identified modal needs.	Up to 7 days prior to the start of the public comment period	14 Days
Environmental Justice Process and Evaluation: Draft Document	TTCI staff will bring the document to the public for comment. A public meeting will also be held to discuss these items.	Up to 7 days prior to the start of the public comment period	14 Days
Adopt Plan	TTCI Staff will bring plan to the Technical Committee and Policy Board for approval. Public comment opportunities will be available at both committee meetings.	6 days prior to Technical Committee meeting	A minimum of 7 days, beginning on the date of the Technical Committee meeting and ending at the Policy Board meeting

### Amendment Process

It is occasionally necessary to amend the MTP because of changes to projects listed within the document. Outlined below is the public involvement procedure for MTP revisions.

Milestone	Procedure	Public Notification Date	Length of Public Comment
Amendment(s)	Staff will bring MTP amendments to the Technical Committee and Policy Board for approval. Public comment opportunities will be available at both committee meetings.	6 days prior to Technical Committee meeting	A minimum of 7 days, beginning on the date of the Technical Committee meeting and ending at the Policy Committee meeting

### Public Participation Timeline for Other Planning Documents

It is sometimes necessary for TTCI to develop plans either in conjunction with other major documents or independently. Below is the public involvement timeline for the development of other significant documents or public meetings that may be used to discuss or receive public comments.

Plan	Prior Notice to Public (minimum)	Length of Public Comment (Minimum)
Major Corridor Studies	6 Days	
Major Transportation Studies	6 Days	
Other plans (i.e. – non-motorized, freight, safety)	Typically goes through public involvement when the MTP is developed; a separate public involvement process is not necessary unless updates or development of plans occurs outside of the MTP development.	
Public Meetings	As required by the Michigan Open Meetings Act	

## Appendix A: FHWA Michigan Division and FTA STIP and TIP Amendment and Administrative Modification Guidance

### Federal Amendment (23 CFR 450.104)

1. Any project or project phase change that affects air quality conformity or requires a conformity determination (in nonattainment and maintenance areas) regardless of the cost of the project or the funding source;
2. A project or project phase change that requires public review and comment and/or the re-demonstration of fiscal constraint;
3. The addition of a new project/phase or moving a project/phase from the illustrative list to the financially constrained list;
4. The deletion a project/phase or moving a project/phase to the illustrative list;
5. Major change in project phase cost (increase or decrease greater than 25% of the total phase cost);
6. Changing a non-Federally funded project/phase to a Federally funded project/phase (except when switching a project from regular federal-aid project to an Advance Construction project or vice versa); and
7. Major change in project/phase design concept or design scope.\*

\*Major change in design concept or design scope is defined as:

- A change resulting in an air quality conformity reevaluation (per Interagency Work Group determination).
- Significant change to work type or project/phase description.
- Significant change in limits – Increase/decrease a project phase length by a 1/2 mile or more.
- Addition/increase/decrease of a travel lane by 1/2 mile or more.
- Addition of new project items (sidewalk, bike lane, ADA enhancements) that are a 1/2 mile or more in length.

### Administrative Modification (23 CFR 450.104)

1. Minor change in cost (increase or decrease less than 25% of the total project phase cost);
2. Minor change in funding source (moving from one federal funding source to another federal funding source, except CMAQ funding);
3. Shifting projects/phases between fiscal years of the current STIP while maintaining financial constraint defined as “project selection” in the regulations (23 CFR 450.222 and 23 CFR 450.332);
4. Switching a project/phase from regular federal-aid to Advance Construction and vice versa (per Michigan Division and MDOT finance agreement provided the change is noted in the request sent to FHWA at the time of project/phase authorization);
5. Addition of a project/phase that uses 100% State or local funding, unless it is deemed “regionally significant” by the MPO;
6. Changes in non-federal project/phase costs;
7. Addition of a project/phase for emergency repairs to roads or bridges\*\*;

8. Addition, deletion, and scope changes to projects/phases within General Program Accounts (GPAs);\*\*\* and
9. Technical corrections – corrections to typos, misspellings, and other data entry errors.

\*\*Emergency relief projects may (but are not required to) be included in the STIP, except those involving substantial functional, location, or capacity changes per 23 CFR 450.218(g)(5).

\*\*\*May require a Federal amendment for transit projects in urbanized areas if FTA program of projects public participation requirements have not been met.

*Administrative Modifications do not require Federal approval. However, MDOT will make available information about any modifications to FHWA and FTA for review and comment. FHWA and FTA reserve the right to disallow an administrative modification that is not consistent with Federal regulations.*

## Appendix B: TTCI MPA Boundary Map



## Appendix C: Public Comment Form

Project:

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Comments:

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Name: \_\_\_\_\_

Address (Optional): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Would you like to be added to our mailing list?      Yes    /    No    (circle one)



TTCI is a program of Networks Northwest  
PO Box 506  
Traverse City MI 49685-0506  
PHONE: (231) 929-5000

**Traverse Transportation Coordinating Initiative (TTCI)  
 FY 2026 - 2029 Transportation Improvement Program (TIP)  
 Revenue Estimates for TIP Development Updated 7-12-2024**

STBG Urban Program Area	Type	FY 2026 Estimate	FY 2027 Estimate	FY 2028 Estimate	FY 2029 Estimate
Traverse City	Small MPO	\$ 1,047,000	\$ 1,068,000	\$ 1,089,000	\$ 1,111,000

STBG Flex Program Area	Type	FY 2026 Estimate	FY 2027 Estimate*	FY 2028 Estimate*	FY 2029 Estimate*
Traverse City	Small MPO	\$ 46,000	\$ 48,000	\$ 49,000	\$ 50,000

Carbon Reduction Program	Type	FY 2026 Estimate	FY 2027 Estimate	FY 2028 Estimate	FY 2029 Estimate
Traverse City	Small MPO	\$ 129,000	\$ 131,000	\$ 134,000	\$ 137,000

CPG (PL+5303)	Type	FY 2026 Estimate	FY 2027 Estimate	FY 2028 Estimate	FY 2029 Estimate
Traverse City	Small MPO	\$ 240,000	\$ 245,000	\$ 250,000	\$ 255,000

Subject to change.

Assuming 2% annual growth of federal funds

Based on FY 2024 IJA Revenues with growth rates above, rounded to the nearest \$1,000.

**\*FY26-29 STBG Flex funds subject to 2.5% statewide penalty until further notice**



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

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

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

**ALL ITEMS MUST BE COMPLETED.**

NEW PROJECT <input checked="" type="checkbox"/> OR PROJECT CHANGE <input type="checkbox"/>		IF YES, INCLUDE JOB NUMBER	<b>JOB NUMBER</b>	
			CHANGE TYPE <input type="checkbox"/> FY <input type="checkbox"/> COST <input type="checkbox"/> SCOPE <input type="checkbox"/> SUSPENDED <input type="checkbox"/> ABANDONED	
FISCAL YEAR 2025	COUNTY Grand Traverse	TRANSIT AGENCY - LEGAL NAME Bay Area Transportation Authority		
AGENCY ADDRESS 1340 West Hammond Road		CITY Traverse City	ZIP CODE 49686	
JOB TYPE: MULTI-MODAL		TEMPLATE: TRANSIT	BOUNDARIES: STATEWIDE	
MODE: TRANSIT		JOB PHASE: NON-INFRASTRUCTURE (NI)		
MAJOR ROUTE: Transit Operating		LOCATION (Report): AREAWIDE	FUNDS FLEXED TO FTA: No	

**TRANSIT PROJECT DESCRIPTION**

PHASE FINANCIAL SYSTEM 5311 - CTF Non Urban Formula					DESCRIPTION OF OTHER FUNDING TYPE	
DESCRIPTION	FEDERAL	STATE	LOCAL	TOTAL	SCOPE CODE/SP CODE	
Operating	\$1,108,632	\$1,108,632		\$2,217,264	6000 - Oth Prog Costs	
<b>WORK DESCRIPTION</b>						
Select an Item				\$0	Select an Item	
<b>WORK DESCRIPTION</b>						
Select an Item				\$0	Select an Item	
<b>WORK DESCRIPTION</b>						
Select an Item				\$0	Select an Item	
<b>WORK DESCRIPTION</b>						
Select an Item				\$0	Select an Item	
<b>WORK DESCRIPTION</b>						
<b>GRAND TOTAL</b>						

IF ADDITIONAL LINES ARE NEEDED PLEASE ATTACH A SEPARATE SHEET.

Scheduled Obligation Date is **ALWAYS** the last day of September for the fiscal year of the job. Scheduled End Date is **ALWAYS** the last day of September for the fiscal year of the job plus three years for Capital (*Rural agencies*), plus four years for Capital (*Urban agencies*) jobs, or plus one year for Operating jobs.

TRANSIT FLEX CATEGORY ( <i>Only need to complete if funds are flexed to FTA and selection is based on the type of Transit Agency</i> ) Select an Item	GPA TYPE Select an Item
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**MDOT OBLIGATION**

Yes - (1) If the agency applies for funds (Except for Urban Operating) directly to FTA, and if there is a state match or if OPT applies for the funds directly to FTA (2) 100% state jobs.

No - (1) Urban Operating jobs (2) If the agency applies directly to FTA for funding, and there is no state match.

OPT PROJECT MANAGER NAME Alex Simonetti	ATTACHMENTS: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>(Must attach MDOT Form 1481)</i>
--	---

<b>BUDGET</b> 1) FEDERAL: _____ \$1,108,632	SUBTOTAL: _____ \$2,217,264
2) STATE: _____ \$1,108,632	4) Other Local Funding ( <i>Not part of match</i> ): _____
3) LOCAL ( <i>Part of match</i> ): _____ \$0	<b>TOTAL JOB COST: _____ \$2,217,264</b>

SUBMITTED BY ( <i>Please print</i> ) Kelly Dunham	TITLE Executive Director	DATE 08/07/2024
SIGNATURE <b>Kelly Dunham</b>	<small>Digitally signed by Kelly Dunham DN: cn=Kelly Dunham, o=Bay Area Transportation Authority, ou, email=dunhamk@bata.net, c=US Date: 2024.08.08 11:45:39 -04'00'</small>	PHONE NUMBER (231) 933-5544

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

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

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

**ALL ITEMS MUST BE COMPLETED.**

NEW PROJECT <input checked="" type="checkbox"/> OR PROJECT CHANGE <input type="checkbox"/>		IF YES, INCLUDE JOB NUMBER	<b>JOB NUMBER</b>	
			CHANGE TYPE <input type="checkbox"/> FY <input type="checkbox"/> COST <input type="checkbox"/> SCOPE <input type="checkbox"/> SUSPENDED <input type="checkbox"/> ABANDONED	
FISCAL YEAR 2025	COUNTY Grand Traverse	TRANSIT AGENCY - LEGAL NAME Bay Area Transportation Authority		
AGENCY ADDRESS 1340 West Hammond Road		CITY Traverse City	ZIP CODE 48686	
JOB TYPE: MULTI-MODAL		TEMPLATE: TRANSIT	BOUNDARIES: STATEWIDE	
MODE: TRANSIT		JOB PHASE: NON-INFRASTRUCTURE (NI)		
MAJOR ROUTE: Transit Capital		LOCATION (Report): AREAWIDE	FUNDS FLEXED TO FTA: No	

### TRANSIT PROJECT DESCRIPTION

PHASE FINANCIAL SYSTEM 5311 - CTF Non Urban Formula					DESCRIPTION OF OTHER FUNDING TYPE	
DESCRIPTION	FEDERAL	STATE	LOCAL	TOTAL	SCOPE CODE/SP CODE	
Mobility Management	\$64,455	\$16,114	\$0	\$80,569	6460 - JARC Projects	
<b>WORK DESCRIPTION</b>						
Select an Item				\$0	Select an Item	
<b>WORK DESCRIPTION</b>						
Select an Item				\$0	Select an Item	
<b>WORK DESCRIPTION</b>						
Select an Item				\$0	Select an Item	
<b>WORK DESCRIPTION</b>						
Select an Item				\$0	Select an Item	
<b>WORK DESCRIPTION</b>						
<b>GRAND TOTAL</b>						

IF ADDITIONAL LINES ARE NEEDED PLEASE ATTACH A SEPARATE SHEET.

Scheduled Obligation Date is **ALWAYS** the last day of September for the fiscal year of the job. Scheduled End Date is **ALWAYS** the last day of September for the fiscal year of the job plus three years for Capital (*Rural agencies*), plus four years for Capital (*Urban agencies*) jobs, or plus one year for Operating jobs.

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

**MDOT OBLIGATION**

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

OPT PROJECT MANAGER NAME Alex Simonetti	ATTACHMENTS: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>(Must attach MDOT Form 1481)</i>
--	---

**BUDGET**

1) FEDERAL: _____	\$64,455	SUBTOTAL: _____	\$80,569
2) STATE: _____	\$16,114	4) Other Local Funding ( <i>Not part of match</i> ): _____	
3) LOCAL ( <i>Part of match</i> ): _____	\$0	<b>TOTAL JOB COST:</b> _____	<b>\$80,569</b>

SUBMITTED BY ( <i>Please print</i> ) Kelly Dunham	TITLE Executive Director	DATE 08/07/2024
SIGNATURE <b>Kelly Dunham</b>	<small>Digitally signed by Kelly Dunham DN: cn=Kelly Dunham, o=Bay Area Transportation Authority, ou, email=dunhamk@bata.net, c=US Date: 2024.08.08 11:44:52 -04'00'</small>	PHONE NUMBER (231) 933-5544

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

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

**ALL ITEMS MUST BE COMPLETED.**

NEW PROJECT <input checked="" type="checkbox"/> OR PROJECT CHANGE <input type="checkbox"/>		IF YES, INCLUDE JOB NUMBER	<b>JOB NUMBER</b>		
			CHANGE TYPE <input type="checkbox"/> FY <input type="checkbox"/> COST <input type="checkbox"/> SCOPE <input type="checkbox"/> SUSPENDED <input type="checkbox"/> ABANDONED		
FISCAL YEAR 2025		COUNTY Grand Traverse		TRANSIT AGENCY - LEGAL NAME Bay Area Transportation Authority	
AGENCY ADDRESS 1340 West Hammond Road		CITY Traverse City		ZIP CODE 49686	
JOB TYPE: MULTI-MODAL		TEMPLATE: TRANSIT		BOUNDARIES: STATEWIDE	
MODE: TRANSIT		JOB PHASE: NON-INFRASTRUCTURE (NI)			
MAJOR ROUTE: Transit Operating		LOCATION (Report): AREAWIDE		FUNDS FLEXED TO FTA: No	

**TRANSIT PROJECT DESCRIPTION**

PHASE FINANCIAL SYSTEM 5311 - CTF Non Urban Formula					DESCRIPTION OF OTHER FUNDING TYPE	
DESCRIPTION	FEDERAL	STATE	LOCAL	TOTAL	SCOPE CODE/SP CODE	
Operating	\$40,285	\$40,285	\$0	\$80,570	6460 - JARC Projects	
<b>WORK DESCRIPTION</b>						
Select an Item				\$0	Select an Item	
<b>WORK DESCRIPTION</b>						
Select an Item				\$0	Select an Item	
<b>WORK DESCRIPTION</b>						
Select an Item				\$0	Select an Item	
<b>WORK DESCRIPTION</b>						
Select an Item				\$0	Select an Item	
<b>WORK DESCRIPTION</b>						
<b>GRAND TOTAL</b>						

IF ADDITIONAL LINES ARE NEEDED PLEASE ATTACH A SEPARATE SHEET.

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

**MDOT OBLIGATION**

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

OPT PROJECT MANAGER NAME Alex Simonetti		ATTACHMENTS: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>(Must attach MDOT Form 1481)</i>
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**BUDGET**

1) FEDERAL: _____	\$40,285	SUBTOTAL: _____	\$80,570
2) STATE: _____	\$40,285	4) Other Local Funding ( <i>Not part of match</i> ): _____	
3) LOCAL ( <i>Part of match</i> ): _____	\$0	<b>TOTAL JOB COST:</b> _____	<b>\$80,570</b>

SUBMITTED BY ( <i>Please print</i> ) Kelly Dunham		TITLE Executive Director	DATE 08/07/2024
SIGNATURE <b>Kelly Dunham</b>		<small>Digitally signed by Kelly Dunham DN: cn=Kelly Dunham, o=Bay Area Transportation Authority, ou, email=dunhamk@bata.net, c=US Date: 2024.08.08 11:43:51 -04'00'</small>	PHONE NUMBER (231) 933-5544

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

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

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

**ALL ITEMS MUST BE COMPLETED.**

NEW PROJECT <input checked="" type="checkbox"/> OR PROJECT CHANGE <input type="checkbox"/>		IF YES, INCLUDE JOB NUMBER	<b>JOB NUMBER</b>	
			CHANGE TYPE <input type="checkbox"/> FY <input type="checkbox"/> COST <input type="checkbox"/> SCOPE <input type="checkbox"/> SUSPENDED <input type="checkbox"/> ABANDONED	
FISCAL YEAR 2025	COUNTY Grand Traverse	TRANSIT AGENCY - LEGAL NAME Bay Area Transportation Authority		
AGENCY ADDRESS 1340 West Hammond Road		CITY Traverse City	ZIP CODE 49686	
JOB TYPE: MULTI-MODAL		TEMPLATE: TRANSIT	BOUNDARIES: STATEWIDE	
MODE: TRANSIT		JOB PHASE: NON-INFRASTRUCTURE (NI)		
MAJOR ROUTE: Transit Capital		LOCATION (Report): AREAWIDE	FUNDS FLEXED TO FTA: Yes	

### TRANSIT PROJECT DESCRIPTION

PHASE FINANCIAL SYSTEM CPM - CMAQ Projects To Reduce PM 2.5 Emissions					DESCRIPTION OF OTHER FUNDING TYPE	
DESCRIPTION	FEDERAL	STATE	LOCAL	TOTAL	SCOPE CODE/SP CODE	
Bus Purchase	\$143,681	\$35,920		\$179,601	SP1101 - <30 Foot replacement bus	
<b>WORK DESCRIPTION</b>						
Select an Item				\$0	Select an Item	
<b>WORK DESCRIPTION</b>						
Select an Item				\$0	Select an Item	
<b>WORK DESCRIPTION</b>						
Select an Item				\$0	Select an Item	
<b>WORK DESCRIPTION</b>						
Select an Item				\$0	Select an Item	
<b>WORK DESCRIPTION</b>						
<b>GRAND TOTAL</b>						

IF ADDITIONAL LINES ARE NEEDED PLEASE ATTACH A SEPARATE SHEET.

Scheduled Obligation Date is **ALWAYS** the last day of September for the fiscal year of the job. Scheduled End Date is **ALWAYS** the last day of September for the fiscal year of the job plus three years for Capital (*Rural agencies*), plus four years for Capital (*Urban agencies*) jobs, or plus one year for Operating jobs.

TRANSIT FLEX CATEGORY ( <i>Only need to complete if funds are flexed to FTA and selection is based on the type of Transit Agency</i> ) 5307	GPA TYPE Transit Capital
--	-----------------------------

**MDOT OBLIGATION**

Yes - (1) If the agency applies for funds (Except for Urban Operating) directly to FTA, and if there is a state match or if OPT applies for the funds directly to FTA (2) 100% state jobs.

No - (1) Urban Operating jobs (2) If the agency applies directly to FTA for funding, and there is no state match.

OPT PROJECT MANAGER NAME Alex Simonetti	ATTACHMENTS: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No ( <i>Must attach MDOT Form 1481</i> )
--	---

<b>BUDGET</b> 1) FEDERAL: _____ \$143,681 2) STATE: _____ \$35,920 3) LOCAL ( <i>Part of match</i> ): _____ \$0	SUBTOTAL: _____ \$179,601 4) Other Local Funding ( <i>Not part of match</i> ): _____ <b>TOTAL JOB COST: _____ \$179,601</b>
--	---

SUBMITTED BY ( <i>Please print</i> ) Kelly Dunham	TITLE Executive Director	DATE 08/07/2024
SIGNATURE <b>Kelly Dunham</b>	<small>Digitally signed by Kelly Dunham DN: cn=Kelly Dunham, o=Bay Area Transportation Authority, ou, email=dunhamk@bata.net, c=US Date: 2024.08.08 11:46:22 -0400</small>	PHONE NUMBER (231) 933-5544

from: Derek Weichlein <DWeichlein@gtrc.org>  
to: Barry Hicks <barry.hicks@networksnorthwest.org>  
date: Aug 9, 2024, 10:19 AM  
subject: RE: NFC Revision for Franke Rd

---

Hi Derek,

Thank you for reaching out with your questions.

I have done an initial review of Franke Rd and Clarke Rd.

Both road segments meet the initial criteria to be considered for an NFC revision.

Here is a general overview of the process:

#### NFC Revision Process Overview

1. If the Act 51 agency requesting the NFC revision is within an MPO planning area, the agency will bring their proposal to MPO staff first for preliminary MPO concurrence. If the Act 51 agency is not within an MPO planning area, the local agency and MDOT would work directly with the county. A road must be Act 51 certified to be considered for an NFC revision.
2. After reviewing the proposal, if MPO staff feel it meets federal functional classification guidelines, and its member agencies would approve of the proposal, MPO staff will submit a preliminary NFC revision request to the MDOT National Functional Classification Planner.
3. The preliminary proposal should consist of information that is currently on hand, and should include a map of the proposed revision, as well as the reason for the revision and the proposed new classification of the road. If traffic counts are available those can be submitted also. Please note that FHWA only allows functional class revisions that reflect the change or endorsement of the function of a route. Poor pavement conditions or a general request for funding are not considered approved reasons according to FHWA.
4. The MDOT National Functional Classification Planner will review the proposal with relevant MDOT staff and will then contact MPO or county staff with MDOT's preliminary approval or disapproval.
5. If MDOT is in preliminary approval, the MPO would then send the proposal through their voting bodies for official MPO approval. MPO staff would submit meeting minutes and letters of concurrence from the Act 51 agencies and MPO showing a vote / concurrence with the change. Traffic counts that are within 2 years old, as well as a map of the route and a completed NFC worksheet would also be submitted.
6. Once the official proposal is received, MDOT will perform a final review. If MDOT grants final approval, the proposal would be submitted to FHWA by MDOT.
7. If FHWA grants approval to the revision, MDOT would notify the MPO and update our GIS files to reflect the change.

The reason why there are several “preliminary reviews” within the process, is because MDOT has had instances in the past where an agency will go through all of the motions to get a proposal approved with the MPO, only for MDOT to not be in concurrence when it is received. By doing preliminary reviews, if there is something that would prevent MDOT from being in concurrence, it will be known early on in the process.

#### 2020 Statewide NFC Review

MDOT is currently awaiting approval on the 2020 ACUBs from FHWA. Once we receive those, we will begin the process for the 2020 Statewide NFC Review. Since MDOT is doing a lot of work with FHWA on the ACUB process, we may have to move any new NFC revision evaluations to the 2020 Statewide NFC Review. We estimate that we should be able to begin the 2020 Statewide NFC Review sometime in September or October 2024.

Let me know if there are any additional questions.

#### **David Fairchild**

Transportation Planner

System Monitoring and Reporting Unit

Michigan Department of Transportation