



“LRTP-101” Workshop

Training for TMAs

*Presented by MDOT & FHWA
March 28, 2014*

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Today's Agenda

1. Welcome and Introduction
2. Overview of Workshop
3. Federal LRTP Development Requirements
4. High-Level Timeline of Development Steps
5. LRTP Development Steps
6. Summary and Identification of Handouts



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Overview of Workshop

- To provide a *high-level* overview of the LRTP development process
- To recommend steps of the process and the agency(s) responsible for completing the step
- To list how much time (on average) in months it takes to complete each step
- To identify steps/actions that require MPO approval
- To allow TMAs to share their processes/best practices
- To provide an overview of travel demand model roles and responsibilities



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Before We Begin

Commonly-Used Acronyms

- LRTP = Long Range Transportation Plan
- PIP = Public Involvement Plan
- SPS = MDOT Statewide Planning Section
- SUTA = MDOT Statewide and Urban Travel Analysis Section
- RFP = Request For Proposals
- TDM = Travel Demand Model
- TAZ = Traffic Analysis Zone
- SE = Socio-Economic
- EJ = Environmental Justice
- E+C = Existing + Committed
- TSC = Transportation Service Center
- 5YTP = Five Year Transportation Program
- TCM = Transportation Control Measure
- SIP = State Implementation Plan
- STPD = Statewide Transportation Planning Division
- DEQ = Department of Environmental Quality
- MCT = Model Coordination Team
- MDC = Model Development Committee



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Federal LRTP Requirements

What?

- Collaboratively developed multimodal plan:
 - Identifies current transportation system
 - Forecasts future transportation demands
 - Selects financially constrained strategies/actions to best meet future demands

Why?

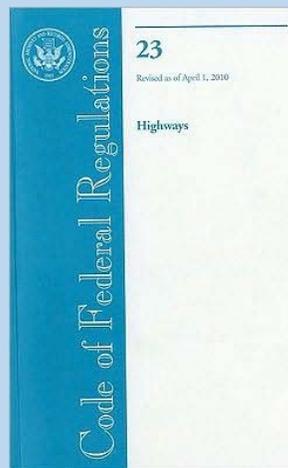
- Federal-aid project eligibility
- Federal action (i.e. NEPA Clearance)



Federal LRTP Requirements

Specific Citations

- 23 U.S.C. 134 (c)(1)
- 49 U.S.C. 5303 (c)
- 23 CFR 450.322



Source: <http://www.ecfr.gov>.

Federal LRTP Requirements

Eight Federal Planning Factors

1. Economic vitality
2. Safety
3. Security
4. Accessibility and Mobility
5. Intermodal
6. Environment, Livability, and Land Use
7. Management and Operations
8. Preservation



Federal LRTP Requirements

Certification Reviews

- Joint FHWA and FTA review of urban transportation planning process every four years
- Components:
 - Desk review
 - On-site visit and public meeting
 - Summary findings report



Federal LRTP Requirements

Performance Based Planning

- Description of performance measures and performance targets
- System performance report and updates evaluating the condition and performance of the transportation system
- Multiple scenarios may be considered



Source: <http://www.fhwa.dot.gov/map21/factsheets/mp.cfm>

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Federal LRTP Requirements

- The policies and vision identified in the LRTP are supported and implemented by TIP projects

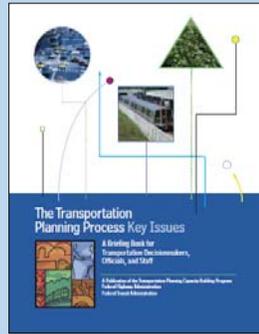


- *In short, the LRTP drives the TIP!!!*

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Federal LRTP Requirements

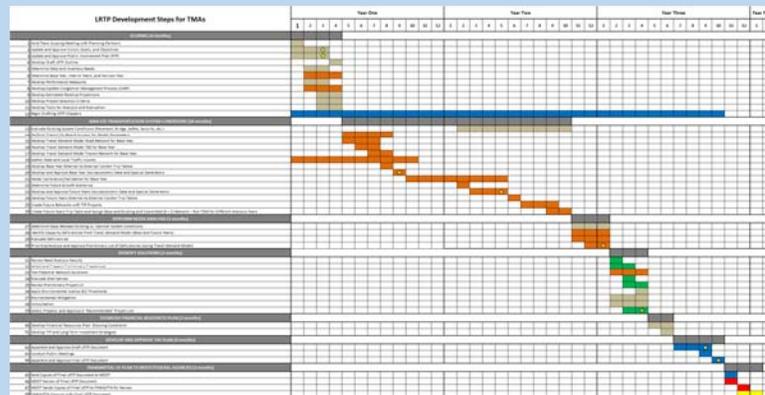
Transportation Planning Capacity Building
 Planning for a Better Tomorrow

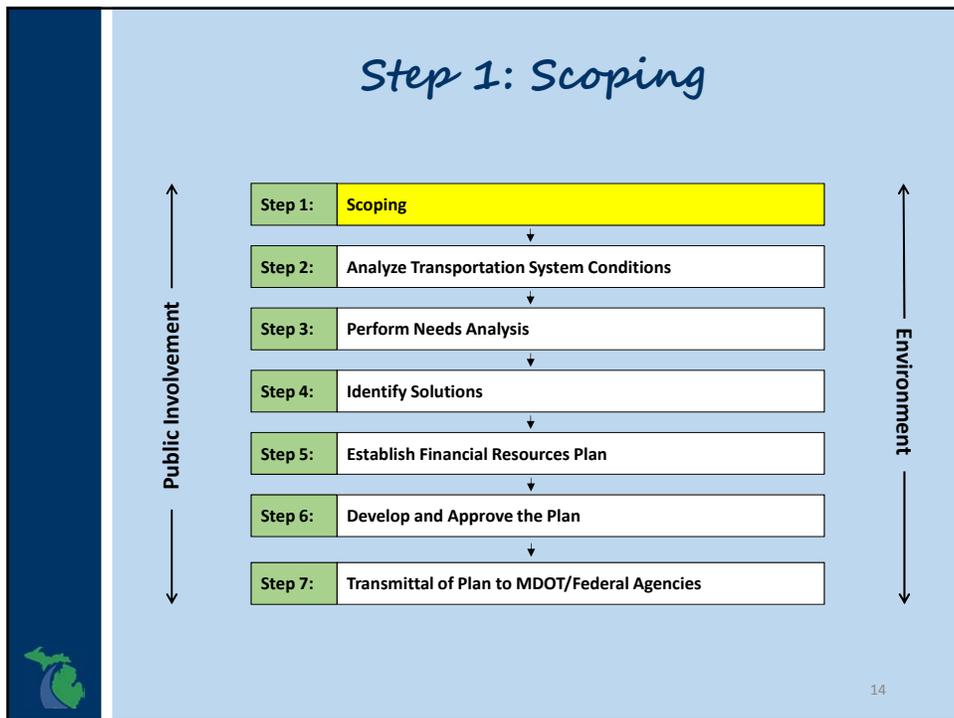
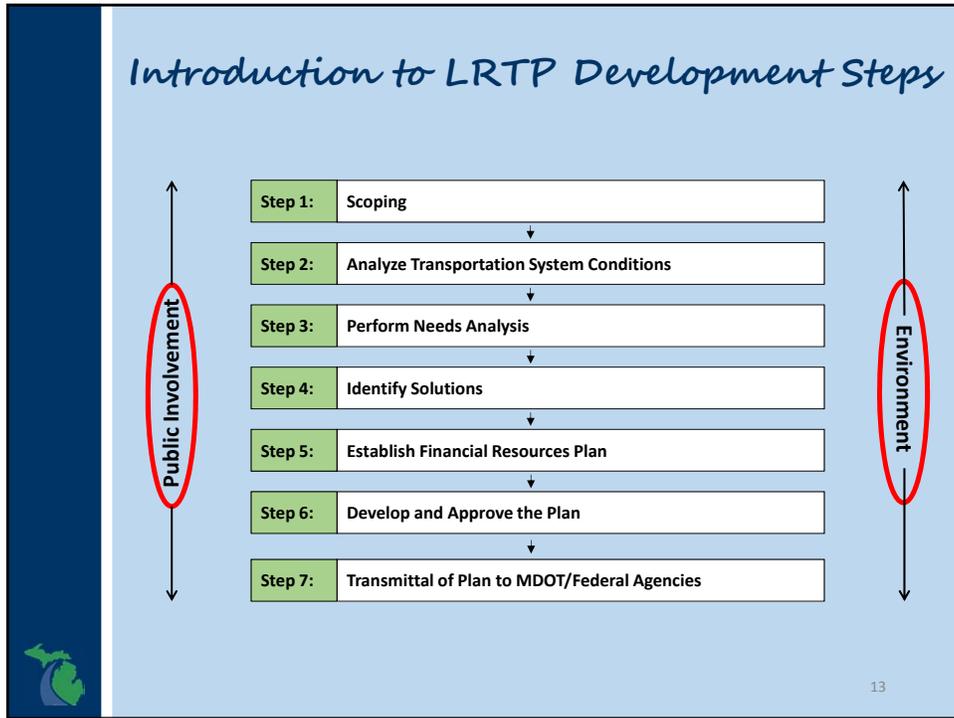


<http://www.planning.dot.gov/>
<http://www.planning.dot.gov/documents/briefingbook/bbook.htm>
http://www.planning.dot.gov/documents/BestPlanningPractices_MTP.pdf



High-Level Timeline of LRTP Steps





Step 1: Scoping

What Is Scoping?

- MPO provides critical information to better assist in development/direction of the plan
- The information provides a context for plan development and provides participants with better understanding of statistics, issues, and trends

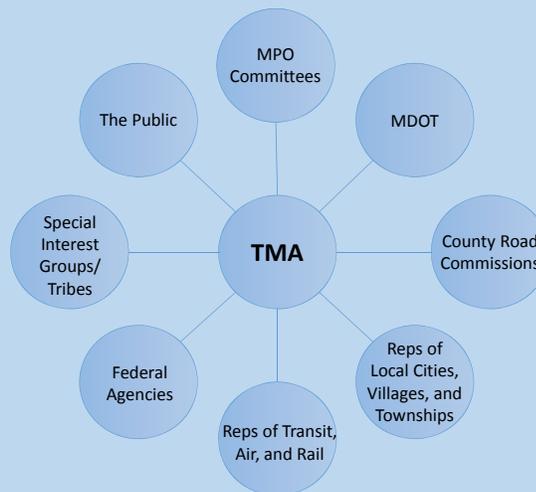
How Long to Complete Scoping?

- Four months



Step 1: Scoping

Who Are the Planning Partners Involved in Scoping?



Step 1: Scoping

What Is a Scoping Meeting?

- A meeting to identify major and important issues for consideration during development of the LRTP
- Allows MPO to include planning partners in the plan development process!!!

Why Hold a Scoping Meeting (or multiple meetings)?

1. To review current plans and regulations
2. To develop a vision, goals and objectives, performance measures/targets, and revenue estimates
3. To determine data and inventory needs
4. To identify which agency to complete the work (MPO, MDOT or Consultant)
5. To develop/update Congestion Management Process (CMP)

Let's quickly review each of these...

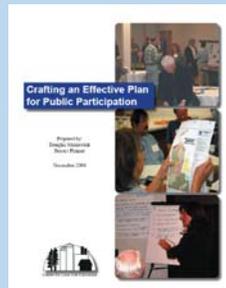
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Step 1: Scoping

1. To review current plans and regulations

- Current LRTP
- Federal laws and regulations
- State/Regional/Local plans (land use, conservation, wild life, natural and historic resources, economic development, employment, utility, transit, etc.)
- **Public Involvement Plan (PIP)**



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Step 1: Scoping

While Reviewing/Updating Public Involvement Plan (PIP)

- Ask yourself...
 - Does the current PIP identify critical dates for forums, meetings, open houses, etc. and incorporate those into the LRTP schedule?
 - Is the current PIP still appropriate for the scope/scale of the LRTP?
 - Have all planning partners and stakeholders been identified, including Title VI/EJ populations?
- And Remember...
 - MPO and planning partners must review the PIP *before* the 45-day public comment period

Recommendation: MPO Committees approve the updated PIP



Step 1: Scoping

2. To develop a vision, goals and objectives, performance targets/measures, and revenue estimates

- LRTP vision, goals and objectives
- Performance targets/measures
- Estimated revenue projections
- Tools for analysis/evaluation of goals and objectives



Step 1: Scoping

What Is a Plan's Vision?

- A broad sense of what the region wants the transportation system to achieve over the next 20 years

What Are Goals & Objectives?

- Goals = Ideas for how the transportation system should be designed, built, operated, and maintained while considering the eight federal planning factors
- Objectives = Measurable and desired outcomes that help to achieve the goals

What Are Performance Targets/Measures?

- Targets = Defines desired outcomes with which to compare actual performance of the system
- Measures = Means (variables and events) for tracking progress toward targets



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Step 1: Scoping

Link Performance Targets/Measures to Goals and Objectives

- Ask yourself...
 - *Did we create goals and objectives that are "S.M.A.R.T." (Specific, Measurable, Attainable, Realistic, and Timely)?*
 - *Are the goals, objectives, and performance targets/measures straightforward and easily understood?*
 - *Do the goals and objectives relate to the overall vision of the Region?*
 - *Do the performance targets/measures relate to the goals and objectives of the plan?*
 - *Do the goals and objectives provide a basis for making investment decisions?*

Recommendation: MPO Committees approve the goals & objectives



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Step 1: Scoping

3. To determine data and inventory needs

- Review Current System
- Determine Data Availability and Resources
- Determine Location and Sources of Data
- Ex: Demographic Data
 - Census 2010
 - American Community Survey

CATEGORY	EXAMPLES OF USEFUL DATA
Demographic Data	Current and projected: <ul style="list-style-type: none"> • Population • Age ranges • Gender breakdown • Average household size
System Inventory	<ul style="list-style-type: none"> • Miles of roadway • Miles of paved roadway • Miles of sidewalk • Number of transit vehicles • Number of bridges
System Use	<ul style="list-style-type: none"> • Traffic volume • Transit ridership • Number of pedestrians • Number of bicyclists
Physical Conditions and Operations Performance	<ul style="list-style-type: none"> • Type of land use • Congestion • Physical condition of bridges • Age of transit vehicles



Step 1: Scoping

4. To identify which agency to complete the work (MPO or Consultant)

- Inform MDOT Early if Using Consultants
- Ask yourself...
 - Have we informed MDOT staff that we intend to use a Consultant to complete a portion (Modeling, etc.) of the LRTP?
 - Have we determined the roles of the Consultant?
 - Have we developed an RFP for selecting a Consultant?
- ✓ Add minimum four months to LRTP development schedule.



Step 1: Scoping

IF Using Consultants

- Drafting the RFP
- Approval of RFP through MPO and MDOT Contracting Process
 - > \$50,000 – requires Commission Audit approval
 - > \$200,000 – requires Ad Board approval
- Posting RFP
- Holding Pre-Bid Meetings
- Reviewing Proposals
- Interviewing and Selecting Consultants
- Determining Final Contract with Selected Consultant
- Submittal of Final Contract for Approval by MDOT Contracts



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Step 1: Scoping

5. *To Develop/Update Congestion Management Process (CMP)*

What is a CMP?

- A systematic and regionally-accepted approach for managing congestion that provides accurate, up-to-date information on transportation system performance and assesses alternative strategies for congestion management that meet state and local needs



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Step 1: Scoping

History of CMP

- Congestion Management Systems (CMS) were first introduced by the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991
- CMS was continued under the Transportation Equity Act for the 21st Century (TEA-21)
- The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) refers to a Congestion Management Process (CMP):
 - SAFETEA-LU modified Title 23, Section 134 of the U.S. Code (corresponding changes were made to Title 49, the Public Transportation portion of the Code, under Section 5303).
 - Statewide Transportation Planning; Metropolitan Transportation Planning; Final Rule, February 14, 2007, and Federal Register.
 - The goal of the law is to utilize a process that is an integral component of metropolitan transportation planning process.

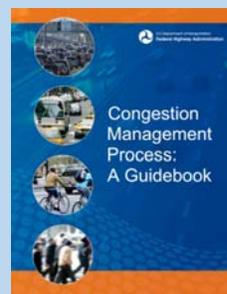


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Step 1: Scoping

Congestion Management Process (CMP)

- A CMP is required in metropolitan areas with population exceeding 200,000, known as Transportation Management Areas (TMAs)
- Guidebook walks you through the CMP from beginning to end with examples and case studies
- Every CMP is different, do what works for you
- FHWA and MDOT **do not** approve the CMP but are partners/stakeholders in the process
- The CMP is part of the Certification Review process, TIP, and MTP



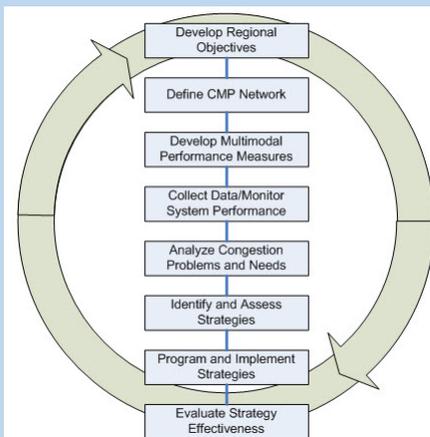
Source: https://www.fhwa.dot.gov/planning/congestion_management_process/cmp_guidebook/.



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Step 1: Scoping

8 Actions of CMP – Process Model



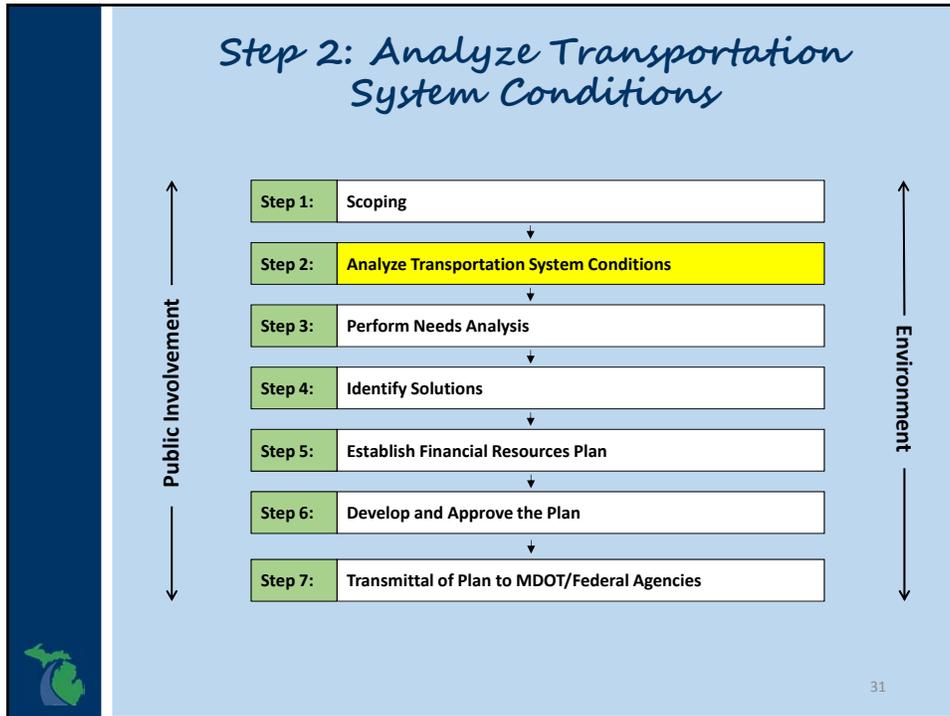
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Step 1: Scoping

Future of CMP – Performance Measures

- MAP-21 rule making is ongoing with congestion/system performance – System Performance Measure Rule to be released in Q2-Q3 of 2014 with implementation scheduled for Q2 2015

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Step 2: Analyze Transportation System Conditions

What Is Transportation System Analysis?

- Inventory of existing transportation system, including:
 1. Pavement and bridge conditions
 - Use of PASER, HPMS, and other pavement and bridge tools to monitor and measure current conditions of the roadways and bridges
 2. Transit systems
 - Review of transit network, coverage area, efficiency of service
 3. Railroad systems
 4. Airports
 5. Waterways and Ports
 6. Commercial Freight

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Step 2: Analyze Transportation System Conditions

What Is Transportation System Analysis?

7. Non-Motorized Facilities
 - Inventory of sidewalks, trails, and any other non-motorized pathways
 - Complete Streets policy review
8. Safety
 - Crash Analysis
9. Security
 - County readiness plans
 - Safety Forums
10. Accessibility and Mobility
 - Determine how region is meeting needs for minority or disadvantaged populations
 - Update Environmental Justice (EJ) maps



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Step 2: Analyze Transportation System Conditions

Transportation System Analysis – Non-TDM Analysis

- TMA staff takes lead in consultation with MDOT SPS

How Long to Conduct Transportation System Analysis?

- Six to nine months



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Step 2: Analyze Transportation System Conditions

Transportation System Analysis using Travel Demand Model (TDM)

- Demographic and Land Use Analysis
- Trends and Projections of region
- System Performance – VMT, VHT, and Speeds
- Capacity Deficiencies – V/C ratios along corridors
- Level of Service Analysis (LOS)

TDM Components should be consistent with goals, objectives, and performance measures of LRTP

- Examples: High-Occupancy Vehicle (HOV) Lanes, Bus Rapid Transit, passenger rail, and tolling



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Step 2: Analyze Transportation System Conditions (TDM)

Development of TDMs for TMAs are Performed by TMA Staff in Cooperation with MDOT-SUTA

- Develop TDM Road, TAZ, and Transit Network
- Traffic Count and Transit On-Board Survey Processing
- Socio-Economic (SE) Data Collection and Forecasting
- Running of TDM, Calibration and Validation of TDM for Base and Future Years

How Long to Develop Base Year TDM for TMA?

- 18 months



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Step 2: Analyze Transportation System Conditions (TDM)

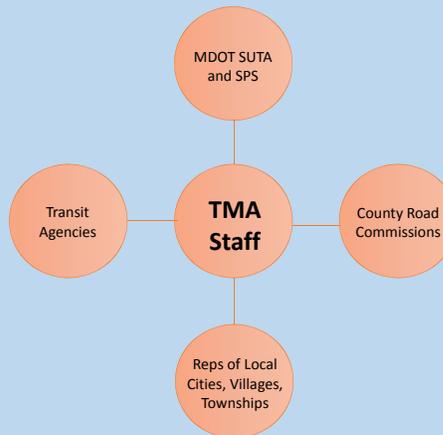
Roles and Responsibilities

- Memorandum of Understanding (MOU) Review
 - All modeling activities – coordinated effort between TMA, MDOT-SUTA and members of Model Coordination Team (MCT) aka Model Development Committee (MDC)
- Model Coordination Team
 - Established and maintained for the purpose of coordinating modeling efforts in the TMA area which relate to model development, update/validation, model calibration, L RTPs, and when appropriate, travel impact analysis



Step 2: Analyze Transportation System Conditions (TDM)

Model Coordination Team (MCT) Members



Step 2: Analyze Transportation System Conditions (TDM)

Roles and Responsibilities

- MDOT-SUTA representatives serve as:
 - Liaison
 - Resource/guide
 - Partner
- LRTP Development
 - MCT serves as review panel for all deficiency analysis and alternative testing scenarios



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Step 2: Analyze Transportation System Conditions (TDM)

MDOT-SUTA Resources

- Trunkline Road Attributes
- Trunkline Traffic Count Data
- MI Travel Counts Household Travel Survey Data
- Employment Data
- REMI Forecast Model and Statewide TAZ Projections
- MDOT Statewide Passenger and Truck TDM Information
 - External movements
 - Commodity flows
- Model Consultation



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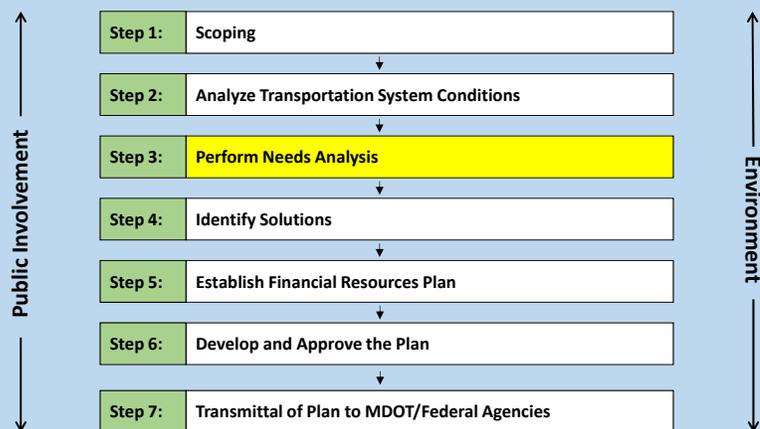
Step 2: Analyze Transportation System Conditions (TDM)

Scenario Planning

- Determine early if/how TMA will incorporate this process
- Determine future growth scenarios
- Options:
 - Different growth scenarios: Low, Medium, High Growth
 - Different allocation of growth: Status Quo, Smart Growth, or Concentrated Growth



Step 3: Perform Needs Analysis



Step 3: Perform Needs Analysis

What Is a Needs Analysis?

- Process of identifying strategies or actions for evaluating “gaps” between established goals/objectives and current transportation system conditions
- Needs are actions for addressing these gaps

Goals of a Needs Analysis (for Base and Future Years)

- Determine gaps between existing vs. optimal system conditions.
 - Performed all systems identified under Step 2
- Identify specific locations where gaps occur



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Step 3: Perform Needs Analysis

Goals of a Needs Analysis (for Base and Future Years)

- Examples:
 - Transit: determine current ridership conditions vs. needs of target populations
 - Safety: analysis of high crash locations
 - Pavement Conditions: percent rated as fair and poor
 - Railroad Systems: bottleneck locations and passenger traffic
 - Bridge Conditions: percent considered functional obsolete/structurally deficient
 - Airports: annual passengers and commercial freight
 - Commercial Freight: locations of warehouses and freight tonnage
 - Non-Motorized facilities: miles of multi-use trails, bicycle lanes, and sidewalks



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Step 3: Perform Needs Analysis

Deficiency Analysis

- Run model to determine where roads are approaching or exceeding capacity
 - V/C ratios are assigned to roads based on LOS E capacities
 - SEMCOG ratios are based on LOS F capacities
- Use of CMP when determining capacity thresholds
- TMA provides maps and list (spreadsheet) of deficiencies for MCT review
 - Differentiate between base and future year deficiencies
 - Differentiate between roads approaching capacity vs. exceeding capacity

Recommendation: MPO Committees approve deficiencies

How Long to Complete the Needs Analysis?

- Three months



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LUNCH BREAK!!!

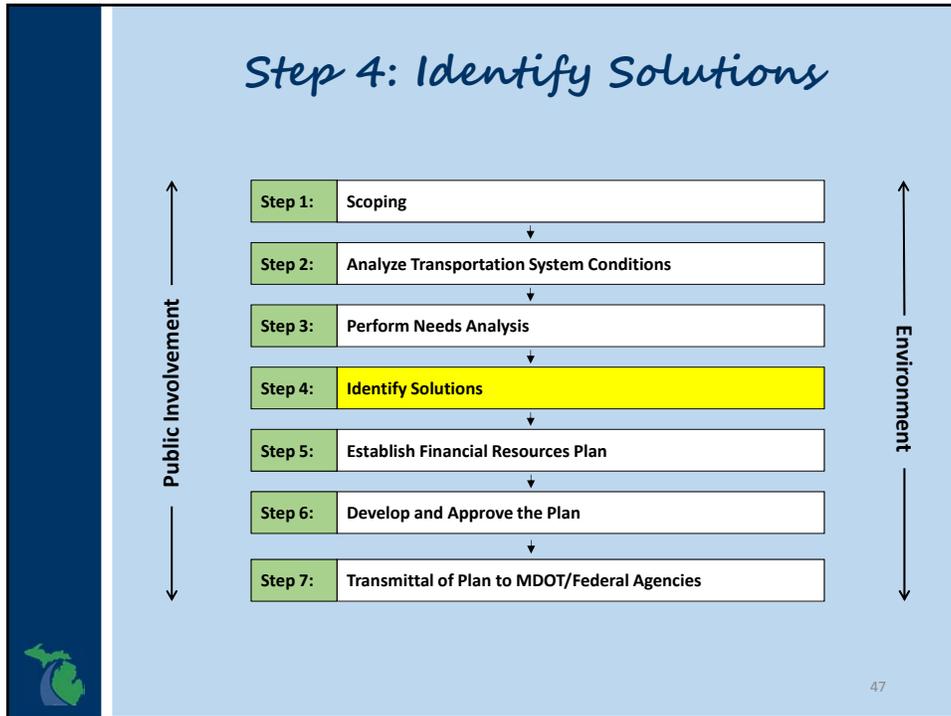


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Return in 45 Minutes



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Step 4: Identify Solutions

What Is Solution Identification?

- Heart of the planning process
- Answers “how will the metropolitan area address future transportation challenges?”
- Based on Vision, Goals, and Objectives; system performance; problems/issues

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Step 4: Identify Solutions

What Does It Include?

- Selecting/preparing preliminary project list
 - Review current LRTP
 - Consider projects in current TIP
- **Testing potential network solutions (alternative testing)**
- **Congestion Management Process (CMP)**
- **Environmental Mitigation**
- **Environmental Justice (EJ) thresholds**
- **Interagency Consultation**
- Selecting/preparing and approving a “recommended” project list

How Long to Identify Solutions?

- Three months



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Step 4: Identify Solutions

Alternative Testing

- Integrating Road projects into TDM to determine impacts to system and to lessen deficiencies
- Review Needs Analysis Results
 - Review Capacity Deficiencies
 - Determine if/how MPO wants to address those deficiencies
- Selecting/preparing preliminary project list
 - Review current LRTP
 - Consider projects in current TIP (E+C Network)
 - Use of CMP to prioritize projects
- Testing potential network solutions (alternative testing)
 - Run travel demand model with different potential solutions to determine impacts



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Step 4: Identify Solutions

Alternative Testing

- Evaluating alternatives
 - Do potential solutions address deficiencies or gaps in system to MPO area's satisfaction?
 - Do potential solutions meet the goals and objectives of the LRTP?
 - Do potential solutions meet the performance measures established in scoping process?
 - Do potential solutions incorporate/follow the CMP?
 - If so, proceed to next step. If not, repeat process with different options
- Selecting/preparing "recommended" project list

Recommendation: MPO Committees approve the recommended project list



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Step 4: Identify Solutions

Environmental Mitigation

- MPO must include discussion of potential environmental mitigation activities and areas to carry out these activities
- Activities that, over time, will avoid/minimize/mitigate impacts to human or natural environment
 - Strategies
 - Policies
 - Programs
 - Actions
- Requires consultation efforts with Federal, State, and Tribal wildlife, land management, and regulatory agencies
- Environmental Mitigation is *NOT* the same as Environmental Justice



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Step 4: Identify Solutions

Environmental Justice Guidance Documents

- As a recipient of federal financial assistance, MDOT and MPOs must demonstrate compliance to:
 1. Title VI of the Civil Rights Act of 1964
 2. National Environmental Policy Act of 1969
 3. Federal-Aid Highway Act of 1970
 4. Civil Rights Restoration Act of 1987
 5. Environmental Justice (EJ) Executive Order 12898 of 1994
 6. Limited English Proficiency (LEP) Executive Order 13166 of 2000



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Step 4: Identify Solutions

Environmental Justice Thresholds

- Sources:
 - U.S. Census 2010 Data
 - U.S. Department of Health and Human Services: Data of Poverty
- U.S. Department of Transportation (2012) EJ Principles:
 1. To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
 2. To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
 3. To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.



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Step 4: Identify Solutions

Environmental Justice Thresholds

- What are Low-Income and Minority Populations?
 - *Low-Income* = a person whose median household income \leq U.S. Dept. of Health and Human Services poverty guidelines (\$11,170 in 2012)
 - *Minority* = a person who is:
 - Black
 - Hispanic
 - Asian
 - American Indian and Alaskan Native
 - Native Hawaiian and Other Pacific Islanders
 - ...as well as...
 - Elderly persons (Age 65+)
 - Handicapped/Disabled persons
 - Occupied Housing Units with No Vehicles Available



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Step 4: Identify Solutions

Environmental Justice Thresholds

- Thresholds are determined by MPO area
- Analysis should be updated at a minimum of three years
 - EJ Maps
 - Distribution of Population Groups
 - Transit Agencies Service Area Review



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Step 4: Identify Solutions

Interagency Consultation

- By law, MPO must consult with officials responsible for other types of planning activities that are affected by transportation:
 - State and local planned growth
 - Tribal organizations
 - Economic development
 - Environmental protection
 - Airport operations
 - Freight movements
 - Conservation
 - Natural or historic resources
- Purpose of consultation process is to eliminate/minimize conflicts with other agency plans or programs that impact transportation



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Step 4: Identify Solutions

Interagency Consultation or Public Involvement???

- Public Involvement = active participation of individuals and/or groups to influence decision-making
- Interagency Consultation = more passive communication between decision-makers and individuals/groups
 - Views are received, but no obligation to act beyond ensuring they are given fair consideration

Consultation for LRTP is a Separate and Discrete Process from Public Involvement Process

- MPOs should identify agencies for consultation from the PIP



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Step 4: Identify Solutions

Interagency Consultation for LRTP Development in Nonattainment/Maintenance Areas

- Interagency Work Group (IAWG) reviews projects for inclusion in the Plan to determine if certain projects require air quality conformity analysis or are exempt.
 - Currently, MI is exempt from review of projects with the exception of SEMCOG
- IAWG membership needs to be consistent with agencies participating in the scoping process, with exception of the general public
 - Members include (MPO, MDOT, FHWA, MDEQ and U.S. EPA)



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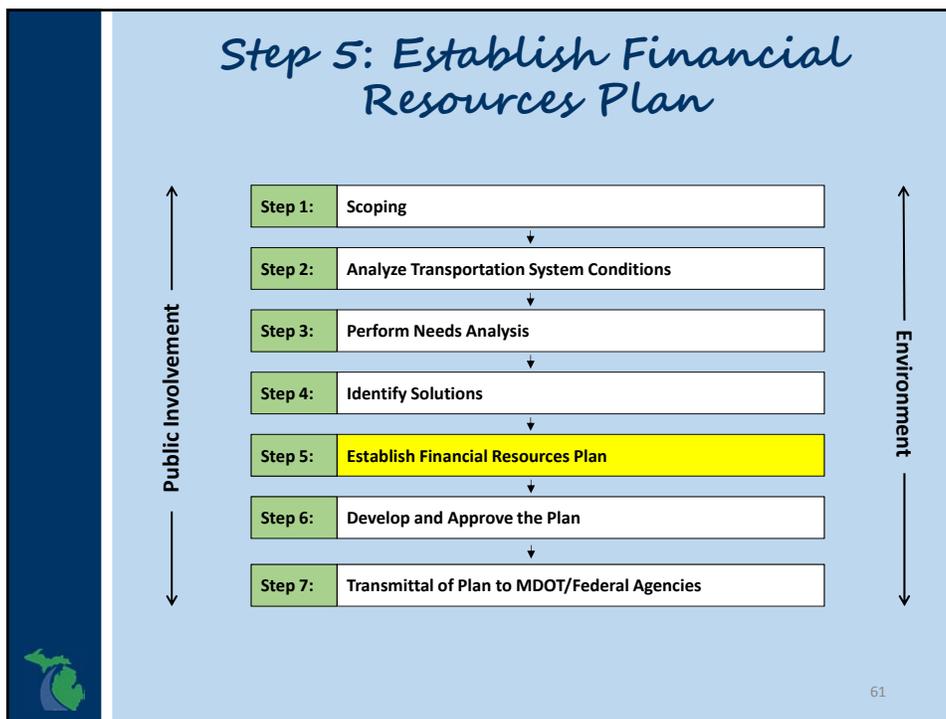
Step 4: Identify Solutions

Interagency Consultation for LRTP Development in Nonattainment/Maintenance Areas

- If MPOs in nonattainment/maintenance areas for NAAQS (ozone, carbon monoxide, sulfur dioxide, and PM 2.5) develop Transportation Control Measures (TCM) for the SIP, they must coordinate LRTP development with process for developing those measures; however...
 - MI currently has no TCMs in the SIP, therefore...
 - This process only needs to be followed in the event that MI (DEQ) puts a TCM into the SIP



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Step 5: Establish Financial Resources Plan

What is Financial Resources Plans?

- A plan that estimates funding needed to implement recommended solutions over 20-year period
- Also includes estimates for operating/maintaining existing system

Requirements

- Must identify and analyze revenues “reasonably expected to be available” over 20-year planning horizon
- Must be fiscally constrained
- Must be developed based on screened list of potential solutions and limited by budget determination

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Step 5: Establish Financial Resources Plan

What Should the Financial Plan Include?

- Revenue assumptions
- Revenue forecasts (federal, state, and local)
 - MPO = develops local revenues
 - MDOT STPD = develops Federal/State revenues
- Economic trends of the area
- Investment Strategy (i.e. 70% Preservation, 20% Capacity Improvements, 10% Other)
 - Multiple financial scenarios, if possible

Recommendation: MPO Committees approve Investment Strategy

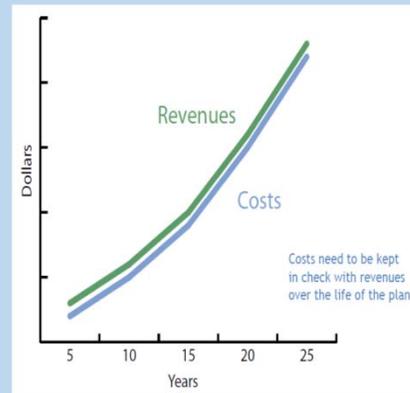


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Step 5: Establish Financial Resources Plan

Costs Must be Kept Consistent with Revenues Over 20-year Horizon

- Don't commit 20 years worth of projects in first 10 years of LRTP
- Use "year of expenditure" dollars



Source: <http://www.pamobilityplan.com/pubs/FinalLRTPGuide.pdf>.



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Step 5: Establish Financial Resources Plan

MTPA Subcommittee on Finance

- Developed standardized language regarding financial planning for TIPs
- In the process of developing standardized language for financial plans of LRTPs
- This will ensure consistency with financial analysis text for all MPO LRTPs and TIPs
- Subcommittee is developing growth rates, inflation factors, and distribution methodology
- May STILL need to search for alternative funding!

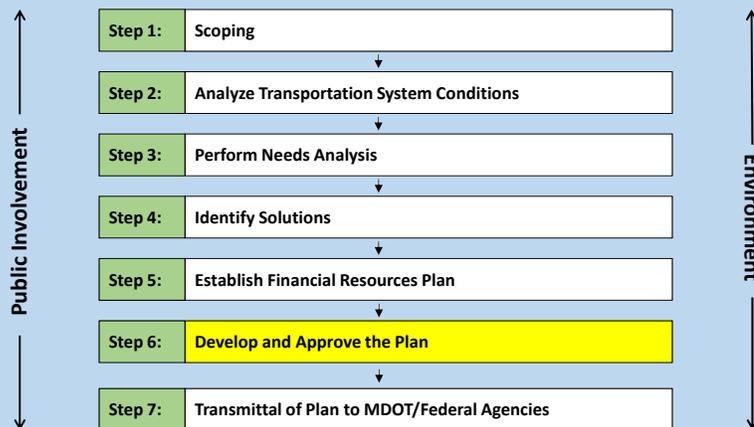
How Long for TMAs to Establish a Financial Resources Plan?

- Two months



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Step 6: Develop and Approve the Plan



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Step 6: Develop and Approve the Plan

What Is Developing the Plan?

- Putting it all together – assembling of draft and final LRTP document
- Needs to be summarized in a clear, concise, and meaningful way
- Several chapters would have been started prior to this point



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Step 6: Develop and Approve the Plan

What Must the Plan Include?

1. Multiple modes of transportation
 - Plan must encompass **ALL** modes
2. Project Listing
 - Projects must be included in LRTP for inclusion into TIP
 - Project list displays those projects that *may* be implemented during next 20 years
 - Project list **must** be fiscally constrained
 - May include an illustrative list of projects
3. Public Involvement
 - Plan must provide adequate opportunity for public and stakeholder input

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Step 6: Develop and Approve the Plan

What Must the Plan Include?

4. Financial Resources
 - Project list must be fiscally constrained
 - List all projected transportation revenues (federal, state, and local) to be allocated within the plan
 - Should be based on current revenue streams and new sources of revenue that is “reasonably expected to become available”
 - Identified costs should be consistent with revenues over life of plan



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Step 6: Develop and Approve the Plan

What Must the Plan Include?

5. Air Quality Conformity Analysis (if necessary)
 - For MPOs in non-attainment or maintenance areas
 - Plan must be consistent with requirements of 1990 Clean Air Act as Amended (CAAA)
 - Must include a statement that projects/policies “conform to the purpose of the SIP”

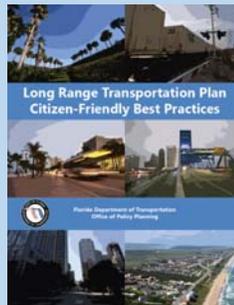


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Step 6: Develop and Approve the Plan

How Should the Plan Be Styled?

- No formal requirement for document style – it is up to the MPO
- Should be captivating to both lay audiences and technical professionals
- Style (organization, writing style, design, visualization) should be related to the plan's usefulness and expertise of planning process



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Step 6: Develop and Approve the Plan

How Should the Plan Be Styled?

1. Organization
 - Outline that provides logical flow of ideas and is easy to navigate
 - Executive summary
 - Main body or narrative (chapters)
 - Consider chapter summaries or bullets to convey message
 - Appendix
 - Glossary of terms
2. Writing Style
 - Must be understandable to persons w/o planning background
 - Avoid jargon and define all acronyms
 - Express ideas clearly with as few words as possible
 - Should be conversational, not academic – use “plain language”

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Step 6: Develop and Approve the Plan

How Should the Plan Be Styled?

3. Design

- Consistent, clean format with clear heading styles and readable page layouts
- Traditional letter-sized documents could make use of 11x17 fold-out maps/graphics
- Use color and photos or other graphics – with discretion
- Create accessible web sites for those with various disabilities
- Provide options to download entire document or chapter-by-chapter

4. Visualization

- Techniques to strengthen public participation and understanding of proposed plans
- Includes sketches, drawings, artist renderings, physical models and maps, simulated photos, videos, computer modeled images, etc.
- Have ability to translate document into multiple languages



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Step 6: Develop and Approve the Plan

Approval of LRTP

- MPOs must subject *draft* LRTP to public hearing and review
 - Based on process identified in PIP
- MPOs will then approve* *final* LRTP

* Dates of LRTP Approval

- For MPOs in attainment – date of MPO approval
- For MPOs in nonattainment/maintenance – date of Conformity Determination made by FHWA/FTA
- For creating a new LRTP – because MI is *exempt* from conformity determinations, date of approval will be when MPO approves LRTP until new nonattainment designation is made



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Step 6: Develop and Approve the Plan

For MPOs in Nonattainment/Maintenance Areas (contingent on conformity analysis required)

- FHWA will forward Plan to EPA for Conformity Determination
 - EPA requires minimum 45 days to make determination
- MDOT SPS will forward Plan to MDEQ Air Quality Division for review and concurrence
- This process must be done prior to submittal to Federal agencies for concurrence
- FHWA/FTA will issue final determination to MDOT/MPOs
- Remember...Michigan is currently exempt from transportation air quality conformity (except SEMCOG)

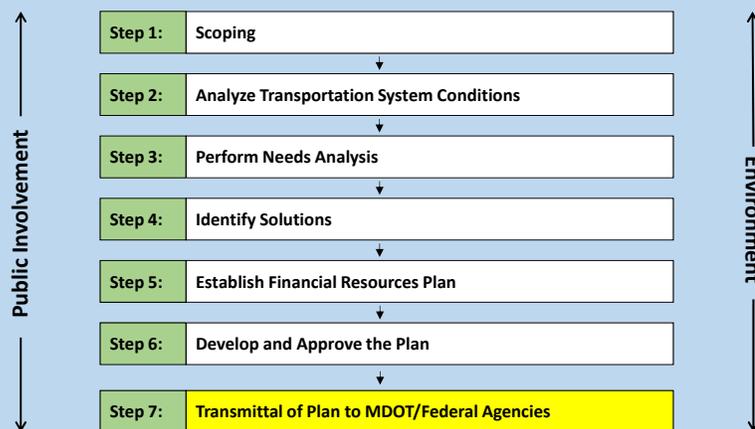
How Long to Develop and Approve the Plan?

- Ongoing process from the beginning
- Four months in addition to all work leading up to this points



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Step 7: Transmittal of Plan to MDOT/Federal Agencies



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Step 7: Transmittal of Plan to MDOT/Federal Agencies

After MPO Approval of LRTP

- MPO sends hard-copies of plan to MDOT for a “compliance review”
 - SPS staff is responsible for distributing plan throughout MDOT for comments (SUTA, Region Planners, Passenger Transportation, etc.)
- MDOT SPS transmits plan to Feds for concurrence of the planning process
- Feds send concurrence letter back to MDOT (cc: MPOs) confirming the MDOT finding that plan conforms to federal planning regulations

How Long Is Transmittal Process?

- Usually three months, depending on Conformity Determination needed



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Step 7: Transmittal of Plan to MDOT/Federal Agencies

What Happens If LRTP Update Needs to Be Extended?

- MDOT and Feds realize the potential need to extend LRTP update
 - Loss of key staff and/or resources
 - Improved TDM data and analysis
 - New planning regulations/other legislative updates



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Step 7: Transmittal of Plan to MDOT/Federal Agencies

Steps for MPO to Extend the Current LRTP Until the Update Can Be Completed

1. TMA meet with MDOT/FHWA to discuss issues/concerns and reach consensus on new schedule
2. Seek approval of Technical/Policy Committees to re-affirm current LRTP
3. Transmit *documentation* to SPS
4. SPS forwards to Feds for their information/concurrence
5. FHWA issues joint letter acknowledging new schedule and approval timeline

Recommendations

- MDOT urges MPOs to maintain *original* schedule, as much as possible
- MDOT is committed to providing training/resources moving forward



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Step 7: Transmittal of Plan to MDOT/Federal Agencies

You now have completed the LRTP development process!!!

- Get ready.....you get to do all of this again in approximately four years



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Planning – Long Term Timeline and Scheduling

Planning for 2 LRTP Development Cycles

- Try to start thinking 2 LRTPs out when determining:
 - Goals, objectives and performance measures
 - Start dates
 - Public Involvement
 - Tasks to implement in 1st LRTP vs. those that need more data, research or time before implementing
 - Look at tasks that can be accomplished in between LRTP development cycles
 - Look for areas to improve on more long term



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Any Last...



PLEASE...

1. Take your handout packet and use as a resource
2. Complete the Evaluation Form
3. Contact us if you have additional questions

