

Attached please find revised RTF Guidelines to serve as a process improvement to the Local Rural Program in an effort to maximize all available funding in a timely manner, improve project delivery and develop consistency in carrying out the transportation planning process. Please distribute these to your organization or member agencies as appropriate.

MDOT will be presenting these revised guidelines at upcoming meetings of the Regional Planning Agencies, County Road Association of Michigan (CRAM), Metropolitan Planning Organizations (MPOs), and other organizations. The department is open to suggestions to improve the process and would like to extend you the opportunity to provide your comments and questions regarding the revised guidelines.

These guidelines are a result of discussions and input from our local partners and stakeholders to achieve the following objectives:

1. The Local Rural Program will spend all available funding and obligation authority each fiscal year.
2. The Local Rural Program will assist in stabilizing the State Transportation Improvement Program (STIP) by eliminating excessive project changes and updating the four-year program during STIP development timeframes.

Important Changes to the Statewide Guidelines include:

- Providing allocation to the Rural Task Force at the regional level – the allocation spreadsheet will reflect RTF level targets not county allocations
- Encouraging programs to be developed at the Rural Task Force level with counties identifying their needs
- Encouraging RTF to develop illustrative lists to move projects forward if additional funding becomes available
- RTFs are required to meet in April of each year to re-evaluate the status of the task force program
- Bid savings and overruns are to be managed at the task force level
- MDOT Statewide Planning Section will monitor spending levels of each RTF and provide quarterly reports to the Regional Planning Agencies for distribution to the task forces

If you have any questions and/or need additional information regarding the revised guidelines, please contact Pam Boyd at 517-335-2803 or boydp1@michigan.gov.

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Statewide Guidelines and Operating Procedures
Rural Funding and Planning Coordination with Regional Planning Agencies
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The Rural Task Force (RTF) Program provides Surface Transportation Program (STP) - Rural, and Transportation Economic Development Funds-D Category (TEDF-D) Federal and State funds to task forces based on a statewide formula. Each county participating in the Rural Task Force (RTF) program has the ability to work cooperatively with its member agencies in funding transportation needs.

The Michigan Department of Transportation (MDOT) Statewide Transportation Planning Division administers the RTF Program. Projects are programmed and monitored by the Statewide Planning Section. Funding for each RTF is shown on individual balance sheets. These balance sheets will show allocations for STP and State D category funding. If additional federal obligation authority becomes available to the program, this amount will be shown as the starting balance. Beginning in Fiscal Year (FY) 2015, the amount of carryover obligation authority that will be repaid to the local program from year to year will be limited to five percent of the annual obligation authority designated for the Local Federal-Aid Program.

MDOT representation at county level and RTF meetings will be a primary responsibility of the appropriate MDOT Region Office. Staff from MDOT's Statewide Planning Section may also participate in meetings if necessary. Per state law, MDOT is required to be a voting member of the RTF for TEDF and approval of the All-Season Road Network. Regional Planning Agency involvement ensures consensus in the project selection process and that each member is given equal consideration.

I. Local County Meetings

1. The RTF balance sheet will reflect the current approved years of the Statewide Transportation Improvement Program (STIP).
 - a. Statewide STIP development occurs every three years.
 - b. During STIP development, future years are added to the STIP.

2. During statewide STIP development, the Regional Planning Agencies (RPAs) will work with the counties to conduct local project selection meetings.
 - a. Local project selection meetings are required during STIP development.
 - b. RPAs will notify local elected officials, stakeholders, and general public of the opportunity to participate in project selection, in a timely manner, based on established procedures written in bylaws or in approved public participation plans.
 - c. If procedures do not exist, public notification must be sent out at least one week prior to both local and RTF meetings.
3. Future year project additions will occur during development meetings.
 - a. Before local task force meetings, task force members assign priorities for consideration by completing the RTF data sheet.
 - b. At local task force meetings, a city/village representative (1), transit representative (1), and county road commission representative (1) will meet and reach consensus on which projects are to be submitted for their county.
 - c. All eligible projects should be given equal consideration. Members determine the highest and best need, and reach consensus before the RTF meeting.
 - d. Local task forces are encouraged to develop Illustrative Lists to move projects up if additional funding becomes available.
 - e. Illustrative projects that are identified locally and approved through the RTF can be administratively added to the program when funding is identified. This list should be prioritized based on criteria established by the task force.

II. Rural Task Force Meetings

1. Regional Planning Agencies will notify the public and all other interested parties of the opportunity to participate in RTF meetings.
 - a. Notification will be sent in a timely manner based on established procedures written in bylaws or in approved public participation plans.
 - b. If procedures do not exist, public notification must be sent out at least one week prior to both local and RTF meetings.
 - c. Distribution of notifications must reach the entire geographic area of each task force.
2. Representatives from each county meeting are required to approve regional programs.

- a. Each county will have equal representation from their county road commission, cities/villages with less than 5,000 residents, and any rural transit provider(s).
 - b. MDOT is a voting representative on TEDF-D projects per PA 231 of 1987.
3. The RTF program will follow a cooperative, continuous, and comprehensive transportation planning process.
 - a. Each county will review individual priorities established at the local county meeting.
 - b. Agencies will describe project amendments, as required, for task force approval.
 - c. Public and interested parties will be provided an opportunity to comment on proposed additions or amendments.
 - d. Ensure projects meet funding eligibility and criteria.
 - e. Provide revisions to TEDF-D All-Season Road Network map.
 - f. Constrain each year's list of projects to regional funding targets.
 - g. Approve rural task force projects for inclusion in the STIP.
4. In order to facilitate timely delivery and increase the opportunity to fully obligate the programs, RTF meetings should convene as early as possible.
5. MDOT Region and/or Transportation Service Center staff will attend task force meetings and provide members with updates on trunkline projects in each region.
6. Task force meetings should occur as needed throughout the year to accommodate project changes.
7. Project amendments require public involvement; administrative modifications do not (See Appendix).
8. Adding or deleting a project from the approved STIP listing requires approval from the local county task force.
9. Illustrative projects that have gone through public involvement can be added to the financially constrained program.
10. Projects listed in the STIP as "Countywide/Variou locations" must be publically identified and documented.
11. Transit projects requiring scope changes after approval by Federal Transit Administration require RTF member action.

12. RTFs are required to meet in April to reevaluate the status of the program.

III. Programming Policy

1. RTFs will program and maintain financial constraint at the RTF level.
 - a. Annual allocation targets will be provided.
 - b. Each county will submit their recommended list of projects to the task force and funding will be allocated based on agreement by the full task force. Projects should reflect the regions' highest priority projects.
 - c. Projects not selected for funding can be reprioritized and placed into the Illustrative List.
2. Task forces are encouraged to cooperate with members to fund transportation needs.
 - a. RTFs should ensure that agencies will obligate projects in the fiscal year they are programmed.
 - b. If the project cannot be obligated that fiscal year, the project sponsor must notify task force members.
 - c. Task Force members will reprioritize projects to maximize use of available federal obligation authority within the current fiscal year.
3. The Reprogramming policy of the STP funding
 - a. If the local agency has not obligated their project by April, the task force members will be notified.ⁱ
 - b. The task force will decide whether projects should be reprioritized.
 - c. MDOT will continue to provide quarterly reporting to assist in maximizing the use of available funding in a given fiscal year.
 - d. RTF members are encouraged to provide project status updates to membership throughout the year
4. TEDF-D State funds are not subject to obligation authority.
 - a. Agencies can accumulate balances to fund transportation needs.
 - b. Projects identified with State D funds have three years from the original approved fiscal year to be obligated.
 - c. If not obligated at end of the third year, funds shall be reallocated to remaining counties within the same task force per PA 231 of 1987.

IV. Submission

1. Regional Planning Agencies (RPAs) will document and compile materials for submission.
 - a. Both local and RTF meeting materials are required for submission.
 - b. Agenda, meeting minutes, public notices, data sheets, revised balance sheets, and TEDF All Season Road Network map changes go to the RTF Program Manager.
 - c. Documentation of local elected official consultation and stakeholder involvement are required for local STIP development meetings.
 - d. RPA is expected to submit completed materials within timely manner.
 - e. The RTF Program Manager will review materials and notify the RPA if additional information is required. Approved MDOT job numbers and a revised balance sheet will be returned to the RPA.
 - f. The RPA will notify the RTF members of program approval.
 - g. Reimbursement for activities goes to the RPA Program Manager.
 - h.
 - i. Approved projects will be placed on the MDOT RTF Web Site and will be included with the next STIP amendment submittal to the Federal Highway Administration and Federal Transit Administration.
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Michigan Department of Transportation
Amendments and Administrative Modification Guidelines for Revising Projects on
the STIP
(Non-MPO)

The following guidelines apply to any project, trunkline or local, that is listed in the STIP. Procedures are applicable to only the participating cost of a project.

Amendments:

- Project(s) or project phase(s) additions that are not eligible for a GPA.
- Project(s) or project phase(s) deletions from the FHWA approved STIP project list.
- Total project phase cost change greater than or equal to +/- 25% of the amount shown on the FHWA approved STIP project list.
- Project funding changes from a state source to a federal source.
- Project funding changes from a federal source to a state source.
- Scope changes, including the following:
 - Project Name / Route / Location change;
 - Significant change to limits along route (changes of ½ mile or more); or
 - Significant change to type of work or project description (if the Primary Work Type field changes or significant changes are otherwise indicated in the description of the project, then it is significant).

Administrative Modifications –

- Total project phase cost changes less than 25% of the amount shown on the FHWA approved STIP project list.
- Funding source changes other than changing a state source to a federal-aid source, such as:
 - Project changes from one type of federal-aid funds to another type of federal-aid funds.
- Scope changes:
 - Minor changes to the limits along the same route (changes of ½ mile or less).
 - Minor changes to the type of work (if the Primary Work Type field would remain the same, then it is an administrative modification).
- Requests to shift a project that is listed in the STIP from one FY to another, provided fiscal constraint is maintained by year.
- Technical corrections. (Technical corrections are used to correct various typos, misspellings, and various other data entry errors. These types of technical corrections will be processed as administrative modifications).

Administrative modifications are minor in nature and can be approved quickly when necessary and as needed. Administrative changes do not require a public involvement period. Administrative changes would be made in the by Statewide Planning Section staff.

Planning Glossary and Acronyms

A

Administrative Modification: A minor revision to a long-range statewide transportation or metropolitan transportation plan, TIP, or STIP that includes minor changes to project/project phase costs, minor changes to funding sources of previously included projects, and minor changes to project/project phase initiation dates. An administrative modification is a revision that does not require public review and comment, redemonstration of fiscal constraint, or a conformity determination (in nonattainment and maintenance areas).

Advanced Construction: Allows a state to independently raise up front capital required for a project and preserve eligibility for future Federal-aid funding for the project. Projects must be designated as advance construction projects to be eligible.

Allocation. An administrative distribution of funds for programs that do not have statutory distribution formulas.

Amendment: A revision to a long-range statewide or metropolitan transportation plan, TIP, or STIP, that involves major change to a project included in a MTP, TIP, or STIP, including the addition or deletion of a project or a major change in project cost, project/project phase initiation dates, or a major change in design concept or design scope (e.g., changing project termini or the number of through traffic lanes). Changes to projects that are included only for illustrative purposes do not require an amendment. An amendment is a revision that requires public review and comment, redemonstration of fiscal constraint, or a conformity determination (for MTPs and TIPs involving "non-exempt" projects in nonattainment and maintenance areas). In the context of a long-range statewide transportation plan, an amendment is a revision approved by the state in accordance with its public involvement process.

Apportionment. The distribution of funds as prescribed by a statutory formula.

Area Sources: Small stationary and non-transportation pollution sources that are too small and/or numerous to be included as point sources but may collectively contribute significantly to air pollution (e.g., dry cleaners).

Attainment Area: Any geographic area in which levels of a given criteria air pollutant (e.g., ozone, carbon monoxide, PM10, PM2.5, and nitrogen oxide) meet the health-based National Ambient Air Quality Standards (NAAQS) for that pollutant. An area may be an attainment area for one pollutant and a nonattainment area for others. A "maintenance area" (see definition below) is not considered an attainment area for transportation planning purposes.

Authorization Act. Basic substantive legislation that establishes or continues Federal programs or agencies and establishes an upper limit on the amount of funds for the program(s). The current authorization act for surface transportation programs is the Transportation Equity Act for the 21st Century (TEA-21).

Available Funds: Funds derived from an existing source dedicated to or historically used for transportation purposes. For Federal funds, authorized and/or appropriated funds and the extrapolation of formula and discretionary funds at historic rates of increase are considered “available.” A similar approach may be used for State and local funds that are dedicated to or historically used for transportation purposes.

C

Capacity: A transportation facility’s ability to accommodate a moving stream of people or vehicles in a given time period.

Capital Program Funds: Financial assistance from the transit major capital programs of 49 USC §5309. This program enables the Secretary of Transportation to make discretionary capital grants and loans to finance public transportation projects divided among fixed guideway (rail) modernization; construction of new fixed guideway systems and extensions to fixed guideway systems; and replacement, rehabilitation, and purchase of buses and rented equipment, and construction of bus-related facilities.

Carbon Monoxide (CO): A colorless, odorless, tasteless gas formed in large part by incomplete combustion of fuel. Human activities (i.e., transportation or industrial processes) are largely the source for CO emissions.

Clean Air Act (CAA): The original Clean Air Act was passed in 1963, but the national air pollution control program is actually based on the 1970 revision of the law. The Clean Air Act as amended in 1990 made major changes and contains the most far-reaching revisions of the 1970 law.

Committed Funds: Funds that have been dedicated or obligated for transportation purposes. For state funds that are not dedicated to transportation purposes, only those funds over which the Governor has control may be considered “committed.” Approval of a TIP by the Governor is considered a commitment of those funds over which the Governor has control. For local or private sources of funds not dedicated to or historically used for transportation purposes (including donations of property), a commitment in writing (e.g., letter of intent) by the responsible official or body having control of the funds may be considered a commitment. For projects involving 49 USC §5309 funding, execution of a Full Funding Grant Agreement (or equivalent) or a Project Construction Grant Agreement with the USDOT shall be considered a multi-year commitment of Federal funds.

Conformity (Air Quality): A CAA (42 USC §7506[c]) requirement that ensures that Federal-aid funding and approval are given to transportation plans, programs and projects that are consistent with the air quality goals established by a State Implementation Plan (SIP). Conformity, to the purpose of the SIP, means that transportation activities will not cause new air quality violations, worsen existing violations, or delay timely attainment of the National Ambient Air Quality Standards (NAAQS). The transportation conformity rule (40 CRF Part 93) sets forth policy, criteria, and procedures for demonstrating and assuring conformity of transportation activities.

Conformity Lapse: Pursuant to section 176(c) of the Clean Air Act (42 USC §7506(c)), as amended, means that the conformity determination for a metropolitan transportation plan or TIP has expired and thus there is no currently conforming metropolitan transportation plan or TIP.

Congestion Management Process (CMP): A systematic approach required in transportation management areas (TMAs) that provides for effective management and operation, based on a cooperatively developed and implemented metropolitan-wide strategy of new and existing transportation facilities eligible for funding under 23 USC and 49 USC through the use of operational management strategies. Provides information on transportation system performance and finds alternative ways to alleviate congestion and enhance the mobility of people and goods, to levels that meet state and local needs.

Congestion Mitigation and Air Quality Improvement (CMAQ) Program: A Federal-aid funding program created under ISTEA. Directs funding to projects that contribute to meeting national air quality standards. CMAQ funds generally may not be used for projects that result in the construction of new capacity available to SOVs (single-occupancy vehicles).

Consideration: When one or more parties takes into account the opinions, action, and relevant information from other parties in making a decision or determining a course of action.

Consultation: When one or more parties confer with other identified parties in accordance with an established process and, prior to taking action(s), considers the views of the other parties and periodically informs them about action(s) taken. This definition does not apply to the “consultation” performed by the States and the MPOs in comparing the long-range statewide transportation plan and the metropolitan transportation plan, respectively, to State and Tribal conservation plans or maps or inventories of natural or historic resources.

Cooperation: When the parties involved in carrying out the transportation planning and programming processes work together to achieve a common goal or objective.

Coordination: The cooperative development of plans, programs, and schedules among agencies and entities with legal standing and adjustment of such plans, programs, and schedules to achieve general consistency, as appropriate.

D

Department of Transportation (DOT): When used alone, indicates the U.S. Department of Transportation. In conjunction with a place name, indicates state, city, or county transportation agency (e.g., Illinois DOT, Los Angeles DOT).

Designated Recipient: An entity designated, in accordance with the planning process under 49 USC §§5303, 5304, and 5306, by the chief executive officer of a State, responsible local officials, and publicly-owned operators of public transportation, to receive and apportion amounts under 49 USC §5336 that are attributable to transportation management areas (TMAs) identified under 49 USC §5303, or a State regional authority if the authority is responsible under the laws of a State for a capital project and for financing and directly providing public transportation.

E

Emissions Budget: The part of the State Implementation Plan (SIP) that identifies the allowable emissions levels, mandated by the National Ambient Air Quality Standards (NAAQS), for certain pollutants emitted from mobile, stationary, and area sources. The emissions levels are used for meeting emission reduction milestones, attainment, or maintenance demonstrations.

Environmental Justice (EJ): Environmental justice assures that services and benefits allow for meaningful participation and are fairly distributed to avoid discrimination. (See also "Title VI.")

Environmental Protection Agency (EPA): The Federal regulatory agency responsible for administering and enforcing Federal environmental laws, including the Clean Air Act, the Clean Water Act, the Endangered Species Act, and others.

F

Federal Highway Administration (FHWA): A branch of the U.S. Department of Transportation that administers the Federal-aid highway program, providing financial assistance to states to construct and improve highways, urban and rural roads, and bridges. The FHWA also administers the Federal Lands Highway Program, including survey, design, and construction of forest highway system roads, parkways and park roads, Indian reservation roads, defense access roads, and other Federal Lands roads.

Federal Transit Administration (FTA): A branch of the U.S. Department of Transportation that administers Federal-aid funding to transportation authorities, local governments, and states to support a variety of locally planned, constructed, and operated public transportation systems throughout the U.S., including buses, subways, light rail, commuter rail, streetcars, monorail, passenger ferry boats, inclined railways, and people movers.

Fiscal Year (FY). The accounting period for the budget. The Federal fiscal year is from October 1 until September 30. The fiscal year is designated by the calendar year in which it ends. For example, FY 1999 runs from October 1, 1998 until September 30, 1999.

Financial Plan: The documentation required to be included with a MTP and TIP (optional for the long-range statewide transportation plan and STIP) that demonstrates the consistency between reasonably available and projected sources of Federal, state, local, and private revenues and the costs of implementing the proposed transportation system improvements.

Financial Programming: A short-term commitment of funds to specific projects identified in both the regional and the statewide Transportation Improvement Program.

Fiscal Constraint: Making sure that the metropolitan transportation plan, TIP, and STIP includes sufficient financial information for demonstrating that projects in the metropolitan transportation plan, TIP, and STIP can be implemented using committed, available, or reasonably available revenue sources, with reasonable assurance that the federally supported transportation system is being adequately operated and maintained. For the TIP and the STIP, financial constraint/fiscal constraint applies to each program year. Additionally, projects in air quality nonattainment and maintenance areas can be included in the first two years of the TIP and STIP only if funds are “available” or “committed.”

Flexible Match: See *Third Party In-Kind Contribution*.

Formula Capital Grants: Federal transit funds for transit operators, allocated by FTA, and used to purchase rolling stock (e.g., buses and trains) as well as design and construct facilities (e.g., shelters, transfer centers, etc.).

G

Geographic Information System (GIS): Computerized data management system designed to capture, store, retrieve, analyze, and display geographically referenced information.

Governor: The Governor of any of the 50 states or the Commonwealth of Puerto Rico or the Mayor of the District of Columbia.

H

High-Occupancy Vehicle (HOV): Vehicles carrying two or more people. The number that constitutes an HOV for the purposes of HOV highway lanes may be designated differently by different transportation agencies.

Highway Trust Fund (HTF). An account established by law to hold Federal highway-user taxes that are dedicated for highway and transit related purposes. The HTF has two accounts: the Highway Account, and the Mass Transit Account.

I

Illustrative Project: An additional transportation project that may (but is not required to) be included in a financial plan for a metropolitan transportation plan, TIP, or STIP if reasonable additional resources were to become available.

Intelligent Transportation Systems (ITS): Electronics, photonics, communications, or information processing used singly or in combination to improve the efficiency or safety of a surface transportation system. The National ITS architecture is a blueprint for the coordinated development of ITS technologies in the U.S., providing a systems framework to guide the planning and deployment of ITS infrastructure.

Intermodal: The ability to connect, and provide connections between, differing modes of transportation.

Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA): Legislative initiative by the U.S. Congress that restructured and authorized Federal-aid funding for transportation programs; provided for an increased role for regional planning commissions/MPOs in funding decisions; and required comprehensive regional and statewide long-range transportation plans.

Interstate Highway System (IHS): The specially designated system of highways, begun in 1956, which connects the principal metropolitan areas, cities, and industrial centers of the United States. Also connects the U.S. to internationally significant routes in Canada and Mexico.

L

Land Use: Refers to the manner in which portions of land or the structures on them are used (or designated for use in a plan), i.e., commercial, residential, retail, industrial, etc.

Long-Range Statewide Transportation Plan (LRSTP): The official, statewide, multimodal transportation plan covering no less than 20 years developed through the statewide transportation planning processes.

Long-Range Transportation Plan (LRTP): A document resulting from regional or statewide collaboration and consensus on a region's or state's transportation system, and serving as the defining vision for the region's or state's transportation systems and services. In metropolitan areas, this is the official multimodal transportation plan addressing no less than a 20-year planning horizon that is developed, adopted, and updated by the MPO through the metropolitan transportation planning process.

M

Maintenance Area: Any geographic region of the United States that the EPA previously designated as a nonattainment area for one or more pollutants pursuant to the CAA Amendments of 1990, and subsequently redesignated as an attainment area subject to the requirement to develop a maintenance plan under section 175A of the CAA, as amended.

Metropolitan Planning Area (MPA): The geographic area determined by agreement between the metropolitan planning organization (MPO) for the area and the Governor, in which the metropolitan transportation planning process is carried out.

Metropolitan Planning Organization (MPO): The Policy board of an organization created and designed to carry out the metropolitan transportation planning process for urbanized areas with populations greater than 50,000, and designated by local officials and the Governor of the state.

Metropolitan Transportation Plan (MTP): The official multimodal transportation plan addressing no less than a 20-year planning horizon that is developed, adopted and updated by the MPO through the metropolitan transportation planning process.

Mode: A specific form of transportation, such as automobile, subway, bus, rail, air, bicycle, or foot.

Moving Ahead for Progress in the 21st Century (MAP-21): The most recent Federal surface transportation legislation signed by President Obama on July 6th, 2012 to fund programs at over \$105 billion for fiscal years 2013 and 2014. MAP-21 is the first long-term highway authorization enacted since SAFETEA-LU was passed in 2005.

N

National Ambient Air Quality Standards (NAAQS): Federal standards that set allowable concentrations and exposure limits for various pollutants. The EPA established these standards pursuant to section 109 of the CAA. Air quality standards have been established for the following six criteria pollutants: ozone (or smog), carbon monoxide, particulate matter, nitrogen dioxide, lead, and sulfur dioxide.

National Environmental Policy Act of 1969 (NEPA): Established requirements that any project using Federal-aid funding or requiring Federal approval, including transportation projects, examine the effects of proposed and alternative choices on the environment before a Federal decision is made.

Nonattainment Area (NAA): A geographic region of the United States that has been designated by the EPA as a nonattainment area under section 107 of the CAA for any pollutants for which an NAAQS exists, meaning that Federal air quality standards are not being met.

Non-metropolitan Area: A geographic area outside a designated metropolitan planning area.

O

Obligation. The Federal government's legal commitment (promise) to pay or reimburse the States or other entities for the Federal share of a project's eligible costs.

Obligational Authority (OA). The total amount of funds that may be obligated in a year. For the Federal-aid Highway Program this is comprised of the *obligation limitation* amount plus amounts for programs exempt from the limitation.

Obligation Limitation. A restriction, or "ceiling" on the amount of Federal assistance that may be promised (obligated) during a specified time period. This is a statutory budgetary control that does not affect the apportionment or allocation of funds. Rather, it controls the rate at which these funds may be used.

Obligated Projects: Strategies and projects funded under title 23 USC and title 49 USC §53 for which the supporting Federal funds were authorized and committed by the State or designated recipient in the preceding program year, and authorized by the FHWA or awarded as a grant by the FTA.

Ozone (O3): Ozone is a colorless gas with a sweet odor. It is a secondary pollutant formed when VOCs and NOx combine in the presence of sunlight. Ozone is associated with smog or haze conditions. Although the ozone in the upper atmosphere protects us

from harmful ultraviolet rays, ground-level ozone—resulting from human and natural sources—produces an unhealthy environment in which to live.

P

Particulate Matter (PM-10 and PM 2.5): Particulate matter consists of airborne solid particles and liquid droplets. Particulate matter may be in the form of fly ash, soot, dust, fog, fumes, etc. These particles are classified as "coarse" if they are smaller than 10 microns or "fine" if they are smaller than 2.5 microns. Coarse airborne particles are produced during grinding operations or from the physical disturbance of dust by natural air turbulence processes, such as wind. Fine particles can be a by-product of fossil fuel combustion, such as diesel and bus engines. Fine particles can easily reach remote lung areas, and their presence in the lungs is linked to serious respiratory ailments such as asthma, chronic bronchitis, and aggravated coughing. Exposure to these particles may aggravate other medical conditions such as heart disease and emphysema and may cause premature death. In the environment, particulate matter contributes to diminished visibility and particle deposition (soiling).

Performance Measures: Indicators of how well the transportation system is performing with regard to such measures as average speed, reliability of travel, and accident rates. Used as feedback in the decision-making process.

Planning Funds (PL-112): Primary source of funding for metropolitan planning administered by the FHWA.

Project Selection: The procedures followed by MPOs, states, and public transportation operators to advance projects from the first four years of an approved TIP and/or STIP to implementation, in accordance with agreed upon procedures.

Public Participation/Public Involvement: The active and meaningful involvement of the public in the development of transportation plans and programs.

Public Transportation Operator: The public entity which participates in the continuing, cooperative, and comprehensive transportation planning process in accordance with 23 USC §§134 and 135 and 49 USC §§5303 and 5304, and is the designated recipient of Federal funds under title 49 USC §53 for transportation by a conveyance that provides regular and continuing general or special transportation to the public, but does not include school bus, charter, or intercity bus transportation or intercity passenger rail transportation provided by Amtrak.

R

Regional Councils of Governments (COG): Regional councils of governments are multipurpose, multijurisdictional public organizations. Created by local governments to

respond to Federal and state programs, regional councils bring together participants at multiple levels of government to foster regional cooperation, planning and service delivery. They may also be called planning commissions, development districts, or other names, and may or may not include the structure and functions of Metropolitan Planning Organizations (MPOs).

Regionally Significant Project: A transportation project (other than projects that may be grouped in the TIP and/or STIP or exempt projects as defined in EPA's transportation conformity regulation (40 CFR Part 93)) that is on a facility which serves regional transportation needs (such as access to and from the area outside the region; major activity centers in the region; major planned developments such as new retail malls, sports complexes, or employment centers; or transportation terminals) and would normally be included in the modeling of the metropolitan area's transportation network. At a minimum, this includes all principal arterial highways and all fixed guideway transit facilities that offer a significant alternative to regional highway travel.

Revision: A change to a long-range statewide or metropolitan transportation plan, TIP, or STIP that occurs between scheduled periodic updates. A major revision is an "amendment," while a minor revision is an "administrative modification."

S

SAFETEA-LU: The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). SAFETEA-LU authorized the Federal surface transportation programs for highways, highway safety, and transit for the 5-year period 2005-2009.

Section 5303 Funds: Refers to Federal Transit Agency planning funds authorized under 49 USC §5303. MPOs are allocated Section 5303 funds as a portion of their Federal planning dollars for use on transit planning activities.

Sources (Pollution): Refers to the origin of air contaminants. Can be point (coming from a defined site) or nonpoint (coming from many diffuse sources). Stationary sources include relatively large, fixed facilities such as power plants, chemical process industries, and petroleum refineries. Area sources are small, stationary, non-transportation sources that collectively contribute to air pollution, and include such sources as dry cleaners and bakeries, surface coating operations, home furnaces, and crop burning. Mobile sources include on-road vehicles such as cars, trucks, and buses; and off-road sources such as trains, ships, airplanes, boats, lawnmowers, and construction equipment. Common mobile source-related pollutants are carbon monoxide (CO), hydrocarbons (HC), nitrogen oxides (NOx), and particulate matter (PM-10 and PM 2.5).

Stakeholders: Individuals and organizations involved in or affected by the transportation planning process. Include Federal/state/local officials, MPOs, transit operators, freight companies, shippers, users of the transportation infrastructure, and the general public.

State: Any one of the 50 states, the District of Columbia, or Puerto Rico.

State Implementation Plan (SIP): The portion (or portions) of the implementation plan (as defined in section 302[q] of the CAA), or most recent revision thereof, which has been approved under section 110 of the CAA, or promulgated or approved under section 301(d) of the CAA and which implements the relevant requirements of the CAA. Although the SIP is produced by the state environmental agency (not the MPO) to monitor, control, maintain, and enforce compliance with the NAAQS, it must also be taken into account in the transportation planning process.

State Long-Range Transportation Plan (SLRP): See “Long-Range Statewide Transportation Plan.”

State Planning and Research Funds (SPR): Primary source of funding for statewide long-range planning, administered by the FHWA.

Statewide Transportation Improvement Program (STIP): A statewide prioritized listing/program of transportation projects covering a period of four years that is consistent with the long-range statewide transportation plan (LRSTP), metropolitan transportation plans (MTPs), and transportation improvement plans (TIPs), and is required for projects to be eligible for funding under 23 USC and 49 USC §53.

Surface Transportation Program (STP): Federal-aid highway funding program that supports a broad range of surface transportation capital needs, including many roads, transit, sea and airport access, vanpool, bike, and pedestrian facilities.

T

Telecommuting: Employment utilizing electronic communications (by telephone, computer, fax, etc.) with a physical office, either from home or from another site, instead of traveling to and working in the office.

Third Party In-Kind Contribution: Allows a state to apply private donations of materials, labor, or assets and private funds toward the state or local match for Federal-aid projects.

Title VI: Refers to Title VI of the Civil Rights Act of 1964, which prohibits discrimination in any program receiving Federal-aid assistance. (See "Environmental Justice.")

Transportation Equity Act for the 21st Century (TEA-21): Legislated in 1998, TEA-21 authorized approximately \$217 billion in Federal-aid funding for transportation investment for FYs 1998- 2003. Used for highway, transit, and other surface transportation programs.

Transportation Improvement Program (TIP): A prioritized listing/program of transportation projects covering a period of four years that is developed by an MPO as part of the metropolitan transportation planning process, consistent with the metropolitan transportation plan (MTP), and required for projects to be eligible for funding under 23 USC and 49 USC §53.

Transportation Infrastructure Finance and Innovation Act of 1998 (TIFIA): A Federal credit program under which the DOT may provide three forms of credit assistance—secured (direct) loans, loan guarantees, and standby lines of credit – for surface transportation projects of national or regional significance. The fundamental goal is to leverage Federal-aid funds by attracting substantial private and non-Federal co-investment in critical improvements to the nation's surface transportation system.

Transportation Management Area (TMA): An urbanized area with a population of 200,000 or more, as defined by the U.S. Bureau of the Census and designated by the Secretary of Transportation, or any additional area where TMA designation is requested by the Governor and the MPO and designated by the U.S. Secretary of Transportation.

U

Unified Planning Work Program (UPWP): A statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds.

Update: Making current a long-range statewide transportation plan, metropolitan transportation plan, TIP, or STIP through a comprehensive review. Updates require public review and comment, a 20-year horizon year for metropolitan transportation plans and long-range statewide transportation plans, a four-year program period for TIPs and STIPs, demonstration of fiscal constraint (except for long-range statewide transportation plans), and a conformity determination (for metropolitan transportation plans and TIPs in nonattainment and maintenance areas).

Urbanized Area (UZA): A geographic area with a population of 50,000 or more as designated by the U.S. Bureau of the Census.

Users of Public Transportation: Any person, or groups representing such persons, who use transportation open to the general public, other than taxis and other privately funded and operated vehicles.

V

Visualization Techniques: Methods used by states and MPOs in the development of transportation plans and programs with the public, elected and appointed officials, and other stakeholders in a clear and easily accessible format such as maps, pictures, and/or other displays to promote improved understanding of existing or proposed transportation plans and programs.

Acronyms

3-C	Continuing, Cooperative, and Comprehensive Planning Process
5303	49 USC Section 5303 Transit Metropolitan Planning Program
5304	49 USC Section 5304 Transit Statewide Planning Program
5307	49 USC Section 5307 Transit Urbanized Area Formula Grants Program
5309	49 USC Section 5309 Transit Fixed Guideway Capital Investment Grants Program
5310	49 USC Section 5310 Transit Enhanced Mobility of Seniors and Individuals with Disabilities Program
5311	49 USC Section 5311 Transit Rural Area Formula Grants Program
5329	49 USC Section 5329 Transit Safety Program
5337	49 USC Section 5337 Transit State of Good Repair Grants Program
5339	49 USC Section 5339 Transit Bus and Bus Facilities Program
5YTP	Five-Year Transportation Program
AASHTO	American Association of State Highway and Transportation Officials
AC	Advanced Construction
ACUB	Adjusted Census Urban Boundary
ADA	Americans with Disabilities Act
ARRA	American Recovery and Reinvestment Act
CAA	Clean Air Act
CAP	Cost Allocation Plan
CE	Categorical Exclusion
CMAQ	Congestion Mitigation and Air Quality Program
CMP	Congestion Management Process
CO	Carbon Monoxide
CPP	Congestion Performance Process
COG	Council of Governments
DOT	Department of Transportation
EA	Environmental Assessment
EIS	Environmental Impact Statement

EJ	Environmental Justice
EPA	Environmental Protection Agency
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year
GI	Grade Inspection
GIS	Geographic Information Systems
HOV	High-Occupancy Vehicle
HSIP	Highway Safety Improvement Program
ICAP	Indirect Cost Allocation Plan
IHS	Interstate Highway System
IM	Interstate Maintenance
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
JN	Job Number
LAP	Local Agency Programs (MDOT)
LRSTP	Long-Range Statewide Transportation Plan
LRTP	Long-Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21 st Century Act
MDOT	Michigan Department of Transportation
MFOS	MAP Financial Obligation System
MPA	Metropolitan Planning Area
MPINS	MAP Project Information System
MPO	Metropolitan Planning Organization
MSA	Metropolitan Statistical Area
MTP	Metropolitan Transportation Plan
NAA	Nonattainment Area
NAAQS	National Ambient Air Quality Standards
NEPA	National Environmental Policy Act of 1969
NHS	National Highway System
NHPP	National Highway Performance Program
NOx	Nitrogen Oxide
OMB	Office of Management and Budget (Federal)
PS&E	Plans, Specifications, and Estimate
PL	Planning Funds (aka PL-112)
PM	Particulate Matter
ROW	Right-of-Way
RPA	Regional Planning Agency
RPO	Regional Planning Organization
RTF	Rural Task Force
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
SIP	State Implementation Plan
SLRP	State Long-Range Plan
SOV	Single-Occupancy Vehicle

SPR	State Planning and Research Funds
STC	State Transportation Commission
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
STU	Surface Transportation Program – Urban funds
STUL	Surface Transportation Program – Rural funds
SUTF	Small Urban Task Force
TAC	Technical Advisory Committee
TAP	Transportation Alternatives Program
TDM	Transportation Demand Management
TEA-21	Transportation Equity Act for the 21st Century
TIFIA	Transportation Infrastructure Finance and Innovation Act of 1998
TIP	Transportation Improvement Program
TMA	Transportation Management Area
TMS	Transportation Management System
TSC	Transportation Service Center (MDOT)
UZA	Urbanized Area
UPWP	Unified Planning Work Program

Resources:

- U.S. Department of Transportation (2007). *The Transportation Planning Process – Key Issues: A Briefing Book for Transportation Decision-makers, Officials, and Staff*. [ONLINE] Available at: <http://www.planning.dot.gov/documents/briefingbook/bbook.htm>. [Last Accessed February 21, 2013].

Local Agency Programs (LAP) FY 2014 Project Planning Guide

TS&L OR PRE G.I.	PROGRAM APPLICATION	SUBMIT ACCEPTABLE G.I. PACKAGE (8)	APPROX G.I. DATE	ROW CERT, PERMITS, FINAL PLANS, PROPOSAL, & ESTIMATE TO LAP	ALL MDOT REQUESTED REVISIONS TO LAP (4)	LETTING DATE	COMMISSION MEETING (TENTATIVE THURSDAY)	AD BOARD MEETING (1ST & 3RD TUESDAY, TENTATIVE)
04/12/13 F	05/10/13 F	05/24/13 F	06/21/13 F	07/26/13 F	08/09/13 F	10/04/13 F	10/24/13 ^	11/05/13
05/10/13 F	06/07/13 F	06/21/13 F	07/19/13 F	08/23/13 F	09/06/13 F	11/01/13 F	11/21/13 *^	12/03/13
06/14/13 F	07/12/13 F	07/26/13 F	08/23/13 F	09/27/13 F	10/11/13 F	12/06/13 F	12/19/13 *^	01/07/14
07/19/13 F	08/16/13 F	08/30/13 F	09/27/13 F	11/01/13 F	11/15/13 W*	01/10/14 F	01/23/14	02/04/14
08/16/13 F	09/13/13 F	09/27/13 F	10/25/13 F	11/27/13 W *	12/13/13 W*	02/07/14 F	02/27/14	03/04/14
09/13/13 F	10/11/13 F	10/25/13 F	11/22/13 F	12/27/13 F	01/10/14 F	03/07/14 F	03/27/14	04/01/14
10/11/13 F	11/08/13 F	11/22/13 F	12/20/13 F	01/24/14 F	02/07/14 F	04/04/14 F	04/24/14	05/06/14
11/08/13 F	12/06/13 F	12/20/13 F	01/17/14 F	02/21/14 F	03/07/14 F	05/02/14 F	05/22/14	06/03/14
12/13/13 F	01/10/14 F	01/24/14 F	02/21/14 F	03/28/14 F	04/11/14 F	06/06/14 F	06/26/14	07/01/14
01/17/14 F	02/14/14 F	02/28/14 F	03/28/14 F	05/02/14 F	05/16/14 F	07/11/14 F*	07/24/14	08/05/14
02/07/14 F	03/07/14 F	03/21/14 F	04/18/14 F	05/23/14 F	06/06/14 F	08/01/14 F	08/28/14	09/02/14
03/14/14 F	04/11/14 F	04/25/14 F	05/23/14 F	06/27/14 F	07/11/14 F	09/05/14 F	09/25/14	10/07/14
04/11/14 F	05/09/14 F	05/23/14 F	06/20/14 F	07/25/14 F	08/08/14 F	10/03/14 F	10/23/14	11/04/14
05/16/14 F	06/13/14 F	06/27/14 F	07/25/14 F	08/29/14 F	09/12/14 F	11/07/14 F	11/20/14 *^	12/02/14

1. All bridge projects (bridge replacement and major rehabilitation regardless of funding) require a Type, Size and Location (TS&L) submittal. Final 05/14/2013
2. For projects that may require an Environmental Assessment, the Program Application and supporting documents must be submitted to LAP at least one year prior to advertisement date.
3. For reconstruction (4R) projects on the National Highway System (NHS) and over \$5,000,000 in total cost, submit Plans, Proposal, and Estimate to LAP at least two weeks prior to the dates shown in this guide.
4. Final date that all MDOT requested revisions are to be received by MDOT LAP, so that all modifications identified during the final plan review can be incorporated.
5. * : Date adjusted due to holiday. ! : Earlier turn in date due to busiest lettings. ^ : Tentative Date
6. Schedule is based on requirements for letting projects through E-Proposal and ProjectWise
7. M- Monday, T-Tuesday, W- Wednesday, TH- Thursday, F- Friday
8. Grade inspection submittals shall include hard (paper) copies of the plans, unique special provisions, cost estimate in MERL format, and programming application.