



## **Policy for the Submittal and Review of Asset Management Plans for Roads, Bridges and Transportation Infrastructure**

The Transportation Asset Management Council adopted this policy on January 5, 2022.

### **Introduction:**

The Transportation Asset Management Council (TAMC) was established to expand the practice of asset management statewide to enhance the productivity of investing in Michigan's roads and bridges. Recent amendments to Public Act 51 have outlined additional responsibilities for TAMC to develop a template and a schedule for the submittal of asset management plans from road-owning agencies. Public Act 51 also defines asset management plan as "a plan created by the department and approved by the state transportation commission or a plan created by a local road agency and approved by the local road agency's governing body that includes provisions for asset inventory, performance goals, risk of failure analysis, anticipated revenues and expenses, performance outcomes, and coordination with other infrastructure owners." This document describes the policy, submission procedures and required elements for these asset management plans as well as role of TAMC and the Michigan Department of Transportation (MDOT) to receive, review and determine compliance with the public act.

### **Asset Management Planning for Agencies Not Subject to PA 325 Requirements:**

[Public Act 325](#) amended Public Act 51 of 1951 to require road agencies responsible for 100 or more certified centerline mile of public roads to submit asset management plans to TAMC. Agencies that certify less than 100 miles of roads do not have asset management plan submittal requirements under Public Act 325 requirement. The Michigan Department of Transportation (MDOT) is not subject to the asset management plan submittal requirement as the Federal Highway Administration provides oversight of asset management plans coming from state transportation departments. TAMC does encourage all road agencies regardless of size to utilize asset management training programs, the TAMC Asset Management Plan Template and processes to assist in management of public road systems and transportation assets. Cities and Villages that are not required to submit asset management plans in response to Public Act 325 of 2018, but that choose to do so in order to shift funding in accordance with [Public Act 338 of 2006](#) shall follow the same procedures for plan submittal. In accordance with [Public Act 164 of 2020](#), if a local road agency responsible for less than 100 certified miles of road submits an asset management plan to TAMC, the plan is considered approved on submission. TAMC support staff will review the plan and may provide assistance on the elements of asset inventory, performance goals, risk of failure analysis, anticipated revenues and expenses, performance outcomes, coordination with other infrastructure owners and approval by the local road agency's governing body. Once the TAMP is approved by the agency governing board, the TAMP will be valid for three years. After the three years, a new TAMP must be submitted.

### **Submission of Asset Management Plans to TAMC:**

As directed in Public Act 325 of 2018, no later than October 1, 2019, the TAMC shall develop a schedule for due dates of asset management plans by local road agencies responsible for 100 or more certified miles of roads and require its submission to the TAMC.

In 2007, TAMC created the Investment Reporting Tool (IRT) for road agencies to submit road and bridge project information for past and future reporting. In 2017, the IRT was enhanced to allow online submittal of asset management plans and other condition data.

Agencies required to submit asset management plans to remain in compliance with the new law are required to directly submit or coordinate submittal of their asset management plan files using the IRT. The IRT will provide acknowledgement of receipt for files submitted through electronic email sent to the address of the IRT account from which the files were uploaded. TAMC support staff will also receive electronic email notification of asset management plan submittals into the IRT from road agencies.

#### **Asset Management Plan Template:**

As directed in Public Act 325 of 2018, no later than October 1, 2019, the TAMC shall develop a template for an asset management plan for use by local road agencies responsible for 100 or more certified miles of road and required to submit reports to the TAMC. The TAMC will provide public, digital access to the asset management plan template by making it available for download on the TAMC website; TAMC will also provide for direct distribution of the template through electronic email upon request. TAMC will also provide training and workshops as part of the TAMC Work Program to assist agencies with the creation of their asset management plans.

#### **Asset Management Plan Elements:**

The TAMC Asset Management Plan Template outlined above will contain all seven elements required of asset management plans as outlined in Public Act 325 of 2018. The basis of review by TAMC and certification of submitted plans for compliance to this act are the following elements and a defined multi-year capital program; guidance on these elements is provided in italics:

- (a) Asset inventory, including the location, material, size, and condition of the assets, in a format that allows for and encourages digital mapping. All standards and protocols for assets shall be consistent with government accounting standards. Standards and protocols for assets that are eligible for federal aid shall be consistent with federal requirements and regulations.

Specific transportation assets included in this inventory, at a minimum, will include roadway surfaces on the County Primary and City Major system and all bridge structures. Until TAMC develops guidance on traffic signals and culverts at a statewide level, road agencies are only required to include a short description of the current status of these two assets within the agency. The TAMC Asset Management Plan Template will include a placeholder section for these asset classes; agencies with inventories and condition data on these and other asset classes are encouraged to incorporate these into their asset management plan.

*“Inventory” and “location”:* These requirements are currently met since the entire public road system is on the framework base map, and all public bridges are located in the MI Bridge system.

*“Format that allows digital mapping”:* Local road agencies using Geographic Information Systems (GIS) must be able to translate location data in their GIS system to the current Michigan framework base map. Limited extent (less than ten) assets that are not kept in a GIS system should be located using the “on/from” system using framework base map road and intersection names.

*“Material, size and condition”:* Currently the TAMC requires this data to be updated for 50% of the federal aid eligible roads, each year using the Pavement Surfaced Evaluation and Rating (PASER) and Inventory Based Rating (IBR) systems. Bridges are as required by federal inspection requirements. This data should also be collected for non-federal aid eligible roads, but there is no minimum requirement.

(b) Performance goals, including the desired condition and performance of the assets, which shall be set by the local road agency. Performance goals may vary among asset classes under the local road agency's jurisdiction. If a local road agency has jurisdiction over roads or bridges that are designated as part of the federal National Highway System, performance goals for that portion of the system shall be consistent with established federal performance targets.

*"Performance goals": It is suggested that these goals be set relative to a condition state that the public can understand. For example: Agency will maintain overall paved road conditions at or better than their 2017 condition of XX% Good and Fair roads. Goals are aspirational, but yet achievable and should be set as such.*

*"National Highway System (NHS) performance goals": The Michigan Department of Transportation (MDOT) sets statewide performance targets for the NHS system in Michigan. Metropolitan Planning Organizations then have the option of adopting the statewide targets or committing to a quantifiable target for their area. If an MPO adopts the statewide target, they agree to plan and program projects that contribute toward the accomplishment of the statewide performance targets. Local road agency owners of the NHS system, while not required to meet this state wide goal on the individual parts of the NHS that they own, are expected to plan and program projects that will contribute to meeting state goals. As such, the locally owned NHS system should be maintained in a condition that is as good or better than the rest of the federal aid eligible road system within in each local agency as illustrated by comparative PASER ratings..*

(c) Risk of failure analysis, including the identification of the probability and criticality of a failure of the most critical assets and any contingency plans.

*"Risk of failure": At a minimum, a local road agency will identify the critical linkages in their system that, if not functioning, will cause disruptions to the road users. Critical linkages could include roads or bridges, regardless of condition, that serve either high traffic areas, or link disparate population or industrial centers. Critical linkages could also include assets in poor condition that are likely to cause disruptions or risks to road users.*

(d) Anticipated revenues and expenses, including a description of all revenue sources and anticipated receipts for the period covered by the asset management plan and expected infrastructure repair and replacement expenditures, including planned improvements and capital reconstruction.

*"Revenues and expenses": This is not intended to be a detailed financial report, but rather a high level assessment of agency funding. Reporting expenses via the Act 51 Distribution and Reporting System (ADARS) system meets this requirement. As with MCL 247.668j (c) A financial performance dashboard that contains information on revenues, expenditures, and unfunded liabilities. Local road agencies may link to financial information provided by the TAMC.*

*"Infrastructure repair and replacement expenditures": This requirement is met by complying with the TAMC existing investment reporting requirement.*

(e) Performance outcomes, including a determination of how the local road agency's investment strategy will achieve the desired levels of service and performance goals and the steps necessary to ensure asset conditions meet or achieve stated goals and a description and explanation of any gap between achievable condition and performance through the investment strategy and desired goals.

*"Performance outcomes": Performance outcomes are the anticipated condition of the asset as a whole from five to ten years in the future, using a quantitatively based prediction method.*

*Prediction methods can include modeling by pavement management software, historical trends, or service cycle based methods such as the National Center for Pavement Preservation network quick check.*

(f) A description of any plans of the asset owner to coordinate with other entities, including neighboring jurisdictions and utilities, to minimize duplication of effort regarding infrastructure preservation and maintenance.

*“plans of the asset owner to coordinate with other entities”*: At a minimum, this should include a narrative describing the process for publicly announcing planned projects, and coordinating with agencies responsible for other transportation services or other infrastructure, including buried infrastructure both public and private.

(g) Proof of acceptance, certification, or adoption by the local road agency’s governing body.

*“Proof of acceptance”*: At a minimum a board or council approved action to accept the asset management plan. This can be in the form of minutes or resolution.

(h) Multi-year Program, Asset Management Plans will also contain a multi-year program containing road and bridge projects. The projects contained in multiyear program shall be consistent with the asset management process and asset management plan of that local road agency and shall be reported consistent with categories established by TAMC. This includes annual reporting with TAMC’s Investment Reporting Tool (IRT), ensuring identified projects in the multi-year program are included with estimated costs, scope and dates of planned activities.

*Projects that are planned for future years will meet the general intent of the strategy outlined by the plan. For example: a local road agency cannot detail a strategy to accomplish its goals using a mix of preventive maintenance and reconstruction, then propose only reconstruction projects for three years without some justification for this action.*

**Schedule for Asset Management Plan Submissions:**

In November 2018, TAMC established a schedule for the submission of asset management plans by local road agencies that ensures that 1/3 of these local road agencies submit an asset management plan each year. Local road agencies may submit plans in earlier years, however they may not delay to a later year.

This schedule is as follows:

<u>October 1, 2020</u>		<u>October 1, 2021</u>		<u>October 1, 2022</u>	
1	Alger County	1	Alcona County	1	Allegan County
2	Baraga County	2	Alpena County	2	Antrim County
3	Bay County	3	Arenac County	3	Barry County
4	Berrien County	4	Benzie County	4	Branch County
5	Calhoun County	5	Charlevoix County	5	Cass County
6	Cheboygan County	6	City Garden City	6	Chippewa County
7	City of Ann Arbor	7	City of Battle Creek	7	City of Bay City
8	City of Dearborn Heights	8	City of Burton	8	City of Flint
9	City of Farmington Hills	9	City of Dearborn	9	City of Holland
10	City of Grand Rapids	10	City of Detroit	10	City of Lincoln Park
11	City of Jackson	11	City of Kalamazoo	11	City of Midland

12	City of Kentwood	12	City of Port Huron	12	City of Muskegon
13	City of Lansing	13	City of Rochester Hills	13	City of Novi
14	City of Livonia	14	City of Roseville	14	City of Pontiac
15	City of Norton Shores	15	City of Saginaw	15	City of Sterling Heights
16	City of Portage	16	City of St. Clair Shores	16	City of Warren
17	City of Romulus	17	City of Taylor	17	City of Westland
18	City of Royal Oak	18	Clare County	18	Crawford County
19	City of Southfield	19	Emmet County	19	Delta County
20	City of Troy	20	Gogebic County	20	Eaton County
21	City of Walker	21	Gratiot County	21	Gladwin County
22	City of Wyoming	22	Houghton County	22	Grand Traverse County
23	Clinton County	23	Ionia County	23	Ingham County
24	Dickinson County	24	Isabella County	24	Iron County
25	Genesee County	25	Kent County	25	Jackson County
26	Hillsdale County	26	Lake County	26	Kalkaska County
27	Huron County	27	Leelanau County	27	Keweenaw County
28	Iosco County	28	Livingston County	28	Lapeer County
29	Kalamazoo County	29	Mackinac County	29	Luce County
30	Lenawee County	30	Marquette County	30	Manistee County
31	Macomb County	31	Menominee County	31	Mecosta County
32	Mason County	32	Missaukee County	32	Montcalm County
33	Midland County	33	Montmorency County	33	Ogemaw County
34	Monroe County	34	Newaygo County	34	Oscoda County
35	Muskegon County	35	Oakland County	35	Presque Isle County
36	Oceana County	36	Ontonagon County	36	Roscommon County
37	Osceola County	37	Otsego County	37	Saginaw County
38	Ottawa County	38	Shiawassee County	38	Schoolcraft County
39	Sanilac County	39	Van Buren County	39	St. Clair County
40	St. Joseph County	40	Washtenaw County	40	Tuscola County
41	Wayne County	41	Wexford County		

**Compliance Review Asset Management Plans:**

As an element of ongoing compliance reviews for Public Act 51, MDOT and TAMC Support Staff will review asset management plans submitted through the IRT for completion against the asset management plan elements as outlined in Public Act 325 of 2018 and in this policy. Asset management plans that meet these required elements will be approved and notification will be provided to MDOT's Act 51 staff.

Asset management plans submitted that do not meet required elements as outlined in this policy and Public Act 325 of 2018 will be determined to be out of compliance, and the road agency will receive written notice from MDOT's Act 51 staff with directives on how to revise the asset management plan. Non-compliant agencies will also receive contact information for TAMC Support Staff in this notification. Failure to resolve non-compliance standing with Act 51 reporting requirements can lead to Act 51 funds being withheld until such a time that compliance can be determined.

**Progress Towards Asset Management Plan Goals:**

Beginning October 1, 2025, if the TAMC determines, and MDOT concurs, that a local road agency has not demonstrated progress toward achieving the condition goals described in its TAMP for its federal-aid eligible county primary road system or city major street system, as applicable, the TAMC shall provide notice to the local road agency of the reasons that it has determined progress is not being made. The local road agency shall provide a plan to become compliant within 6 months after receiving the notification. Guidance for progress as it pertains to this policy is as follows:

*“Demonstrated progress toward achieving the condition goals”:* Goals are aspirational, and local road agencies should be encouraged to set them high, but realistically achievable. Demonstrated progress means that the road agency is making a good faith effort to conform to the conditions of its asset management plan through management and planning.

*“Become compliant”:* This means the local road agency will either reassess its condition goals and strategy in their asset management plan, or develop a strategy of planned, fundable projects that will make progress towards its goals as written.

*If you have any questions relating to this policy, please contact:*

TAMC Asset Management Coordinator  
Michigan Department of Transportation  
P.O. Box 30050, 425 W. Ottawa Street  
Lansing, MI 48909  
(517) 230-8192  
[www.michigan.gov/tamc](http://www.michigan.gov/tamc)