



Asset Management Unified Work Program (UWP) for FY25

The Transportation Asset Management Council (TAMC) approved this policy on March 6, 2024 as it relates to reimbursement of TAMC activities by the RPO/MPO to local agencies.

ASSET MANAGEMENT

The resources allocated to the Metropolitan/Regional Planning Organization (MPO/RPO) from the Transportation Asset Management Council (TAMC) annual budget shall be utilized to assist in the completion of the TAMC Work Program. [All work shall be consistent with the policies and priorities established by the TAMC.](#) All invoices submitted for reimbursement of Asset Management activities shall utilize Michigan Department of Transportation (MDOT) standard invoice forms and include the required information for processing. The MPO/RPO shall complete the required products and perform tasks according to the timeframes and directives established within TAMC's data collection policies, which can be found on the TAMC website (<http://www.michigan.gov/tamc>). The MPO/RPO will emphasize these tasks to support the largest PA 51 agencies (agencies that certify a minimum of 100 centerline miles of road) within the planning area when resources are limited. Reimbursement for data collection is provided from the fiscal year of which data was collected only. The fiscal year starts on October 1 and ends on September 30.

The following are procedures and requirements in support of the TAMC.

I. Training Activities:

- A. Attendance at TAMC sponsored training seminar(s) is a reimbursable expense for MPO/RPO and PA 51 agencies including:
- Pavement Surface Evaluation and Rating (PASER)
 - Inventory-based Rating System for unpaved roadways and Culvert Asset Management.
 - Investment Reporting Tool (IRT)
 - Asset Management Plan Development
 - TAMC Conferences

II. Inventory and Condition Data Collection Participation and Coordination

A. Federal Aid (FA) System:

1. FA data collection is a reimbursable expense for MPO/RPO and PA 51 agencies.
2. Organize schedules with PA 51 agencies within MPO/RPO's boundary for participating in FA data collection efforts; ensure all participants of data collection have access to State of Michigan travel reimbursement rates.
3. Coordinate, participate and facilitate road surface data collection of the FA, per Act 51 agency, in accordance with the [TAMC Policy for the Collection of Roadway Condition Data](#).
4. The RPO/MPO will reimburse local agencies for FA data collection to PA 51 agencies.
5. Collect unpaved roadway condition data on approximately half of any unpaved FA eligible roadways using the Inventory Based Rating (IBR) System developed by the Michigan Technological University's (MTU) Center for Technology and Training (CTT).
6. Consider FA and Non-federal Aid (NFA) data collection on approximately half of the road network together for efficiency in data collection. A best practice is to also collect data on both networks at the same time, reducing travel time and optimizing data collection.

B. Non-Federal Aid (NFA) System:

1. NFA data collection is a reimbursable expense for MPO/RPO and PA 51 agencies.
2. It is required that the RPO/MPO make a formal call for interest for NFA data collection reimbursements to their respective PA 51 agencies annually, and that requests by PA 51 agencies are submitted to their respective RPO/MPO by October 1 each year to assist in the coordination of data collection priorities of the following data collection season. The RPO/MPO will notify the PA 51 agencies of funding available and allocate reimbursements for NFA data collection to PA 51 agencies according to the resources and funding available in the manner that best reflects the priorities of their area and supports the TAMC work.
3. Coordinate NFA data collection cycles with PA 51 agencies with an emphasis on the top 123 agencies.
4. Collect unpaved NFA roadway condition data using the Inventory Based Rating (IBR) System developed by the MTU CTT.
5. Ensure all participants of data collection understand procedures for data sharing with TAMC as well as [TAMC Policy for the Collection of Roadway Condition Data](#).
6. Consider FA and NFA data collection on approximately half of the region road network together for efficiency in data collection. A best practice is to also collect data on both networks at the same time, reducing travel time and optimizing data collection.

C. Culvert Inventory and Condition Data Collection

1. Culvert inventory and condition data collection is a reimbursable expense for MPO/RPO and PA 51 agencies.
2. It is required that the RPO/MPO make a formal call for interest for culvert inventory and data collection reimbursements to their respective PA 51 agencies annually, and that requests by PA 51 agencies are submitted to their respective RPO/MPO by October 1 each year to assist in the coordination of data collection priorities of the following data collection season. The RPO/MPO will notify the PA 51 agencies of funding available and allocate reimbursements for culvert inventory and data collection to PA 51 agencies according to the resources and funding available in the manner that best reflects the priorities of their area and supports the TAMC work.
3. Coordinate culvert inventory and condition data collection cycles with PA 51 agencies with an emphasis on the top 123 agencies.
4. Ensure all participants of data collection understand procedures for data sharing with TAMC as well as [TAMC Policy for Collection of Culvert Inventory and Data Condition](#).

III. Equipment

- a. Ensure rating teams have the necessary tools to complete the FA data collection activity by maintaining a laptop compatible with the Laptop Data Collector and Roadsoft programs, a functioning Global Positioning System (GPS) unit, and other required hardware in good working order. For system requirements please visit [System Requirements | Roadsoft](#)
- b. Communicate any equipment needs and purchases with the MDOT Asset Management Section Manager; laptops are eligible for replacement on a three-year cycle only. Requests and invoices should include the year of the last purchase.
- c. Coordinate with your MDOT Transportation Service Center (TSC) Regional Pavement Engineer to secure an MDOT vehicle and/or request MDOT staff participation in the collection of FA road data.
- d. Ensure the vehicle includes reflective markings and flashing beacon. It is recommended that all rating crew members wear reflective safety vests.

IV. Data Submission

- a. Develop and maintain technical capability to manage regional Roadsoft databases and the Laptop Data Collector program; maintain a regional Roadsoft database that is accurate and consistent with local agency data sets.
- b. Coordinate Quality Assurance/Quality Control activities and data submission tasks according to protocols established in TAMC Data Collection Policies for Federal Aid and NFA Roads.
- c. Monitor and report status of data collection efforts to TAMC Coordinator through coordinator calls and/or program updates that are mailed with invoices.
- d. Provide links on agency websites and reports to the TAMC website, interactive maps, and dashboards for the dissemination of roadway data.

V. Technical Assistance

- a. Provide technical assistance to PA 51 agencies in using the TAMC reporting tools for planned and completed infrastructure investments or any other TAMC Work Program Activity.
- b. Provide assistance to PA 51 agencies in the development of their Asset Management Plans.
- c. Integrate PASER ratings and asset management into project prioritization criteria:
 - i. Analyze data and develop road preservation scenarios with an emphasis on a mix of fixes vs. worst first.

INVOICING

TAMC will require RPO/MPO to clarify and document invoices by each of the TAMC tasks listed below. The MDOT invoice form includes directions on how to fill out the invoice and what specific information is required on the invoice for it to be processed. The outline below includes the general activities that fit within each work task. Invoices which are insufficient will be returned to the RPO/MPO for correction prior to payment authorization. Invoices shall be submitted by the end of the MDOT fiscal year.

I. Training Activities: Please identify the training session(s) attended during the reporting period. Include travel/wages to and from sessions.

II. Data Collection

A) Data collected on FA Roads: Attach daily work logs, include any applicable travel/wages, and include geographic area covered in the collection. Ensure data submitted to the TAMC.

B) Data collected on NFA Roads: Attach daily work logs, include total miles rated at applicable rate as well as geographic area covered in the collection. Ensure data submitted to the TAMC.

C) Data Collection for Culverts: Attach daily work logs, include total number of culverts inventoried and rated at applicable rate as well as geographic area covered in the collection. Ensure data submitted to the TAMC.

IV. Equipment & Vehicle Rental: Provide a list of equipment purchased and date of last purchase. Provide date of MDOT vehicle(s) rented and the reason for the rental.

V. Data Submission Activities: Include a detailed summary of activities related to managing regional Roadsoft databases and the Laptop Data Collector program, QA/QC of data from collection efforts, and activities related to submitting data files to TAMC via the Investment Reporting Tool application. Ensure all data collected with or without for the TAMC is submitted to the TAMC in a timely manner.

VI. Technical Assistance: Include a detailed summary of activities related to assistance provided to PA 51 agencies in using the TAMC reporting tools for planned and completed infrastructure investments or any other TAMC Work Program Activity.