"LRTP-101" Workshop

Training for Small MPOs

Presented by MDOT & FHWA
March 3, 2014

1

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

2

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 provide an overview of travel demand model roles and responsibilities

3

Before We Begin…

Commonly-Used Acronyms

- LRTP = Long Range Transportation Plan
- PIP = Public Involvement Plan
- SPS = MDOT Statewide Planning Section
- SUTA = MDOT Statewide & 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

4

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?

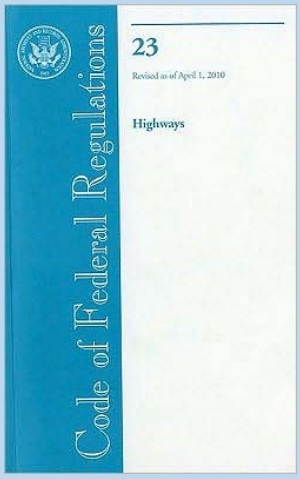
- Federal-aid project eligibility
- Federal action (i.e. NEPA Clearance)

5

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.

6

Federal LRTP Requirements

8 Federal Planning Factors

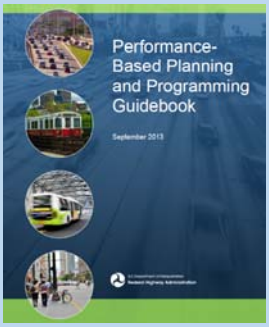
1. Economic vitality
2. Safety
3. Security
4. Accessibility and Mobility
5. Intermodal
6. Environment, Livability, and Land Use
7. Management and Operations
8. Preservation

7

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

8

Federal LRTP Requirements

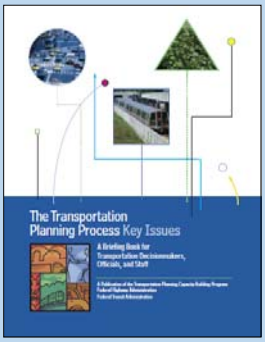
- The policies and vision identified in the LRTP are supported and implemented by TIP projects

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

9

Federal LRTP Requirements

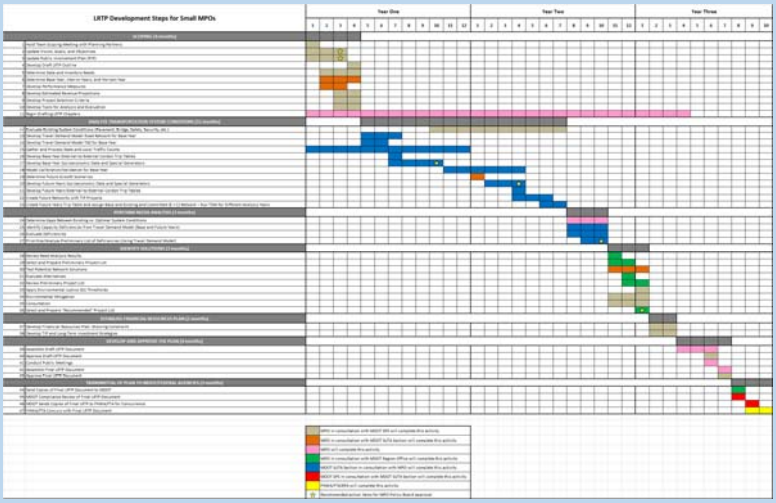
Transportation Planning Capacity Building
Planning for a Better Tomorrow



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

10

High-Level Timeline of LRTP Steps



11

Introduction to LRTP Development Steps

Public Involvement

Step 1:	Scoping
Step 2:	Analyze Transportation System Conditions
Step 3:	Perform Needs Analysis
Step 4:	Identify Solutions
Step 5:	Establish Financial Resources Plan
Step 6:	Develop and Approve the Plan
Step 7:	Transmittal of Plan to MDOT/Federal Agencies

Environment

12

Step 1: Scoping

Public Involvement

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Environment

13

Step 1: Scoping

What Is Scoping?

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

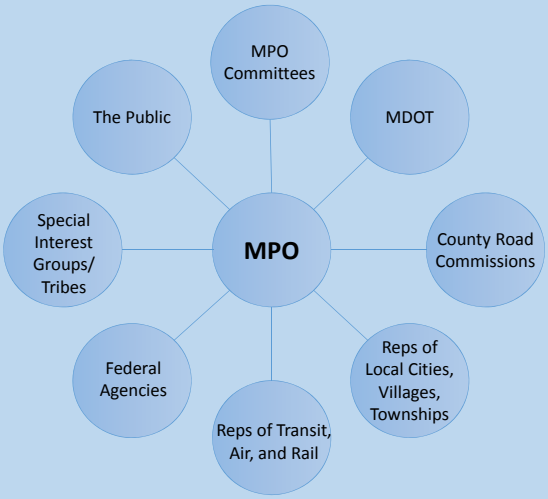
How Long to Complete Scoping?

- Four months

14

Step 1: Scoping

Who Are the Planning Partners Involved in Scoping?



15

Step 1: Scoping

What Is a Scoping Meeting?

- 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?

1. To review current plans and regulations
2. To develop a vision, goals & 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)

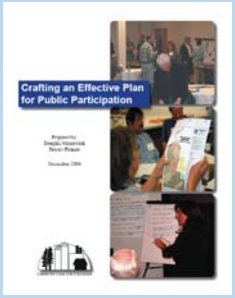
Let's *quickly* review each of these…

16

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)**



17

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

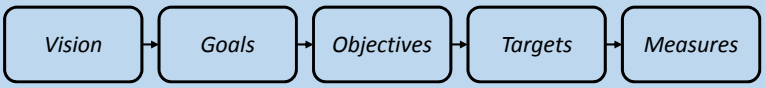
Recommendation: MPO Committees approve the updated PIP

18

Step 1: Scoping

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

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



19

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 8 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.

20

Step 1: Scoping

Link Performance Targets/Measures to Goals & Objectives

- Ask yourself…
  - *Did we create goals & 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 & objectives relate to the overall vision of the Region?*
  - *Do the performance targets/measures relate to the goals/objectives of the plan?*
  - *Do the goals & objectives provide a basis for making investment decisions?*

Recommendation: MPO Committee approve the goals & objectives

21

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: • Population • Age ranges • Gender breakdown • Average household size
System Inventory	• Miles of roadway • Miles of paved roadway • Miles of sidewalk • Number of transit vehicles • Number of bridges
System Use	• Traffic volume • Transit ridership • Number of pedestrians • Number of bicyclists
Physical Conditions and Operations Performance	• 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 <u>minimum</u> four months to LRTP development schedule.

23

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

24

Step 2: Analyze Transportation System Conditions

Public Involvement

Step 1:	Scoping
Step 2:	Analyze Transportation System Conditions
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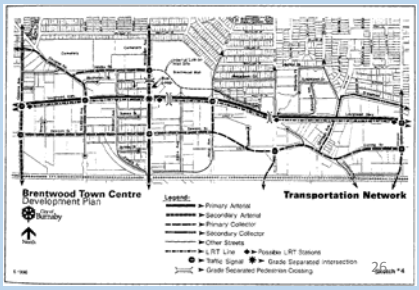
Environment

25

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



26

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

27

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)

Remember: SUTA takes lead on all TDM tasks and subtasks for small MPOs

28

Step 2: Analyze Transportation System Conditions

Transportation System Analysis – Non-TDM Analysis
- MPO staff takes lead, in consultation with MDOT SPS

How Long to Conduct Transportation System Analysis?
- Six to nine months

29

Step 2: Analyze Transportation System Conditions (Base Year)

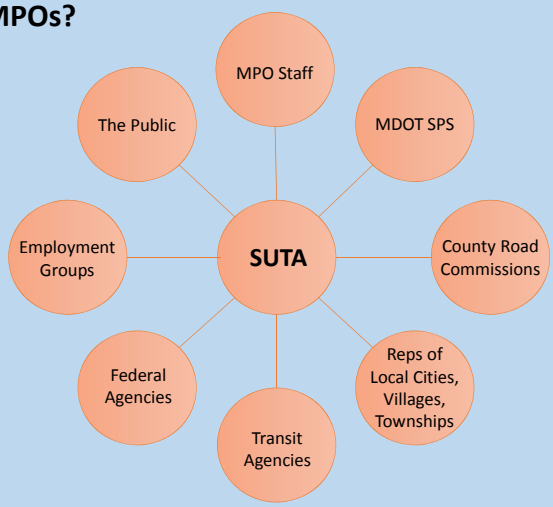
Development of TDMs for Small MPOs are Performed by MDOT – Statewide & Urban Travel Analysis (SUTA) Section
- Develop TDM Road and TAZ Network
- Traffic Count Processing
- Socio-Economic (SE) Data Collection and Forecasting
- Running of TDM, Calibration and Validation of TDM for Base and Future Years

How Long to Develop Base Year TDM for Small MPO?
- Fifteen months

30

Step 2: Analyze Transportation System Conditions (Base Year)

Who Is Involved with Developing Base Year TDMs for Small MPOs?



31

Step 2: Analyze Transportation System Conditions (Base Year)

Development of TDM Road and Node Networks

- Create Road Network – Federal Aid Roads in MPO area and roads with significant travel
- What activities are involved:
  - Incorporate Data from Last Model Update
  - Review TIPs and project list for changes*
  - Gather road attributes*
  - Implement capacities and free flow speed tables
  - Review updated network with local agencies*

How Long to Develop Base Year TDM Road and Node Networks?

- Three months

*** = Needs MPO Input!!**

32

Step 2: Analyze Transportation System Conditions (Base Year)

Gather State and Local Traffic Counts

- Locate all trunkline traffic counts
  - Coordinate with data collection section (TMIS)
- Solicit local agencies for non-trunkline traffic counts*
  - Determine which agencies have counts available and send those to SUTA
  - If local agencies do not have counts, coordinate with MDOT to see if they could gather counts on key local roads
- **Note: needs to be addressed ahead of LRTP development cycle start date to have enough time to collect and process data***

*** = Needs MPO Input!!**

33

Step 2: Analyze Transportation System Conditions (Base Year)

Gather State and Local Traffic Counts

- Types of Counts preferred when available:
  - Hourly (or 15 minute interval)
  - Vehicular classification
  - Spring and fall months
  - Speed data

How Long to Gather Base Year State and Local Traffic Counts?

- Three to five months for processing (if counts are already available)
- One to two years (if counts need to be collected and processed)

34

Step 2: Analyze Transportation System Conditions (Base Year)

Development of Traffic Analysis Zone (TAZ) Structure

- Create TAZ network – based on:
  - Census Blocks
  - Census Block Groups
  - Jurisdictions
  - Road network
  - Characteristics of Area (Land Use/Zoning)
- What is involved:
  - Determine TAZ boundaries
  - Create TAZ IDs

How Long to Develop Base Year TAZ Structures?

- One to two months

35

Step 2: Analyze Transportation System Conditions (Base Year)

Base Year Socio-Economic (SE) Data Integration

- Gather SE Data for Base Year by TAZ*
  - Population
  - Households
  - Employment
  - Household Income (3 ranges or Median Income)
  - School Enrollment
- Integrate into TAZ database
- Identify Special Generators*
  - Special employment or attractions that attract trips beyond standard work trips (hospitals, shopping malls, etc.) as last resort during calibration process

*** = Needs MPO Input!!**

36

Step 2: Analyze Transportation System Conditions (Base Year)

Base Year Socio-Economic (SE) Data Integration

- Sources
  - 2010 Census
  - Five Year American Community Survey (ACS) Estimates
  - Employment:
    - Claritas/Hoovers
    - Local employment and economic development groups
    - Chambers of commerce
  - School Enrollment:
    - MI Department of Education
    - Different enrollment status websites

How Long to Complete Base Year SE Data Integration?

- Three months…IF everyone is actively involved/motivated to collect data

Recommendation: MPO Committees approve Base Year SE Data

37

Step 2: Analyze Transportation System Conditions (Base Year)

Develop Base Year External-to-External Cordon Trip Tables

- Based on Traffic Counts at External Stations
- Determine number trips traveling through area vs. to/from area
- Split between Passenger Cars and Trucks

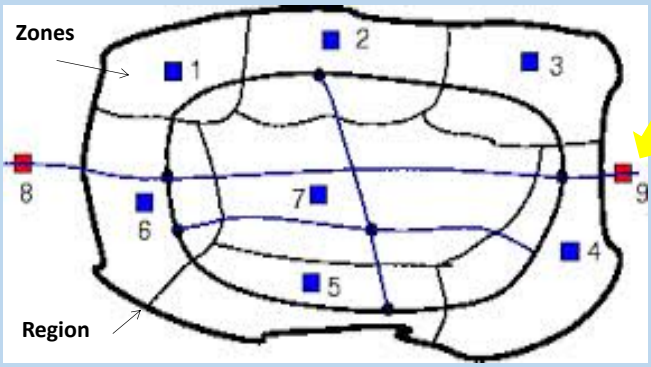
How Long to Develop Base Year External-to-External Cordon Trip Tables?

- One month

38

Step 2: Analyze Transportation System Conditions (Base Year)

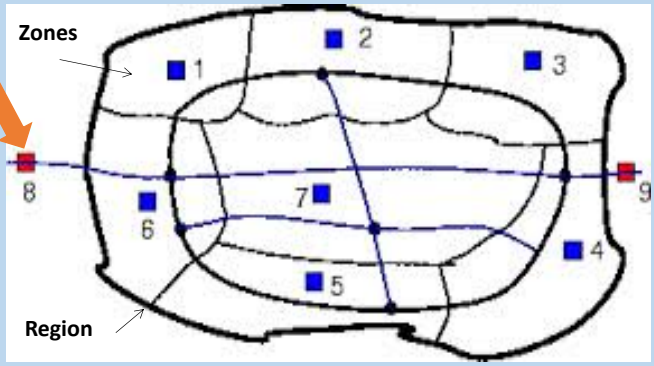
External-to-External Cordon Trip Example:



39

Step 2: Analyze Transportation System Conditions (Base Year)

External-to-Internal Cordon Trip Example:

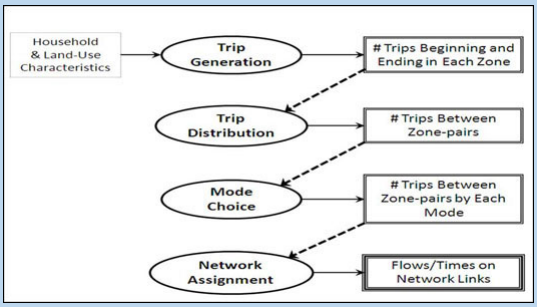


40

Step 2: Analyze Transportation System Conditions (Base Year)

Model Development and Calibration/Validation

- Run 4-Step Trip-Based Modeling Process
  1. Trip Generation
  2. Trip Distribution
  3. Mode Choice
  4. Traffic Assignment



41

Step 2: Analyze Transportation System Conditions (Base Year)

Model Development and Calibration/Validation

- Calibration/Validation of model parameters to several sources:
  - Model traffic volumes to traffic counts
  - Transit riders to transit survey ridership data

42

Step 2: Analyze Transportation System Conditions (Base Year)

Model Development and Calibration/Validation

- Involves iterative process for each step of model
  - Requires multiple adjustments within the different modeling steps to get modeling results to reflect current conditions.
  - "Art of Modeling" – not an exact science
- Have to meet MDOT and FHWA calibration standards

How Long to Complete Base Year Model Development and Calibration/Validation?

- Six months

43

Step 2: Analyze Transportation System Conditions (Future Year)

Same Steps for <u>Base Year</u> Model Development used for Future Year(s) – with a Few Exceptions…

1. Scenario Planning

- Does MPO wish to incorporate this process?
- If so, determine future growth scenarios
- Options:
  - Different growth scenarios: Low, Medium, High Growth
  - Different allocation of growth: Status Quo, Smart Growth, or Concentrated Growth

44

Step 2: Analyze Transportation System Conditions (Future Year)

Same Steps for Base Year Model Development used for Future Year(s) – with a Few Exceptions…

2. Future Year SE Data Integration

- Gather SE Data for Future Years by TAZ (same data as base year)
- Sources:
  - REMI
  - Woods & Poole
  - Global Insight
- Recommendation: forecast SE data by 10 year increments for potential future analysis

Recommendation: MPO Committees approve Future Year SE Data

45

Step 2: Analyze Transportation System Conditions (Future Year)

Same Steps for Base Year Model Development used for Future Year(s) – with a Few Exceptions…

3. Develop Future Year(s) Road Networks

- Gather a comprehensive list of all projects with proposed changes in capacity between base year and proposed future year(s)
  - Review current MPO area TIP, STIP and Five-Year Transportation Program (5YTP)
- Develop and Create Different Road Network Scenarios
  - Existing Projects – include any additional changes already made since base year
  - Existing + Committed (E+C) Projects – include any additional changes already in existing TIP or 5TYP
- Create future year trip table and assign E+C network

46

Step 2: Analyze Transportation System Conditions (Future Year)

Same Steps for <u>Base Year</u> Model Development used for Future Year(s) – with a Few Exceptions…

4. Run travel demand model for different analysis years

- Air Quality Attainment areas: Horizon year
- Air Quality Non-attainment areas: Horizon year, conformity year, and minimum of 10 year increments between conformity year and horizon year.

How Long to Develop Future Year(s) TDM ?

- Three months

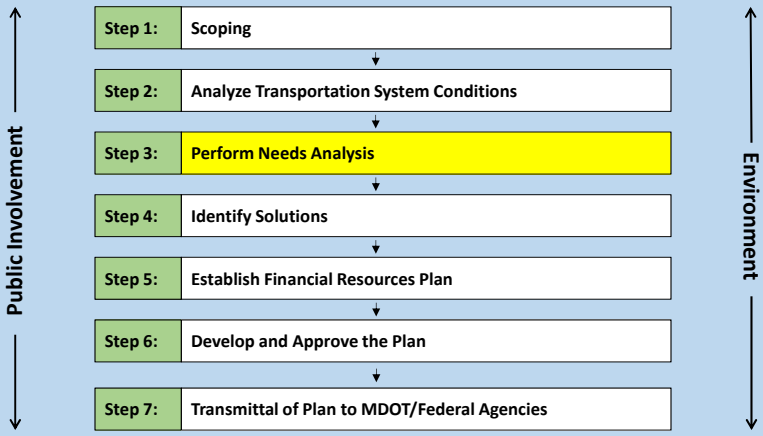
47

LUNCH BREAK!!!

Return in 45 Minutes

48

Step 3: Perform Needs Analysis



49

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 for all systems identified under Step 2
- Identify specific locations where gaps occur

50

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

51

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
- Provide maps and list (spreadsheet) of deficiencies for MPO 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

52

Step 4: Identify Solutions

Public Involvement

Step 1:	Scoping
Step 2:	Analyze Transportation System Conditions
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Environment

53

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

54

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

55

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)
- Testing potential network solutions (alternative testing)
  - Run travel demand model with different potential solutions to determine impacts

56

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?
  - 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

57

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

58

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

59

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.

60

Step 4: Identify Solutions

Environmental Justice Thresholds

- What are Low-Income and Minority Populations?
  - *Low-Income* = a person whose median household income ≤ 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 (Age 65+)
    - Handicapped/Disabled
    - Persons living in an Occupied Housing Unit with No Vehicle(s) Available

61

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

62

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
  - 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

63

Step 4: Identify Solutions

***Interagency Consultation* or *Public Involvement*???**

- Public Involvement = active participation of individuals and/or groups to influence decision-making
- 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

64

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)

65

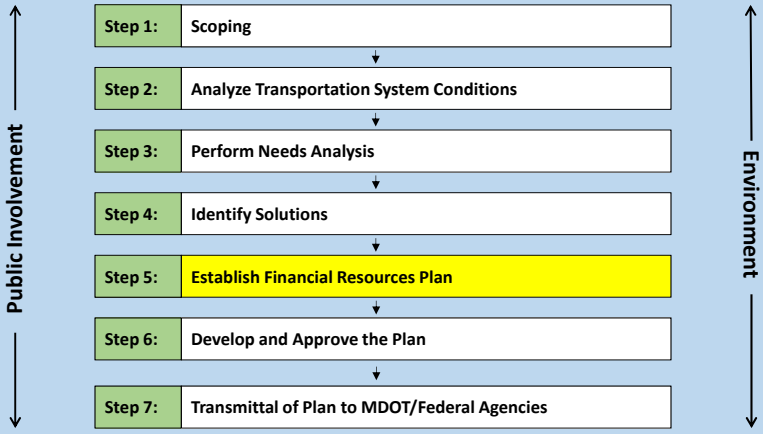
Step 4: Identify Solutions

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

66

Step 5: Establish Financial Resources Plan



67

Step 5: Establish Financial Resources Plan

What Is a 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

68

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

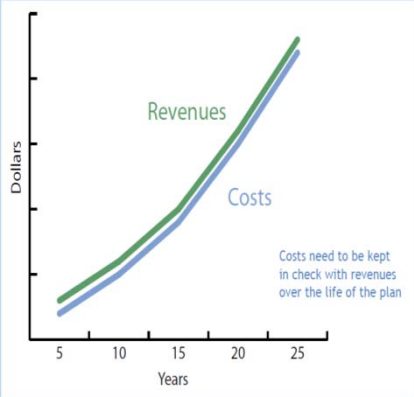
Recommendation: MPO Committees approve Investment Strategy

69

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.

70

Step 5: Establish Financial Resources Plan

MTPA Subcommittee on Finance

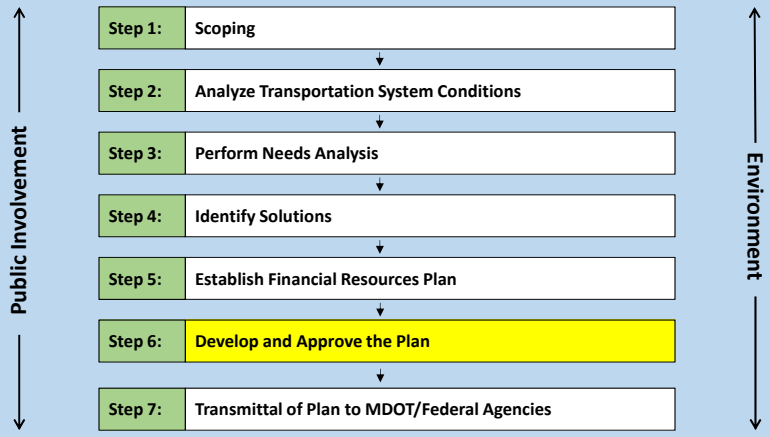
- Developed standardized language regarding financial planning for TIPs
- In the process of developing standardized language for financial plans of LRTPs
- This will ensure consistency with financial analysis text for all MPO LRTPs and TIPs
- Subcommittee is developing growth rates, inflation factors,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

How Long for TMAs to Establish a Financial Resources Plan?

- Two months

71

Step 6: Develop and Approve the Plan



72

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

73

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

74

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

75

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"

76

Step 6: Develop and Approve the Plan

What Must the Plan Include?

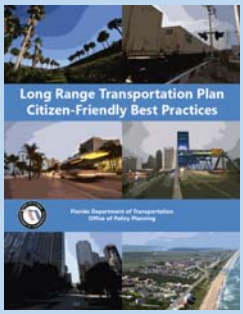
6. Travel Demand Model and SE Data Trends and Projections
   - MDOT-SUTA will coordinate with MPO to varying levels in documenting the necessary information in discussing development of SE data trends and projections
   - MDOT-SUTA will coordinate with MPO to varying levels in documenting the necessary information on the Travel Demand Model development and calibration
     - Describe 4-step modeling development process, and how the model was created for the MPO area
     - Discuss any assumptions and parameters of the model

77

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



78

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"

79

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

80

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

81

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

82

Step 7: Transmittal of Plan to MDOT/Federal Agencies

83

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 confirms to federal planning regulations

How Long Is Transmittal Process?

- Usually three months, depending on Conformity Determination needed

84

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

85

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

86

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

87

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

88

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**

90