FY 2027 Regional Transportation Planning Work Program

Region 2
PLANNING COMMISSION
Serving Hillsdale, Jackson & Lenawee Counties

October 1, 2026 – September 30, 2027

Region 2 Planning Commission
120 W. Michigan Ave., 9th Floor
Jackson, MI 49201

This page intentionally blank.

Table of Contents

Introduction **5**

Transportation Planning Services (MTF) Work Elements I - VII **7**

I. Program Management 7

II. Technical Assistance to MDOT 9

III. Technical Assistance to Member Agencies 13

IV. Public Involvement and Consultation Process for Non-Metropolitan Areas 15

V. Pure Michigan Byway Program 17

VI. Active Transportation Mapping and Investment Plan 19

VII. Rural Safety Planning 21

RTF/Small Urban Program Assistance and Air Quality (SPR) Work Elements I - II **23**

I. Facilitation of the Rural Task Force, Small Urban Program and Air Quality Conformity Assistance* 23

II. Management of the Pure Michigan Byways Program 25

Pure Michigan Byway Program (SPR) – Planning Grant Activity **27**

Asset Management - MTF **29**

Table 1 – FY 2027 Budget **33**

Table 2 - Direct and Indirect Costs for FY 2027 ..... **35**

Resolution of Authorization for the FY 2027 Regional Transportation Planning Work Program **37**

This page intentionally blank.

INTRODUCTION

The Michigan Department of Transportation (MDOT) recognizes the importance of the state-local partnership in delivering a safe and efficient transportation system. The Regional Transportation Planning Program (RTPP) was created by the MDOT Bureau of Transportation Planning (BTP) in 1974 to contract various planning services to be performed by the State Planning and Development Regions, also known as Regional Planning Agencies (RPAs), to assist BTP and local units of government. Each RPA could potentially have up to four project authorizations as a result of what is approved under this work program.

The RTPP requires each participating regional planning agency (except Southeast Michigan Council of Governments) have an annual work program in accordance with a three-year Master Agreement. Since 1984, the State Legislature has set a line-item budget of $488,800 of Act 51's Michigan Transportation Fund (MTF) for the RTPP. Identified transportation planning services funding with MTF includes the following work elements to assist MDOT and local communities: Program Management, Technical Assistance to MDOT, Technical Assistance to Member Agencies, Public Involvement and Consultation Process for Non-Metropolitan Areas, Access Management, specific eligible activities with the Pure Michigan Byway Program, Non-motorized Mapping and Investment Plan, Rural Safety Planning, and Asset Management. Each RPA agency may select and prioritize specific tasks and their budget allocation to these individual work elements based on the applicability and the transportation needs of their region.

Rural Task Force and Small Urban Program assistance and Air Quality Conformity Planning are administered under a separate project authorization and funded with Statewide Planning and Research (SPR) grant funding. The funding requested for this assistance and planning is $464,582. As above, each regional planning agency may divide and prioritize their allocation of these work elements based on the transportation needs of their region.

Planning grant activities for the Byways Program are funded with SPR and administered under a separate project authorization. A more detailed Byways Work Plan and Budget will be required if an RPA budgets for byways administrative activities under the transportation planning services project authorization and/or applies for planning grant implementation activities under this planning grant activity SPR authorization. The byways work plans and budgets are submitted to the Byways Program Manager for review and SPR requests will be ranked and prioritized if funding availability exceeds requests.

The last activity, Asset Management, is administered by the Asset Management Section of MDOT under a separate project authorization for completion of the Transportation Asset Management Council Work Program.

This page intentionally blank.

Transportation Planning Services (MTF) Work Elements I - VII

I. Program Management

Objectives

- Administration of the Regional Transportation Planning Program Contracts.

Activities

1. Prepare and adopt annual work program, and if applicable, the byways work plan.

2. Prepare monthly or quarterly invoices and progress reports.

3. Ensure expenditures are well documented and cost-effective.

4. Prepare a Final Acceptance Report (FAR), and if applicable, the Byways Evaluation Report, on the status of the work activities and products within 90 days from the end of the fiscal year.

5. Assist the auditors in carrying out general and specific audits of programs annually. Send such audit reports to the program coordinator.

Products

1. The following will be submitted to the program manager by the agency for reimbursement of costs incurred in conjunction with the work activities identified in the work program.

    A. Progress reports that summarize accomplishments and attendance at applicable meetings for each work item.

    B. Invoices for payment, submitted quarterly or monthly, in accordance with MDOT Contracting and Invoicing Standard Operating Procedures.

    C. Receipts of travel expenses and equipment purchases greater than $2,500; i.e., traffic counters, computer hardware and software, etc.

    D. Itemization of program expenses in terms of work items, including salaries, fringe benefits, indirect costs, and other direct costs. In the miscellaneous line, please provide a comment for what this was used for if under $2,500 and no receipt is provided.

    E. Tabulation of progress by work item, indicating the amount and percent billed the current billing period and year to date.

2. The FAR on the status of activities and products in the work program will be submitted to the program coordinator within 90 days following the contractual period in the work program, as specified within the Master Agreement. The FAR is a performance evaluation, not a financial audit, and must contain the following information for each work item:

A. Products completed.

B. Products not completed and reason for lack of completion.

C. The amount of funds budgeted and expended.

D. Work items that are to be continued next year.

Budget: $4,000 (MTF)

II. Technical Assistance to MDOT

Objectives

- Assist in various tasks to update the State Long-Range Transportation Plan (SLRTP) and the State Transportation Improvement Program (STIP).

- Provide support for specific department issues and/or requests for information on transit, special projects and/or program development issues.

Activities

1. Assist in conducting transportation-related workshops and meetings for MDOT Programs. Activities may include locating adequate facilities, registering participants, scheduling speakers, and other meeting management related activities.

2. Provide staffing and technical planning assistance in the area of transportation.

3. Conduct transportation studies as needed.

4. Assist in identifying transportation interest, programs, and projects as appropriate for the STIP and the SLRTP.

A. Participate in the development and implementation of the SLRTP, providing input and review of documents and initiatives performed as part of the SLRTP development.

B. Assist in the scheduling and notifying of SLRTP related activities, including but not limited to public meetings within the region.

5. As appropriate, assist the MDOT Office of Passenger Transportation and local transit providers.

6. Socio-Economic Data and Statewide Travel Demand Model:

A. Review and provide feedback on REMI socio-economic forecasting outputs.

B. Assist in reviewing and allocating socio-economic data to statewide traffic zones.

C. Verify statewide model network inventories.

D. Provide traffic counts, as available, for model update not covered in acquiring traffic counts for the non-trunkline federal aid program.

7. Data for meeting Federal Reporting Requirements:

A. Highway Performance Monitoring System (HPMS)

Review, compile, collect, and submit data items for HPMS in conjunction with MDOT's HPMS coordinator. Staff will review and update data on the non-state-owned HPMS sample segments using MDOT-supplied files. Agencies will coordinate with local road agencies as needed to obtain missing data. Data will be submitted to MDOT by the required deadline in the format provided.

B. Traffic Data Collection for Federal Reporting

MDOT is asking the RPA to support MDOT's statewide traffic count data collection efforts for federal reporting by:

-Compiling and storing Non-Trunkline (Federal Aid/Non-Federal Aid) and Local Roads traffic count data collected throughout the calendar year by Local Agencies (CRC's, Cities, Villages, etc.) within the RPA planning boundary.

-Submitting that compiled and stored data to MDOT's Travel Information Unit (TIU) on an annual basis to meet HPMS Federal Reporting Requirements to FHWA, Map 21, Infrastructure Investment and Jobs Act (IIJA), and the MIRE FDE Requirement of count-based AADTs on all public roads.

C. 2020 Census Statewide Review – National Functional Classification Review

MDOT staff will prepare informational materials for distribution pertaining to the 2020 Statewide NFC Review. MDOT will ask RPA staff to assist in meeting coordination with transportation stakeholders similar to the Urban Area adjustment meetings. These meetings will explain the process for transportation stakeholders to propose National Functional Classification (NFC) revisions to the Act 51 certified public roads within their planning boundary. MDOT staff may have suggested revisions. The process consists of traffic counts, worksheets, maps, local letters of concurrence, signed resolutions, and Act 51 certifications to process the proposed NFC revisions. The proposed revisions will be reviewed by MDOT staff. If MDOT is in concurrence, the proposals would then be submitted to FHWA for final approval.

D. Model Inventory of Roadway Element (MIRE) Fundamental Data Elements (FDE)

Model Inventory Roadway Elements (MIRE) Fundamental Data Elements (FDE) is a federal reporting requirement for safety roadway data under federal statute § 924.17. RPA and local agency participation in the MIRE data collection process is considered part of the requirements in fulfilling the Data Collection responsibilities to MDOT.

RPA's are asked to coordinate with their local agencies and MDOT staff to perform annual maintenance and validating (6) data items. The six (6) data items that local agencies and RPA staff will be requested to review will be: Surface type, number of through lanes, access control, median type, facility type, and traffic control.

The review of these data items will be done within Roadsoft. Deliverables to MDOT will be exported from Roadsoft. RPAs and Local Agencies that require additional training with Roadsoft MIRE tools can follow this hyperlink: MIRE Roadsoft Training Recording or contact MDOT at MDOT-MIRE-FDE@michigan.gov. Further information regarding statewide MIRE data collection can be found using this hyperlink: Model Inventory of Roadway Elements Fundamental Data Elements | Roadsoft

Support is defined as (but not limited to):

- Outreach
- Piloting
- Training and Education
- Data coordination with local agencies
- Data compilation
- Data load, transfer, and/or reporting
- Conduit between local agencies and MDOT/FHWA

Products

1. The following will be submitted to MDOT by the agency in conjunction with the work activities identified in the work program.
    - **a.** HPMS Data
    - **b.** Traffic Count Data
    - **c.** MIRE Data
    - **d.** NFC Revisions

Budget: $8,000 (MTF)

This page intentionally blank.

III. Technical Assistance to Member Agencies

Objective

- Provide services to local transportation agencies to improve existing and new multi-modal transportation systems, and identify actions to improve the area's transportation system. The work performed under this element should reflect regional priorities, which may include but is not limited to the activities listed below.
- Ensure local client communities are aware of Access Management principles and processes.
- Assist MDOT and local agencies in preparing access management plans and ordinances.

Activities

1. Assist local units of government in obtaining grant funds to improve existing and new multi-modal transportation systems and identify actions to improve the area's transportation system.

2. Assist local agencies seeking to improve and expand the public transportation and to promote improved transportation systems for all modes.

3. Coordinate planning to promote safety, livable communities and environmental sustainability.

4. Work with local agencies to assess impacts of transportation of projected land uses in the region.

5. Review and/or develop proficiency in traffic crash data.

6. Provide services, prepare, and report to regional boards and local agencies on the status of transportation planning work program activities and tasks.

7. Assist in the education of local public officials and citizens on what access management is and how it can benefit their community.

8. Identify local roadway corridors of significance for the development of access management plans and prepare a formal justification to MDOT for funding such plans. A corridor of significance is defined as a principal and/or minor arterial that significantly impacts the state trunk line system.

9. Assist MDOT/consultant to ensure successful adoption of plans and ordinances. Assist road agencies, client communities and property owners, as required, when road and utility projects provide plan implementation opportunities. Provide follow-up consultation to communities with existing access management plans and ordinances.

Products

- Provide MDOT RPA program manager with a copy of any reports produced as a result of these activities listed above.

- Educational materials provided by MDOT unless specified otherwise.
- Provide support to consultants conducting training, preparing corridor access management plans and ordinances along state roadway corridors.

Budget: $9,000 (MTF)

IV. Public Involvement and Consultation Process for Non-Metropolitan Areas

Objectives

- To provide for non-metropolitan local official participation in the development of the SLRTP, the STIP, and the MDOT Five-Year plan.

- To provide opportunities for the public to review and comment in the development of the SLRTP, the STIP and the MDOT Five-Year plan.

- To manage consultation with local elected officials, local officials with responsibility for transportation, public agencies, general public, tribal governments, businesses, and organizations in accordance with the statewide planning process public participation plan.

- Maintain an email list for managing the electronic distribution of information to local elected officials, local governments, and transportation planning partners.

Activities

1. Work with MDOT on public involvement issues, including organizing meetings, focus groups and advisory committees.

2. Maintain an email list for managing the electronic distribution of information to local elected officials, local governments, and transportation planning partners. The distribution list should be updated following the local elections or as needed and made available upon request.

3. Conduct local program meetings and ongoing communication and technical assistance in non-metropolitan areas to provide information on various state and federal programs.

4. Educate and train local officials regarding state and federal-funded programs, policy applications and other key information.

5. Respond to requests from both the public and private sectors to provide information on state and federal transportation programs, projects, and funding, and to stay informed on local issues.

6. Participate in statewide conferences, meetings, seminars, forums and training sessions on state and federal programs available to local communities.

7. Assist MDOT in keeping elected public officials, general public, local planning agencies, and tribal governments informed early of the list of projects in the Five-Year Program and of the investment strategies, funding assumptions, economic benefits, and impacts on the various modes.

8. Notify local elected officials of the public comment period for the non-metropolitan consultation plan update and encourage their participation.

Products

- Distribute information as requested by MDOT
- Coordinate with MDOT on forwarding communications and received comments provided for the SLRTP, the STIP, and the MDOT Five-Year plan.
- Up to date Regional Contact List(s)

Budget: $3,500 (MTF)

V. Pure Michigan Byway Program

Objective

- Implement minor changes to the designated state byways and/or National Scenic Byways website.

MTF Eligible Activities

1. Maintenance of existing byways websites.

MTF Eligible Products

1. Updated website changes.

Budget: $1,000 (MTF)

This page intentionally blank.

VI. Active Transportation Mapping and Investment Plan

Objective

- Facilitate the process of completing active transportation planning efforts for the State of Michigan by region.

Activities

1. Assist in the collection and distribution of data to be used in development of active transportation planning.

2. Assist with the development and implementation of an active transportation investment plan to identify needed projects and project elements, prioritizing those projects, and determining the optimum funding arrangements for the projects within each region.

3. Promote the consideration of bicycle and pedestrian facilities in the overall transportation planning activities.

4. Coordinate with all engaged planning partners and the public.

Products

1. The development of a comprehensive plan and the identification of priority projects within the area will help guide MDOT's investment in the region's active transportation system.

Budget: $2,500 (MTF)

This page intentionally blank.

VII. Rural Safety Planning

Objectives

- Foster and maintain partnerships to promote safety as an integral part of the planning and project development process.

Activities

1. Assist in conducting rural safety planning forums to increase or create awareness for safety.

2. Encourage formation of cross-discipline safety partnerships at the local level and assist MDOT in the process of preparing rural safety plans.
    a. These forums will include emergency enforcement, education and engineering staff, as well as other interested parties.

3. Determine areas of safety risks (i.e., behavioral, structural) and schedule workshops to educate constituents in mitigating these risks, if appropriate.

4. Update and maintain a list of safety advocates.

5. Maintain updated mailing lists identifying safety groups and individuals.

6. Assist MDOT in the process of preparing of rural safety plans.

Products

1. The following will be submitted to MDOT by the agency in conjunction with the work activities identified in the work program.
    a. Provide MDOT updates regarding rural safety planning and any outcomes of forums held.
    b. List of Safety Advocates

Budget: $3,000 (MTF)

This page intentionally blank.

RTF/Small Urban/Byways Program Assistance and Air Quality (SPR) Work Elements I - II

I. Facilitation of the Rural Task Force, Small Urban Program, and Air Quality Conformity Assistance*

Objective

- To assist MDOT in administering the Rural Task Force (RTF) and Small Urban Program.
- To provide communication of air quality conformity analysis results or reports to all interested individuals and organizations*.

Activities

1. Maintain an email distribution list for managing the electronic distribution of information regarding the RTF and Small Urban Program.

2. Regional Planning Agency staff shall communicate all MDOT correspondence to their respective RTF members, small urban committee members, and interested parties.

3. Schedule, room setup (in-person or hybrid), provide materials, take meeting minutes, collect a list of meeting attendees, and facilitate the logistics of the RTF project selection meetings and small urban program meetings. This duty can be coordinated with the Chairperson of the committees based on preference of the individual RTF and/or Small Urban committee.

4. The Regional Planning Agency and RTF Chairperson or Small Urban committee shall ensure a cooperative, coordinated, and comprehensive planning process is followed at the regional level. This process shall be consistent with approved federal planning regulations and provide for the consideration and implementation of projects that address all modes of transportation.

5. Ensure the required public involvement and Non-Metropolitan local officials' consultation process is followed by providing local officials with responsibility for transportation, citizens, affected public agencies, tribal governments, private transportation providers, and other interested parties with sufficient notice and opportunity to comment on proposed transportation projects, plans and programs.

6. Ensure that the fiscal constraint sheets used in the meetings are properly managed with updated allocation balances provided by the MDOT RTF program manager as well as the decisions made by the RTF committees.

7. Review and monitor the Local Agency Balance Report (LABR) and update the fiscal constraint sheet with current project obligations on a monthly basis and prior to any RTF meetings.

8. Upload proof of public involvement, meeting minutes, all season road changes, and the fiscal constraint sheet to the appropriate channel and folder in the Rural Task Force Fiscal Constraint Microsoft Team.

9. Program eligible projects and change requests in JobNet as approved by the RTF committees as soon as possible upon receipt of the 1799 and 1797 data sheets. Ensure that the data sheets received from the local agencies match what was approved by the RTF committees as reflected in the fiscal constraint sheet and attach those data sheets to the appropriate project in JobNet.

10. Attend monthly RTF meetings and RTF/Small Urban conferences, seminars, forums, and educational trainings virtually or in person or watch the posted recordings if staff is unavailable for the meeting times.

11. Attend training to become familiar with the conformity regulations and related air quality issues*.

12. Participate in discussions to evaluate attainment strategies pertaining to transportation air quality for individual areas or as part of the statewide transportation planning process*.

13. Distribute air quality conformity analysis results and initiatives to all interested individuals and organizations*.

Products

1. The following will be uploaded to the Rural Task Force Fiscal Constraint Microsoft Team within two weeks of any RTF committee meeting.
   a. Proof of public involvement
   b. Meeting minutes
   c. Fiscal constraint sheet
   d. Changes to the TEDF D eligible network

2. The following will be submitted to MDOT within two weeks of any Small Urban committee meeting.
   a. Proof of public involvement
   b. Meeting minutes
   c. Coordinate with local agencies to ensure that the Small Urban Program Manager receives the 2606 or 2638 application form

3. New projects or change requests programmed in JobNet for the RTF Program.

4. Email distribution lists will be provided to MDOT upon request.

***Only for Regional Planning Agencies with ozone or particulate matter 2.5 non-attainment or maintenance areas required to do conformity within RPA boundaries.**

Budget: $21,706 (SPR)

II. Management of the Pure Michigan Byways Program

Objectives

- To assist MDOT in administering the Pure Michigan Byways program for MDOT.

Activities

1. Provide guidance to local grassroots organizations seeking to nominate a state highway as a Pure Michigan Byway or National Scenic Byway.

2. Serve as a liaison between MDOT and the local byway committee on all byway related topics, including issues relating to future transportation system improvements, or local land use and zoning changes proposed for and adjacent to the byway.

3. Provide/facilitate opportunities for public involvement activities related to the byway to ensure the required public involvement and consultation process is followed by providing citizens, affected public agencies, tribal governments, private transportation providers, and other interested parties with sufficient notice and opportunity to comment on proposed transportation projects, plans and programs.

4. Schedule, room set-up (in person or hybrid), provide materials, take meeting minutes, collect and inform the list of meeting attendees, and manage/facilitate the logistics of the Pure Michigan Byways program meetings. This duty can be coordinated with the chairperson of the committees based on preference of the individual byway committee.

5. The regional planning agency and byway committee chairperson shall ensure a cooperative, coordinated, and comprehensive planning process is followed throughout the byways planning.

6. Ensure the byway website & corridor management plan is up to date through consultation with the byway committee.

7. Facilitate/organize meetings and correspondence related to studies of the byway, including transportation and visitor-oriented facility convenience.

8. Attend byways related conferences, workshops, and seminars (this is also an SPR eligible activity).

Products

1. The following will be submitted to the program manager by the agency in conjunction with the work activities identified in the work program.
    a. Updates regarding Byway Activities
    b. Byway Contact Lists
    c. Byway Committee Meeting Minutes

Budget: $5,750 (SPR)

This page intentionally blank.

Pure Michigan Byway Program (SPR) – Planning Grant Activity

Objective

- Implement the Pure Michigan Byway Program for MDOT. Manage or assist in the management of designated state byways and/or National Scenic Byways within the region's geographical boundaries.
- Conduct planning activities that support the Pure Michigan Byways Program through assisting the Byways committees in the development of Byway Materials for designated Byways within the Regional Planning Agencies geographical boundaries.

SPR Eligible Activities

1. Conduct studies of the byway's corridor and adjacent areas.

2. Attend byways related conferences, workshops, and seminars.

3. Create and/or assist in creation, distribution, and printing of maps, brochures, pamphlets, and more for Marketing/promotional/educational activities.

4. Engage and/or assist a consultant in corridor economic development activities.

5. Website creation or grand scale updates (does not include maintenance costs).

6. Prepare and/or assist a consultant in the development or update of corridor management plans (CMP), including coordination with partners/programs as needed.

7. Facilitation and/or development of byway events/public involvement activities.

Products

1. Provide program manager with a copy of any items produced as a result of the activities listed above.

Budget: $16,000 (SPR)

This page intentionally blank.

ASSET MANAGEMENT - MTF

The Transportation Asset Management Council (TAMC) approved this policy on January 7, 2026 as it relates to reimbursement of TAMC activities by the RPO/MPO to local agencies.

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 are located 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 under Public Act (PA) 51 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.

Activities

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.

III. 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.

IV. 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.

V. 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.

Products

1. PASER data for Federal Aid System submitted to TAMC via the IRT.
2. PASER data for Non-Federal Aid System submitted to TAMC via the IRT.
3. Quarterly or monthly activities reports submitted with invoices to TAMC Coordinator.
    A. Create an Annual Report of Asset Management program activities and a summary of annual PASER condition data by local agency, functional classification, and Public Act 51 Legal System; provide links to the Regional Annual Report on agency website and submit copies to TAMC Coordinator by April 1 of each year.
    B. Prepare a draft status report of Public Act 51 agency Asset Management activities and plans within MPO/RPO boundary by September 30 of each year.

Budget: $50,650 (MTF)

Table 1 – FY 2027 Budget										
Region 2 Planning Commission										
Regional Transportation Planning Work Program										
October 1, 2026 – September 30, 2027										
						TOTAL MTF FUNDS		TOTAL SPR FUNDS		
Work Element	Project	Salary	Fringe Benefit	Indirect	Other	Transportation Planning Services	Asset Management	RTF/Small Urban	Byways Planning Grant	Total
Transportation Planning Services (MTF)										
I	Program Management	$ 1,724	$ 719	$ 1,412	$ 145	$ 4,000				$ 4,000
II	Technical Assistance to MDOT	$ 3,449	$ 1,439	$ 2,815	$ 297	$ 8,000				$ 8,000
III	Technical Assistance to Member Agencies	$ 3,880	$ 1,619	$ 3,167	$ 334	$ 9,000				$ 9,000
IV	Public Involvement and Consultation Process for Non-Metropolitan Areas	$ 1,509	$ 630	$ 1,232	$ 129	$ 3,500				$ 3,500
V	Pure Michigan Byway Program – Admin	$ 430	$ 180	$ 352	$ 38	$ 1,000				$ 1,000
VI	Non-Motorized Mapping and Investment Plan	$ 1,077	$ 449	$ 879	$ 95	$ 2,500				$ 2,500
VII	Rural Safety Planning	$ 1,292	$ 539	$ 1,055	$ 114	$ 3,000				$ 3,000
RTF/Small Urban Program Assistance (SPR)										
I	Facilitation of the Rural Task Force, Small Urban Program and Air Quality Conformity Assistance	$ 9,334	$ 3,907	$ 7,597	$ 868			$ 21,706		$ 21,706
II	Management of Pure Michigan Byway Program	$ 2,473	$ 1,035	$ 2,013	$ 229			$ 5,750		$ 5,750
Byways Program – Planning Grant Activities (SPR)										
I	Planning Grant Activity – CMP Update	$ 9,280	$ 6,720						$ 16,000	$ 16,000
II	Planning Grant Activity								$ 0	$ 0
III	Planning Grant Activity								$ 0	$ 0
Asset Management (MTF)										
I	Asset Management	$17,246	$ 7,195	$14,078	$12,131		$ 50,650			$ 50,650
TOTALS						**$ 31,000**	**$ 50,650**	**$ 27,456**	**$ 16,000**	**$125,106**

This page intentionally blank.

Table 2: Direct and Indirect Costs for FY 2027
Region 2 Planning Commission
Statement of Total Costs
Simplified Allocation Method
Provisional Rate FY 2027

Budget Category	Total Costs	Less Direct Unallowable Costs	Indirect Costs	Modified Total Direct Costs
Salaries	$ 360,152		$ 125,327	$ 234,825
Fringe Benefits (37.93%)	$ 131,040		$ 45,600	$ 85,440
Total Personnel Costs	**$ 491,191**		**$ 170,927**	**$ 320,264**
Supplies	$ 8,500		$ 4,000	$ 4,500
CPA Services	$ 7,900		$ 7,900	
Legal Services	$ 2,000		$ 1,500	$ 500
Computer Services	$ 2,500		$ 1,000	$ 1,500
Training	$ 7,500		$ 2,000	$ 5,500
Contractual/Consulting	$ 89,505	$ 68,505	$ 21,000	$ 68,505
Telephone	$ 3,000		$ 3,000	
Postage/Shipping	$ 2,000		$ 1,500	$ 500
Travel	$ 10,200		$ 5,500	$ 4,700
Advertising	$ 1,000		$ 500	$ 500
Printing/Copying	$ 4,900		$ 4,000	$ 900
Insurance	$ 5,000		$ 5,000	
Equipment repair and maintenance	$ 2,000		$ 1,200	$ 800
Rent	$ 40,975		$ 40,975	$ 5,000
Dues/Subscriptions/Publications	$ 11,500		$ 6,500	
Postemployment Benefit Expense	$ 30,000		$ 30,000	
Software licenses/fees	$ 3,000		$ 2,000	$ 1,000
Miscellaneous Expense	$ 2,829		$ 2,829	
Total Non-Personnel Costs	**$ 234,309**	**$ 68,505**	**$ 140,404**	**$ 93,905**
TOTAL	**$ 725,500**	**$ 68,505**	**$ 311,331**	**$ 414,169**

Rate Calculation	
Indirect Cost Rate Calculation	
Indirect Costs	$ 311,331
Total Direct Salaries & Benefits	$ 320,264
Indirect Rate	97.21%

This page intentionally blank.

Region 2
PLANNING COMMISSION

RESOLUTION OF THE
REGION 2 PLANNING COMMISSION

FY 2027 REGIONAL TRANSPORTATION PLANNING GRANT PROGRAM

WHEREAS, the Region 2 Planning Commission has engaged in the Regional Transportation Planning Grant Program in prior years, and;

WHEREAS, the Michigan Department of Transportation has been authorized to offer the Region 2 Planning Commission a grant of $31,000 in Michigan Transportation Funds (MTF) and $27,456 in Statewide Planning and Research (SPR) grant funds covering the period of October 1, 2026 to September 30, 2027, and;

WHEREAS, the Region 2 Planning Commission has prepared a program of work based upon its FY 2027 Regional Transportation Planning Work Program;

NOW, THEREFORE, BE IT RESOLVED, that the Region 2 Planning Commission hereby accepts the grant offer, and;

BE IT FURTHER RESOLVED, that the Region 2 Planning Commission hereby authorizes its Chairperson and Executive Director to execute a project agreement for the FY 2027 Regional Transportation Planning Grant Program.

PASSED, ADOPTED, and APPROVED this ninth day of July, 2026.

By:

Andy Penrose, Chair
Region 2 Planning Commission

Jacob Hurt, Executive Director
Region 2 Planning Commission