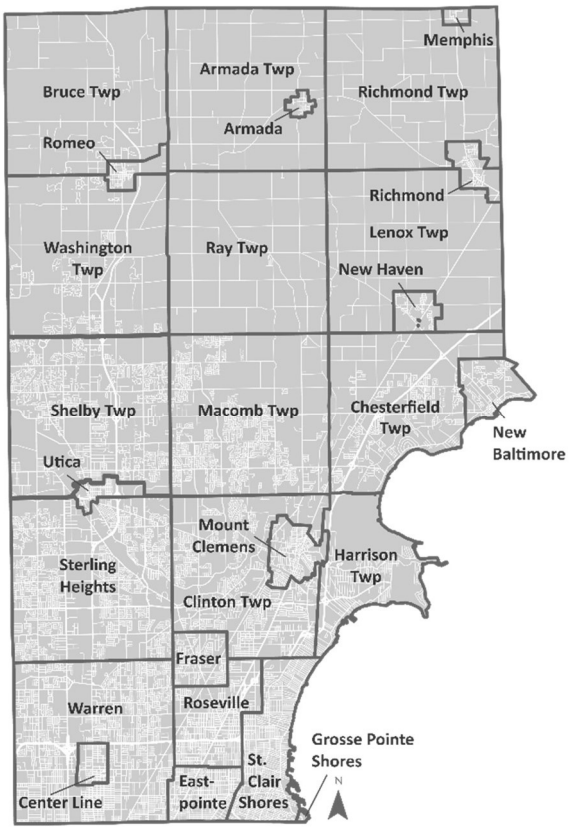
Macomb Federal Aid Committee



Guidance Document

Prepared by:

HNTB Michigan, Inc.

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FAC Guide (Approved by FAC 12/14/2022)

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1.0 BACKGROUND AND PURPOSE OF THE MACOMB FEDERAL AID COMMITTEE

Under the provisions of state and federal law, the Michigan Department of Transportation (MDOT) in collaboration with local units of government takes necessary actions to develop and implement Statewide and Regional Transportation Improvement Programs (STIP and TIP). The Southeast Michigan Council of Governments (SEMCOG) has a long-standing approach for the development of the TIP by enabling County-level Federal Aid Committees (FACs) to coordinate these activities. The core policy framework for these actions consists of a Memorandum of Understanding (MOU) between SEMCOG and the County-level FAC. The purpose of the Macomb FAC is to carry out the core objective of SEMCOG's responsibility in Macomb County, which is to develop and maintain a Federal Aid TIP.

Overall, the development of the TIP is driven by funding targets and high-level performance goals established at the federal, state and regional level and promulgated by SEMCOG in an ongoing coordinated process. FACs in Southeast Michigan work within the established budget targets, timeline and processes to identify and prioritize projects for submittal to SEMCOG. SEMCOG then considers the highest-ranked projects for approval and inclusion in the Regional TIP.

The Macomb FAC's contribution to the regional TIP makes it an essential part of developing and implementing a coordinated, collaborative and effective transportation plan throughout Southeast Michigan.

2.0 AUTHORITY AND MEMBERSHIP

The Macomb FAC is authorized by SEMCOG to perform transportation planning activities under mutual agreement as provided in the FAC MOU. The Macomb FAC members consist of representatives of the local units of government in Macomb County along with public transit agencies active in the County. A list of Macomb FAC member agencies can be found in Appendix A.

3.0 STATEMENT OF PURPOSE OF THE GUIDANCE DOCUMENT

The purpose of this guidance document is to provide a framework for the actions necessary to accomplish the overall objective of the Macomb FAC to develop a County-level Federal Aid TIP and support SEMCOG efforts to develop a Regional TIP, under the overall guidance and oversight of the Federal Highway Administration (FHWA) and MDOT. Once approved by the FAC membership, the document can be updated as needed consistent with the SEMCOG-Macomb FAC MOU as approved for full FAC action by the Chair.

4.0 ADMINISTRATION OF THE MACOMB FAC

A representative of the Macomb County Department of Roads (MCDR) serves as a Chair of the Macomb FAC. The Macomb FAC Chair coordinates local federal transportation program planning at the county level through the administration of the Macomb FAC.

The Macomb FAC Chair is responsible to call and preside over FAC meetings, prepare and approve meeting agendas, and prepare and distribute meeting minutes. Macomb FAC meetings will be called by the Chair as needed but will generally be scheduled to meet three (3) times per year, targeted for the Spring, Fall and Winter.

The Macomb FAC Chair will also document minutes and meeting agendas for the public and SEMCOG. The Macomb FAC Chair or delegate will participate in SEMCOG's Transportation Coordinating Council (TCC) and Transportation Technical Team (TTT) meetings.

A Macomb FAC TIP Subcommittee is also hereby established within the Macomb FAC, consisting of one (1) representative of City government, one (1) representative of Township government, one (1) representative of County government, one (1) representative of a public transit agency, and one (1) at-large representative, at the discretion of the Chair in consultation with SEMCOG. The Chair of the FAC will also chair the FAC TIP Subcommittee as a non-voting member.

The Macomb FAC will take formal actions to approve meeting minutes, changes to this guidance document, recommended projects for TIP and TIP Amendments, the establishment of any ad hoc subcommittees needed to perform FAC work, along with any other business as needed and as determined by the Chair.

The Macomb FAC TIP Subcommittee work will be guided by the process described in Appendix C.

5.0 SCOPE OF FAC WORK

The Macomb FAC works with SEMCOG to prioritize candidate federal aid projects in Macomb County that would advance local transportation priorities in the context of the Southeast Michigan Region's transportation goals and funding constraints.

5.1 Regional Transportation Plan (RTP) and Transportation Improvement Program (TIP)

The Macomb FAC will prepare a list of fiscally constrained recommended federal aid eligible projects within the County for the TIP and RTP. The SEMCOG Executive Committee will then review and rank the proposed projects and include the highest-ranked projects in the TIP and RTP. The Macomb FAC will maintain Macomb County TIP and RTP projects through amendments and administrative modification changes related to state and federal requirements and regulations. The Macomb FAC will coordinate with other FACs in Southeast Michigan to assist SEMCOG in preparing and maintaining the TIP and RTP in the Southeast Michigan region.

5.2 Project Coordination

The Macomb FAC will prepare, maintain, and utilize a documented procedure describing the methods and data-driven approach by which projects are received, ranked, and selected for funding and implementation. Appendix C describes project scoring factors and identification and recommendation process for TIP and RTP, respectfully.

Additionally, MCDR as Chair of the Macomb FAC conducts data collection and analyses and reporting to evaluate federal aid network needs and system and project performance. The Macomb FAC takes necessary action to considers community needs by consulting with the Macomb FAC committee members, including city, county, township, village officials, transit officials, county highway engineers, and city engineers. The Macomb FAC will also develop and maintain a public website to facilitate public information and access and project coordination.

5.3 Public Involvement

The Macomb FAC takes necessary actions to consider community needs by consulting with the Macomb FAC committee members, city, county, township, village officials, transit officials, county highway engineers, and city engineers. The Macomb FAC will also develop and maintain a public website to facilitate public information and access and provide opportunity for public input into the TIP development process.

6.0 TIP DEVELOPMENT

The Macomb FAC TIP Development process shall be led by the Macomb FAC TIP Subcommittee and shall be guided by procedures recommended for approval by the TIP Subcommittee as needed, consistent with the principles of asset management, inclusion and transparency and as required by SEMCOG, FHWA and MDOT. The Macomb FAC TIP Development guidelines shall be put on the Macomb FAC website for public information and shall be updated as

needed. More information regarding TIP development in the SEMCOG area can be found here.

6.1 TIP Amendment Process

The TIP Amendment Process is governed by SEMCOG, MDOT and FHWA procedures. The Macomb FAC TIP Subcommittee will bring TIP Amendment recommendations to the full Macomb FAC for approval to send along to SEMCOG for incorporation into the SEMCOG TIP Amendment process. More information regarding the SEMCOG TIP Amendment process and schedule can be found here.

7.0 RTP DEVELOPMENT AND OTHER FAC ACTIVITIES

The Macomb FAC shall maintain the Macomb County portion of the RTP through amendments and administrative modification changes related to local program needs in the context of state and federal requirements. The Macomb FAC will coordinate with other FACs in Southeast Michigan to assist SEMCOG in preparing and maintaining the RTP in the Southeast Michigan region. The Macomb FAC Chair and staff shall participate in the SEMCOG RTP development process as needed to support project planning and public participation and engagement, consistent with the requirements in the SEMCOG-Macomb FAC MOU. SEMCOG's current RTP goes out to 2045 and is intended to provide an overall policy framework for the development of the County-level TIP.

7.1 Other Macomb FAC Activities

The Macomb FAC as authorized and coordinated by the Chair may provide additional data collection/analysis support to SEMCOG as the parties mutually deem necessary to achieve relevant local and regional goals, consistent with the provisions of the MOU, including any available reimbursement from SEMCOG.

8.0 PUBLIC INVOLVEMENT

The Macomb County FAC will perform and support public involvement activities for County Transportation Improvement projects.

The Macomb FAC will hold at least three (3) meetings during each federal fiscal year, generally targeted for the Fall, Winter and Spring, for purposes of reviewing and approving recommendations for change to the FAC's TIP and RTP projects that will occur during the SEMCOG TIP/RTP Update or Amendment Period. All Macomb FAC meetings will be advertised and open to the public per SEMCOG's Public Participation Plan and shared virtually, as consistent with the Open Meetings Act (PA 267 of 1976). MCDR encourages residents to participate and voice their thoughts on current transportation projects and policy.

The Macomb FAC will create and maintain a website including meeting dates and times, locations, and meeting minutes; FAC membership contact list; records of past meetings; candidate project selection guidelines and documentation; and current project lists. Macomb FAC staff will summarize the time and relevant costs to develop and submit public meeting records to SEMCOG quarterly reports.

For more information on the public involvement process for Federal Aid Committees in the State of Michigan, visit the Michigan Department of Transportation Local Agency Program and their comprehensive list of state-required project planning procedures. For more information on MDOT's LAP, visit their website.

9.0 FEDERAL FUNDING & COST PARTICIPATION

A primary goal of the Macomb FAC is to utilize 100 percent of the federal funds available to the County for transportation purposes. Project eligibility and readiness shall therefore be key considerations in the prioritization of recommendations for federal transportation program investment in Macomb County. Federal project reimbursement and participation rates for project work activities eligible for such participation shall generally be assigned the highest federal participation rate available under the applicable federal program for that project or General Program Account. The Macomb FAC hereby adopts as policy that no right of way costs shall be eligible for federal aid participation. Federal aid made available for projects in Macomb County shall primarily be used to reimburse direct construction costs (not local agency force account) but exceptions to allow federal participation in early preliminary engineering either on a project-specific basis or as a General Program Account (GPA) for local agency project scoping and environmental clearance activities may be pursued by the Macomb FAC if the Chair deems the investment to be of County-wide significance.

Any required match for federal funding shall generally be shared 50-50 by the agency of jurisdiction and the local unit of government (township or city). Any items ineligible for federal participation within a federal aid project may be undertaken by the lead agency at 100 percent local cost (township or city). Federal funds made available for off- site bridge construction projects shall be matched 100 percent by the local agency (township or city). Private sector contributions to federal aid match or local cost items are allowable if made in accordance with current federal aid policy subject to MDOT approval.

APPENDIX A – MACOMB FAC MEMBER LIST

City/Village/Township	Address	Phone	Website
Armada Township	23121 E Main PO Box 578 48005	586-784-5200	http://www.armadatwp.org/
Armada, Village of	74274 Burk St PO Box 903 48005	586-784-9151	http://www.villageofarmada.org/
Bruce Township	223 E Gates Romeo 48065	586-752-4585	https://www.brucetwp.org/
Center Line, City of	7070 10 Mile Rd 48015	586-757-6800	https://www.centerline.gov/
Chesterfield Township	47275 Sugarbush Rd 48047	586-649-6401	https://www.chesterfieldtwp.org/
Clinton Township	40700 Romeo Plank 48038	586-286-8000	https://clintontownship.com/
Eastpointe, City of	23200 Gratiot 48021	586-445-5026	https://www.cityofeastpointe.net/
Fraser, City of	33000 Garfield 48026	586-293-3100	https://www.ci.fraser.mi.us/
Harrison Township	38151 L'Anse Creuse 48045	586-446-1400	https://www.harrison-township.org/
Lenox Township	63775 Gratiot 48050	586-727-2085	https://www.lenoxtwp.org/
Macomb Township	54111 Broughton Rd 48042	586-992-0710	https://www.macomb-mi.gov/
Memphis, City of	35095 Potter St, PO Box 28 48041	810-392-2385	https://sites.google.com/site/cityofmemphismich/
Mount Clemens, City of	One Crocker Blvd 48043	586-469-6818	https://www.cityofmountclemens.com/

New Baltimore, City of	36535 Green St 48047	586-725-2151	https://www.cityofnewbaltimore.org/
New Haven, Village of	57775 Main PO Box 429 48048	586-749-5301	https://www.newhavenmi.org/
Ray Township	64255 Wolcott 48096	586-749-5171	https://www.raytwp.org/
Richmond, City of	68225 Main PO Box 457 48062	586-727-7571	https://www.cityofrichmond.net/
Richmond Township	34900 School Section 48062	586-727-8998	https://www.richmondtwp.org/
Romeo, Village of	121 West St. Clair 48065	586-752-3565	https://villageofromeo.org/
Roseville, City of	29777 Gratiot 48066	586-445-5440	https://www.roseville-mi.gov/
St. Clair Shores, City of	27600 Jefferson Circle Dr 48081	586-445-5200	https://www.scsmi.net/
Shelby Township	52700 Van Dyke 48316	586-731-5100	https://www.shelbytwp.org/
Sterling Heights, City of	40555 Utica PO Box 8009 48311	586-446-2489	https://www.sterling-heights.net/
Utica, City of	7550 Auburn Road 48317	586-739-1600	http://www.cityofutica.org/
Warren, City of	One City Square 48093	586-475-4500	https://www.cityofwarren.org/
Washington Township	57900 Van Dyke 48094	586-786-0010	https://www.washingtontownship.org/

Revised: 1/1/21

APPENDIX B – MACOMB FAC MEETING PROTOCOLS

The Macomb FAC will hold at least three (3) meetings during each federal fiscal year, generally targeted for the Fall, Winter and Spring, for purposes of reviewing and approving recommendations for change to the FAC's TIP and RTP projects that will occur during the SEMCOG TIP/RTP Update or Amendment Period. All Macomb FAC meetings will be advertised and open to the public per SEMCOG's Public Participation Plan and shared virtually, as consistent with the Open Meetings Act (PA 267 of 1976). MCDR encourages residents to participate and voice their thoughts on current transportation projects and policy.

Meetings shall be held virtually unless called by the Chair to be otherwise hosted and convened. Meetings shall be publicly announced on Macomb County and SEMCOG websites.

The Macomb FAC Chair shall call each meeting to order and preside over each meeting. The Macomb FAC Chair is responsible to develop each meeting agenda and make the agendas available to members and the public at least seven (7) days in advance of the meeting. Items requiring formal action by the Macomb FAC shall be clearly identified on the agenda as 'business' items. Formal action shall be taken at meetings as called by the Chair. FAC actions shall be guided as generally provided by Robert's Rules of Order. A simplified version of these rules may be found at:

https://assembly.cornell.edu/sites/default/files/roberts_rules_simplified.pdf

APPENDIX C

Macomb Federal Aid Committee (FAC)
Transportation Improvement Program (TIP)
Project Identification, Scoring and Recommendations
Approach and Guidelines
September 2022

I. Approach goals:

- Meet existing commitments in the TIP
- Obligate all available federal aid each year
- Construction phase and preservation focus
- Priority placed on National Highway System network and Corridors of Significance
- Larger projects with broad support, serving more customers
- Benefit all customers on the federal aid network
- Collaborate on border assets

II. General Guidelines:

- FAC Chair will chair TIP Subcommittee and will solicit volunteers to serve on the Subcommittee (3-5 persons)
- FAC Chair can call for new TIP project candidates at his discretion in coordination/consultation with SEMCOG as new federal funding opportunities are identified
- Subcommittee will identify and present recommended project candidates to the full FAC
- Subcommittee volunteers shall be employed by a public agency or represent a public agency, with up to one at-large member representing County-wide or stakeholder interests at the discretion of the Chair
- FAC members and TIP subcommittee members will be invited to identify 1-3 candidate projects
- Project Readiness and Best Fit will also be factors in the scoring (see below)
- System preservation is a priority overall with consideration to fund at least one (1) project in each of the categories every four (4) years
- Limited new widening projects (not intended to govern TED-C funding)

III. Candidate Project Identification and Individual TIP Subcommittee Member Scoring Guidelines:

a. Candidate projects (1-3 per local agency is the recommended target, and prioritized from most preferred to least preferred) will be solicited as provided above with relevant program data provided by the submitting agency/representative (Year, Route, Location, Category, Fix type, Fix length, Estimated cost, Justification)

b. Relevant system data will be collected for the project by the Chair in collaboration with SEMCOG and the submitting agency/representative (PASER, NBI, safety, congestion data)

c. Program and system data for each project will be assembled by the Chair for Subcommittee use

d. Each project category designation as submitted will be validated by the TIP Subcommittee as belonging to one of the three (3) categories in the below investment matrix
    - Road and bridge preservation projects will normally be categorized as a System Preservation, Modernization and Efficiency project
    - Traffic and Safety projects will normally be categorized as a Safety and Resiliency project
    - Widening projects will normally be categorized as a Mobility project

e. Each project will be independently scored by each subcommittee member using the factors in that category

f. Projects that achieve objectives factored in other project categories will be given additional scoring credit, up to 50% of the full scoring value of such factor, provided the overall focus on system preservation is achieved

g. Each project will also be scored on the factors on the right-hand side of the matrix, with justification

h. Projects will be rated relative to other projects under consideration using relevant data

i. Longer-term fixes will be rated higher – goal is to maximize the benefit of federal aid over time

j. Project Readiness – up to 10 points will be given to projects that will help achieve the federal aid utilization goal as compared to other projects under consideration
    - Considerations for this factor include:
        - Alignment of project purpose and need with federal aid policy and funding opportunities
        - Time required for all project approvals to occur before federal aid obligation can be requested
            - Ability of all partners to meet funding obligations

k. Best Fit – up to 10 points will be given to projects that help achieve the goal of providing benefit to all customers on the network (geographic balance)
    - Considerations for this factor include:
        - County-wide importance of the project
        - Priority of the project for the agency of jurisdiction
        - Opportunity for participation by all partner agencies over time

IV. Full TIP Subcommittee Scoring and Recommendation Guidelines

a. Chair will develop a scoring sheet and supporting forms to assist in candidate project identification, evaluation, scoring and recommendation, including:

   i. Candidate Project Concept Identification form
   ii. Project Information Template
   iii. Individual Project Scoring Template
   iv. Overall Project Scoring Summary Template

b. Each TIP Subcommittee member will provide a preliminary score for the projects submitted in advance of the scoring meeting and submit the score sheet to the Chair

c. Chair will compile the scores and provide summary scoring data to the TIP Subcommittee

d. At the discretion of the Chair the TIP Subcommittee may reach out to the nominating agency to recommend changes to the project as submitted to help achieve the goals of the process

e. TIP Subcommittee will meet to review and develop a consensus scoring of the projects and a recommended TIP for consideration by the full FAC