Date: May 9, 2019

To: The Rapid Board

From: Kevin Wisselink, Grants and Capital Planning Manager

Subject: FY 2020 UNIFIED PLANNING WORK PROGRAM

ACTION REQUESTED

Staff is seeking board approval of the FY 2020 Unified Planning Work Program (UPWP).

BACKGROUND

The Unified Planning Work Program (UPWP) is prepared and submitted annually in accordance with federal regulations and describes the major transportation planning activities that will take place in the upcoming fiscal year in the Grand Rapids area. Any transportation related planning projects must be contained in an approved UPWP in order to be eligible for federal and/or state funding. The UPWP is developed jointly by The Rapid staff and the Grand Valley Metropolitan Council (GVMC).

The following federally funded programs are contained in the UPWP:

Federal Transit Administration - Section 5307

The Urbanized Area Formula Apportionment Section 5307 program provides federal financial assistance to transit operators each year to support capital and planning activities. The apportionment provides flexibility allowing the transit operator to determine the amount to be spent on capital and the amount to be spent on planning. Total project costs for Section 5307 planning projects are funded on an 80/20 matching basis (80% federal, 20% state).

Congestion Mitigation and Air Quality - CMAQ

The CMAQ program provides competitive funding for transportation projects that provide air quality improvements. The CMAQ program is primarily a capital program, however CMAQ funds can also be used to support carpooling, vanpooling and other rideshare activities. The CMAQ program is funded at 80% federal and 20% local match for capital projects, and 100% federal match for rideshare activities.

FUNDING

The proposed Unified Planning Work Program (UPWP) totals are $141,950 in Section 5307, and $165,454 in CMAQ funds. Attachment A provides a summary of all planning activities. Attachment B provides a brief description of each planning task in the format requested by the Grand Valley Metro Council. The proposed program, in its current form, will require the state to provide a total contribution match of $28,390 for Section 5307.

Attachment A

Proposed FY 2020 Unified Planning Work Program Projects

Description	Total Costs
Section 5307	
ADA Compliance	$66,950
Human Resource Planning	$75,000
Total	**$141,950**

CMAQ	
Ridesharing	$165,454
Total	**$165,454**

Attachment B

INTERURBAN TRANSIT PARTNERSHIP

UNIFIED PLANNING WORK PROGRAM (UPWP)

TRANSIT PORTION

Fiscal Year 2020

ADA PLANNING/COMPLIANCE – SPECIAL SERVICES

Objectives

To plan implement and maintain policies, procedures and training methods for maintaining transit related American with Disabilities Act (ADA) awareness and FTA compliance.

Procedures and Tasks

Staff, with assistance from local agencies and consultants, as well as the disabled community, will review current procedures to ensure continued federal compliance with the Americans with Disabilities Act. Procedures include ongoing monitoring and review process for all ADA applications, as well as staff training and education. Disability Advocates of Kent County (DAKC) performs all ADA application eligibility reviews. The consultant is a Registered Occupational Therapist (OTR) who makes the initial review of all ADA applications and who follows-up with the applicant or medical/rehab professional if necessary. DAKC make recommendations for which applicants will be seen for an in-person assessment.

Product

The product will be a program that meets the requirements of the ADA eligibility process to insure that ADA applications are reviewed and processed in accordance with local and federal guidelines.

Budget

Funding Agency		Performing Agency ITP/The Rapid	
FTA-Section 5307	$53,560	Contractual	$53,560
MDOT	$13,390	Direct	$13,390
TOTAL	$66,950	TOTAL	$66,950

HUMAN RESOURCES PLANNING

Objectives

To continue Human Resource plans and goals by developing trainings which include EEO annual leadership update, continued advanced diversity and harassment training for all staff, recruitment strategies and updates, succession planning, management training for new management/supervisory staff, updates to policies and procedures, ergonomics updates and training, benefit strategies, wellness initiatives and investment counseling. Continued research on harassment, diversity, EEO and Civil Rights initiatives which are constantly changing and must be kept up-to-date in order to keep policies and procedures current and complaint (ADA, Civil Rights, EEOC), updates to handbooks, training of staff and leadership teams and keeping the company apprised of new diversity initiatives in order to remain committed to delivering a fair and pleasurable work environment at The Rapid.

Procedures and Tasks

Human Resource staff, along with consultants and other agencies, will assist in developing training programs as indicated above. The above areas of training provide The Rapid staff important tools useful in developing ways to keep current or become informed of changes in the workplace, including safety issues; mental health and wellness issues; control benefit costs, employee hiring and retention; and ways to diversify the culture of the organization.

Products

The product is the fulfillment of agency Human Resource goals that include programs that are current, compliant and transparent to all employees.

Budget

Funding Agency		Performing Agency- ITP/*The Rapid*	
FTA-Section 5307	$60,000	Contractual	$60,000
MDOT	$15,000	Direct	$15,000
TOTAL	$75,000	TOTAL	$75,000

RIDESHARING

Objectives

The goal of the Rapid's rideshare and vanpool program (Business Transportation Services) is to encourage alternative commute options to those driving in single occupant vehicles. The primary objective is to promote and implement ridesharing arrangements with vanpools and carpools. Individuals are matched to form shared ride arrangements and assistance is provided to employers and organizations to conduct rideshare promotions and develop employee transportation programs. The results are reduced commuting costs, reduced traffic congestion, reduced parking needs, reduced fuel consumption, and reduced air pollution.

Procedures and Tasks

Business Transportation Services offers a variety of options which include designing customized transportation programs for employees. Staff will continue to administer and provide outreach through targeted marketing campaigns that include mailings, presentations to area companies, and development and distribution of marketing materials that promote the benefits of vanpooling and carpooling. Staff will develop recruitment strategies in order to increase the number of active vanpools in operation and develop education toolkits and strategies for educating the public on the benefits of alternate modes of transportation, particularly vanpool and rideshare. Analyze available statistics and engage in extensive grassroots outreach to public and key stakeholders throughout the region, especially in areas underserved by fixed-route and other public transportation options.

Products

Identify areas for program growth, prioritizing opportunities for increasing vanpool and rideshare activities along heavy-traffic corridors and create a more cohesive outreach strategy, making it commonplace for key stakeholders to discuss rideshare opportunities as an integral component of the region's overall transportation strategy. Design a user-friendly rideshare platform which provides the user with a comprehensive list of all available forms of transportation as an alternate to single occupant vehicles. The on-line carpool website entitled GreenRide can be accessed through www.ridetherapid.org, or www.wmrideshare.org; effective June 1, 2019, the software will be migrated over to RidePro, and area employers will have the option of purchasing an enhanced version of this program for greater functionality. Quarterly reports are submitted to MDOT describing the activities and projects of the program in extensive detail. Quarterly reports are also submitted to the ITP Board. An annual report is given to the TIP Committee of the Metropolitan Planning Organization.

Budget

Funding Agency		Performing Agency	
100% Federal		ITP/The Rapid	
FTA- CMAQ	$165,454	Direct	$165,454
TOTAL	$165,454	TOTAL	$165,454

INTERURBAN TRANSIT PARTNERSHIP BOARD

RESOLUTION NO. _____

Fiscal Year 2019

RESOLUTION OF INTENT

THE APPROVED RESOLUTION OF INTENT TO APPLY FOR FINANCIAL ASSISTANCE FOR FISCAL YEAR 2020 UNDER ACT NO, 51 OF THE PUBLIC ACTS OF 1951, AS AMENDED.

WHEREAS, pursuant to Act No. 51 of the Public Act of 1951, as amended (Act 51), it is necessary for the Interurban Transit Partnership Board, established under Act 196, to provide a local transportation program for the state fiscal year 2020, therefore, apply for state financial assistance under provisions of Act 51; and

WHEREAS, it is necessary for the Interurban Transit Partnership Board to name an official for all public transportation matters, who is authorized to provide such information, as deemed necessary by the department for its administration of Act 51; and

WHEREAS, it is necessary to certify that no changes in eligibility documentation have occurred during the past state fiscal year; and

WHEREAS, it is necessary for the Interurban Transit Partnership Board to comply with the Americans with Disabilities Act in the provision of all its service; and

WHEREAS, the Interurban Transit Partnership Board will review and approve the proposed Unified Planning Work Program (UPWP) budget for fiscal year 2020.

NOW, THEREFORE, BE IT RESOLVED, that the Interurban Transit Partnership Board does hereby make its intentions known to provide public transportation services and to apply for state financial assistance with this annual plan, in accordance with Act 51; and

HEREBY, appoints the Chief Executive Officer or his designee, as the Transportation Coordinator for all public transportation matters and is authorized to provide such information as deemed necessary by the Department for its administration of Act 51; and

BE IT RESOLVED that the Chief Executive Officer or his designee are hereby authorized to execute agreements and contract extensions with the Michigan Department of Transportation on behalf of the Interurban Transit Partnership Board for capital, operating, planning, CMAQ and marketing funds.

CERTIFICATE

The undersigned, duly qualified and acting Secretary of the Interurban Transit Partnership Board, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Interurban Transit Partnership Board.

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Robin Crothers, ITP Board Secretary

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Date