

**SOUTHWEST MICHIGAN
NONMOTORIZED
INVESTMENT PLAN**



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FINAL REPORT



TYLININTERNATIONAL
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INTRODUCTION

The Michigan Department of Transportation (MDOT), Southwest Region has been working towards developing a Nonmotorized Transportation Investment Plan. This plan is intended to integrate non-motorized considerations into Southwest Michigan's planning and programming activities. It is hoped that the plan will eventually be incorporated by all MDOT regions and that non-motorized planning decisions will reflect local needs and priorities.

The following includes summaries for the steps taken in completing the first phase of the nonmotorized transportation investment plan and the resulting recommendations. A background of the current legislation and funding opportunities for bicycle and pedestrian facilities in Michigan is provided, followed by a breakdown of how nonmotorized facility planning is currently represented in the long-term objectives and goals for the region. Following this background information, a chronology of the planning process undertaken is provided, including notes from the seven Oversight Committee Meetings and two public meetings. Finally, a listing of all final products for this phase of the Nonmotorized Transportation Investment Plan is provided.

FRAMEWORK FOR NONMOTORIZED TRANSPORTATION INVESTMENT PLAN

Policy and Organization

Over the last decade, several key events have thrust nonmotorized transportation into the consciousness and onto the desks of most MDOT professionals. It is in MDOT's interest to assess its needs in light of these events, and develop and implement a plan for addressing nonmotorized transportation in a consistent and effective way, within the context of its overall mission, goals and objectives.

Three major changes occurred over the past decade that altered the way MDOT does business in general, and redefined the perspective from which MDOT must view nonmotorized transportation:

1. Passage and implementation of ISTEA and TEA-21
2. MDOT's decentralization to Regions and Transportation Service Centers (TSCs)
3. MDOT's re-engineered business processes

Taken together, these changes have created a need for the department to establish a program framework to guide its investment in nonmotorized transportation.

1. Passage and Implementation of ISTEA and TEA-21

These federal authorization statutes established funding eligibility for nonmotorized facilities in virtually every federal road, bridge and safety funding program. They also required:

- ! Nonmotorized transportation needs must be considered in designing road construction/reconstruction projects using federal funds.
- ! States and Metropolitan Planning Organizations (MPOs) must include a nonmotorized plan element in their long range transportation plans.
- ! State DOTs must establish pedestrian/bicyclist coordinator positions.
- ! States must set aside 10% of their Surface Transportation Program (STP) funding allocation for the Transportation Enhancement Activity Program.

The Enhancement Program funds projects in 12 categories that enhance the road system in ways other than motorized vehicle capacity or safety improvements. Three of the categories are specifically associated with nonmotorized transportation facilities:

- ! Provision of facilities for pedestrians and bicycles

- ! Provision of safety and educational activities for pedestrians and bicyclists

- ! Preservation of abandoned railway corridors (including their conversion and use for pedestrian or bicycle trails)

Nationwide, federal transportation spending on nonmotorized facilities rose from an average of \$4 million per year through 1991, to an historic high of \$297 million in FY 2000. Total spending in the 10 years ending with FY 2000 was \$1.517 billion, most of it from the TEA program. In Michigan, from 1992 through the FY 2001 application cycle, \$55 million in federal TEA funds have been awarded to roughly 345 nonmotorized transportation projects in Michigan. An additional \$28 million was invested as match.

In the past several years, MDOT Regions and TSCs have become a significant source of applications for Enhancement funds for nonmotorized transportation projects. As a result, MDOT staff is designing and administering significant numbers of nonmotorized transportation construction projects all over the state. In addition, FHWA transportation planning certification reviews of TMA/MPO planning processes in Michigan have begun to identify the need for nonmotorized planning activity. On several major Michigan highway projects well into design, MDOT has faced serious opposition because impacted communities want nonmotorized accommodations added to the design. All of these situations suggest the need for MDOT to develop a department-wide common understanding of MDOT's role in nonmotorized transportation and provide the tools necessary to integrate this role into the department's existing business processes.

In February of 2000, in satisfaction of Section 1202 (b) of TEA-21, FHWA issued Design Guidance--Accommodating Bicycle and Pedestrian Travel: A Recommended Approach; A US DOT Statement on Integrating Bicycling and Walking into Transportation Infrastructure. This provides a "policy" suggested for adoption by state DOTs and sub-state entities that spells out how the adopting organization will integrate nonmotorized transportation into its project development and design processes. This guidance has been considered in developing the framework proposed in this paper.

The provisions of federal law and regulation, along with substantial federal Enhancement Program investment, have generated increased activity involving nonmotorized transportation in all corners of MDOT. To effectively respond to the questions now arising routinely in MDOT's day-to-day work, MDOT needs to create and adopt a consistent approach to nonmotorized transportation that is

integrated into MDOT's existing business practices. This need is reinforced by MDOT's newly decentralized organization.

2. MDOT's Decentralization to Regions and Transportation Service Centers (TSCs)

MDOT's establishment of TSCs over the last five years has brought the department and its programs much closer to communities throughout the state. There is much greater contact and outreach with citizens and local officials as a result of this organizational change. Communities are taking the opportunity to bring questions and concerns about the trunkline system as it affects their towns and cities to TSC staffs. Increasingly, communities are expressing their concern for the safety of travel for pedestrians and bicyclists in or across the highway corridor. Chambers of Commerce and Downtown Development Authorities are pursuing initiatives to improve the pedestrian "friendliness" of the highway corridor as it passes through their downtown commercial districts. Communities seek coordination of their own improvement initiatives with anticipated roadwork.

The Enhancement Program has heightened the opportunities for and advantages of cooperation on nonmotorized projects between communities and the Regions/TSCs. In the last several project calls, numerous cooperative applications have been developed by community sponsors and submitted by TSCs on behalf of these partnerships.

TSCs now regularly confront the question of what they should/can do when designing road projects to address the nonmotorized transportation needs expressed by the community. Most often the dilemma is where to find funding. Regions and TSCs need clear direction on what they can/should do, how to prioritize requests, and what funding options are available. This is especially true now that the Regions have the responsibility of developing and managing a program of projects, within fiscal constraints, published as MDOT's 5-year road and bridge program.

3. MDOT's Re-engineered Business Processes

MDOT's structural reorganization is paralleled by re-engineered business processes, and the establishment of new processes to serve the decentralized organization structure. In addition, business processes have become better coordinated with each other, and process schedules are now complementary.

The authority has been delegated to the Regions to develop and propose the optimum surface and base, bridge, and safety programs for state trunk lines in their jurisdictions, leading ultimately to the department's publicly committed 5-year road and bridge program. Regions receive budget allocations within which program development is constrained; the project scoping process is critical in establishing the cost estimates for projects which make up the financially constrained program. Regions also have access to indeterminate amounts of funding from competitive fund sources like the TEA program, and from local sources which depend entirely on voluntary negotiated partnerships.

It is within this effective but highly complex set of interrelated processes that MDOT must fit the

framework for addressing nonmotorized transportation needs. MDOT needs to develop a clear statement of its goals and objectives for nonmotorized transportation, and develop the process tools necessary to enable the Regions to achieve them.

MDOT Long Range Plan Integration

MDOT activity is guided by its Business Plan and its State Long Range Plan, and is organized and carried out within the parameters of, and utilizing the opportunities enabled by Federal and State statutes and regulation. The following is a summary of principles for addressing nonmotorized transportation that flow from MDOT's current plans, are compatible with MDOT's current plans, and reflect the provisions of state and federal law.

1. MDOT is committed to the development of nonmotorized transportation facilities as an important element of Michigan's balanced transportation system.

MDOT recognizes nonmotorized transportation facilities as components of the state's multi-modal/inter-modal transportation system. Nonmotorized transportation facilities provide an alternative to the single occupancy automobile for short trips which constitute a significant and growing percentage of all trips taken. They provide mobility to segments of the citizenry children, senior citizens, disabled people, people in poverty, and others for whom independent use of the automobile is not possible. They enhance access to transit services and are an essential ingredient for sustainable development.

Nonmotorized transportation facilities also provide the opportunity for reducing auto travel and thereby, motorized vehicle traffic congestion, enabling highways, roads and streets to operate more efficiently and effectively. Trips shifted to the nonmotorized mode improve air quality, reduce energy consumption, increase water quality, reduce land consumed for parking, increase the flow of people among proximate businesses, and improve the health and fitness of those who travel using this mode.

Finally, in Michigan, nonmotorized transportation facilities are significant contributors to the tourism sector of the economy. Trails are tourist destinations; and nonmotorized facilities at destination communities enable travel among community attractions independent of the automobile ("park once" convenience). Nonmotorized facilities are among the "quality of life" factors businesses consider in location decisions, and enhance the value of residential property.

All of these impacts of nonmotorized transportation facilities are among the goals and objectives MDOT's guiding plans, and federal and state statutes, identify and seek to accomplish in developing a comprehensive transportation system.

2. MDOT, through its TSCs and Regional Offices, partners with local governments, counties and county road commissions, transit agencies, MPOs and state planning regions, and the private sector in planning and developing nonmotorized transportation facilities.

Nonmotorized transportation occurs in communities. Walking and bicycling trips are by their nature short; research has demonstrated that people will walk up to 1/4 of a mile, or will ride a bicycle for up to five miles, to accomplish a utilitarian purpose. Local city, village, township and county governments have been and will continue to be the appropriate levels of government to plan, finance, construct and maintain the majority of the nonmotorized transportation infrastructure in the state. MDOT will cooperate in local and regional nonmotorized transportation system planning efforts to ensure that the unique roles state highways may play in these plans are appropriately and effectively addressed. To the extent that a state highway represents a critical component in a local or regional nonmotorized system (such as where a highway passes through the community), and accommodations can be designed and added to the state highway corridor, MDOT will become a partner in facilitating the financing, design, construction, and maintenance of the facility.

3. For state highway/bridge/safety projects that construct, reconstruct, or relocate a roadway, bridge, or intersection, MDOT is committed to the following:

- a) Consider and assess the need for nonmotorized transportation accommodation early in the project development/definition/scoping process.
- b) Incorporate needed accommodations into the project definition and scope.
- c) Construct the accommodations as part of the road work, if funding permits.

4. MDOT Regions and TSCs make the decisions required to balance nonmotorized accommodations with the other objectives for the highway program.

Regions should prioritize nonmotorized projects and ensure that the most important nonmotorized projects are funded first, based on prioritization criteria and considering the local needs and preferences unique to each region.

5. MDOT optimizes the use of various fund sources to finance the highest priority nonmotorized transportation projects while continuing to meet its highway system condition goals.

Federal categorical program funds including the Transportation Enhancement Activity Program, state transportation funding, and funds from other public and private sources which may be contributed by project partners, are all candidate resources for nonmotorized transportation projects .

Current funding, political organization, and policy are thus set in Michigan to provide the resources needed for the implementation of pedestrian and bicycle facilities.

SUMMARY OF PLANNING PROCESS

With this foundation of policy and political organization in place, the following planning process was undertaken to analyze current and needed nonmotorized transportation facilities. The process consisted of two sets of public participation opportunities, resulting in two interim summary reports, which were distributed to the public by US mail, e-mail and posting on the MDOT webpage. The entire process was guided through a series of six MDOT oversight meetings held throughout the nine-month project duration.

The final products of this process were:

- ! An inventory in GIS format of all reported existing and planned nonmotorized transportation facilities in the nine-counties comprising the Southwest Region of MDOT.
- ! A manual describing a new procedure for ensuring nonmotorized transportation considerations in the existing highway scoping process, as well as a suggested format for programming new nonmotorized transportation projects.
- ! A manual summarizing key pedestrian and bicycle facility planning and design guidelines, to assist MDOT in incorporating the latest planning and design procedures in the nonmotorized transportation programming process.
- ! Two training presentation programs in Corel Presentation format for MDOT use in instructing their employees in the most effective use of the two manuals described above.

Following is a brief chronology summarizing the procedures and discussions that resulted in the products described above.

January 23, 2001 MDOT Meeting

A meeting to kick-off the Southwest Michigan Nonmotorized Investment Plan was held in the MDOT Aeronautics Building at Capital City Airport, Lansing, Michigan. MDOT representatives provided both contact information and preliminary nonmotorized facility information for southwest Michigan. Discussion continued between MDOT and consultants on the schedule and scope of this project. A Project Oversight Committee was formed to meet approximately every 6 weeks. The level of public involvement was also discussed at this meeting. A maximum of eight public meetings would be coordinated with the purpose of creating an atmosphere where everyone feels comfortable working

together towards a common end to obtain information for the Southwest Region's non-motorized transportation facilities map.

February 21, 2001 MDOT Meeting

The first meeting of the Oversight Committee (OSC) for the Southwest Michigan Nonmotorized Investment Plan was held at the MDOT Southwest Region Office Building in Kalamazoo, Michigan. The role of the OSC was to lend MDOT's perspective on implementing a non-motorized investment plan within the context of existing MDOT processes and available funds, and ensuring that unrealistic expectations are not created on the part of the public. A presentation of an example of a County map printed from data received from MDOT's GIS department in Lansing was provided, as well as an overview of the format of the public workshops to take place in March. The workshops were intended to provide a balanced forum with various interest groups discussing and working together in a constructive manner to assist in the development of a Non-Motorized Investment Plan process. The workshops were setup on a geographic basis.

March 19-22, 2001 Public Workshops

The workshops were designed to ensure that nonmotorized planning decisions reflect local needs and priorities. A series of seven workshops were held during the week of March 19, 2001 to provide an opportunity to gather information about local facilities and to better understand local concerns.

The workshops served two primary goals. The first goal was to gather information for an inventory of existing and proposed nonmotorized facilities that was prepared as part of the project. The workshops served as a venue for review of and additions to the inventory maps. As an adjunct to this review, a questionnaire was distributed to participants asking them about local bicycle, pedestrian and trail planning.

The second goal of the workshop was to gather local input on the criteria for the consideration of nonmotorized facilities. As a warm-up exercise, participants were asked to indicate factors that encourage and discourage walking. Attendees then participated in an exercise designed to link various criteria to desired project concepts. Participants were asked to identify hypothetical bicycle and pedestrian project ideas and opportunities on a map and on a list. They were then asked to say why these projects were important. Finally, the participants were asked to review a list of draft criteria, to decide which of the criteria would be consistent with needs for each of the proposed project ideas, and to propose additional criteria where the draft criteria were not deemed sufficient.

Appendix A is a copy is a copy of the Workshop Summary Report containing the results of the public workshops, including a summary of participation; a summary of the methods and results of the facility

and inventory initiative; a summary and discussion of the criteria concepts developed through the workshop process and the project ideas and opportunities identified by participants at the workshops; and a short discussion on possible applications and next steps.

April 19, 2001 MDOT Meeting

The second meeting of the OSC for the Southwest Michigan Non-motorized Investment Plan was held at the MDOT Southwest Region Office Building in Kalamazoo, Michigan. The consultants presented a summary of inventory and mapping products to date and a summary of the process and results of the planning workshops held the week of March 19, 2001 (Workshop Summary Report).

The Workshop Summary Report was distributed for information and review. The workshops exemplified MDOT's desire to reach out to the public in order to establish a consensus on non-motorized projects. An added bonus of these workshops was the chance they gave to vested interest groups to discuss non-motorized issues and project ideas among themselves. In some instances, partnerships formed to seek non-motorized development. The process stimulated local involvement and understanding.

Additional plan products were also discussed at this meeting. These included tools that MDOT could use to determine when non-motorized accommodations would be appropriate as part of highway projects and a way to prioritize independent non-motorized projects. The first suggestion was to expand and improve the scoping process to address non-motorized considerations. Secondly, a prioritization matrix would be developed to assist MDOT as it differentiates between various independent project proposals. Further analysis of the criteria presented at the workshops will assist in the development of measurable and observable criteria that will indicate the need for non-motorized accommodations.

For the final Project Report, it was suggested that a two-tiered set of recommendations could be presented. The preliminary recommendations would include the project's stated deliverables, including:

- ! Inventory maps and tables of existing and proposed non-motorized facilities
- ! A plan for incorporating non-motorized incidental and independent projects in MDOT's annual transportation program
- ! A training program to be used by MDOT in transmitting the results of this project throughout the State of Michigan

A secondary set of recommendations might cover such issues as:

- ! Suggestions on how to leverage the one percent non-motorized commitment to improve

the chances of non-motorized considerations in highway projects

- ! Alternative format for the 5-year program
- ! Process for updating non-motorized inventory
- ! Outreach procedures
- ! Funding alternatives and recommendations
- ! Brief discussion on the guideline for construction and design of non-motorized facility (what types of facilities are appropriate)

May 24, 2001 MDOT Meeting

The fourth meeting of the OSC for the Southwest Michigan Non-motorized Investment Plan was held at the MDOT Southwest Region Transportation Service Center Office Building in Kalamazoo, Michigan. Notes from this meeting include the following information:

- ! The SW Region Nonmotorized website was up and running and the counter was in place.
- ! The Inventory Maps and Workshop Summary Report were approved with no changes to be made.
- ! The proposed Project Priority Matrix was well received. This Matrix will be the primary tool for evaluating separate and independent projects.
- ! The “Call for Projects” (term to be subsequently changed to Candidate Projects for Nonmotorized Program Submission Form) documentation was presented. It was proposed that advocates, local governments, etc., take the initiative in filling out these forms to the best of their ability, even for state corridor projects.

Furthermore, it was discussed that at the follow-up public meetings planned for June, the consultant team would provide a demonstration of the improved maps, scoping checklist changes, project submission form, and priority matrix with instructions on how to fill out the submission form. It was proposed to use PowerPoint to demonstrate the process to attendees, using both a bicycle and a pedestrian sample. It was agreed that in relation to implementation, this project would not try to fix or manipulate the one percent non-motorized allocation process. Instead, the new non-motorized investment plan process should concentrate on a system that gives the public an opportunity to suggest

and provide supporting justification for non-motorized projects in a format that gives MDOT the information they need to evaluate and prioritize all the competing projects. The consultant team also agreed to prepare an outline or menu of potential funding sources to further assist MDOT in putting together their annual program.

June 27-28, 2001 Public Meetings

To conclude the project scoping and candidate project submittal procedures and ensure that nonmotorized planning decisions reflected local needs and priorities, two public meetings were held on June 27 and 28, 2001 in St. Joseph and Kalamazoo, respectfully. Each meeting was composed of a presentation by the consultants of project findings. These findings were the result of inputs received from the March workshops, the MDOT Oversight Committee, MPOs, local advocacy and safety groups, and the public.

Each presentation had four objectives. The first objective was to display recent versions of the nine-county regional inventory maps for comment and to address possibilities of establishing communication links for regular update.

The second objective suggested alterations to MDOT's project scoping checklist and concept statement forms. Changes to these documents reflected nonmotorized needs addressed during the March workshops and throughout the duration of this project. A spin-off benefit of this objective was public exposure to the process MDOT employs when assessing project costs and priorities.

The third objective was to propose a new Nonmotorized Project Sequence for handling the nonmotorized project process and a connection to the regional inventory mapping process. In addition, a regional nonmotorized prioritization matrix was presented as part of this new sequence. The nonmotorized prioritization matrix reflects the results of the March workshop criteria identification exercise. The matrix is intended to organize candidate projects and show "at a glance" how each project relates to the identified criteria.

The fourth objective was to present a proposed candidate project submission form for the nonmotorized program and to receive input. The purpose of this form is to establish a procedure to ensure the submission of well thought-out projects that document how each project addresses the criteria by which they will be evaluated.

Appendix B is the Procedures Report, which provides a brief review of the presentations including a summary of participation; an update of the facility inventory initiative; a summary of the proposed changes to MDOT's project scoping checklist and concept statement, including comments, questions, and concerns as addressed by meeting attendees; a summary of the nonmotorized project sequence for candidate nonmotorized projects with documentation; a summary of the submission form and documentation for candidate projects for the nonmotorized program; a summary of the nonmotorized project priority matrix; and a short discussion on the next stages of the MDOT nonmotorized investment plan.

July 17, 2001 MDOT Meeting

The fifth meeting of the OSC for the Southwest Michigan Non-motorized Investment Plan was held at the MDOT Southwest Region Transportation Service Center Office Building in Kalamazoo, Michigan. Discussion continued for the following nonmotorized investment plan tools:

- ! Changes to the Project Concept Statement and Scoping Checklist were approved following comments received by the OSC.
- ! A revised Nonmotorized Submission Form and Instructions was distributed at the meeting. New discussion included:
 - G A preference that forms be submitted by Act 51 organizations. However, submittals by MDOT and private individuals would be allowed.
 - G Project submissions would be reviewed once a year by the Region Projects Prioritization Team.
 - G Projects not within MDOT right-of-way would not be excluded from the nonmotorized project process, as long as the project serves a transportation purpose.

It was proposed that nonmotorized candidate projects be reviewed by the Region Project Prioritization Team. The preliminary recommendations of the Region Project Prioritization Team would then be submitted to a further review process at the MPO or Rural Task Force (RTF) level. These two entities cover almost all of Michigan except for areas of 5,000-50,000 people; 16 of these areas currently exist in the State of Michigan. If this option is pursued, areas not covered by an MPO or RTF would have to be incorporated into the process in some other manner.

For the most part, the Enhancement Program would be the source of funds for MDOT sponsored nonmotorized facilities at this time, subject to project selection team approval. However, there is nothing in this proposed procedure that would preclude other funding arrangements.

It was noted that Enhancement funds may not be used for maintenance, routine highway improvements or required environmental mitigation. The re-consideration of sidewalks as eligible projects for Enhancement funding was discussed and it was not clear whether administrative or legislative action would be needed to make this change. It was also agreed that any questions about or revisions to the current 1% nonmotorized set-aside should be handled separately from this procedure.

It was agreed that there should be some sort of local maintenance agreement for any off-road nonmotorized improvements. In addition, a corrected version of the Summary of Funding Sources will be made a part of the final report so that the public is aware of all the other potential sources of grants.

The consultant team agreed to continue to monitor the website and make all additional changes to documents. The following final products were to be provided by the consultant team by September 25, 2001:

- ! A final report that would include a summary of the previous Southwest Michigan Nonmotorized Investment Plan progress reports and would include an overview of nonmotorized design considerations, recommendations for public participation and a summary of funding sources. The nonmotorized design considerations will be consistent with information found in the AASHTO Green Book, Bicycle Guide, and upcoming Ped Guide.
- ! The Project Scoping and Candidate Project Submittal Procedures and the Nonmotorized Project Sequence are to be finalized and submitted.
- ! Instructional materials based on the above products would be developed, including a computerized slide presentation and an accompanying handout.
- ! Inventory maps are to be submitted to the MDOT GIS division in Lansing in their Maptitude format for approval. Final submittals are to include all updates that TYLI has received up to the submission date. Information received after this date would be forwarded to MDOT. TYLI's responsibility for addressing concerns received from web comments, as well as website upkeep, would terminate upon project completion.

August 30, 2001 MDOT Meeting

The sixth meeting of the OSC for the Southwest Michigan Non-motorized Investment Plan was held at the MDOT Southwest Region Transportation Service Center Office Building in Kalamazoo, Michigan. Notes from this meeting include the following information:

- ! The project concept statement and Project Priority Matrix were to be revised to capture the potential for nonmotorized projects to interface with MDOT's 5-year plan.
- ! Changes were to be made to the nonmotorized project sequence to clearly identify the process and responsibilities for recycling projects that MDOT cannot fund in any given year.
- ! Michigan funding sources would be modified as discussed at the meeting, and the following sources would be added:
 - G Downtown development authorities
 - G Millages, bonds, and assessments
 - G Foundations - community and others

- ! All final product inventory maps were agreed to be delivered electronically (or by CD) to MDOT upon project completion, and it was decided that comments via the web (and any additional information regarding the nonmotorized inventory) would be re-directed to MDOT staff.

- ! Training presentation materials were decided to be approximately 20 to 30 minutes in length each, not including time allotted for discussion. The possible strategies provided for MDOT training presentations included:
 - G Present to Regions during a one-day meeting. The morning could be used to discuss Procedures and the afternoon to discuss Design Guidelines.
 - G The Procedures and Design Guidelines could be briefly presented in a half-day session.
 - G Two separate meetings for presenting the Procedures and Design Guidelines. The meetings could occur on different days and MDOT could choose to invite different attendees to each meeting.

- ! All submittals are to be in Corel Word Perfect and Corel Presentation format, with the inventory maps in Maptitude.

September 25, 2001 MDOT Meeting

The final meeting of the OSC for the Southwest Michigan Non-motorized Investment Plan was held at the MDOT Southwest secondary office center in Lansing, Michigan. The final drafts of the Procedure Manual, Planning and Design Guidance Manual, and Map Inventory Manual were distributed. Presentations were made of the proposed training materials for both the Procedures Manual and the Design and Planning Guidance Manual.

Based on the discussion at the meeting, minor changes to all of these documents will be made and final copies in Corel Word Perfect and Corel Presentation Format will be delivered to MDOT at the end of the month.

Final Products

The following final products were presented to MDOT, along with five copies of this final report:

- ! The final Nonmotorized Facility Inventory maps for each of the nine counties in MDOT's Southwest Michigan Region (Caliper GIS Maptitude format on CD)
- ! Five copies of the Map Inventory Manual (WordPerfect copy on CD)

- ! Five copies of the Procedure Manual including the Candidate Project Submission Form, Project Prioritization Matrix and Funding Sources Document (WordPerfect copy on CD)
- ! A Corel Presentation on CD to explain the material presented in the Procedures Manual, plus five copies (and electronic version on CD) of an accompanying slide notes handout
- ! Five copies of the Planning and Design Guidance Manual (WordPerfect copy on the CD including exhibit images)
- ! A Corel Presentation on CD to summarize the material presented in the Planning and Design Guidance Manual, plus five copies (and electronic version on CD) of an accompanying slide notes handout
- ! In addition, the CD will contain 'read me' files to assist in organizing the above reports and to provide additional information where appropriate. Also, the CD contains field photos taken by the consultants during the contract period.

APPENDIX A

WORKSHOP SUMMARY REPORT
March 2001

APPENDIX B

PROCEDURES REPORT
June 2001