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**JACKSON AREA COMPREHENSIVE TRANSPORTATION STUDY (JACTS)  
POLICY COMMITTEE**

**FOR FURTHER INFORMATION  
CONTACT:**

**Steven Duke, Executive Director  
Region 2 Planning Commission  
(517) 788-4426**

**DATE: November 15, 2018**

**TIME: 8:00 A.M.**

**PLACE: Jackson Co. Tower Bldg.  
120 W. Michigan Ave., - 5<sup>th</sup> Floor  
Jackson, MI 49201**

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**A G E N D A**

Comments will be solicited on each item following discussion and prior to any final action.

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1. Call to Order
2. Public Comment
3. Approve Minutes of the Policy Committee Meeting of October 11, 2018 and Receive the Minutes of the Technical Advisory Committee Meeting of October 9, 2018 (see enclosure) – **ACTION**
4. Agency Status Reports (see enclosures) – **DISCUSSION**
  - City of Jackson
  - Jackson Area Transportation Authority
  - Jackson County Department of Transportation
  - Michigan Department of Transportation
  - Jackson County Airport-Reynolds Field (not submitted)
  - Enterprise Group (<http://www.enterprisegroup.org>)
5. Approval of Amendments to the JACTS FY 2017–2020 Transportation Improvement Program (TIP) (see enclosure) – **ACTION**
  - Michigan Department of Transportation (MDOT)
6. JACTS FY 2020-2023 TIP Project Development – **DISCUSSION**
7. Jackson County Rural Task Force Meeting / Call for FY 2020-2023 RTF Projects (enclosures) – **DISCUSSION**
  - RTF Meeting - 1:30 PM, Wednesday, December 12<sup>th</sup>, at the JCDOT offices
8. Joint City / County Non-Motorized Plan Update – **DISCUSSION**
9. Other Business
10. Public Comment
11. Adjournment

# Region 2 Planning Commission



## Jackson Area Comprehensive Transportation Study

### MINUTES

#### JACTS POLICY COMMITTEE

Jackson County Tower Building  
120 W. Michigan Avenue – 5<sup>th</sup> Floor  
Jackson, Michigan

Thursday, October 11, 2018

**Members Present:** David Herlein, Spring Arbor Township  
Phil Moilanen, Jackson Area Transportation Authority  
Jon Dowling, JACTS Technical Advisory Committee  
Pete Jancek, Vice-Chair, Blackman Charter Township  
Eric Mullen, MDOT  
Bob Welsh, Region 2 Planning Commission  
Mike Trudell, Summit Township  
Judy Southworth (Alt.), Leoni Township  
Mike Overton, Jackson County Department of Transportation  
Dan Wymer, Napoleon Township  
Steve Shotwell, Chair, Jackson County Board of Commissioners  
Keith Acker, Sandstone Charter Township  
Patrick Burtch, City of Jackson  
John Feldvary, Jackson County Airport-Reynolds Field

**Members Absent:** Derek Dobies, Mayor, City of Jackson

**Others Present:** Steve Duke, Region 2 Planning Commission  
Tanya DeOliveira, Region 2 Planning Commission  
Michael Brown, Jackson Area Transportation Authority  
Mike Davis, Jr., MDOT – University Region  
Kelby Wallace, MDOT – Jackson TSC  
Angela Kline, JCDOT

#### ITEM 1      CALL TO ORDER

Chair Shotwell called the meeting to order at 8:02 AM.

#### ITEM 2      PUBLIC COMMENT

No public comments were received.

## JACTS POLICY COMMITTEE MINUTES

October 11, 2018

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**ITEM 3**      **APPROVE MINUTES OF THE POLICY COMMITTEE  
MEETING OF SEPTEMBER 13, 2018 AND RECEIVE THE TECHNICAL  
ADVISORY COMMITTEE MINUTES OF SEPTEMBER 11, 2018**

A motion was made by Vice-Chair Jancek, and supported by Mr. Wymer, to approve the Policy Committee meeting minutes of September 13, 2018 and receive the Technical Advisory Committee meeting minutes of September 11, 2018 as presented. The motion passed unanimously.

**ITEM 4**      **AGENCY STATUS REPORTS**

Project status updates were presented by the City of Jackson, Jackson County Department of Transportation (JCDOT), Jackson Area Transportation Authority (JATA), the Michigan Department of Transportation (MDOT), and Jackson County Airport-Reynolds Field. The City of Jackson reported that the Kibby Road project is complete. JATA stated that the new bus stop signs are being installed. JCDOT reported that their preventative maintenance project will be in the November bid letting. MDOT reported that the Lakelands Trail project received favorable bids and will be constructed in 2019. Jackson County Airport reported that funds from the federal government became available to do additional improvements for the parking apron for aircraft.

**ITEM 5**      **FY 2019 POLICY COMMITTEE / TIP ADMENDMENT SUBMISSION DEADLINE**

Mr. Duke reported that the Technical Advisory Committee had discussed and approved moving their meetings to the third Wednesday of the month, prior to Policy meetings.

A motion was made by Mr. Welsh, supported by Mr. Burtch, to move the Policy meetings to the third Thursday of the month starting in November. The motion carried unanimously.

**ITEM 6**      **APROVAL OF AMENDMENTS TO THE JACTS FY 2017 – 2020 TIP**

Mr. Brown requested the following amendments to the JACTS FY 2017 – 2020 Transportation Improvement Program (TIP). The proposed amendments are:

<b>Fiscal Year</b>	<b>Project Name</b>	<b>Limits</b>	<b>Project Description</b>	<b>Funding</b>
DELETE  FY 2020 JN129636	Vehicle Replaceme nts	Countywide	Purchase two small buses	FED: \$100,000  LOCAL: \$25,000
DELETE  FY 2020 JN130528	Vehicle Replaceme nts	Countywide	Purchase two small buses	FED:     \$90,000 STATE: \$22,500 LOCAL: \$12,500

A motion was made by Mr. Acker, supported by Vice-Chair Jancek to approve the proposed JATA amendments as presented. The motion carried unanimously.

## **JACTS POLICY COMMITTEE MINUTES**

**October 11, 2018**

**Page 3**

### **ITEM 7**      **JOBNET UPDATE**

Mr. Davis reported that MDOT continues to work on improving the process and software. The TIP approval process has dramatically improved. MDOT staff are continuing to make operational improvements and adjustments to the program.

### **ITEM 8**      **JACTS FY 2020 – 2023 TIP PROJECT DEVELOPMENT**

Mr. Duke led the discussion on the development of the JACTS FY 2020 – 2023 TIP. Mr. Mullen said that the final project list will be due to MDOT by March 1, and that revenue estimates are coming soon. The preliminary list of JACTS projects will be presented at the January 2019 meetings. A preliminary meeting to discuss the potential projects from ACT 51 Agencies will be scheduled soon.

### **ITEM 9**      **ADOPTION OF RESOLUTIONS SUPPORTING MDOT PAVEMENT CONDITION, BRIDGE CONDITION, AND SYSTEM RELIABILITY PERFORMANCE MEASURE TARGETS**

Mr. Davis reported that three sets of performance measure targets (pavement condition, bridge condition, and system reliability) are required to be adopted by the R2PC and submitted to MDOT by November 16<sup>th</sup>. The MPOs can either adopt the MDOT performance measure targets or develop their own. Mr. Duke explained that staff was recommending adoption of the MDOT targets as all other state MPOs have done.

A motion was made by Mr. Dowling, supported by Vice-Chair Jancek, recommending the R2PC support the adoption of the three (3) resolutions supporting the MDOT performance measure targets for pavement condition, bridge condition, and system reliability as presented. Chair Shotwell called for a roll-call vote. With 14 Ayes and 0 Nays, the motion carried unanimously.

### **ITEM 10**      **JOINT CITY/COUNTY NON-MOTORIZED PLAN**

Ms. DeOliveira stated that with additional local and federal dollars added to the study increasing the project scope and detail, the original bids were discarded and the R2PC issued a new RFP. Bids for the non-motorized study are due back at the R2PC offices by October 16<sup>th</sup>.

Chair Shotwell left, and Vice-Chair Jancek took over chairing the meeting.

### **ITEM 11**      **OTHER BUSINESS**

The MDOT Jackson County Traffic Summit will be held on October 31 at 9:00 am at Blackman Township Office.

### **ITEM 12**      **PUBLIC COMMENT**

No public comments were received.

### **ITEM 13**      **ADJOURNMENT**

There being no further business, Vice-Chair Jancek adjourned the meeting at 8:55 am.

Tanya DeOliveira, AICP  
Principal Transportation Planner

# Region 2 Planning Commission



## Jackson Area Comprehensive Transportation Study

### MINUTES

#### JACTS TECHNICAL ADVISORY COMMITTEE

Jackson City Hall  
161 W. Michigan Avenue – 10<sup>th</sup> Floor  
Jackson, MI 49201

**Tuesday, October 9, 2018**

Members Present: Jeff Franklin, MDOT- Lansing  
Mike Davis (Alt.), MDOT-University Region  
Troy White, City of Jackson-Engineering  
Jon Dowling, Chair, City of Jackson-Engineering  
Mike Rand, Jackson County Dept. of Transportation  
Juan Zapata, Jackson County Airport-Reynolds Field  
Steve Duke, Region 2 Planning Commission  
Amy Torres, The Enterprise Group  
Angela Kline, Vice-Chair, Jackson County Dept. of Transportation  
Bret Taylor, Jackson County Dept. of Transportation  
Jeff Wickman (Alt.), Jackson Area Transportation Authority

Members Absent: Andy Pickard, FHWA (Ex-officio)  
Vacant, City of Jackson Public Works  
Jack Ripstra, Blackman Charter Township

Others Present: Kelby Wallace, MDOT-Jackson TSC  
Maria Habba, MDOT - OPT

#### ITEM 1      CALL TO ORDER

Chair Dowling called the meeting to order at 9:38 AM.

#### ITEM 2      PUBLIC COMMENT

No public comments were received.

**ITEM 3**      **APPROVE MINUTES OF THE TECHNICAL ADVISORY COMMITTEE MEETING OF SEPTEMBER 11, 2018 AND RECEIVE THE POLICY COMMITTEE MINUTES OF SEPTEMBER 13, 2018**

A motion was made by Mr. Rand, and supported by Ms. Torres, to approve the Technical Advisory Committee meeting minutes of September 11, 2018 and receive the Policy Committee meeting minutes of September 13, 2018 as presented. The motion passed unanimously.

**ITEM 4**      **AGENCY STATUS REPORTS**

Project status updates were presented by the City of Jackson, Jackson County Department of Transportation (JCDOT), Jackson Area Transportation Authority (JATA), Jackson County Airport, the Enterprise Group, and the Michigan Department of Transportation (MDOT).

**ITEM 5**      **APPROVAL OF AMENDMENTS / ADMINISTRATIVE MODIFICATIONS TO THE JACTS FY 2017-2020 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

Mr. Duke reviewed the following Jackson Area Transportation Authority (JATA) amendments to the JACTS FY 2017-2020 Transportation Improvement Program (TIP):

<b>Fiscal Year</b>	<b>Project Name</b>	<b>Limits</b>	<b>Project Description</b>	<b>Funding</b>
DELETE FY 2020 JN129636	Vehicle Replaceme nts	Countywide	Purchase two small buses	FED: \$100,000  LOCAL: \$25,000
DELETE FY 2020 JN130528	Vehicle Replaceme nts	Countywide	Purchase two small buses	FED:     \$90,000 STATE: \$22,500 LOCAL: \$12,500

A motion was made by Ms. Torres, supported by Mr. Rand, to approve the proposed JATA amendments to the JACTS FY 2017-2020 TIP as presented. The motion carried unanimously.

**ITEM 6**      **JOBNET UPDATE**

Mr. Franklin and Mr. Davis, MDOT, reported that although JobNet has vastly improved the approval process for TIP amendments, MDOT staff are continuing to make operational improvements and adjustments to the program. Mr. Franklin has been appointed as the official MDOT contact person for JobNet related issues and questions.

ITEM 7

**JACTS FY 2020-2023 TIP DEVELOPMENT**

Mr. Duke explained that he would like to meet with the MPO's urban area Act 51 agencies (City of Jackson, JCDOT, JATA, and MDOT) to review and discuss projects proposed for the FY 2020-2023 Transportation Improvement Program. Projected TIP revenue estimates are to be provided by MDOT in the next week or so. Mr. Duke reported he will be contacting the agencies to set up a TIP Development Subcommittee meeting date shortly.

ITEM 8

**ADOPTION OF RESOLUTIONS SUPPORTING MDOT PAVEMENT  
CONDITION, BRIDGE CONDITION, AND SYSTEM RELIABILITY  
PERFORMANCE MEASURES TARGETS**

Mr. Franklin, MDOT, reviewed for the Committee the performance measure targets adopted by MDOT regarding pavement condition, bridge condition, and system reliability. As with the safety performance targets, MDOT is requesting either the MPOs adopt the state's targets or prepare their own targets for the highway condition, bridge condition, and system reliability performance measures by November 16, 2018.

A motion was made by Ms. Torres, supported by Mr. White, supporting the resolutions stating that the Region 2 Planning Commission, acting as the MPO, agrees to support MDOT's pavement condition, bridge condition, and system reliability performance measure targets as presented. The motion carried unanimously.

ITEM 9

**JOINT CITY / COUNTY NON-MOTORIZED PLAN**

Ms. Kline reported that since the initial Jackson City / County Non-motorized RFP had been distributed, the City, JCDOT and R2PC had contributed additional funds in order to develop a more comprehensive study. As a result, a revised RFP was prepared and distributed to those previously submitting proposals as well as any other interested consultants. Upon review of the bids, the Project Selection Committee will meet and select a study consultant hopefully by the end of the month.

ITEM 10

**OTHER BUSINESS**

No other business was brought before the Committee.

ITEM 11

**PUBLIC COMMENT**

No public comments were received.

ITEM 12

**ADJOURNMENT**

There being no further business, Chair Dowling adjourned the meeting at 10:29 a.m.

Steve Duke  
Executive Director

**TO:** JACTS Technical Advisory and Policy Committees

**DATE:** November 5, 2018

**FROM:** Jon H. Dowling, P.E.

**SUBJECT:** TIP Project Status

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**2018**

Fourth Street: Horton to Audubon (Urban) – Roadway resurfacing with a new roundabout at Hickory and Fourth. MSG is the City's consultant. The project was in the MDOT July letting with Bailey Excavating as the low bidder. **The curb and gutter around the roundabout have been placed. The truck apron around the roundabout is being installed this week and the paving is to be placed by November 9, 2018. The project will shut down over the winter with the West Ave and Fourth Street roundabout and the remainder of the paving to be finished next spring.**

Fourth Street and Horton Intersection (Urban) – Intersection realignment and new Traffic Signal. HRC is the City's consultant. The project was in the MDOT August letting with Hoffman as the low bidder. **The start date will be in the spring of 2019.**

**2019**

Francis Street: Morrell to Mason (Urban) – Reconstruct roadway. HRC is the City's consultant on this project and survey and design work has started.

**2020**

Greenwood/Wilkins Streets: Morrell to Jackson (Urban) – Reconstruct roadway. HRC is the City's consultant on this project and survey and design work has started.



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**PROJECT REPORT**  
**2017-2020 TIP**

*November 2018*

**FY2018**

**1. Bus & Bus Components**

- a. (1) Utility Work Truck – RFQ was released on Oct. 31<sup>st</sup> with a due date for quotes to be submitted by Nov. 14<sup>th</sup> at 5:00PM.
- b. Replace radio system and bus radios –Project will begin late 2018.

**FY2018**

**1. Facility Upgrades**

- a. Replace HVAC system at main office – Last solicitation failed and are currently evaluating and working with MDOT on either revising the solicitation or developing a different strategy to have companies submit the solicitation.

**FY2019**

**1. Vehicle Procurements**

- a. 5310 funds – (4) Gillig Bus Replacements – Pending FTA.
- b. (4) Medium duty vans – Awarded MDOT.
- c. (1) Gillig Bus Replacement – Awarded by MDOT.

**2. Facility Upgrades**

- a. Admin office rehab and update – Project will begin in 2019.



# *Jackson County*

## *Department of Transportation*



Christopher J. Bolt, MPA, PE  
*Managing Director*

Angela N. Kline, PE  
*Director of Engineering*  
*Deputy Managing Director*

Robert D. Griffis  
*Director of Operations*  
*Deputy Managing Director*

*Keeping Our Community Safely in Motion...*

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## **JACTS Update**

### **November 2018**

### **2018 PROJECTS**

- **BERRY ROAD (RIVES EATON ROAD TO LANSING AVE)), RIVES EATON ROAD (PERRINE ROAD TO BERRY ROAD) and WEST MICHIGAN AVE (GLASGOW ROAD THROUGH PARMA VILLAGE)**
  - Work is complete
- **AIRPORT ROAD AND COUNTY FARM ROAD INTERSECTION**
  - Work is complete.
- **ANN ARBOR ROAD PATHWAY**
  - Work is complete.
- **KING ROAD**
  - This is being moved to a letting after the first of the year.
- **MOON LAKE ROAD BRIDGE**
  - This project is the December MDOT letting.
- **NORVELL ROAD**
  - Low bidder was Rieth Riley, award is in process.
- **RIVES JUNCTION ROAD PATHWAY**
  - This project is ready for paving when the weather allows.
- **WEST MICHIGAN AVE FROM M-60 TO GLASGOW**
  - This project is under construction and will be topped when weather allows.

- **MICHIGAN AVE BRIDGE**
  - We are submitting the final plans to MDOT for a letting the beginning of 2019.
- **PREVENTATIVE MAINTENANCE**
  - The project low bid is Michigan Paving, award is in process.
  - Preventative Maintenance work is planned for the following roads:
    - Napoleon Road (M-50 to Lee)
    - Berry Road (Lansing to M-106)
    - Callahan Road (W. Michigan to Devereaux)
    - Bowerman Road (Fowler to Cochran)
    - Fowler Road (Rountree to Bowerman)
    - Roundtree Road (County line to Fowler)
    - Pink Street (County line to M-124)
    - Territorial Road (M-106 to M-52)

## **2019 PROJECTS**

- **LAURENCE ROAD**
  - We are beginning scoping and design on this project
- **W. MICHIGAN AVE**
  - This project has been completed by 2018 purchased federal aid. We will do a TIP amendment to move to a county wide PM project at the RTF meeting.



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
**DEPARTMENT OF TRANSPORTATION**  
LANSING

KIRK T. STEUDLE  
DIRECTOR

November 14, 2018

**FY 2018**

**I-94 (M-60 to Sargent)** Shoulder upgrades are continuing. Embankment for new EB I-94 near the Grand River is ongoing. Slope restoration is finishing up.

**I-94 (Over Conrail and the Grand River)** – Bridge Replacement

**I-94 (M-60 to Sargent Rd)** – Reconstruction and rehabilitation

**I-94 (M-106 NB & SB (Cooper St))** – Bridge Replacement

**M-106 (Ganson to Porter)** - CPM resurfacing

**I-94 at Sargent** Install wrong way warning system. Construction in fall 2018.

**FY 2019**

**M-106 (Lakelands Trail Expansion Phase 1 & 2)** – Non-Motorized Trail.

**I-94 at Grass Lake Weigh Station** Install additional parking. Construction in 2019.

**M-124 (US-12 to M-50)** is a single course mill & resurface CPM project with TAP funds to pave the gravel shoulder.

**M-60 (Chapel to Emerson Rd)** – Resurfacing and widening for center left turn lane. The letting date for this project is February 2019 and construction will begin in Spring 2019. Continuing to evaluate drainage options and evaluate Right-of-Way for the project.

**US-127 (Ayers to I-94)** – CPM project including microsurfacing from Ayers to Floyd and concrete pavement repairs from Floyd to I-94. May be constructed in 2020 to avoid conflicts with I-94 project.

**Various traffic signal replacement** – Signal modernization project that includes signals at US-127/Jefferson, West Ave (127BR)/Boardman, and EB I-94 exit ramp at West Ave (127BR).



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
**DEPARTMENT OF TRANSPORTATION**  
LANSING

KIRK T. STEUDLE  
DIRECTOR

November, 6<sup>th</sup> 2018

Mr. Steve Duke,  
Executive Director  
Region 2 Planning Commission  
Jackson County Tower Building  
120 W. Michigan Avenue, 9th Floor  
Jackson, Michigan 49201

Dear Mr. Duke:

This letter is sent by the Michigan Department of Transportation (MDOT) to inform the Jackson Area Comprehensive Transportation Study committees of eight TIP amendments to the FY 2017-2020 Transportation Improvement Plan (TIP).

FY	Job no.	Project Name	Limits	Project Description	Phase	Length	Federal Budget	Federal Fund Source	State Budget	Total Phase Cost	Amendment Type
2019	203028	I-96 E	Jackson County	Application of longitudinal pavement markings	PE	1.165	\$270	HSIP	\$30	\$2,500	Length Change From 0 To 1.165
2020	202119	M-106	M-106 and I-94 BL	Non-freeway signing upgrade	CON	27.44	\$276,000	NHG	\$0	\$276,000	Length Change From 31.612 To 27.44
2019	204793	I-94 E	Various locations throughout Jackson County.	Install ITS devices along I-94 throughout Jackson County.	PE	25.327	\$355,394	ITS	\$88,848	\$444,242	Phase Add
2019	203028	I-96 E	Jackson County	Application of longitudinal pavement markings	CON	1.165	\$346,622	HSIP	\$38,514	\$2,685,000	Length Change From 0 To 1.165
2020	204793	I-94 E	Various locations throughout Jackson County.	Install ITS devices along I-94 throughout Jackson County.	CON	25.327	\$1,709,176	ITS	\$427,295	\$2,136,471	Phase Add



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
**DEPARTMENT OF TRANSPORTATION**  
LANSING

KIRK T. STEUDLE  
DIRECTOR

2019	203029	I-96 E	Jackson County	Application of special pavement markings	CON	2.553	\$1,125	HSIP	\$125	\$460,000	Length Change From 0 To 2.553
2019	203515	I-96 E	Jackson County	Pavement marking retroreflectivity readings and condition assessment	CON	2.641	\$1,854	HSIP	\$206	\$14,000	Length Change From 0 To 2.641
2019	203029	I-96 E	Jackson County	Application of special pavement markings	PE	2.553	\$90	HSIP	\$10	\$5,000	Length Change From 0 To 2.553

Thank you for your attention to this request. If you have any questions or need additional information, please contact me at 517-750-0405

Sincerely,  
Mike Davis, Transportation Planner



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
**DEPARTMENT OF TRANSPORTATION**  
LANSING

KIRK T. STEUDLE  
DIRECTOR

October 24, 2018

**TO: Rural Task Force Program Agencies**

**SUBJECT: Fiscal Years 2020 - 2023 Local Rural Task Force Program Call for Projects**

The Michigan Department of Transportation (MDOT), in conjunction with the Rural Task Force (RTF) Program Advisory Board, is issuing a "Call for Projects" in non-urban areas for fiscal years (FYs) 2020 - 2023. The purpose of this Call is to solicit projects from local rural highway and transit agencies wishing to utilize federal Surface Transportation Program - Rural Task Force (STP - RTF) and state Transportation Economic Development Fund - Category D (State D) funding for FYs 2020 - 2023. Projects selected to receive STP - RTF and State D funding will be included in the FYs 2020 - 2023 Statewide Transportation Improvement Program (STIP). The FYs 2020 - 2023 STIP will cover the four FYs between October 1, 2020 and September 30, 2023.

Through the Call, it is anticipated that MDOT will designate approximately \$48 million of STP - RTF allocation and \$7 million of State D funds annually to the RTF Program for FYs 2020 - 2023. All funds require at least a 20 percent non-federal or local match and must be spent on construction costs and contingencies for highway projects and transit capital projects. Right-of-way, construction engineering, and preliminary engineering costs are not eligible.

In FY 2018, the RTF Program Advisory Board set the policy to program projects to 100 percent of the allocation targets. The federal obligation authority averages 93 - 95 percent of the allocation targets. Programming above the obligation authority allows full utilization of the obligation authority and of August Redistribution. Funding targets may be adjusted in the future to reflect updated state and/or federal legislation or unanticipated factors.

Rural projects included in the STIP are scheduled to be obligated in the FY they are shown. To be included in the STIP, each respective regional RTF must approve the projects and submit selected projects utilizing the 1799 and 1797 data sheets, for FYs 2020 - 2023, to their Regional Planning Agency (RPA) representative no later than January 15, 2019. Because this is a STIP development year, local (county) RTF meetings are required to select projects to be brought forward for final approval by the regional RTF committee. RPAs will program their FYs 2020 - 2023 projects in JobNet and forward their program/project lists to MDOT no later than

Rural Task Force Program Agencies  
Page 2  
October 24, 2018

February 12, 2019. Programs submitted to the RPAs must be financially constrained to their annual allocation targets.

The enclosed document provides more information regarding the Call for Projects process. If you have any questions regarding the Local RTF Program or would like an MDOT representative to attend your RTF meetings, please contact Don Mayle, RTF Coordinator, at [mayled@michigan.gov](mailto:mayled@michigan.gov) or 517-335-4588.

Sincerely,

A handwritten signature in black ink, appearing to read 'David E. Wresinski'.

David E. Wresinski, Chair  
Rural Task Force Program Advisory Board

A handwritten signature in black ink, appearing to read 'James M. Iwanicki'.

James M. Iwanicki, Vice-Chair  
Rural Task Force Program Advisory Board

Enclosure(s)

cc: Don Mayle

bcc: Clark Harder  
Wayne Schoonover  
Michael Cain  
John LaMacchia  
Brad Wieferich  
Jean Ruestman  
Amy Williams  
Steve Puuri  
Denise Donohue  
Erin Kuhn  
Dave Engelhardt  
Denise Jones  
John Watkin  
Kim Johnson  
Tracie Leix  
Anita Boughner  
Mark Harrison  
Matt Pitlock



Rural Task Force Program Agencies

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October 24, 2018

Urban\Rural Task Force\CFP\RTF CFP FY 2020-2023\RTFFY2020-2023CFPLetter



## **Local Rural Task Force Program**

### **Fiscal Years 2020-2023 Call for Projects Information**

#### **Introduction**

The Michigan Department of Transportation (MDOT) in conjunction with the Local Rural Task Force Program Advisory Board is issuing a “Call for Projects” in non-metropolitan areas for fiscal years (FYs) 2020-2023. The purpose of the call is to solicit projects from local rural highway and transit agencies wishing to utilize federal and state transportation funding for FYs 2020-2023. Projects selected to receive funding will be included in the FYs 2020-2023 Statewide Transportation Improvement Program (STIP).

The STIP is a statewide listing of transportation projects covering a period of four years that is consistent with the State Long-Range Transportation Plan. It presents the fiscally constrained, multimodal transportation program for Michigan and includes all federally funded projects scheduled for some phase of implementation over a four-year period.

The current Michigan STIP covers FYs 2017-2020. MDOT is developing a new STIP during FY 2019 that will cover FYs 2020-2023. It is anticipated that the new STIP will be federally approved on or before October 1, 2019. The FYs 2020-2023 STIP will cover the four fiscal years between October 1, 2019 and September 30, 2023.

This document provides additional information to Rural Task Force agencies regarding the call process, available funding, project eligibility, and the selection process.

#### **What is the Call for Projects?**

The Call for Projects is a process through which funding is allocated to rural highway and transit projects that serve the highest priority needs of the region. Through the call, local rural agencies submit projects to be presented, reviewed, and prioritized by their Rural Task Force and if approved, those projects will become programmed as part of the FYs 2020-2023 STIP.

#### **How much funding is available?**

Funding for the Local Rural Task Force Program is provided by MDOT through two sources: the federally funded Surface Transportation Block Grant Program (STP), and the state funded Transportation Economic Development Fund-Category D (State D) Program.

The STP Program funds projects that preserve and improve the conditions and performance of federal-aid highway and transit capital projects, including terminals and facilities. The State D Program serves economic development by establishing and integrating a local secondary all-season road system with the state trunkline system.

It is anticipated that MDOT will provide approximately \$48 million in STP allocation annually to the Rural Task Force Program for FYs 2020 through 2023 and approximately 7 million in State D funds.

### **How is funding distributed?**

MDOT uses a statewide formula to allocate STP funds to each Rural Task Force. Allocations are published by county as an aid to selecting projects only, the STP funds are tracked and managed by MDOT finance at the RTF level. State D funds are allocated at the county level and are tracked by and managed at the county level. Allocations represent the target amounts that each Rural Task Force uses to program projects for the fiscal year. Task forces are required to select projects in accordance with the targets established by MDOT, which are based on projected amounts of federal and state funds to be received. This is very challenging due to current uncertainties with federal and state funding.

In FY 2018 the Rural Task Force Program Advisory Board set the policy to program projects to 100 percent of the allocation targets. The federal obligation authority averages 93-95 percent of the allocation targets. Programming above the obligation authority allows full utilization of the obligation authority and of any available August redistribution. Funding targets may be adjusted in the future to reflect updated state and/or federal legislation or unanticipated factors.

Table 1 shows anticipated STP and State D target amounts for each Rural Task Force from FYs 2020 through 2023. These amounts represent the **federal portion only** of the funding. All federal funds require a non-federal or “local” match. In Michigan, the standard local match is 20 percent. For highway projects, the local match must be provided by the project sponsor as a monetary cash match. For transit projects, the local match is provided by MDOT through the Comprehensive Transportation Fund (CTF).

All dollar amounts represented in the following table are estimates. These are the same estimates that were distributed on October 15, 2018 through the rural task force communication protocol.

**Table 1: FYs 2020 - 2023 Annual STP and State D Target Allocations**

FY 2020 -2023 STP RTF Federal Fund and State D Target Estimates\*

STP RTF federal fund Estimates Based on FY 2019 Targets

State D target estimates based on FY 2018 Targets \*\*

October 12, 2018

	FY 2020 STP-RTF Federal Funds Estimate	FY 2021 STP-RTF Federal Funds Estimate	FY 2022 STP-RTF Federal Funds Estimate	FY 2023 STP-RTF Federal Funds Estimate	FY 2020-2023 State D Estimate
RTF 1					
Livingston	\$724,000	\$739,000	\$753,000	\$769,000	\$62,206
Monroe	\$739,000	\$753,000	\$769,000	\$784,000	\$85,324
St. Clair	\$972,000	\$991,000	\$1,011,000	\$1,031,000	\$133,156
Washtenaw	\$816,000	\$832,000	\$849,000	\$866,000	\$102,233
RTF 1 Total	\$3,251,000	\$3,315,000	\$3,382,000	\$3,450,000	\$382,919
RTF 2					
Hillsdale	\$723,000	\$737,000	\$752,000	\$767,000	\$114,081
Jackson	\$976,000	\$995,000	\$1,015,000	\$1,036,000	\$135,859
Lenawee	\$954,000	\$973,000	\$992,000	\$1,012,000	\$141,041
RTF 2 Total	\$2,653,000	\$2,705,000	\$2,759,000	\$2,815,000	\$390,981
RTF 3					
Barry	\$750,000	\$765,000	\$780,000	\$796,000	\$106,761
Branch	\$625,000	\$638,000	\$651,000	\$664,000	\$104,756
Calhoun	\$814,000	\$830,000	\$847,000	\$864,000	\$132,042
Kalamazoo	\$631,000	\$644,000	\$657,000	\$670,000	\$78,989
St. Joseph	\$639,000	\$652,000	\$665,000	\$678,000	\$98,018
RTF 3 Total	\$3,459,000	\$3,529,000	\$3,600,000	\$3,672,000	\$520,566
RTF 4					
Berrien	\$772,000	\$788,000	\$803,000	\$820,000	\$108,176
Cass	\$612,000	\$624,000	\$637,000	\$649,000	\$75,026
Van Buren	\$827,000	\$843,000	\$860,000	\$877,000	\$99,650
RTF 4 Total	\$2,211,000	\$2,255,000	\$2,300,000	\$2,346,000	\$282,852
RTF 5					
Lapeer	\$929,000	\$947,000	\$966,000	\$986,000	\$106,010
Shiawassee	\$716,000	\$730,000	\$745,000	\$760,000	\$109,616
RTF 5 Total	\$1,645,000	\$1,677,000	\$1,711,000	\$1,746,000	\$215,625
RTF 6					
Clinton	\$689,000	\$703,000	\$717,000	\$731,000	\$92,605
Eaton	\$679,000	\$692,000	\$706,000	\$720,000	\$91,595
Ingham	\$635,000	\$648,000	\$661,000	\$674,000	\$92,037
RTF 6 Total	\$2,003,000	\$2,043,000	\$2,084,000	\$2,125,000	\$276,237
RTF 7A					
Huron	\$837,000	\$854,000	\$871,000	\$889,000	\$108,675
Sanilac	\$959,000	\$978,000	\$998,000	\$1,018,000	\$114,766
Tuscola	\$931,000	\$950,000	\$969,000	\$988,000	\$113,651
RTF 7A Total	\$2,727,000	\$2,782,000	\$2,838,000	\$2,895,000	\$337,092
RTF 7B					
Bay	\$568,000	\$580,000	\$591,000	\$603,000	\$84,206
Grafton	\$668,000	\$682,000	\$695,000	\$709,000	\$109,979
Saginaw	\$981,000	\$1,001,000	\$1,021,000	\$1,041,000	\$119,398
RTF 7B Total	\$2,217,000	\$2,263,000	\$2,307,000	\$2,353,000	\$313,583
RTF 7C					
Clare	\$557,000	\$568,000	\$580,000	\$591,000	\$74,657
Gladwin	\$530,000	\$541,000	\$551,000	\$562,000	\$74,919
Isabella	\$693,000	\$707,000	\$721,000	\$736,000	\$107,355
Midland	\$569,000	\$581,000	\$592,000	\$604,000	\$73,388
RTF 7C Total	\$2,349,000	\$2,397,000	\$2,444,000	\$2,493,000	\$330,319
RTF 7D					
Arenac	\$388,000	\$396,000	\$404,000	\$412,000	\$58,515
Iosco	\$459,000	\$468,000	\$477,000	\$487,000	\$67,132
Ogemaw	\$537,000	\$548,000	\$559,000	\$570,000	\$78,115
Roscommon	\$420,000	\$428,000	\$437,000	\$445,000	\$46,901
RTF 7D Total	\$1,804,000	\$1,840,000	\$1,877,000	\$1,914,000	\$250,663
RTF 8A					
Mecosta	\$621,000	\$633,000	\$646,000	\$659,000	\$81,354
Montcalm	\$928,000	\$945,000	\$965,000	\$984,000	\$117,756
Osceola	\$567,000	\$578,000	\$590,000	\$602,000	\$80,480
RTF 8A Total	\$2,116,000	\$2,157,000	\$2,201,000	\$2,245,000	\$279,590
RTF 8B					
Allegan	\$1,152,000	\$1,175,000	\$1,198,000	\$1,222,000	\$151,603
Ionia	\$723,000	\$737,000	\$752,000	\$767,000	\$114,567
Ottawa	\$676,000	\$690,000	\$703,000	\$718,000	\$64,114
RTF 8B Total	\$2,551,000	\$2,602,000	\$2,653,000	\$2,707,000	\$330,284
RTF 9					
Alcona	\$458,000	\$467,000	\$477,000	\$486,000	\$64,354
Alpena	\$434,000	\$443,000	\$451,000	\$460,000	\$62,598
Cheboygan	\$613,000	\$625,000	\$637,000	\$650,000	\$70,325
Crawford	\$413,000	\$421,000	\$430,000	\$438,000	\$56,819
Montmorency	\$389,000	\$396,000	\$404,000	\$412,000	\$51,713
Oscoda	\$411,000	\$419,000	\$427,000	\$436,000	\$56,715
Otsego	\$449,000	\$458,000	\$467,000	\$477,000	\$64,136
Presque Isle	\$470,000	\$479,000	\$488,000	\$498,000	\$63,485
RTF 9 Total	\$3,637,000	\$3,708,000	\$3,781,000	\$3,857,000	\$490,144
RTF 10A					
Antrim	\$513,000	\$523,000	\$534,000	\$544,000	\$66,447
Charlevoix	\$427,000	\$436,000	\$445,000	\$453,000	\$58,250
Emmet	\$511,000	\$522,000	\$532,000	\$543,000	\$73,255
Kalkaska	\$490,000	\$500,000	\$510,000	\$520,000	\$72,747
RTF 10A Total	\$1,941,000	\$1,981,000	\$2,021,000	\$2,060,000	\$270,698
RTF 10B					
Manistee	\$524,000	\$535,000	\$546,000	\$557,000	\$78,070
Missaukee	\$489,000	\$499,000	\$509,000	\$519,000	\$70,246
Wexford	\$510,000	\$520,000	\$531,000	\$541,000	\$51,372
RTF 10B Total	\$1,523,000	\$1,554,000	\$1,586,000	\$1,617,000	\$199,688
RTF 10C					
Benzie	\$381,000	\$389,000	\$397,000	\$405,000	\$56,917
Grand Traverse	\$577,000	\$588,000	\$600,000	\$612,000	\$59,197
Leelanau	\$380,000	\$387,000	\$395,000	\$403,000	\$52,102
RTF 10C Total	\$1,338,000	\$1,364,000	\$1,392,000	\$1,420,000	\$168,216
RTF 11					
Chippewa	\$880,000	\$897,000	\$915,000	\$933,000	\$104,696
Luce	\$380,000	\$388,000	\$396,000	\$404,000	\$45,373
Mackinac	\$548,000	\$559,000	\$570,000	\$582,000	\$83,306
RTF 11 Total	\$1,808,000	\$1,844,000	\$1,881,000	\$1,919,000	\$233,375
RTF 12A					
Alger	\$448,000	\$457,000	\$466,000	\$476,000	\$62,759
Marquette	\$938,000	\$957,000	\$976,000	\$996,000	\$82,744
Schoolcraft	\$504,000	\$515,000	\$525,000	\$535,000	\$70,773
RTF 12A Total	\$1,890,000	\$1,929,000	\$1,967,000	\$2,007,000	\$216,276
RTF 12B					
Delta	\$691,000	\$705,000	\$719,000	\$734,000	\$104,649
Dickinson	\$398,000	\$406,000	\$414,000	\$423,000	\$51,410
Menominee	\$766,000	\$781,000	\$797,000	\$813,000	\$137,476
RTF 12B Total	\$1,855,000	\$1,892,000	\$1,930,000	\$1,970,000	\$293,535
RTF 13A					
Baraga	\$431,000	\$440,000	\$449,000	\$458,000	\$47,018
Houghton	\$602,000	\$614,000	\$626,000	\$639,000	\$92,384
Keweenaw	\$227,000	\$232,000	\$237,000	\$241,000	\$32,294
RTF 13A Total	\$1,260,000	\$1,286,000	\$1,312,000	\$1,338,000	\$171,696
RTF 13B					
Gogebic	\$559,000	\$570,000	\$581,000	\$593,000	\$76,068
Iron	\$582,000	\$593,000	\$605,000	\$617,000	\$85,216
Ontonagon	\$585,000	\$597,000	\$609,000	\$621,000	\$76,027
RTF 13B Total	\$1,726,000	\$1,760,000	\$1,795,000	\$1,831,000	\$237,312
RTF 14					
Lake	\$507,000	\$518,000	\$528,000	\$538,000	\$77,019
Mason	\$500,000	\$510,000	\$520,000	\$531,000	\$70,650
Muskegon	\$596,000	\$608,000	\$620,000	\$633,000	\$79,428
Newaygo	\$861,000	\$879,000	\$896,000	\$914,000	\$108,185
Oceana	\$605,000	\$617,000	\$629,000	\$642,000	\$88,106
RTF 14 Total	\$3,069,000	\$3,132,000	\$3,193,000	\$3,258,000	\$423,388

\*STP RTF federal estimates are rounded to the nearest \$1,000, this helps designate it as an estimate and helps avoid confusion.

Federal Targets are subject to change based on future federal-aid notices. Federal aid notices are issued throughout the year.

\*\*The FYs 2020-2023 State D annual funding targets are being held to FY 2018 levels and represent allocation amounts only; they do not include any outstanding balances from previous fiscal years. These amounts will be revised annually to include previous fiscal year balances.

## What is Financial Constraint?

Financial constraint is a comparison of total estimated *revenues* (federal/state funds) with total estimated *commitments* (project costs). Each Rural Task Force must demonstrate financial constraint by including sufficient financial information to confirm that projects can be implemented using committed available, or reasonably expected to be available, revenue sources, with reasonable assurance that the federally supported transportation system is being adequately operated and maintained. Financial constraint applies to each fiscal year of the STIP.

MDOT requires each Rural Task Force to be **financially constrained to their total annual STP and State D target amounts**. That is, the total amount of STP and State D funds programmed for projects for the four-year STIP period must not exceed the anticipated total amount of funds available (i.e., target amounts) to the Rural Task Force for that period. There are several reasons for this requirement:

- To maintain the Local Rural Task Force Program within anticipated available revenues.
- To be consistent with all applicable laws and regulations.
- To be simple and easy to understand.
- To be consistent with MDOT business practices.
- To represent agreement reached by the Rural Task Force Program Advisory Board

Rural Task Forces may elect to transfer (i.e., borrow and lend) STP and/or EDD funds to another task force in order to complete larger projects, etc. It will be up to each task force to cooperatively work with MDOT and their Regional Planning Agency to track any transfers and agreements made for repayment of borrowed funds. See the RTF Guidelines (Section II, d) for more information and Appendix A for a sample agreement. The current RTF Guidelines can be found at this web address. [https://www.michigan.gov/mdot/0,4616,7-151-9621\\_17216\\_54903---,00.html](https://www.michigan.gov/mdot/0,4616,7-151-9621_17216_54903---,00.html) Only similar type funds can be borrowed and repaid between task forces. For example, if Rural Task Force A borrows \$100,000 of STP funds from Rural Task Force B, Rural Task Force A will be required to pay back \$100,000 of STP funds – not State D or local funds – to Rural Task Force B, based on the terms of the agreement.

## What projects are eligible?

All eligible road projects must be in the rural area, outside of any Adjusted Urban Census Area (ACUB). Road projects are eligible for STP and EDD funding. Eligible uses include construction, reconstruction, rehabilitation, resurfacing, restoration, enhancement, and operational improvements. Projects must be located on federal-aid eligible highways that have been functionally classified as a major collector or higher according to the National Functional Classification (NFC) System approved by FHWA. See the following web address for the NFC classification map. <http://www.mcgi.state.mi.us/nfc/>

Some STP funds may be spent on minor collectors. (MDOT allows up to 15 percent of the total STP funds to be spent on minor collectors.) The FAST Act specified that minor collectors must have been designated as federal aid eligible prior to 1991, when the NFC designation system started. Here is the link to the archived maps prior to 1991.

[https://www.michigan.gov/mdot/0,4616,7-151-11151\\_11155-405140--,00.html](https://www.michigan.gov/mdot/0,4616,7-151-11151_11155-405140--,00.html)



There is an exception to this rule through FY 2020, it is unknown whether this exception will be reinstated in the next transportation bill or in any extension of the current bill.

The goal of the State D fund program is to serve economic development by establishing and integrating a local secondary all-season road system with the state trunkline system. Roads eligible for State D funds must be designated as a “Proposed All-Season Network” route or an “All-Season Network” route. Information on the State D program can be found at this web address. [https://www.michigan.gov/mdot/0,4616,7-151-9621\\_17216\\_18230-26763--,00.html](https://www.michigan.gov/mdot/0,4616,7-151-9621_17216_18230-26763--,00.html)

To be designated as Proposed All-Season or All-Season Network the route must be classified as county primary or city/village major roads. If a road does not fall into one of these categories, application must be made to MDOT and the classification changed before State D funds can be used to improve the road. The road must be built to all-season standards, connect other all-season routes, and cannot have local restrictions for legally loaded commercial vehicles. A map of All-Season routes can be found at this web address.

<https://mdot.maps.arcgis.com/apps/webappviewer/index.html?id=ac067829f74e49eba28b33605ccd87c0>

Funds can only be spent on construction costs and contingencies for highway projects and transit capital projects. Right-of-way, construction engineering, and preliminary engineering costs are not eligible.

Transit capital projects are eligible for STP funding only and must be eligible for FTA funding in order to use STP funds. Eligible transit capital projects may include replacement buses and rehabilitation of existing buses, communication equipment, maintenance equipment, operational support equipment and services, items related to services under the Americans with Disabilities Act, and facility renovations.

### **How will projects be selected?**

Projects in rural counties must be evaluated and selected by the Rural Task Force and based on either established project selection criteria developed through the Task Force, or on the greatest needs of the region. Each Rural Task Force selects projects cooperatively with all cities and villages under 5,000 population, county road commissions, rural transit providers, and MDOT (for State D funded projects) in accordance with funding targets established by MDOT. Projects will also be reviewed for eligibility and consistency with the criteria established for the state’s Transportation Economic Development Fund Program and the Federal Surface Transportation Program.

### **How will Selected Projects be included in the STIP?**

The Rural Task Force FYs 2020-2023 STIP Development Process consists of the steps listed below. The schedule of the steps can be found in Appendix B.

1. MDOT Develops Call for Projects for Rural Task Force Program Projects (by October 2018).

MDOT develops a Call for Projects letter and instructions document for FYs 2020-2023. The department sends the call letter and instructions document to each Regional Planning Agency in Michigan. The Regional Planning Agency shares the letter and instructions with each Rural Task Force in their geographic area.

2. Rural Task Forces hold meetings to Select Proposed Projects (October 2018 to January 2019).

Rural Task Forces hold a meeting(s) between **October 2018 and January 15, 2019** to select their FYs 2020-2023 projects using STP or State D funds. This time frame also includes county-level task force meetings to identify potential projects. The project selection process allows Rural Task Force members to fund as many greatest need projects as possible within the annual RTF funding targets. The Rural Task Force is charged with reviewing the projects and approving them as part of their annual program.

Regional Planning Agencies are responsible for notifying or ensuring notification of member agencies, the public, and all other interested parties of the opportunity to participate in all Rural Task Force meetings.

Notification must be sent out at least one week prior to the meeting(s) or in accordance with established procedures written in bylaws or in approved public participation plans. Every effort must be made to solicit input from the public and all interested parties on the proposed program of projects.

3. Rural Task Force members submit the data sheets (1799 and 1797 forms) for projects that have been approved to the Regional Planning Agency (RPA) by January 15, 2019

The Rural Task Force members are responsible for sending the approved data sheets and fiscal constraint spreadsheet (if the RPA does not maintain it) for the four-year-STIP cycle to the RPA for programming into the MDOT JobNet database. This should be done by **no later than January 15, 2019**.

4. The RPA reviews the approved projects for eligibility and fiscal constraint. Then programs approved projects into the MDOT JobNet database (by February 12, 2019)

The RPA will review the fiscal constraint spreadsheet and input project information into the MDOT JobNet database. Upon completion of programming the four-years approved projects into MDOT's JobNet database, the RPA will notify the RTF coordinator that they have completed the programming and submit the fiscal constraint spreadsheet. The RPA will complete this by February 12, 2018.

5. MDOT will review the projects in JobNet (by March 1, 2016 2019)

MDOT will review each Rural Task Force's four-year listing of projects, reconcile any issues and approve the projects by March 1, 2019 when the snapshot will be taken for the 2020-2023 STIP.

6. MDOT STIP Coordinator takes JobNet Database Snapshot (by March 1, 2019)

The MDOT STIP coordinator runs a JobNet database “snapshot” or query on **March 1, 2019**, that includes all Rural Task Force projects programmed in JobNet. The snapshot of projects will be included in the official FYs 2020-2023 STIP document for federal review and approval. Any STP or State D funded projects that do not make it into the JobNet database by March 1, 2019, will need to wait and be amended into the STIP after its approval.

7. MDOT prepares and submits FYs 2020-2023 STIP for Federal Approval (Spring/Summer 2019)

MDOT prepares a draft FYs 2020-2023 STIP for review and comment during Spring/Summer of 2019. The draft document and project listing will be released to the public for 30 days for review and comment.

Taking into consideration all comments received, MDOT will finalize the FYs 2020-2023 STIP document and submit it to FHWA and FTA for review and approval by **August 15, 2019**.

8. FHWA and FTA Approve the FYs 2020-2023 STIP (by October 1, 2019)

By **October 1, 2019**, FHWA and FTA formally approve the FYs 2020-2023 STIP as the official transportation program of Michigan. MDOT will notify the RPAs of STIP approval, who will in turn notify all local Rural Task Force members.



## **Appendix A**

### **Sample Borrowing and Lending Agreement**

#### **Fund Transfer Agreement between RTFs**

Below is an outline of required information and boilerplate language to be utilized as template for an agreement between Rural Task Forces (RTFs). Approval is required by the MDOT RTF Coordinator and Program Advisory Board Chairperson, prior to project obligation. This form may also be used for the transfer of EDD funds; however, it is not required [See Section II (Funding) d. (Borrowing and Lending of Funds)].

All transfer agreements shall address the following issues:

- Amount and Fiscal Year (FY) of funds to be borrowed/lent

- Amount and Fiscal Year (FY) of funds to be repaid

- Disposition of or responsibility for any cost (bid) savings or overages that may occur with the project being funded by the borrowed funds

- Any other potentially foreseeable issues that may affect funding repayments

#### **Date**

By execution of this agreement RTF A agrees to allow RTF B to obligate \$XXX of RTF A's federal/EDD funds during fiscal year 20XX. In return RTF B agrees to allow RTF A to obligate \$XXX of RTF B's federal/EDD funds during fiscal year 20XX.

This agreement is a voluntary agreement between the two task forces and both task forces understand that the availability of future federal aid is not guaranteed.

MDOT, in its role of program management, will strictly interpret the meaning of transfer agreements and is the sole authority for resolving disputes that may arise from a transfer agreement.

#### **Signatures:**

RTF A Chairperson

RTF B Chairperson

MDOT RTF Coordinator

## Appendix B: Rural Task Force FYs 2020-2023 STIP Development Schedule

Timeframe	STIP Development Steps
By October 2018	<b>MDOT develops Call for Projects</b>
	MDOT develops Local Rural Task Force Program “Call for Projects” letter and instructions document, and sends to Regional Planning Agencies (RPAs).
	RPAs share letter and instructions with Rural Task Force members.
October 2018 – January 15, 2019	<b>Local County and Rural Task Force Meetings</b>
	Local counties and Rural Task Forces hold meetings to identify and select FYs 2020-2023 projects using Surface Transportation Program-Rural (STP) and Transportation Economic Development Fund-Category D (State D) funds.
By January 15, 2016	<b>Rural Task Force members submit datasheets for all approved projects to Regional Planning Agency</b>
By February 12, 2016	<b>Regional Planning Agency completes the programming of approved projects in JobNet</b>
By March 1, 201	<b>MDOT reviews, reconciles and approves projects in JobNet</b>
May - August 2019	<b>MDOT develops FYs 2020-2023 STIP</b>
	MDOT develops FYs 2020-2023 STIP document between May and August 2019 after Air Quality and Environmental Justice analysis are complete.
	MDOT allows for minimum 30-day public comment period and documents any public comments in the STIP.
August 15, 2019	<b>MDOT submits STIP to FHWA and FTA</b>
By October 1, 2019	<b>FHWA and FTA approve STIP</b>