

**Regional Planning Agency (RPA)  
involvement in the Michigan Rural Task  
Force (RTF) Program**

October 2018

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**RPA's Role in the RTF Program**

- First point of contact for the RTF members
- Ensure the 3-C multimodal transportation planning process is followed
- Work with task force members to implement planning process
- Recognize concerns of local elected/appointed officials
- Review the recommended list of projects for eligibility
- Share regional funding level targets and estimates with RTF members
- Administer and program projects/changes in JobNet

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**Ensure 3-C multimodal transportation planning process**

- Schedule and attend local (county-level) and full task force meetings
  - Outside of TIP development year, local RTF meetings are optional, but strongly encouraged.
- Supply meeting agendas, minutes, handouts, All-Season road maps, and any additional project-level information for meeting attendees (or ensure completion).
- Provide documentation of the Public Involvement process to MDOT as part of monthly reporting.
- Local and Regional RTFs are strongly encouraged to develop and update By-Laws
- RPAs ensure that a comprehensive contact list is developed and maintained to ensure inclusion of all potential interested parties. This would include all Act 51 agencies eligible for RTF funding.

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**Work with RTF members to implement planning process**

- Development of the 2020 – 2023 Rural Transportation Improvement Program (S/TIP):
  - Begins 10/1/18.
  - The current S/TIP is programmed through 2020, so projects will need to be decided on for years 2021, 2022 and 2023
- Project Eligibility: All rural road and transit project must meet federal eligibility criteria (STP or State D) and be financially constrained by fiscal year
- Project Selection: All eligible transit and road projects submitted are to be given equal consideration based on the highest and best need for the county.
- GPA Benefit: With the implementation of Job Net, consideration should be given to establishment of General Program Accounts (GPAs) in Metropolitan Planning Organization (MPO) areas (reduce amendments)

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**Recognize concerns of local elected/appointed officials**

- Encourage that the comprehensive contact list includes local officials and stakeholders in contact list for public involvement.
- Assess appropriate public involvement; ie, whether involvement is best addressed at local vs. regional meeting.

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**Review the recommended list of projects for eligibility**

- The road project 1799 forms and transit project 1797 forms are critical in the project programming process.
- Completed 1799/1797 forms should be available at the local and regional RTF meetings for review by all participants and to ensure timely submission to the RPAs.
- RPAs are required to map individual road projects segments in JobNet; therefore, road agencies are required to provide sufficient information on the 1799 forms to ensure accuracy.
- All projects submitted are required to stay within fiscal constraint of STP allocation targets on a Fiscal Year (FY) basis
- State-D (EDD) funds are tracked by county and balances cannot be negative.
- Inadequate State D funding will delay obligation of your project until a remedy is determined.
  - Remedies include borrowing State D from another county, or replacing the deficit with STP or Local funding.

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**Share regional funding level targets and estimates with RTF members**

- MDOT will provide STP funding allocation targets by mid October.
- State D targets are anticipated to be available by early November.
- While there have been significant funding amount changes in prior years, the RTF Advisory Board has chosen to allocate funding at 100% of allocation.
  - Minimizing the magnitude of funding changes should allow for better project planning and early submittal of project programming packages to MDOT LAP. Early submittal will allow earlier bid lettings and allow for possible re-allocation of any bid savings

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**Administer and program project changes in JobNet**

- A local meeting is only required during the initial development of a new TIP, however it is recommended to hold a local RTF meeting at least annually.
- It is important to know what triggers an RTF and FHWA amendment. RPAs can advise RTF members on implementation of these requirements.
- An updated 1799 or 1797 form is required for any and all changes whether it is an amendment or an administrative modification.

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**Summary of RPA's Role in the RTF Program**

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