

## Rural Task Force & Local Agency Programs

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## Local Agency Program Responsibilities

- Work with Local Agencies to Oversee and Process Federally Funded Transportation Projects
- Staff Engineers' Duties
  - Ensure Design and Specifications Meet Current Standards
  - Hold Grade Inspection Meetings with Local Agencies
  - Build Proposal Package for Advertising through MDOT
- Project Development Engineers (PDEs)
  - Work with Local Agencies, MDOT Planning, MDOT Finance, Rural Task Forces / Regional Planning Agencies
  - Responsible for Ensuring Environmental Compliance, NEPA (National Environmental Policy Act)

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## PDEs and Program Applications

- Program Applications
  - Contain all needed information for the project
    - Roadway, Limits, and Scope
    - Approved Funding Types, Amounts, and Percentages
    - Summary of Environmental Reviews / Clearances
    - Right of Way
    - Construction / Project Engineer Information
    - Bridge Data

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**Program Application, Page 1**

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**PDEs and Program Applications Continued**

- Program Applications/Programming Comparison
  - Are the Roadway and Limits the Same?
    - Is the Roadway Name the Same?
    - FHWA Allows Some Flexibility with Limits
    - Program Application has to Cover Entire Project
  - Is the Roadway Eligible for the Programmed Funding?
    - On the Federal-Aid System: Collectors or Arterials
    - Minor Collectors
      - 15% of STP-Rural Can Be Used for Minor Collectors
      - FAST Act Allows this Through 2020
      - If Not Extended after 2020, a Minor Collector Would Have to Have Been Federal-Aid Eligible Prior to January 1, 1991.
    - All-Season Classification – State-D Requirements

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**Program Application, Page 3**

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### PDEs and Program Applications Continued

- Program Applications/Programming Comparison
  - Is the Approved Funding at the Top of Page 3 the Same as Programmed?
    - Same Types of Funding?
    - Correct Percentages?
  - Capped?
    - RTFs 7C, 7D, and 9 Cap Their Projects
    - Transportation Alternative, Safe Routes to Schools, and Small Urban Projects are Capped
  - Some Agencies Choose to Cap

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### PDEs and Program Applications Continued

- Program Applications/Programming Comparison
  - Current Engineer's Cost Estimate
    - Participating Costs
    - Non-Participating Costs
  - Not Usually the Same as Approved Funding
  - Compared to Approved Funding To Head Off Problems at Time of Obligation
    - Obligation Can't Exceed 125% of Programmed Amount
    - Non-Participating Is Not Counted Toward 125% Limit
    - Warning Trigger for the Agency and PDE

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### PDEs and Program Applications Continued

- National Environmental Policy Act – NEPA, Checks
  - Current Process – Pages 4 & 5 of Program Application
    - Scope of Work Reviewed for Potential Impacts
    - Review Each Resource Agency Section
      - Answers Make Sense Based on Scope?
      - Is Additional Information Needed?
    - Red Flags
      - Threatened and Endangered Species
      - Wetland Impacts (Page 6 if Impacts)
      - Historic and/or Archaeological Resources - SHPO
      - 4(f) Properties – Public Parks and Recreation Areas
  - Environmental Classification Correctly Identified
  - Signatures and Professional Seal
  - The PDE "Concurs" with the Environmental Classification as Determined by the Local Agency.

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Program Application, Page 4

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**SECTION 4: FUNDING AND OPERATIONAL PRACTICES CAPABILITY**

Check the appropriate column in the following table. If the project will have a MAJOR IMPACT on an item, check the appropriate column in the row. If the impact is moderate, check the appropriate column in the row. If the impact is minor, check the appropriate column in the row. If the impact is negligible, check the appropriate column in the row. If the impact is not applicable, check the appropriate column in the row.

Category	NO IMPACT	MINOR IMPACT	MODERATE IMPACT	MAJOR IMPACT
Project Cost	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staffing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**SECTION 5: OPERATIONAL PRACTICES CAPABILITY**

All items requested in the Project Description must be provided. All items requested in the Project Description must be provided. All items requested in the Project Description must be provided. All items requested in the Project Description must be provided. All items requested in the Project Description must be provided.

Item	Yes	No	Not Applicable
Is the project a major project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the project a major project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the project a major project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the project a major project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the project a major project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Is the project a major project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the project a major project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the project a major project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Program Application, Page 5

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**SECTION 6: OPERATIONAL PRACTICES CAPABILITY**

All items requested in the Project Description must be provided. All items requested in the Project Description must be provided. All items requested in the Project Description must be provided. All items requested in the Project Description must be provided. All items requested in the Project Description must be provided.

Item	Yes	No	Not Applicable
Is the project a major project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Is the project a major project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the project a major project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the project a major project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**SECTION 7: OPERATIONAL PRACTICES CAPABILITY**

All items requested in the Project Description must be provided. All items requested in the Project Description must be provided. All items requested in the Project Description must be provided. All items requested in the Project Description must be provided. All items requested in the Project Description must be provided.

Item	Yes	No	Not Applicable
Is the project a major project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the project a major project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Is the project a major project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Is the project a major project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the project a major project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Is the project a major project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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## PDEs and Program Applications Continued

- National Environmental Policy Act – NEPA, Checks
  - Proposed Process – FHWA Initiated
    - Resource Agency Contacts and Responses
      - Documentation Will Need to be Submitted for Review
      - Which Responses Will Need to be Submitted Being Determined
    - Full Implementation Will Begin October 1, 2019
    - PDE Will "Approve" the Environmental Classification as Determined by the Local Agency
  - Right of Way Documents: Attachments A & B
  - Construction / Project Engineer / Project Supervisor
  - Bridge Data

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## Apportionment, Allocation, Carryover, and Obligation Authority

- Apportionment and Allocation of Federal Funds
  - Apportionment is the Year's Federal-Aid Made Available to Each State by Law.
  - Allocation is the Federal Aid Sub-Divided for Programs
  - **For the Rural Program, the STP-Rural Federal-Aid is Apportioned to Michigan and MDOT Allocates it to Each Rural Task Force.**
  - **Allocation of State-D Funds**
    - State Transportation Funds Available for Use on Rural Roadways
    - **Allocations are Made Per County, Not Per Rural Task Force**

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## Apportionment, Allocation, Carryover, and Obligation Authority

- Allocation Compared to Obligation Authority
  - Allocation is akin to a Checkbook with a Known Balance
  - Obligation Authority is the Portion of the Balance You Can Spend
- Obligation Authority
  - The Amount of the Federal Allocation that can be Spent in a Given Year from a Program. This is Usually Expressed as a Percentage, e.g. 92%-93% of Apportionment
  - Setup in One Statewide Rural Task Force Pot

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### Apportionment, Allocation, Carryover, and Obligation Authority

- **Obligation Authority**
  - First Come, First Served - FIFO. Obligation Authority May Possibly be Expended Before All Projects Receive Obligation Approval.
  - Recommend the RTFs Get Their Programs Set In the First Quarter of the Fiscal Year and Agencies Submit Their Projects Early.
- **Complete Biddable Package by August 1<sup>st</sup>**

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### Apportionment, Allocation, Carryover, and Obligation Authority

- **Obligation**
  - Done after Complete Biddable Package Turn-In
  - Percentages Based on Funding Types
    - Pro Rata: Based on RTF Approved/Programmed Funding
    - Capped: Federal and State Funds at Maximum Allowed
  - FHWA's Obligation Approval is Their Promise to Reimburse the Federal Funds Set Up for the Project

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### Apportionment, Allocation, Carryover/Running Allocation Balance, and Obligation Authority

- Carryover/Running Allocation Balance is Remaining Unused Allocation Carried From One Fiscal Year to the Next.
- Total Allocation Available for an RTF is the Current Year's Allocation Plus Any Carryover.
- Carryover/Running Allocation Balance CANNOT Be Used For Programming Additional Projects.
- Carryover/Running Allocation Balance Can Be Used:
  - When The Allocation Required at Obligation Exceeds the Programmed Amount – Award Increases
  - For Extras and Overruns.

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**Apportionment, Allocation,  
Carryover/Running Allocation  
Balance, and Obligation Authority**

- Obligation Authority **MUST BE AVAILABLE** to Cover Carryover Allocation
- Prior Years' Close Outs Affect Current Year's Obligation Authority and Allocation/Carryover
  
- Potential for Carryover/Running Allocation Balances to Build Up if Programming to 100% Allocation
  - ≈ 7% of Allocation Cannot Be Used
  - If All Programmed Projects Come in as Programmed, Some Will Not Be Obligated
  - There is No Guarantee of August Redistribution of Obligation Authority

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