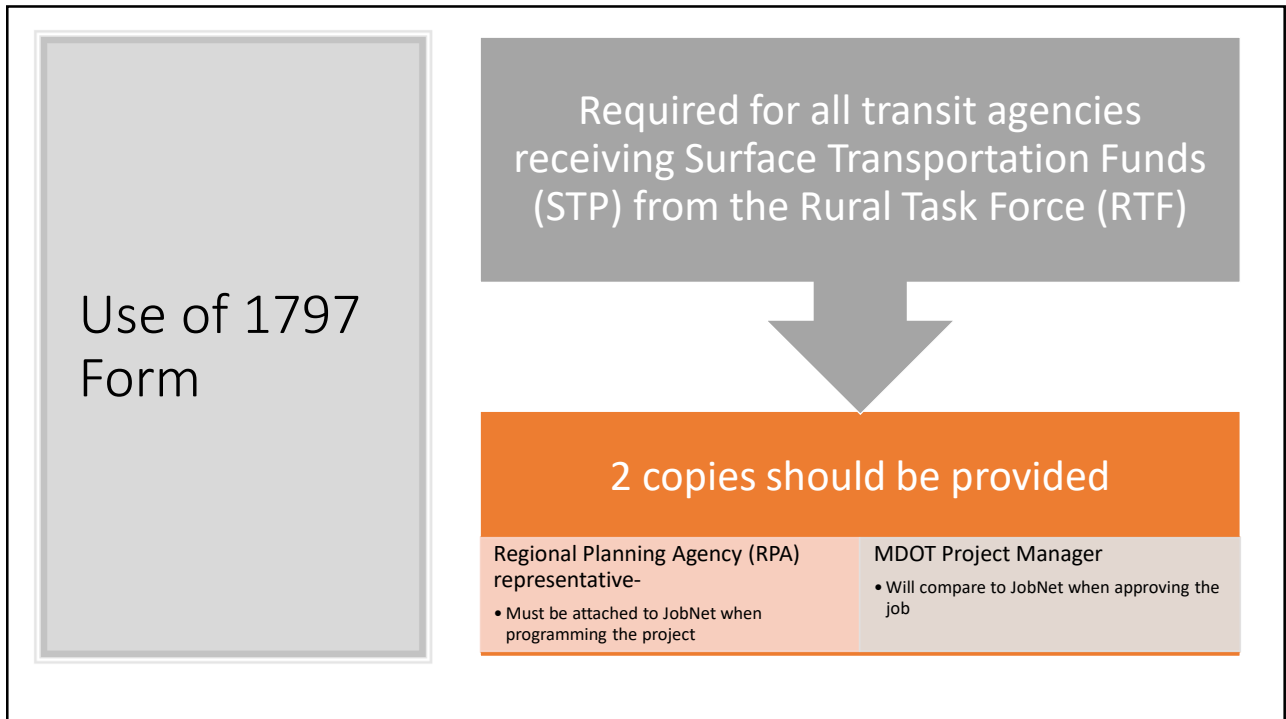


1



2

HELPFUL TIPS

- FILL OUT JOB NUMBER FROM RTF MONTHLY REPORT FOR CHANGES TO EXISTING PROJECTS- RPA WILL CREATE A JOBNET CHANGE REQUEST TO ADD ADDITIONAL SCOPE CODES TO EXISTING JOB NUMBERS AND ADJUST FUNDING**
- FOR CHANGES MARK THE CHANGE TYPE BOX**
- TRANSIT FLEX CATEGORY- 5311 OR 5310-**
 - 5311 AGENCIES ARE TRANSIT AUTHORITIES OR GOVERNMENTAL UNITS
 - 5310 AGENCIES ARE NON-PROFIT PROVIDERS
- THE REMINDERS FOR RPA PROGRAMMING ARE POPULATED WITH THE INFORMATION NEEDED TO PROGRAM A TRANSIT JOB IN JOBNET**

3

Scope Code/Work Description Correlation

- **Scope Code 1110- Rolling Stock**
(Work Description: bus or van purchase, lease, or rehab)
- **Scope Code 1130- Stations/Stops/Terminals**
(Work Description: facility construction/repair, bus shelters)
- **Scope Code 1140- Bus Support Equipment/Facilities**
(Work Description: support/admin vehicle, computer equipment, maintenance equipment, office equipment, security/surveillance system-on bus and facility, vehicle equipment)
- **Scope Code 1160- Signal & Communication Equipment-Bus**
(Work Description: communication equipment)
- * **Scope Code 6410- All Jobs for 5310 (non-profit) agencies**
(Work Description: All Categories)

4

Funding Calculation



- The Total Amount of STP funding on the project should be entered on the STP line
- The form will automatically generate the STATE CTF field with the 20% match amount
- The form will automatically total the STP and STATE CTF fields
- If there are local funds-Use the Local Funding for amounts included in the 20% match. Use Other Local Funds for amounts that are not part of the 20% match.

5

DETAILED PROJECT DESCRIPTION BOX

- **This box should give more detail on the project including the funding year. The year is needed as it needs to be entered in JobNet**
- Examples:
 - Rolling Stock: replacement or expansion vehicle and type/size of vehicle
 - Communication Equipment- radios for buses, radio tower equipment, base radios at transit facility, etc.
 - Computer Equipment: PCs, tablets, dispatch software, computer software, etc.
 - Facility Construction- detailed project scope
 - Office/Maintenance Equipment: description of item- copy machine, desks, hoist, tire machine, etc.

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REFER TO
1797 TIPS
DOCUMENT

Michigan Department of Transportation
1797 (10/18)

[Clear Form](#)

RURAL TASK FORCE DATA SHEET TRANSIT PROJECT

INSTRUCTIONS: Submit completed form to the Rural Task Force and a copy to your OPT Project Manager for each project.

ALL ITEMS MUST BE COMPLETED

NEW PROJECT OR PROJECT CHANGE JOB NUMBER _____ CHANGE TYPE
 FY COST SCOPE
 DELETE MOVE TO ILLUSTRATIVE

FISCAL YEAR _____ COUNTY _____ TRANSIT AGENCY - LEGAL NAME _____
Select an Item

AGENCY ADDRESS _____ CITY _____ ZIP CODE _____

REMINDERS FOR RPA JOB PROGRAMING

JOB TYPE	MODE	JOB PHASE
MULTIMODAL	TRANSIT	NON-INFRASTRUCTURE (NI)
TEMPLATE	TEMPLATE BOUNDARY	PHASE FINANCIAL SYSTEM
TRANSIT	STATEWIDE	SITL
MAJOR ROUTE REPORT		LOCATION REPORT
TRANSIT CAPITAL		AREA WIDE

Scheduled obligation date is the last day in September of the fiscal year. Scheduled end date is obligation date plus three years.
 Choose Transit Capital GPA
 If the project includes CMAQ funding the CMAQ program manager needs to program it, please submit this 1797 to MDOT RTF Coordinator.
 SCOPE CODE _____ TRANSIT FLEX CATEGORY
Scope code pick list here 9310 9311

PROJECT COST	PROJECT DESCRIPTION (REPORT) <small>Work Description pick list here</small>
1) STP \$ _____	DETAILED PROJECT DESCRIPTION <small>(Please include Fiscal Year)</small>
2) STATE CTF \$ _____	
Subtotal \$ _____ 0	
3) LOCAL FUNDING \$ _____	
TOTAL PROJECT COST: \$ _____ 0	

OPT PROJECT MANAGER NAME _____

SUBMITTED BY (Please print) _____ TITLE _____ DATE _____

SIGNATURE _____ PHONE NUMBER _____


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1799

Helpful Hints & Reminders

8

HELPFUL TIPS



FOR CHANGES MARK
THE CHANGE TYPE
BOX(ES)


IF JOB HAS MULTIPLE
ROAD SEGMENTS, ENTER
"AREAWIDE" FOR ROAD
NAME, AND ENTER
SPECIFICS IN
"ADDITIONAL JOB
INFORMATION" BOX

FOR MDOT-LET
CONTACTS THE NORMAL
CONTRACT TYPE IS
"DESIGN-BID-BUILD". IF
USING "FIXED PRICE
/VARIABLE SCOPE",
PLEASE CONTACT LAP

USE OF FUNDS ON
GRAVEL ROADS (FOR
TEDF D FUNDS) AND
SIDEWALKS MUST GET
APPROVAL AT REGIONAL
RTF COMMITTEE.
UNLESS RTF HAS
BLANKET POLICY.

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Funding Calculation



- All local matching funds should be put on "Local Match" line, whether STP or TEDF
- If job is a bridge job, or includes CMAQ or Earmark funds, send data sheet to RTF coordinator, not RPA
- Non-LAP participating funds are for informational purposes, as required by FHWA. They do not affect amendments. Leave blank to use defaults.

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ADDITIONAL JOB INFORMATION BOX

- Job limits information that doesn't fit in existing fields
- Additional work types
- If some assets are on All-Season Network, and others aren't, separate those by type in the box
- Any additional information that is important to the job

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Questions?

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