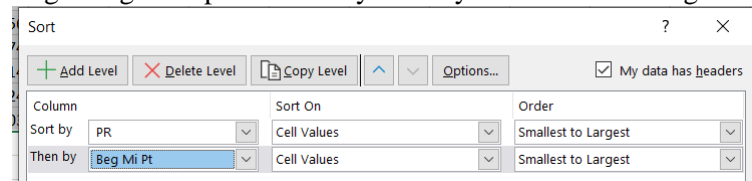


1799 Rural Task Force Data Sheet

Helpful Hints & Reminders

- Save/archive 1799s on your computer/server for easy access to update if you need to update the job and submit for change requests in the future.
- For a Change Request make sure to check all *change types* that apply
- Using the *Fiscal Year* dropdown tool, you can program jobs to out-years (outside of the current STIP cycle) or to move a job to the illustrative list.
- From the NFC Map (<http://www.mcgi.state.mi.us/nfc/>)
 - Determine accurate *road name(s)* (this map uses the same base file as JobNet)
 - Find *NFC Classification*
 - Export Excel once the job segments are selected to easily find the following
 - *PR number(s)*
 - *Road Name(s)*
 - *Beginning and Ending Mile Points*

Note: you will need to sort the exported excel sheet first by PR number then by Beginning Mile point to easily identify the PR and the beginning and ending mile points.



- Can submit a screenshot of NFC map in place of PR number(s) and mile points. Please work with your RPA in case they have a preference
- If job has multiple road segments/unconnected assets, enter “areawide” or “countywide” for *Road Name, From, and To* fields.
 - Enter specifics into *Additional Job Information Box*. If you don’t know specifics, you can update later with a change request once the segments are identified. You will be required to specifically identify the segments prior to obligation. – **This WILL require a federal amendment if not in GPA**
- For *MDOT-let* contracts the normal contract type is *Design-Bid-Build*.
- If you want to move forward with a “Fixed Price /Variable Scope” contract type, please contact LAP when you program the job as this contract type takes more time to process.
- Use [All Season Road Map](#) to determine if your job is eligible for State D funding.
 - The job Must be on a designated Proposed All Season, or All Season route in order to be eligible
 - “Proposed All Season” road status, is a road segment that is planned to be constructed to all season standards, but is not currently build to all season construction standards. “All Season” status, means that road segment is already build to all season construction standards.
- Use of funds on Gravel Roads (for TEDF D funds) and Sidewalks must get specific approval at regional RTF committee level. Checking the box means that either your RTF has approved a blanket policy to allow these expenses or that is was specifically approved for this job.

- If more than one work type in the job, enter the one that corresponds with the majority of the budget into the Major Work Type. You may list minor work types in the *Additional Job Information Box*.
- Budget Table
 - STP CE (RTF 1 only) will only be used in RTF 1 where there is an exception for the local agencies to use STP funds on the construction engineering contract. This will be programmed as a budget line in the construction phase in JobNet.
 - All local matching funds should be put on line 3 *Local Match*, whether they are applied to STP or TEDF funds.
 - *Total Participating STP Budget* and *Total Job Cost* will auto-calculate and populate
 - If the job is a bridge job, or include CMAQ or Earmark funds, those 1799 will **NOT** be processed by the RPA, but sent to the RTF coordinator instead.
 - Non-LAP participating funds are for informational purposes in obtaining “Total Job Cost”, as required by FHWA, and do not affect amendments. Leave blank to use the defaults, which are 15 % of construction phase for CE, 10% of construction phase for PE and Zero for ROW or other participating costs. Can also put different percentages in the *Additional Job Information Box* if you wish to report a percentage rather than a set value.
- TEDF or STP funding eligible check box – Must be completed before MDOT approval
- *Additional Job Information Box*
 - If job covers multiple assets, put information for each asset in box
 - If your job has additional work types, include those.
 - If some road segments are on All Season, and others are not, indicate the segments that are to be categorized as TEDF D eligible and ensure that there is enough funding of each type to cover the appropriated categories.
- Other Hints
 - TEDF Category D funds can only be used on rural roads, TEDF Category F can be used on an all season route that is in an Adjusted Census Urban Area (ACUB).
 - [TEDF Category D Website](#)