

# Programming Transit Rural Task Force (RTF) Jobs in JobNet

\*\*\*Use this information sheet and the RTF Datasheet (form 1797) to help program the RTF Transit jobs\*\*\*

- Log into JobNet
- Click on the Create tab

## Initial Page

- Job Type: **Multi-Modal**
- Mode: **Transit**
- Select Job Phases: **Non-infrastructure (NI)** (default)
- Template: **Transit – STP – Rural – Flex**
- Template Boundary: **Select the appropriate RTF from the dropdown box**
- Phase Financial System: **STL** (Surface Transportation Rural)
- Click the Next button

## Asset Page

- Asset Layers: **Transit Agencies**
- Find/Add Asset: Asset Type – **Transit Agencies**
- Transit Agencies Name: Type the Transit Agency name
- Select the correct Transit Agency name from the dropdown list
- Click the Add Assets button
- Click the Major PR Radial button
- Click the Save button
- JobNet will auto-generate a job number (listed in the banner located on the top of the page)
- Type the job number on the RTF Transit Data Sheet (Form 1797)
- Click the Next button

## Prerequisite Page

- Does this job have funds that are flexed to FTA? **YES**
- Does this job have CMAQ Funding? **NO**
- Click the Save button
- Click the Next button

## Jobs Page

- Project Manager: Select the appropriate Project Manager
- Major Route: **Transit Capital**
- Contracting Process: **By Others** (default)
- Contract Type: **Flexed to Federal Transit Administration (FTA)** (default)
- Agency Type: **Transit**
- Agency Name: Select appropriate Transit Agency from the dropdown box
- Location (Report) & (Detailed): **Areawide**
- Work Description (Report) & (Detailed)
  - For single items ONLY with one scope code
    - ❖ Work Description (Report): FY 2021 RTF – **Bus purchase**
    - ❖ Work Description (Detailed): FY 2021 RTF – **purchase 1 <30 ft bus**
    - ❖ The year will change every year
    - ❖ The work description will change depending on the job
  - For multiple items under the same scope code or multiple scope codes
    - ❖ Work Description (Report): FY 2021 RTF - **Bus and Equipment Purchase**
    - ❖ Work Description (Detailed): FY 2021 RTF - **purchase 1 <30 ft bus, purchase floor scrubber and purchase walk behind snowblower**
    - ❖ The year will change every year
    - ❖ The work description will change depending on the job
- Justification: new RTF job
- Click the Save button
- Click the Next button

## Asset Page

- Scope Code(s): Depends on the project (below are examples of the most common scope codes used when programming Transit RTF jobs)
  - 1110 (Bus Rolling Stock)
  - 1140 (Bus Support Equip/Facilities)
  - 6410 (5310 Projects) – this scope code is **ALWAYS** used for **ALL** 5310 transit agencies
- Click the Save button
- Click the Next button

## Phase Page

### Financial System tab

- Major Financial System: **STL** (auto populated from the initial page)
- Transit Flex Category: select either 5310 or 5311
  - Selection is based on the type of Transit Agency
- Under the Phase Budget, click on the Scope Code/Phase line (blue highlighted)

- ❖ Once the Budget tab is completed for a Scope Code, click on the next Scope Code/Phase line until all Scope Codes/Phases have been finished

#### Budget tab

- Enter the total cost (not including the Other Local Funds) amount from the RTF Transit Data Sheet (form 1797) in the Budget field (automatic) – split is 80% Federal and 20% State
  - ❖ Complete the Budget tab for each Scope Code (Phase) being programmed
  - ❖ One RTF Transit Data Sheet (form 1797) per Transit Agency per Scope Code
- Under the Phase Budget, Click on the NI Phase (blue highlighted)
- Click the Other Info tab

#### Other Info tab

- Scheduled Obligation Date: Last day of September for the fiscal year of the job (Example: 09/30/2021 for an FY21 job)
- Scheduled End Date: Last day of September + 3 years (Example: 09/30/2024 for an FY21 job)
- MDOT Obligation
  - Click on the Info box to determine what selection to choose, the info box contains the following:
    - ❖ Will this job be obligated through MDOT's financial systems (PI and SIGMA)?
      - Answer: Yes
        - If the agency applies for funds (except for Urban Operating) directly to FTA and if there is a state match or if OPT applies for the funds directly to FTA
        - 100% state jobs
      - Answer: No
        - Urban Operating jobs
        - If the agency applies directly to FTA for funding and there is no state match
- Click the Other Local Funds Info tab

#### Other Local Funds Info tab

- Other Local Funds Allocation (Local – Other Funds)
  - Fixed Amount = additional Local funding that is not part of the 20% match and does NOT get obligated through MDOT's financial systems
    - ❖ Fixed Amount needs to be completed, but the dollar amount can be \$0 if not applicable
- Click the Save button
- Click the Next button

## S/TIP Page

- Click on the Phase tab

### Phase tab

- Reconciliation of Funds (not a Mandatory field)
  - Check the box **ONLY** if the Office of Passenger Transportation (OPT) has indicated that the job is being created for the reconciliation of funds
- GPA Type for Rural Agencies (STIP) = **Transit Capital**
- GPA Type for Rural Agencies that are within an MPO boundary (TIP): GPA depends on whether the MPO utilizes GPAs or No GPAs
- Click the Save button
- Click the Next button

## Attachments Page

- List of Category
  - Category Name: click on Miscellaneous (blue highlighted)
  - Click on the Choose File button
  - Select the correct RTF Transit Data Sheet (form 1797) from the dialog box
  - Click the Open button
  - Click the Upload button
  - Miscellaneous: the RTF Transit Data Sheet (form 1797) will be attached
  - Complete this process for each RTF Transit Data Sheet (form 1797) that needs to be attached
- Click the Next button

## Review Page

- Verify all information programmed is correct prior to submitting the draft job (DJ) initiated
- Click the Save button
- Click the Submit tab
- Click the Yes button
- The DJ submitted will be reviewed by the Office of Passenger Transportation (OPT) Project Manager and the RTF Coordinator
- Once the DJ has been reviewed, the OPT Project Manager will either approve the DJ or return it to the author (RPA) to make any corrections
  - If the DJ is returned, the RPA will make the corrections and then resubmit the DJ again for approval