

# **DRAFT Federal Aid Committee Staff Guidebook**

## **SEMCOG. . . Developing Regional Solutions**

### **Acknowledgments**

SEMCOG would like to thank each FAC for reviewing this guide and contributing value feedback. This guide is a living document and subject to change as best practices evolve.

### **Mission**

SEMCOG, the Southeast Michigan Council of Governments, is the only organization in Southeast Michigan that brings together all governments to develop regional solutions for both now and in the future. SEMCOG:

- Promotes informed decision making to improve Southeast Michigan and its local governments by providing insightful data analysis and direct assistance to member governments;
- Promotes the efficient use of tax dollars for infrastructure investment and governmental effectiveness;
- Develops regional solutions that go beyond the boundaries of individual local governments; and
- Advocates on behalf of Southeast Michigan in Lansing and Washington

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## Background of SEMCOG's Role in the Region

SEMCOG is a regional planning partnership of local governments serving nearly 5 million people in the seven-county region of Southeast Michigan, made up of Livingston, Macomb, Monroe, Oakland, St. Clair, Washtenaw, and Wayne Counties. As the region's designated Metropolitan Planning Organization (MPO), SEMCOG is responsible for developing the Regional Transportation Plan for Southeast Michigan (RTP), the region's guiding policy document for transportation investment. The RTP is implemented in part through the Transportation Improvement Program (TIP), which is a short-term list of roadway, bridge, nonmotorized, and transit projects for the region.

SEMCOG supports local planning through its technical, data, and intergovernmental resources. The work of SEMCOG makes the transportation system safer and more efficient, improves the quality of the region's water, revitalizes communities, and spurs economic development by:

1. Promoting informed decision-making by improving Southeast Michigan and its local governments through insightful data analysis and direct assistance to members;
2. Promoting the efficient use of tax dollars for infrastructure investment and governmental effectiveness;
3. Developing regional solutions that go beyond the boundaries of individual local governments; and
4. Advocating on behalf of Southeast Michigan in Lansing and Washington.

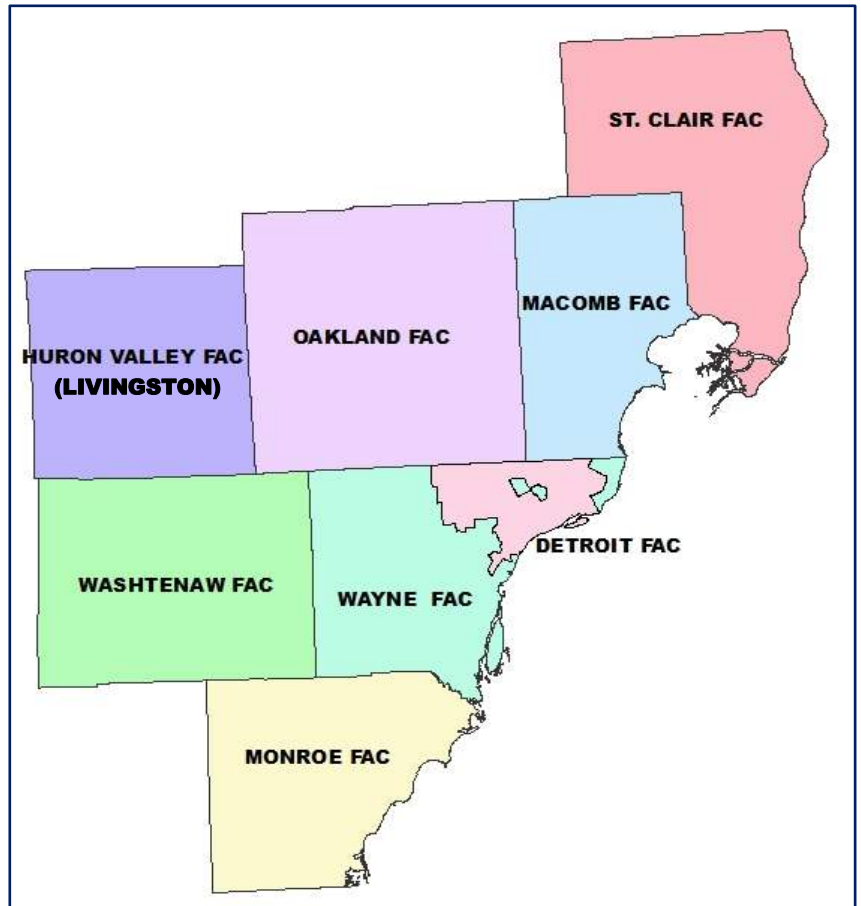
For more information about SEMCOG's role in transportation planning, please refer to [A Guide to Transportation Planning in Southeast Michigan](#).

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## Chapter 1: Federal Aid Committees (FACs)

The Southeast Michigan region is large and diverse. Communities range from densely-populated older cities, newer suburban areas, to more rural. Realizing that a “one size fits all” approach would not adequately meet the surface transportation needs of the entire region, SEMCOG early on developed the federal-aid committee system.

There are eight FACs in the seven-county SEMCOG region, one for each county and one for the City of Detroit. FAC membership can include local communities, county road commissions, transit agencies, and the Michigan Department of Transportation (MDOT). SEMCOG has a non-voting membership in each FAC and attends all of the full FAC meetings to provide technical assistance, as well as regional, state, and national transportation information to committee members to assist in informing their decisions. Each FAC has its own process for selecting and scoring projects for recommendation. SEMCOG helps to inform this process by providing regional data and analyses, and guidance in the alignment with regional plans and policies



The St. Clair and Washtenaw FACs are run by the St. Clair County Transportation Study (SCCOTS) and the Washtenaw Area Transportation Study (WATS), respectively. These two agencies are transportation studies organized under state law. They are both vital partners in SEMCOG’s regional planning activities.

### Role of FACs

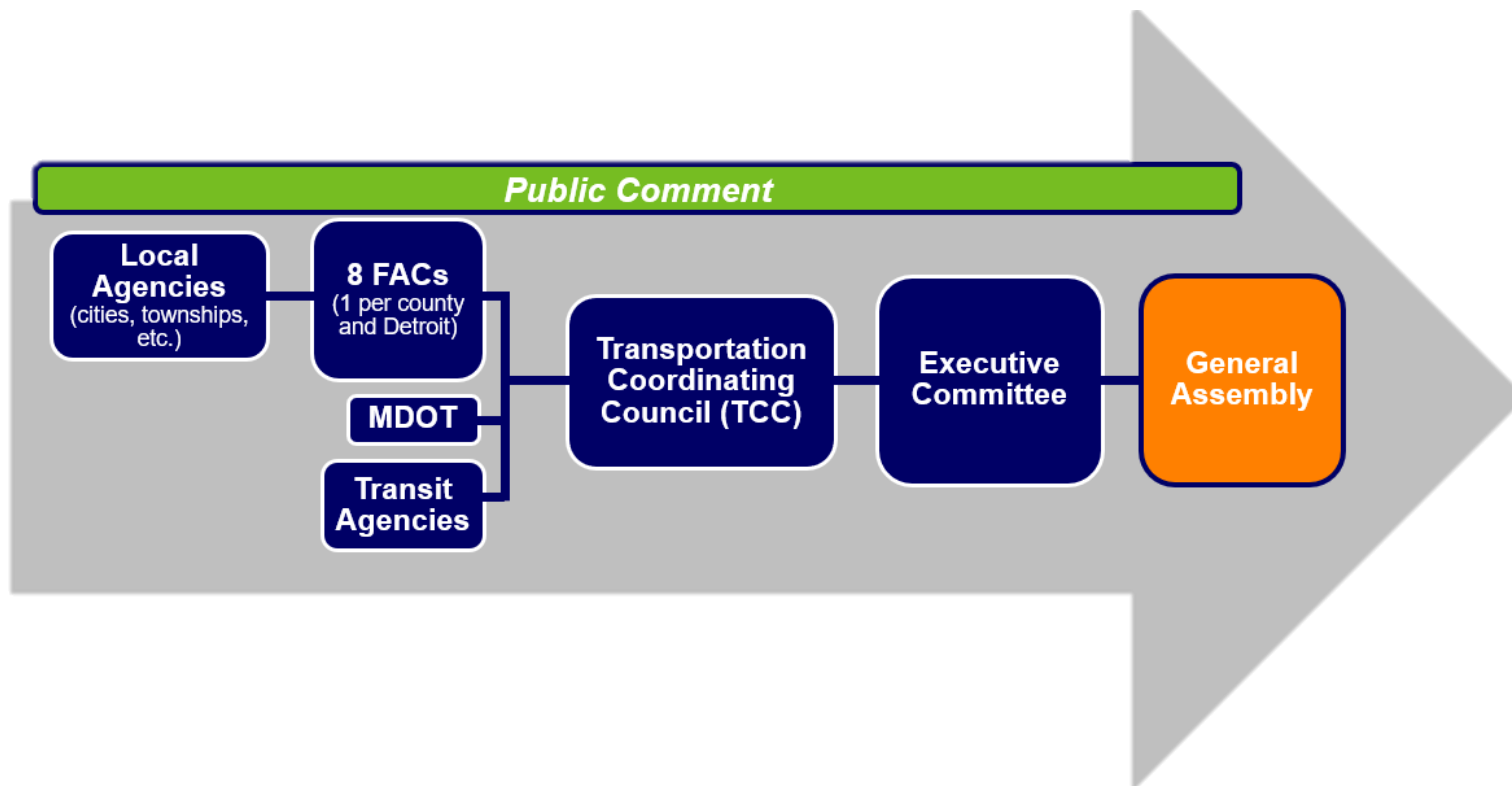
These committees were established by SEMCOG to assist in transportation planning activities.



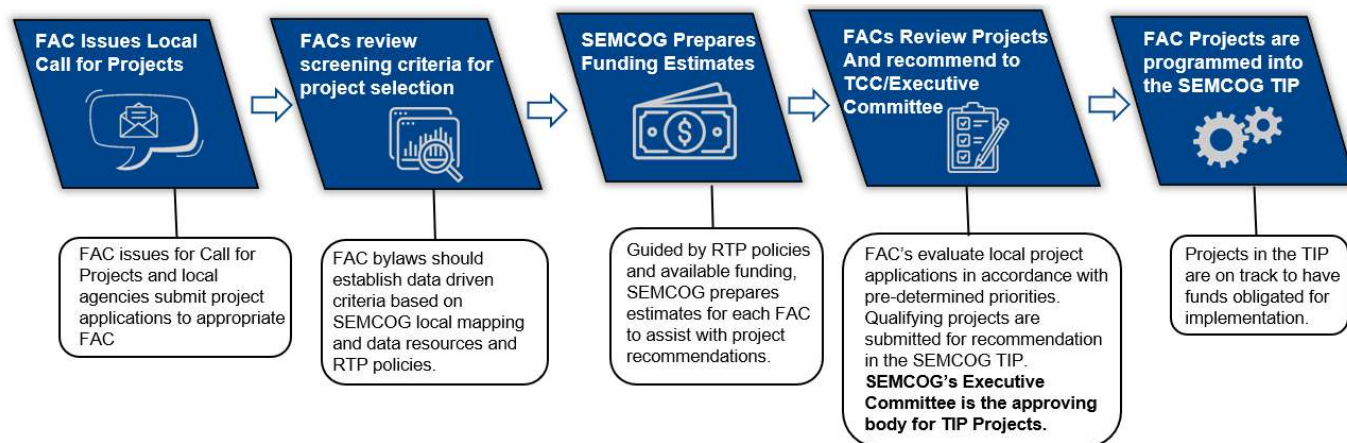
FACs apply their expert knowledge of local conditions to **prepare lists of recommended federal-aid transportation projects to the Transportation Coordination Council for approval by the SEMCOG Executive Committee.**

These lists are constrained to funding estimates, called “targets” that are provided to the FACs by SEMCOG and updated as needed. Each FAC works with the communities and agencies within its area to manage its project list and submit any change requests for SEMCOG approval through the statewide JobNet transportation project database system. The SEMCOG Executive Committee is authorized by the General Assembly, SEMCOG’s policymaking body, to review and decide which projects will or will not be included in the official TIP list. See Chapter 4 and 5 for more information about planning and programming projects.

## SEMCOG Decision Making Structure



## SEMCOG/FAC Workflow



## Administrative Tasks

Each FAC must create **its own bylaws**. It is recommended that each FAC include the following details in its bylaws:

1. The Purpose, Powers and Duties of the FAC
2. Policies and procedures
  - Local and multi-modal coordination, call for projects
  - Project prioritization and selection process
  - Process for utilizing extra funds if they become available
  - The bylaws are reviewed on an on-going basis and updated as necessary to reflect current procedures.
  - The bylaws shall be made **publicly available on the FAC's website**. If the FAC does not have a website, information on the FAC, including the bylaws will be made available on the [SEMCOG FAC webpage](#).
3. FAC Meetings
  - Structure and Frequency
    - i. Determine Formal Agenda Format
    - ii. SEMCOG recommends meeting a minimum of twice per year, typically in the spring and fall.
  - Quorum Recommendations
    - i. A greater than 50% of voting members should be present.
    - ii. Guidance if less than Quorum Present:
      - ✓ Action may be taken if approximately 25% of committee members vote in favor
  - Meeting minutes shall be:
    - i. Documented accurately
    - ii. Distributed to committee members
    - iii. Reviewed by the committee members
      - ✓ Previous meeting minutes must be voted on and approved at each FAC meeting
    - iv. Made publicly available online (either on FAC's website or SEMCOG's FAC webpage)
4. Committee Representation:
  - Representatives shall be of local units of government, transit agencies, and MDOT (optional).
    - Supplemental representation may be appointed by the FAC Chair (i.e. community groups)
    - All agencies with a stake in the funds should be invited, including Act 51 agencies.
  - Committee Member Selection and Rotation (policy varies by FAC)
  - Alternates to Voting Members (policy varies by FAC)
5. Public Involvement
  1. Must post meeting information on the SEMCOG webpage or FAC webpage



2. Must have an opportunity for public comment during the meeting
6. Other Locally Distinct Information (Optional)

The graphic on the following page shows the general workflow between SEMCOG and the FACs.

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## Chapter 2: Let's Talk Funding

Operating and maintaining a first-class transportation system is very expensive, so funding is always a critical priority. Funding comes from a lot of different pots. The sections below expand upon different sources of transportation funding. With so many projects and funding pots, it can be a challenge to track it all.

JobNet is an electronic database administered by MDOT to program and track transportation-related projects; jobs precisely located in Michigan's Geographic Framework (MGF), attached to a typical process template, and provided with preliminary designations of state, local, and federal funding sources, to name a few. In order to be considered by the SEMCOG TCC and Executive Committee for inclusion in the Transportation Improvement Program, a project must be programmed, submitted and assigned a specific job number in JobNet.

### Road Funding Sources

The federal and state funding distribution procedures are completely separate from one another, as detailed below.

#### Federal-Aid Highway Funding

[The federal-aid highway program \(FAHP\)](#) is a program between the **federal government** and the **states**. It's effected by a **federal surface transportation authorization law**, currently, the [Infrastructure Investment and Jobs Act \(IIJA\)](#), and administered by FHWA. Funding for the FAHP is derived mainly from motor-fuel taxes levied in each state **by the federal government**. Funding from FHWA is deposited into the [Highway Trust Fund](#)

The federal surface transportation authorization law contains specific formulas for distribution of federal aid funds to the states. The distribution of funding based on specific formulae in a federal law is called **apportionment**.

Each state creates and administers its own highway programs that follow the FAHP legislation and regulations. Some parts of the federal surface transportation authorization law require certain percentages of FAHP funding to be obligated in **large, medium, and small urbanized areas** of the state, as well as in **rural areas** of the state. The population criteria for urban and rural areas are shown in the table below.

Area	Population
Large Urbanized Area	Over 200,000
Medium Urbanized Area	Between 50,000 and 200,000
Small Urbanized Area	Between 5,000 and 49,999
Rural Area	Below 5,000

Federal law also requires establishment of metropolitan planning organizations (MPOs) in urbanized areas with 50,000 or more residents. The purpose of MPOs is to carry out federally-required metropolitan transportation functions for the urbanized area; most importantly, creation and maintenance of the metropolitan **transportation plan**, also called the long-range transportation plan (SEMOG calls its metropolitan transportation plan the **RTP**) and the **Transportation Improvement Program (TIP)**. Some MPOs cover multiple urbanized areas; SEMOG is one example of this multi-urbanized-area coverage.

Since many of the details of the FAHP distribution received through the annual federal-aid apportionment are left up to each state, that distribution is called an **allocation**. An allocation is a distribution of funding that does *not* use specific formulae in federal law.



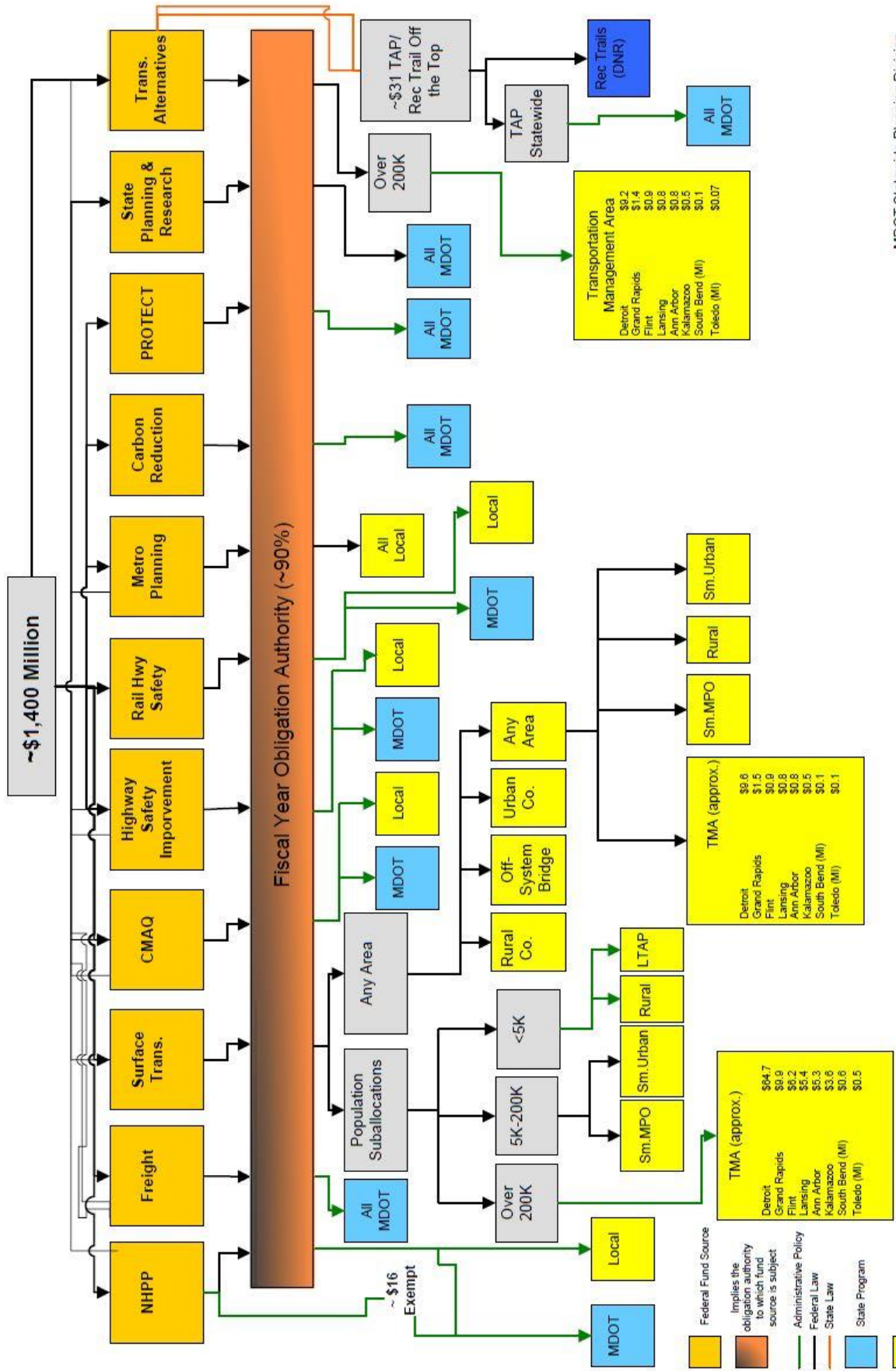
**In Michigan**, the agency charged with the allocation of FAHP funds to areas within the state is the Michigan Department of Transportation (MDOT). MDOT sends information on the amounts of FAHP funding available to each “large” and “medium” urbanized area of the state to that urbanized area’s MPO. Funding specifically targeted to “small” urbanized areas is awarded by MDOT through its [Small Urban program. Act 51](#), the **state’s** highway law, requires an average of **75%** of the FAHP obligation authority to be used on the trunkline system and **25%** to be used on the local system.

The MPOs take the funding information received from MDOT and apply it to various eligible FAHP projects in their respective regions. Since SEMOG is the only MPO in the state with federal-aid committees (FACs), there are additional steps:

- SEMOG provides individual FAHP funding targets to each FAC;
- The FACs use these targets to create fiscally-constrained, recommended project lists; and
- These lists are then submitted to SEMOG for final approval by the SEMOG Executive Committee.
- Once approved by SEMOG, MDOT, and FHWA/FTA, the projects are included in the approved TIP. Projects that contain federal-aid funding that are not in the approved TIP *cannot be obligated*.

See the Federal Funding Flowchart on the next page. This chart illustrates how funds are distributed to different programs and agencies, amounts in the graphic are approximate and for reference only.

# FEDERAL AID TO HIGHWAYS PROGRAM - MICHIGAN



## State Highway Funding

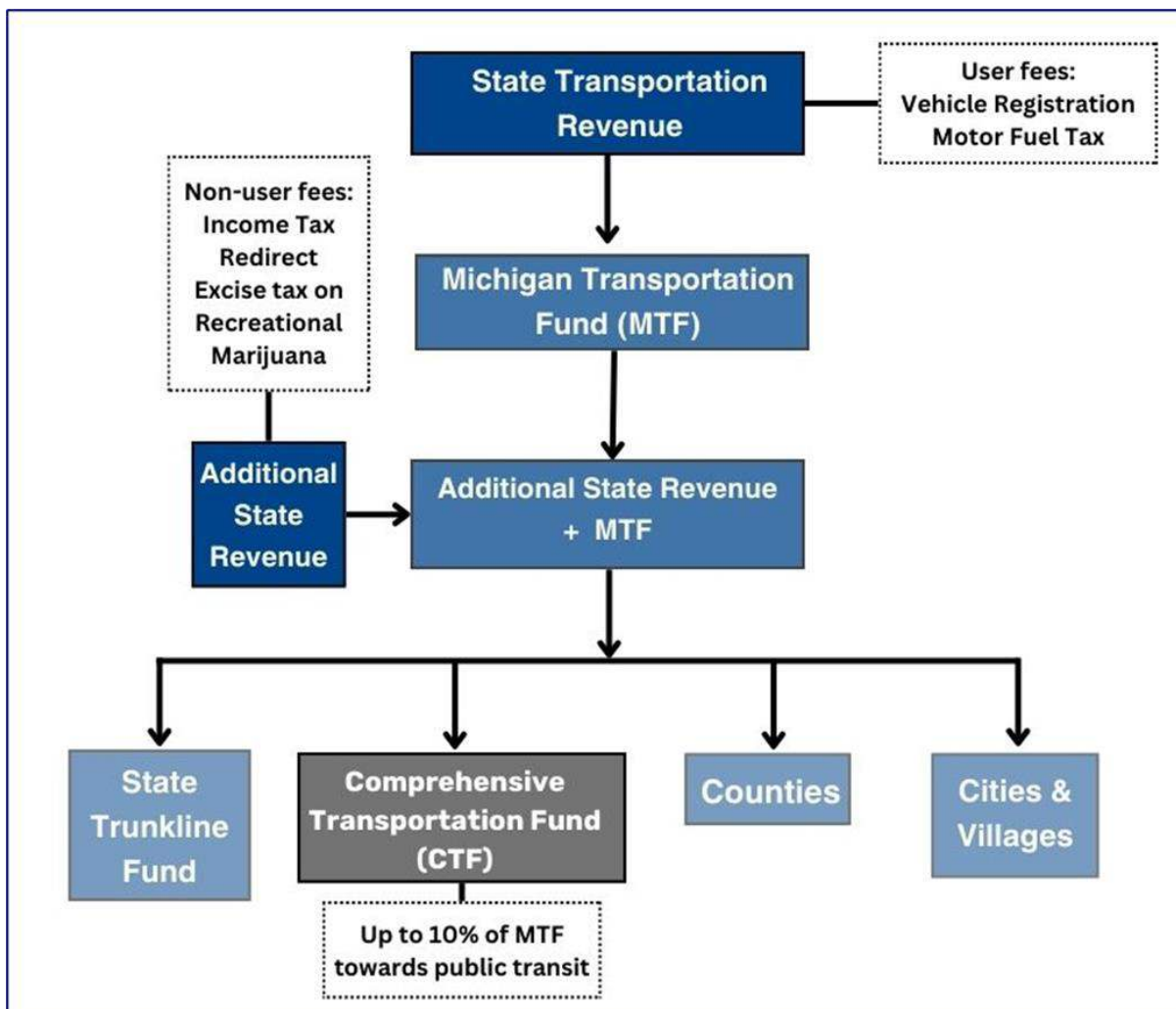
State highway funding is **completely directed by state law**; specifically by **Act 51**. State highway funding is derived mainly through two sources:

- Motor fuel taxes levied by the state, and
- Annual state registration fees levied by the state on motor vehicles.

Funding deposited into the [Michigan Transportation Fund \(MTF\)](#). The state's distribution system for these funds is described in great detail in Act 51. Once funding for various transportation programs and activities (including the Local Bridge Program and the Transportation Economic Development Fund programs, among others) is removed, the remaining funding is distributed thus:

- **39.1%** to the state trunkline system;
- **39.1%** to the counties; and
- **21.8%** to incorporated cities and incorporated villages.

Funding distributed to the **counties**, **incorporated cities** and **incorporated villages** is determined through an elaborate formula that includes the population and road mileage of each recipient, among other factors. The flowchart below provides an overview of State Transportation Funding Distribution.



See [SEMCOG's Transportation Funding webpage](#) and the FHWA/MDOT Project and Program Monitoring and Approval Chart in **Appendix A** for more information.

**Remember:** State and Federal Funding are two entirely different processes. The TIP is for Federal Aid Projects only. See Chapter 9 for exceptions.

### **Regional Funding Sources (application required)**

Below are regional competitive programs administered by SEMCOG. Each program has different requirements, application information can be found on the corresponding programs webpage. Projects that apply to the programs below are selected by SEMCOG's Regional Review Committee. See *Management of Regional Funding Sources* on page 17.

### **Transportation Alternatives Program**

[The Transportation Alternatives Program \(TAP\)](#) is a competitive grant program that uses federal transportation funds designated by Congress for specific activities that enhance the intermodal transportation system and provide safe alternative transportation options.

SEMCOG has grouped TAP priorities into categories as defined below. SEMCOG's Transportation Alternatives Program (TAP) will consider funding outside of these programs so long as they meet [SEMCOG's TAP project competitiveness guidelines](#).

#### **Facilities for Pedestrians and Bicyclists**

This funding source can help develop facilities for pedestrians and bicyclists including shared use paths, bike lanes, enhanced intersection crossings and routing signage.

#### **Safe Routes to School (SRTS)**

This funding source can help develop Infrastructure and non-infrastructure projects that substantially improve the ability of K-8 students to walk or bicycle to school, including sidewalks, traffic calming, bicycle and pedestrian crossings, on-street bicycle facilities, off-street bicycle and pedestrian facilities, bicycle parking, and traffic diversion.

#### **Environmental Mitigation and Stormwater Management Program**

This funding source can help develop Transportation-related environmental mitigation projects that reduce environmental impacts of roadway runoff and improve water quality.

### **Transportation Air Quality Programs**

To ensure regional air quality remains high, SEMCOG administers two transportation programs each designed to reduce the amount of on- road vehicle emissions – the CMAQ and Carbon Reduction Programs.

#### **Congestion Mitigation Air Quality Program (CMAQ)**

The Congestion Mitigation and Air Quality Improvement (CMAQ) Program funds transportation projects that contribute to attainment or maintenance of the National Ambient Air Quality Standards (NAAQS).

CMAQ is a federally funded program that supports two goals: improving air quality and relieving congestion. SEMCOG administers the CMAQ program



for Southeast Michigan working with eligible road and transit agencies to develop projects that maximize improvements to air quality. When SEMCOG issues a call for CMAQ projects, road and transit agencies receive an application package that includes instructions for applying, guidance for identifying eligible projects, and how candidate projects will be evaluated and ranked.

### **Carbon Reduction Program (CRP)**

The Carbon Reduction Program (CRP) is a new program established by the Infrastructure Investment and Jobs Act (IIJA) in 2021 that provides funding to develop projects and strategies to reduce carbon dioxide emissions from on-road vehicles.

## **Project Obligation**

**Obligation** is the *process* through which the Federal government contractually binds itself to pay the federal share of a project.

**Obligation Authority** is a budgetary mechanism ordered by congress (through legislation) to control Federal spending and remain responsive to current budget policies. Think of it as *the amount* promised from the Federal government.

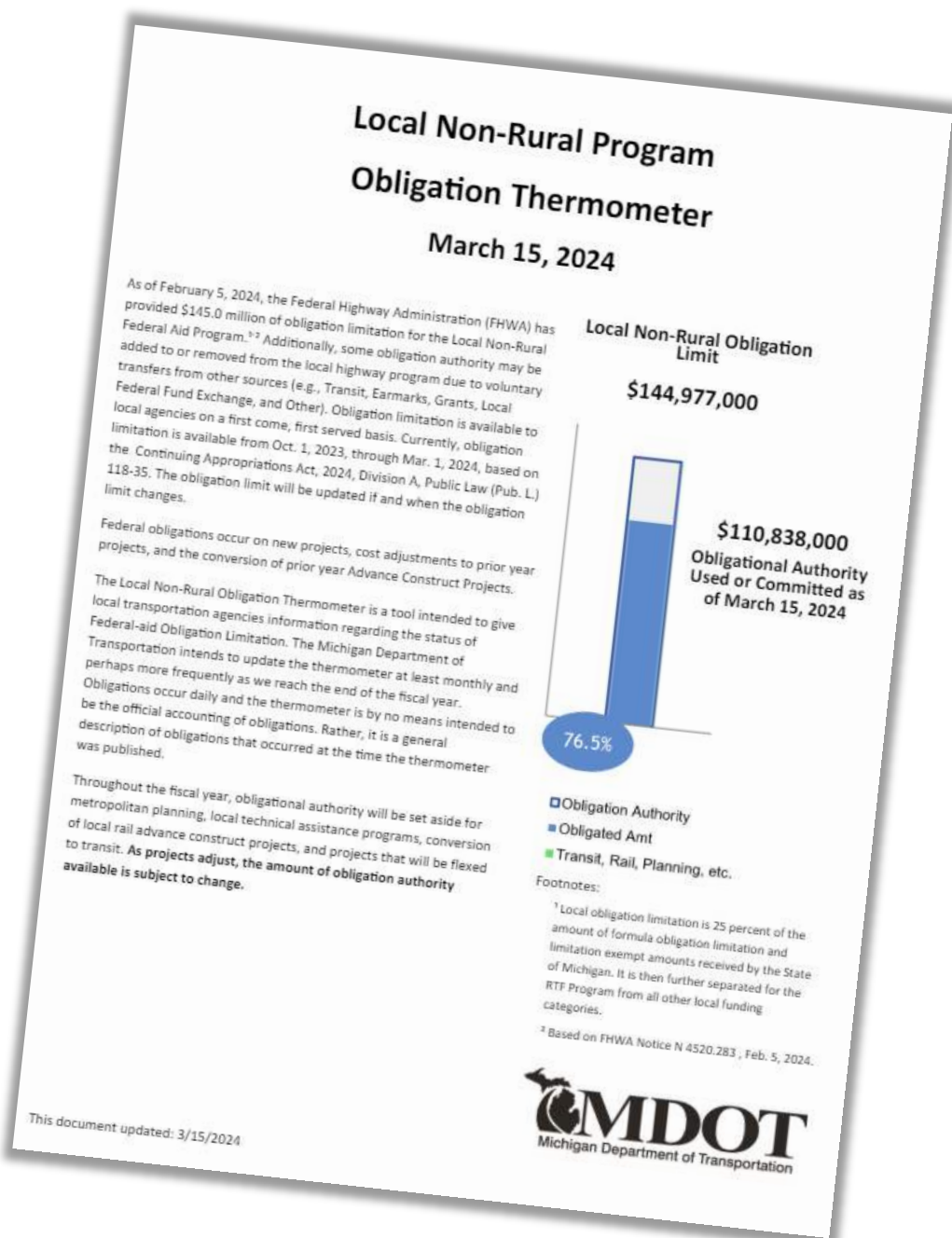


Local federal funding is made available to the SEMCOG region based on the federal fiscal year (October 1 to September 30).

Although SEMCOG provides federal allocation estimates to FACs for STU Urban and STP Flex, funds are committed across the State of Michigan in a first-come, first-served system. Therefore, projects that are submitted early in the fiscal year have the best opportunity to be funded. SEMCOG's role is to try to position all agencies within the FAC to be in the best situation to capture the available federal-aid allocation. If projects do not move forward through the letting process for any reason, SEMCOG will move forward to coordinate FAC's to assure any available regional allocations are utilized.

The Local Obligation Thermometer, shown below, provides a monthly report and a status meter. MDOT prepares Obligation Status Meter Reports for the Non-Rural and the Rural Program.

All projects need enough obligation authority and allocation to move forward to cover the project estimate. Each project should be submitted to MDOT LAP as early as possible in the fiscal year it is programmed for obligation in the SEMCOG TIP. The materials that must be submitted for obligation include: Program Application and any other materials requested by MDOT. For more information on application materials, see MDOT LAP program forms.



## Funding Templates Guide Allocation

The FACs are responsible for managing certain Funding Templates. Each project in JobNet must identify a Template. See definitions in the table below.

**A template is a budget category.** It is a method of grouping jobs by common characteristics such as geography, work type, function, or funding for setting targets or funding levels for specific transportation programs or parts of a program. **Job Type** (Trunkline, Local, Multi-Modal, or Maintenance) determines what funding sources are available for users to select.

Components of Templates		
Term	Definition	Example
Template Name	Nomenclature that indicates work activities, facilities, features, or funding sources used to manage a transportation program	STP-TMA or Road Repair and Rehabilitation (Road R&R).
Category	A broad geographical area/functional type tied to the template to which template target is allocated.	Statewide, Region, Metropolitan Planning Organizations (MPOs), Rural Task Forces (RTFs), Small MPOs, or Transportation Management Areas (TMAs).
Boundary	A specific geographical area/functional type tied to a Category to which template target is allocated.	If the Category is Region, a user would see the seven MDOT Regions, such as Bay, Metro, and Grand, plus a selection for Multi-Region, as options under the Boundary field. Under the Metropolitan Planning Organizations (MPOs) category, a user would select from 13 Michigan MPOs such as Southeast Michigan Council of Governments (SEMCOG), Grand Valley Metropolitan Council (GVMC), or Tri-County Regional Planning Commission (TCRPC).
Boundary Unit	Boundary units are a smaller unit level of the selected Boundary. Boundary units can only be applied to Local and Multi-Modal templates. The target amount for the template is distributed among the activated boundary units.	STP – TMA (Template Name), Region (Category), Detroit (Boundary) is split into eight boundary units based on the eight FACs (Federal Aid Committees) in the Southeast Michigan Council of Government (SEMCOG). Each FAC is given a percentage of the template target amount, allowing SEMCOG the ability to ensure balanced use of funds across the region.

See tables of SEMCOG Templates, Boundaries in **Appendix B Table 1**.

### Management of Urban and Rural Funding Sources in SEMCOG

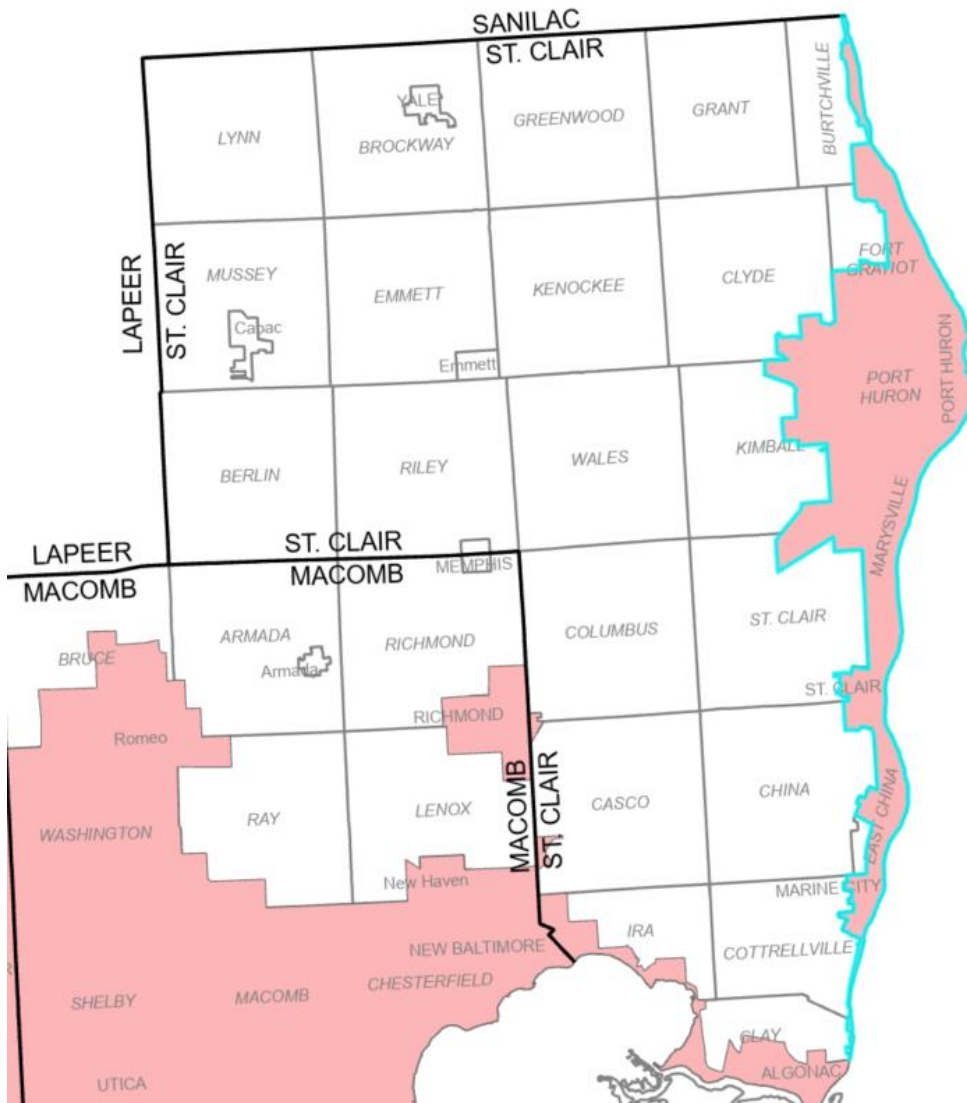
The funding sources noted in the charts below are part of the annual apportionment of federal-aid highway funds by FHWA to the States in accordance with formulas in federal legislation. These formulas are used to calculate funding targets that are then allocated to various areas of the state by MDOT's Federal Revenue Specialist.

Once this allocation is received by SEMCOG, staff generate the FAC funding targets based on the proportion of each urbanized area's population residing in each FAC **as of the 2020 Census**.

For example, 100% of STUL attributed to the Port Huron urbanized area is allocated to the St. Clair FAC, because the Port Huron Urbanized Area (shown in a teal



outline below) is entirely within the boundaries of St. Clair County. See all of SEMCOG Financial Systems in **Appendix B Table 2**.



[Transportation Economic Development Fund \(TEDF\)](#) is a mix of state and federal money in certain cases. The mission of the Transportation Economic Development Fund (TEDF) is to enhance the ability of the state to compete in an international economy, to serve as a catalyst for economic growth of the state, and to improve the quality of life in the state. The funds are available to state, county, and city road agencies for immediate highway needs relating to a variety of economic development issues. **Category C (Urban) and D (Rural) must be in the TIP.** TEDF Categories A, F, and G do not go in the TIP.

<b>Management of Urban Funding Sources</b> (Urban FACs: Detroit, Macomb, Oakland, Wayne)		
<b>Financial System Code</b> (see Appendix A for more details)	<b>Template</b> (see Appendix B for more details)	<b>Managed by:</b>
<b>Surface Trans. Urban Areas &gt; 200K Pop (STU)</b>	<b>STP-TMA</b>	<b>FAC</b>
<b>Surface Trans. Any Area (ST)</b>	<b>STP - Flexible - Urban Counties</b>	<b>FAC</b>
	<b>STP – Flex TMA</b>	<b>FAC</b>
<b>Econ. Development Category C (EDC)</b>	<b>TEDF Category C</b>	<b>FAC</b>

Note:

- Urban funds *can* be spent in rural areas. However, rural funds *cannot* be spent in urban areas.
- Most Financial System Codes (FinSys) contain an 80% federal contribution and a 20% local match. Local match must come from a non-federal funding source such as state funds or competitive grants.
- **Advance Construct (AC/ACC)** is an agreement with the FHWA that allows the local entity to program additional local funds up front, in anticipation of being reimbursed with federal funds for the federal aid portion of the project. This can be done either during the same obligation year or subsequent year(s). State funding cannot be programmed as an Advance Construct project as it is strictly a federal agreement.

## Rural Task Force 1

Every year the state of Michigan allocates funding for rural roadways and transit service. SEMCOG serves as the **Rural Task Force 1** (RTF-1) chair for the seven-county region. The task force is comprised of staff from each of the state-defined rural counties within the SEMCOG region: Livingston, Monroe, St. Clair, and Washtenaw. Every year funding is allocated to these counties, and the RTF #1 meets to estimate available money, identify rural projects, and monitor project implementation. RTF #1 receives approximately \$3.4 million annually in rural funding. These dollars must be spent in their geographic areas and both road and transit capital projects are eligible.

Rural funding comes from two funding sources shown in the table below. Rural funding targets are determined based on requirements in Michigan's Act 51 and distributed by MDOT's statewide [Rural Task Force program](#). This is done, by county, for all counties in the state that are classified by Act 51 as Rural.

Management of Rural Funding Sources (Rural: Livingston, Monroe, St. Clair, Washtenaw)		
Financial System Code (see Appendix A for more details)	Template (see Appendix B for more details)	Managed by:
EDD	TEDF Category D	RTF-1
STL	STP – Rural/Flexible	RTF-1

## August Redistribution

Each year, FHWA asks State DOTs how much additional funding they think they can obligate by the end of the fiscal year. Concurrently, expiring and unobligated funds from programs with a “use-it-or-lose-it” policy are returned to FHWA. FHWA then redistributes these funds to the States, while priority is given to those States that have large unobligated balances of funds apportioned. This annual process is called the **August Redistribution**.

How it works:

- States collectively ask for [\$X]
- The amount that the “use-it-or-lose-it” programs return usually totals about 70-80% of [\$X]
- FHWA then distributes that extra money back to states so they can go on a spree of contract-signing by the end of the federal fiscal year.


### What does this mean for FACs?

August redistribution does not increase the allocations to the FACs. It increases the funding amount that Michigan can obligate. It is good news if obligation limitations for the state have been reached, it allows planned projects for the fiscal year to proceed.

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL HIGHWAY ADMINISTRATION

REDISTRIBUTION OF FY 2023 OBLIGATION LIMITATION  
PURSUANT TO SECTION 120(C) OF THE DEPARTMENT  
OF TRANSPORTATION APPROPRIATIONS ACT, 2023

STATE	REDISTRIBUTION AMOUNT
ALABAMA	80,000,000
ALASKA	108,198,454
ARIZONA	225,000,000
ARKANSAS	75,647,000
CALIFORNIA	717,947,771
COLORADO	179,000,000
CONNECTICUT	103,275,604
DELAWARE	23,982,813
DIST. OF COL.	20,361,000
FLORIDA	425,000,000
GEORGIA	190,000,000
HAWAII	64,900,000
IDAHO	67,703,530
ILLINOIS	263,790,802
INDIANA	303,967,075
IOWA	108,468,288
KANSAS	70,000,000
KENTUCKY	146,000,000
LOUISIANA	210,013,007
MAINE	10,000,000
MARYLAND	116,321,688
MASSACHUSETTS	80,000,000
MICHIGAN	234,117,663

**FY 2023** 

## Fiscal Constraint Validation

The JobNet system has been upgraded for **FAC fiscal constraint validation**. This means that, if an FAC attempts to program more of a federal-aid funding source (in either a draft job or an existing project) than available in the SEMCOG-provided funding targets for that fiscal year, an error code will appear and the change request you have created will not be able to be submitted. **Note that this error will not appear in the Phase Page; instead, it will appear on the Review Page when you attempt to submit the change request.**

In order to clear the error, you will need to reduce the amount of the federal-aid funding source in excess of the funding target, either in the change request you have just created, or in one or more of the existing projects in your FAC list in that fiscal year that are using the same federal-aid funding source. Each of the fiscal constraint adjustments to the other projects will also require a change request.

### Example:

Your FAC has an FY 2026 Surface Transportation Block Grant-Urban funding target of \$10 million from the Detroit Urbanized Area (Finsys STU, Template STP-TMA). Your FAC's currently-programmed Finsys STU, Template STP-TMA (Detroit) amounts in currently-programmed FY 2026 projects are:

	Federal-Aid Amount Only	FinSys	Template	Template boundary
Project A	\$ 1,000,000	STU	STP-TMA	Detroit
Project B	\$ 4,000,000	STU	STP-TMA	Detroit
Project C	\$ 3,000,000	STU	STP-TMA	Detroit

<b>Total Programmed</b>	<b>\$ 8,000,000</b>
-------------------------	---------------------

You are now programming a new project, Project D, which will also use Finsys STU, Template STP-TMA from the Detroit Urbanized Area template boundary. You can only program \$2 million in STU STP-TMA (Detroit) funding into Project D without exceeding the \$10 million target. Attempting to program more STU than that into Project D will trigger an error ***on the Review Page at the time you attempt to submit the change request***, not on the Phase Page. If you need, for example, \$3 million in STU for Project D, an example of what to do would be:

1. Create and submit a change request for Project B that removes \$1 million STU STP-TMA (Detroit) from Project B; then
2. Submit your change request for the new Project D with a \$3 million STU STP TMA (Detroit) amount.

This will work exactly the same for each of the federal-aid sources for which the FAC receives a funding target.

Below is a screen capture of a Test Project showing the error you will receive on the **Review Page** if you attempt to submit a change request for a new or existing project using a federal-aid funding source in excess of the target amount (*yellow arrows*):

Home > Review

Back Print Comment(s) Save Submit

**Errors found on page**  
Please fix error(s) on corresponding screen(s).

Job #: 220245 - DJ Initiated Major CS: [REDACTED] Major Route: [REDACTED] Author: Brudzinski Stephen

Prerequisite Edit

Grant Funding : No Federally non-participating work : No CMAQ Funding : No  
Advance Construct Funding : No

Job Edit

Job Type: Local Project Manager: Major Route (Report): TEST  
Total Job Cost: \$35,000,000 Total Job Cost (Incl. Non LAP Funds): \$43,750,000

Risk Based Project Involvement (RBPI): No  
MDOT Environmental Justice (EJ) Priority Area: Yes

Region: Metro TSC (where work is located): [REDACTED] Entity (administering work): [REDACTED]  
Jurisdiction Agency Type: [REDACTED] Jurisdiction Agency Name: [REDACTED] Construction Length(miles): 0.147

Major Work Type: 739 - Asphalt Milling and Overlay over Chip Seal

Contracting Process: MDOT Let Contracting Method: Design-Bid-Build Contract Indicator: Not Applicable  
CON Phase Recommended Fiscal Year Obligation: 2026 CON Phase Recommended Fiscal Year Obligation Quarter: Fourth  
Recommended Let Date: 09/04/2026 Recommended Plan Completion Date: 06/04/2026

When you return to the **Phase Page**, these error messages will appear (*orange arrows*):

Job # 220245 - DJ Initiated Major CS: [REDACTED] Major Route: [REDACTED] Author: Brudzinski Stephen

To enter data related to a phase, highlight that phase in the grid

Phase Budget Add Reassign Delete

Phase	Budget	Federal	State	Local	Scheduled Obligation Date	Scheduled End Date
CON	\$35,000,000	\$28,647,500	\$0	\$6,352,500	07/10/2026	09/30/2027
Total	\$35,000,000	\$28,647,500	\$0	\$6,352,500		

Budget Funding Calculation Other Info Non LAP Local Funds

**Errors found on page**  
Please correct the following errors:  
1. Total Fed Amount exceeds Fed Target of FAC administered template STP - TMA [Detroit] for FY 2026. Revise budget or Request target adjustment prior to submitting this.

Construction (CON) Budget

Budget Allocation Add Edit Delete

Asset *	Template	Template Boundary	Fin Sys	Budget
Road/Other	STP - TMA	Detroit	STU	\$35,000,000

## Transit Funding

Transit funding is administered by the Federal Transit Administration (FTA) and [MDOT Office of Passenger Transportation \(OPT\)](#). OPT provides oversight to the transit agencies including the Regional Transit Authority of Southeast Michigan (RTA).

This sections provides a high level overview of Transit Funding in SEMCOG. Refer to the [OPT Training Guide](#) for more details regarding transit funding or contact OPT Staff.

### Management of Transit Funding Sources in SEMCOG

Most federal operating programs provide 50% federal share and require 50% local match while capital funding programs provide 80% federal share and require a 20% local match. OPT typically provides the required match using Act 51 funds as described in the next paragraph. Please note, however, that funding programs do fluctuate from year to year based on a number of factors. During economic hardships, OPT may not be able to provide the entire match to a program so an agency needs to ensure local funds are available to cover the match when necessary.

State operating and capital funding is provided through Act 51. The Comprehensive Transportation Fund (CTF) allocation is funded by gasoline taxes, motor vehicle related sales tax, driver license fees, and vehicle registration fees. The CTF receives 10% of the net Michigan Transportation Fund (MTF), after allocations to MDOT Local Agency Programs, Planning, Administration, Rail Safety, Other State Department and Statutory Grants.

#### In SEMCOG...

- ✓ The RTA administers the Federal Section 5310 program for the larger transit agencies in the RTA service area (Wayne -SMART, Washtenaw -AAATA, etc).
- ✓ Smaller agencies like Western Washtenaw Area Value Express (WWAVE) and People's Express (PEX) do not receive federal apportionments; however, can apply for Section 5310 funding via MDOT OPT as detailed below.
- ✓ Rural transit projects are coordinated between the transit agency, FAC chair and/or MDOT OPT.

To receive operating and capital funding from OPT, agencies are required to submit an annual application in PTMS by February 15th each year. While applying for all these programs occurs on February 15th of each year, funding is administered at different times of the year based on funding type. Each program goes through many internal steps at MDOT to ensure allocation and delivery to grant recipients. It is very important to understand when each type of program will be available so that agencies can plan and budget effectively.

There are many funding programs administered by MDOT and available for transit agencies annually. Refer to the [OPT Training Guide](#) for programs and details.

<b>Management of Transit Funding Sources</b>		
<b>Financial System Code (see Appendix A for more details)</b>	<b>Template (see Appendix B for more details)</b>	<b>Recipient/Sub-Recipient</b>
Section 5310 Capital - UZA	Transit	Direct Recipient from FTA
Section 5310 Capital - Rural	Transit	Sub-Recipient from MDOT OPT
Section 5307 – Urban (Capital only)	Transit	Direct Recipient from FTA
Section 5307 - Small Urban (Operating or Capital)	Transit	Direct Recipient from FTA
Section 5311 Operating - Rural	Transit	Sub-Recipient from MDOT OPT
Section 5337 – Fixed Guideway (BRT/People-mover)	Transit	Direct Recipient from FTA
Section 5339 Capital – Urban	Transit	Direct Recipient from FTA

## **Transit Projects in the TIP**

It is the transit agency's responsibility to report all transit projects to the MPO in their area and attend Technical Committee meetings scheduled by SEMCOG. All transit agencies within an Urbanized Area, including agencies receiving 5310 and 5311 funding, must work closely with SEMCOG to ensure that their projects are identified correctly.

Each MPO requires a Transit Project Data Sheet, known as [TIP Form 1481](#), to be filled out by the transit agency for their anticipated funded projects. It should be filled out by the transit agency and given to the MPO by April 1st of each year. This will ensure that your project goes through the TIP approval process by June 1st to ensure receipt of MDOT funds. One form should be filled out for each funding source per year based on operating or capital.

Examples:

- 2024 Section 5339 capital would be one form, while 2024 Section 5310 New Freedom could need two forms if both operating and capital are requested
- The Local Bus Operating Program is money that OPT allocates to public transit providers for operating expenses. Since this is a 100% State Funded program, including these projects in the TIP is optional and a decision made at the local level. However, all Transit Capital projects must be in the TIP.

Each Transit Agency is allowed one (1) job number for Transit Capital and one (1) job number for Transit Operating per funding source and fiscal year, but there may be multiple SP codes/scope codes within the job number.



Example:

- Phase financial system (funding source): 5307 (capital), with jobs utilizing SP codes: SP1101 and SP1401 – one (1) job number is obtained.

See tables of Multi-Modal Financial Systems, Templates and Boundaries in **Appendix B**.

**NOTE:** Unless otherwise stated, the deadline for [flexing federal aid funds to transit](#) is May 15.

## Management of Regional Funding Sources in SEMCOG

As noted in the previous section, funding sources noted in the chart below are regional competitive programs administered by SEMCOG. This funding is **not** allocated to agencies. Each program has different applicant/project eligibility requirements. Application information can be found on the corresponding programs webpage. Projects that apply to the programs below are selected by SEMCOG's Regional Review Committee.

Management of Regional Funding Sources		
Financial System Code (see Appendix A for more details)	Template (see Appendix B for more details)	Program Contact:
<a href="#">TAP</a>	TA	SEMCOG, <a href="#">Brian Pawlik</a>
<a href="#">CMAQ</a>	CPM or CPMG	SEMCOG, <a href="#">Adam Elghoul</a>
<a href="#">CRP</a>	CRU or CRSM	SEMCOG, <a href="#">Adam Elghoul</a>



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## Chapter 3: Line Items Projects and GPAs

All TIP projects must be programmed into JobNet. **Proper programming is crucial for efficient project implementation.** There are specific triggers in JobNet designed to categorize projects:

- 1) as a Line Item  
*or*
- 2) in a General Program Account (GPA)

The purpose of the 2 different categories is to determine the level of review needed for each project. Project requiring less review are filed into GPAs. Projects requiring further review remain Line Items. The triggers for each category are outlined below.



### Line Item Projects

S/TIP Line Item projects are subject to more review, such as going through the **Inter-agency Working Group** for Air Quality review. Interagency Work group meets 3 times a year and includes MDOT, FHWA, EPA, SEMCOG, etc.

- Any project over \$10 million
- Project programmed as “Reconstruction”
- Construction of new roundabouts
- Construction of Road Diets
- Capacity Improvement projects adding more than ½ mile of through travel lane
- [Earmarks or Congressionally Directed Spending](#)
- Advance Construct Projects
- Federal projects awarded to an agency directly from the Secretary of USDOT, FHWA, or FTA

### GPA Projects

GPAs are groupings of similar projects within the TIP. GPAs offer more flexibility than Line Item projects because they don’t require supplemental review.

Changes to projects under GPAs are administrative modifications that take roughly 3 to 5 business days to process. The entire GPA will require an amendment if/when the total programmed amount within them reaches a threshold of 125% beyond the current federally approved GPA budget. Amendments can take weeks to process. The GPA monitoring process is managed by SEMCOG.

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## Chapter 4: SEMCOG Planning and Programming Procedures

### Changes to Projects

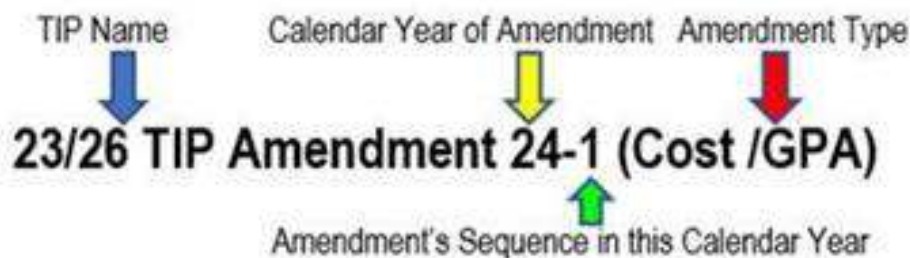
SEMCOG has recently expanded the annual number of TIP amendments from three to five. Three of these amendment periods are the 'traditional' amendments formerly designated Spring, Summer, and Winter.

During the formerly-called Spring, Summer, and Winter amendment periods, changes can be made to S/TIP Line-Item projects (projects not under a GPA) for any reason (cost, scope, etc.). Changes could also be made to GPAs to increase the total amount of funding available for the projects programmed under one or more GPAs. The two new amendment periods are cost-only and are limited to amendment of S/TIP Line-item projects for cost changes of 25% or more, and adjustments to GPAs, when necessary, to increase total funding available for projects programmed under them.

While increasing the number of annual amendments has provided more flexibility to the FACs, transit agencies, and MDOT in TIP project programming, it also has the potential to cause confusion as to what changes can be made in which amendment period if the old naming convention continues to be used. The addition of the two new amendments has also caused the names of the amendments to become more unwieldy using the old naming convention.

Therefore, SEMCOG has implemented a new naming convention for the five annual TIP amendment periods. Under the new naming convention, there will be three amendment types:

- Cost/GPA, for the two cost-only S/TIP line-item amendments and GPA cost amendments;
- Full, for the three amendments formerly named Spring, Summer, and Fall, where any S/TIP line-item project can be added, deleted, or changed, and GPAs can be cost-adjusted; and
- Special, for any special amendments that may be necessary.





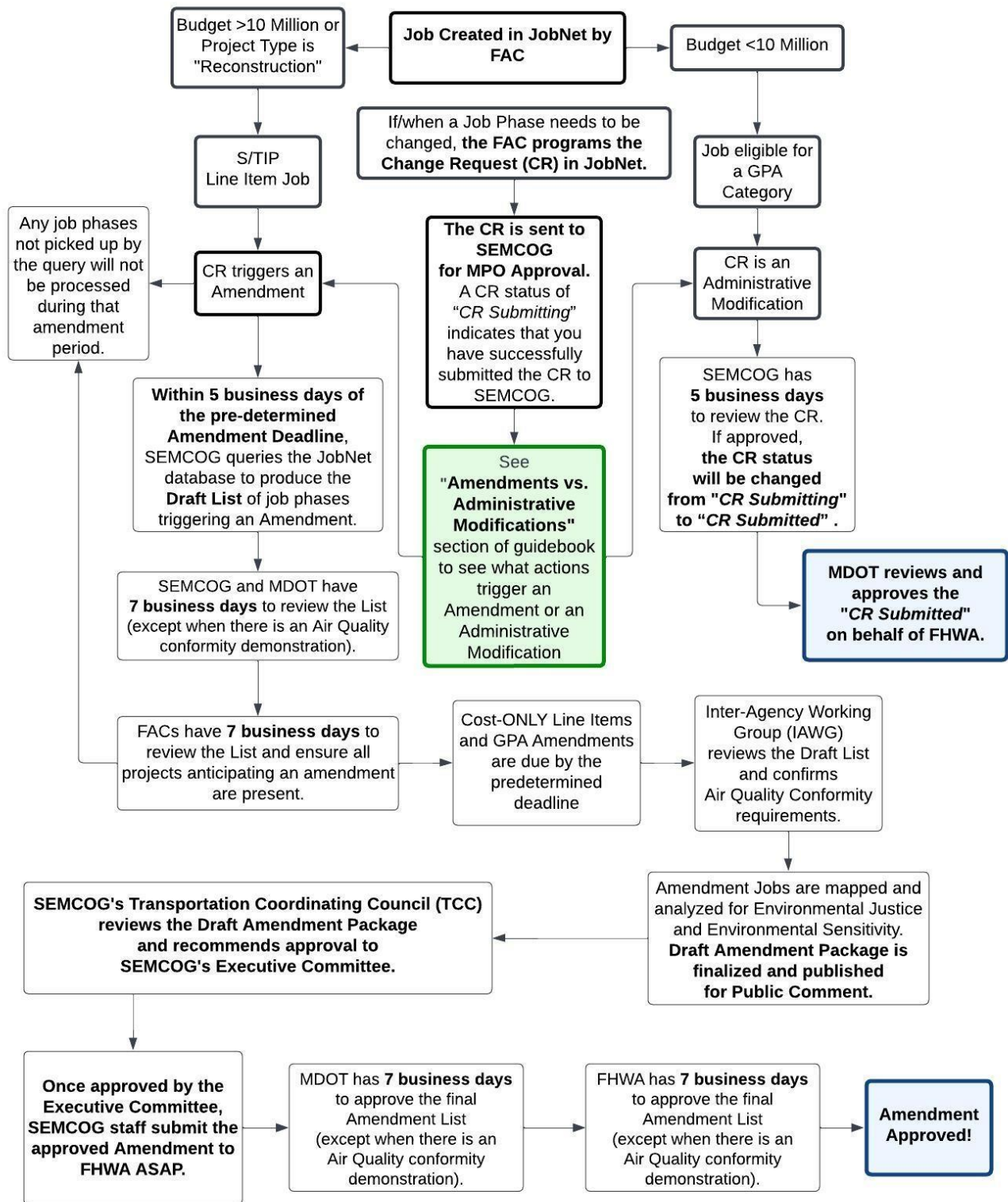
**Actions/changes that trigger an Amendment to S/TIP Line Item projects:** *NOTE- see Chapter 3: Types of Projects to determine if your project is a S/TIP Line Item.*

- Adding a new Job Phase.
- Increase or Decrease in construction length of one-half mile (Not applicable for Transit projects).
- Major Change in Project Scope.
- For Transit Projects: Change (add/remove) of Scope Code (not always with change in budget).
- Increase or Decrease in budget of 25% or more. Applies to “Total Phase Budget”.
- Change in Fiscal Year to beyond the current TIP cycle, or from a previous TIP cycle into the current TIP.
- Suspending/delaying to a future STIP cycle
- Abandoning a Job Phase. *Warning:* This is the same as deleting the phase.
- A Job Phase that was programmed with 100% State Funded changes to receive Federal Funding.
- A Job Phase that was programmed with federal funding changes to being 100% State or Locally funded.
- Advance Construct Project

On the other hand, Administrative Modifications can be submitted anytime of the year and be processed within 5 business days.

**All** changes to projects programmed under GPAs, and **many** changes to line item projects, can be done through a simple administrative modification (admin mod). Any changes other than the amendment triggers can be processed as an admin mod.

# The Life of a Job from Creation to Approval



## Who Programs What Projects?

The agency responsible for programming jobs in JobNet depends on the funding source. Funding sources and who programs them:

Fund/Project Type	JobNet Programmed By:	Contact Information
Local Projects	Associated FAC for that Jurisdiction	<a href="#">See SEMCOG's FAC webpage</a>
Trunkline Projects	MDOT Project Manager	<a href="#">See the MDOT Local Agency Program (LAP) webpage</a>
Multi-Modal Projects	Transit Agency or MDOT OPT	Transit Agency; or Regional Project Manager: <a href="#">Kevin Hohf</a> , <a href="#">Deanna Donahoo</a> , <a href="#">Ryan Egres</a> , <a href="#">Jacob Porath</a>
(CMAQ) and (CRP) Projects	SEMCOG	<a href="#">See SEMCOG's CMAQ/CRU webpage</a>
Federal-Aid Buyout	MDOT	Don Mayle <a href="mailto:MayleD@michigan.gov">MayleD@michigan.gov</a>
TAP	SEMCOG	Brian Pawlik <a href="mailto:pawlik@semcog.org">pawlik@semcog.org</a>
	MDOT	Caitlin Yost <a href="mailto:YostC1@michigan.gov">YostC1@michigan.gov</a>
Safe Routes to School (SRTS)	MDOT	Bryan Armstrong <a href="mailto:armstrongb@michigan.gov">armstrongb@michigan.gov</a>
TEDF Category A	MDOT Region Manager	<b>Metro</b> (Wayne, Oakland, Macomb): Caitlin Yost <a href="mailto:YostC1@michigan.gov">YostC1@michigan.gov</a>
TEDF Category B		<b>University</b> (Washtenaw, Monroe Livingston): Lance Brooks <a href="mailto:brooks1@michigan.gov">brooks1@michigan.gov</a> <b>Bay</b> (St. Clair): Lindsay Ross <a href="mailto:Ross17@michigan.gov">Ross17@michigan.gov</a>
TEDF Category C	Associated FAC for that Jurisdiction	<a href="#">See SEMCOG's FAC webpage</a>
TEDF Category D		
TEDF Category F	MDOT	Lindsay Ross <a href="mailto:Ross17@michigan.gov">Ross17@michigan.gov</a>
Highway Safety Improvement Program (HSIP)	MDOT Highway Safety	Jackie Pethers <a href="mailto:Pethersj1@michigan.gov">Pethersj1@michigan.gov</a>
Direct awards from USDOT and/or FHWA	MDOT	Edward Fowler <a href="mailto:FowlerE@michigan.gov">FowlerE@michigan.gov</a>
<a href="#">Earmark</a> Projects	MDOT	Kris Sullivan <a href="mailto:SullivanK4@Michigan.gov">SullivanK4@Michigan.gov</a>

## **MDOT Local Agency Programs (LAP)**

MDOT LAP is the reviewing agency between the local road agency and FHWA. All local projects that go through the MDOT LAP process must undergo a NEPA review to receive federal funds. According to LAP planning guides, linked below, NEPA documents must be turned in with project documents. MDOT's Local Agency Environmental Unit recently updated the Local Agency Environmental Clearance [Form 5323 Environmental Clearance](#).

Helpful Resources:

- [FY 2024 Planning Guide](#)
- [NEPA Review Form Guidance](#)
- [MDOT LAP Webpage](#)

## **TIP Development**

### **MPO**

A TIP Cycle is 4 years with 1 year of overlap. For example, the last year of the current cycle (2023-**2026**) and first year of the next cycle (**2026**-2029) overlap. A new TIP is developed every 3 years and is approved by the Executive Committee.

TIP Development Calendar is on the [SEMCOG TIP webpage](#).

### **Statewide**

[Michigan's State Transportation Improvement Program \(STIP\)](#) provides information regarding the programs and projects to which state and local transportation agencies have committed over the next four years and verifies that new resources available for transportation are sufficient to finance those improvements. Every two years Michigan prepares a summary of its federal-aid transportation program.



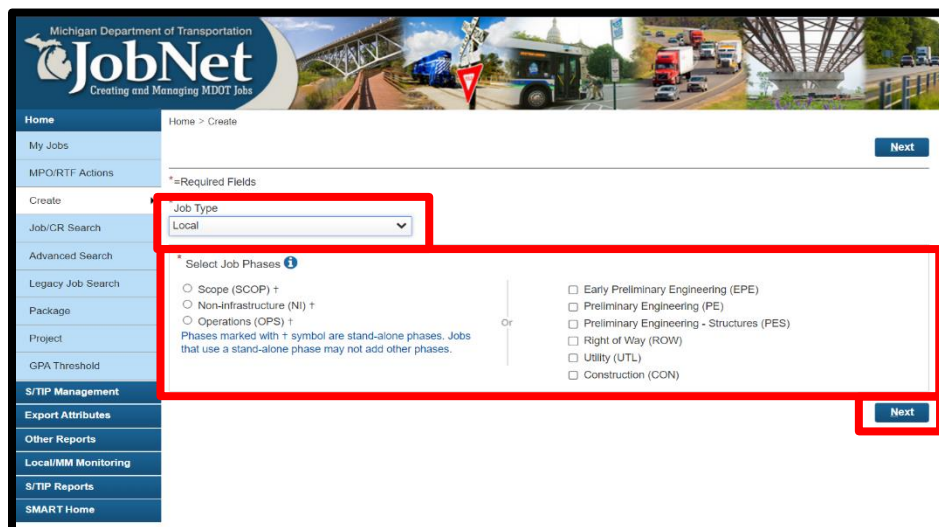
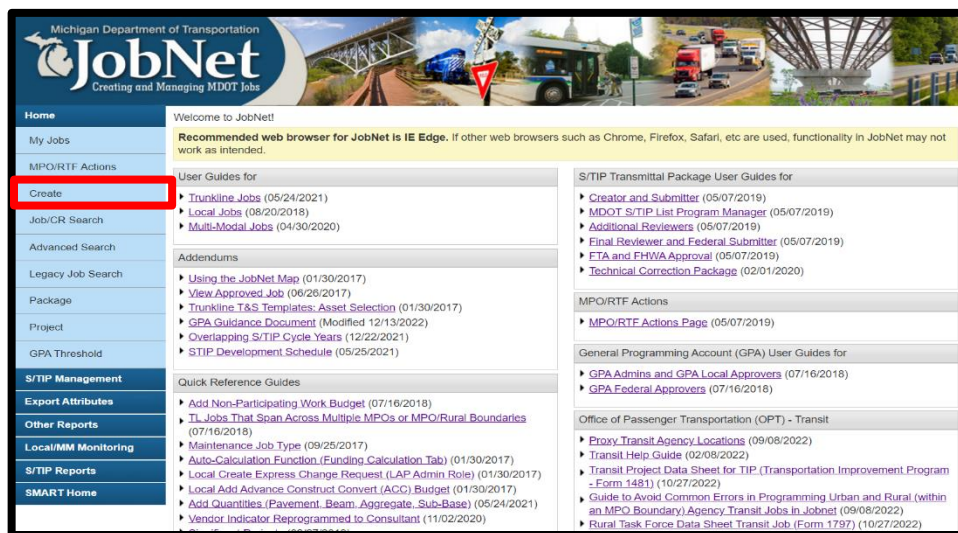
## Chapter 5: Programming Local Road Jobs in JobNet

This section serves as a step-by-step reference guide for programming a Local jobs. Please reference the [JobNet Local Job User Guide](#) for detailed guidance and screenshots for programming jobs. To review an approved job, reference [this guide](#).

**Reminder:** Before beginning programming, ensure you have all of the necessary budget information including Federal/State/Local amount by fund source. If assistance is needed in programming, contact SEMCOG TIP staff.

### HOW TO CREATE A DRAFT JOB (DJ)

This section serves as a step-by-step reference guide for programming, or entering data for, a draft job. Before beginning programming, ensure you have all of the necessary budget information including Federal/State/Local amount by fund source and the proposed work and general location. If assistance is needed in programming, contact SEMCOG TIP staff.







## Programming Requirements

- Asset Mapping
  - A Job Number (JN) will not be generated until the job is mapped.
  - Road projects are mapped as lines
  - Bridges are mapped as points
  - Projects containing various locations can be temporarily mapped as a point on the agency office, but all jobs must be comprehensively mapped prior to obligation.
  - Environmental Justice (EJ) Priority Layer
    - If the project is located in at least 1 of the 3 EJ Priority Areas, the programming will indicate as shown below.

Selection Tool

☐ Point ☐ Polyline ☐ Polygon ☐ Extent ☒ Add ☐ Remove

☐ Add Other Asset

Map Layers

MDOT EJ Priority Area  
Priority Detailed

- ☐ Not an EJ Priority Area
- ☐ Priority (POC & Poverty)
- ☐ Priority (POC)
- ☐ Priority (Poverty)
- ☐ No Data

Road Segments

- ☐ Local Segments
- ☐ Trunkline Segments

Bridge Segments

- ☐ Trunkline Bridge
- ☐ Local Bridge

Railway Segments

- ☐ Railway Segments

Other Assets

- ☐ Other Assets

Cancel

Draft Job

Home > Job

Job # 219266 - DJ Initiated Major CS: 82000 Major Route: Rosemary Ave Author: Chandrayan Bhavana

\*Required fields

General Info

Job Type: Local Project Manager: Chandrayan Bhavana Major Route (Report): Rosemary Ave

Risk Based Project Involvement (RSPI): No MDOT Environmental Justice (EJ) Priority Area: Yes



- Prerequisites Page
  - Does this job have grant funding?
  - Does this job have federally non-participating work?
  - Does this job have CMAQ Funding?
  - Does this job have Advance Construct Funding?
- Roundabout/Road Diet
  - If you check 'yes', it becomes a line item project.
- Project Description Requirements
  - This description needs to clearly explain what the project entails. What is happening to the transportation system? Must be more detailed than primary work type.
  - Only use abbreviations in the SEMCOG-provided list.
  - Segment Location descriptions:
    - Road X, Terminus A to Terminus B.
    - South-north aligned road, south terminus first; west-east aligned road, west terminus first.
    - Include City, Village, or Township in which each segment is physically located.

Location Description

Region

Metro

TSC (where work is located)

Macomb

Entity (administering work)

Macomb TSC

Responsible Jurisdiction

\* Agency Type

Select

\* Agency Name

Select

Construction Length (miles)

2.9

Location (Report)





12 Mile Rd, 13 Mile Rd

Location (Detailed)

12 Mile Rd, Ryan Rd to Mound Rd (Warren); 13 Mile Rd, Harper Ave to Little Mack Ave (St Clair Shores).

0/2000

- Justification field
  - Include the 2050 RTP goal(s) the project will address.
- Specifics regarding Air Quality requirements
- See **Appendix C** with step by step details

WORK DESCRIPTION EXAMPLES	
Sufficient	Insufficient
<u>Work (Report):</u> "Reconstruction" 	<u>Work (Report):</u> "Reconstruction" 
<u>Work (Detailed):</u> "[A couple sentences detailing the work]. <b>The work (will/will not) undergo a capacity change. If so, include (#) of through-travel lane(s) for (#) mile(s) from BMP (x) to EMP (y).</b> " 	<u>Work (Detailed):</u> "Reconstruction" 

## Phase Page:

- To add a phase:

The screenshot displays the 'Phase Budget' interface in the JobNet system. The left sidebar contains navigation links: Draft Job, Prerequisite, Job, Asset, Phase, S/TIP, Grant, CMAQ, Attachments, Review, Home, S/TIP Management, Export Attributes, Other Reports, Local/MM Monitoring, S/TIP Reports, and SMART Home. The main content area shows the 'Phase Budget' table with columns for Phase, Budget, Federal, State, Local, Scheduled Obligation Date, and Scheduled End Date. A red arrow points to the 'Add' button in the 'Add Reassign Delete' row. Below the table, there is a 'Construction (CON) Budget' section with a 'Budget Allocation' table. The 'Budget Allocation' table has columns for Asset, Template, Template Boundary, Fin Sys, and Budget. The 'Add' button in the 'Add Reassign Delete' row is highlighted with a red arrow.

- To edit a phase:
  1. Select the phase so the line is highlighted blue.
  2. Select action (add, edit, delete)
  3. Make selections based on project funding plan

**Draft Job**

Home > My Jobs > Details > Phase

Prerequisite **Back**

Job Job #: 221536 - DJ Initiated Major CS: 82000 Major Route: Woodward Ave Author: Racisz Ally

Asset To enter data related to a phase, highlight that phase in the grid

Phase

S/TIP	Budget	Federal	State	Local	Scheduled Obligation Date	Scheduled End Date
Grant	\$1,000,000	\$818,500	\$0	\$181,500	07/11/2025	10/09/2025
OMAQ						
Attachments						
Review	Total	\$1,000,000	\$818,500	\$0	\$181,500	

Budget Budget Funding Calculation Other Info Non LAP Local Funds

### Construction (CON) Budget

Budget Allocation

Assot *	Template	Template Boundary	Fin Sys	Budget
Road/Other	STP - TMA	Detroit	STU	\$1,000,000
Select ▼	Select ▼	Select ▼	Select ▼	
<b>Total</b>				<b>\$1,000,000</b>

**Back Back Save Next**

Note: The pro rata split for a specific fund source, as shown in Appendix B, should be **one** pro rata across the board on one job number. If a project will assets funded at *different* pro rata for the *same* federal fund source, then a separate job number will be required for each unique funding scenario.

## HOW TO CREATE A CHANGE REQUEST (CR)

Michigan Department of Transportation  
**JobNet**  
Creating and Managing MDOT Jobs

Home > Job/CR Search > CR Summary

**1. Look up the JN**

**2. Select**

**3**

Back Print S/TIP Express Change Create Change Request

Job #: 219054 - Approved CR #0 Major CS: 50000 Major Route: Greater Mack Ave Project Manager: Chomas Brian D

List of Change Request(s) View CR #0 Details Update Delete

Seq #	Status	Author	Submitted On	Assigned To	Assigned On	Approved By	Approved On
0	Approved	RACISZA0123	05/08/2023	FRYERM	05/08/2023	FRYERM	05/08/2023

Back Print S/TIP Express Change Create Change Request

NOTE: If the search isn't working, hit "F12" and then close the pop up. The search should work again. If not, reach out to SEMCOG.

---

## Chapter 7: Programming Multi-Modal Jobs in JobNet

This section serves as a step-by-step reference guide for programming a draft Multi-Modal job.

**Reminder:** Before beginning programming, ensure you have all of the necessary budget information including Federal/State/Local amount by fund source. If assistance is needed in programming, contact SEMCOG TIP staff.

It is encouraged to use the [Transit Help Guide](#) located on the JobNet Home page in addition to this guide. This section is intended only for large urban transit agencies that directly enter their projects into JobNet. If your agency enters projects into JobNet on behalf of other Urban or Rural transit agencies that have submitted Form 1481 please contact someone at SMART and request to be referred to the “[Programming Urban and Rural \(within an MPO Boundary\) Agency Transit Jobs in JobNet](#)” guide.

**FIRST:** Log into JobNet and click on the “**Create**” tab.

### **INITIAL PAGE**

- From the “Job Type” dropdown list, select **Multi-Modal**.
- From the “Mode” dropdown list, select **Transit**.
- Select Job Phases: **Non-infrastructure (NI)** (selected by default).
- From the “Template” dropdown list, select **Statewide Transit**.
- From the “Boundary” dropdown list, select **Statewide** (selected by default).
- From the “Phase Financial System” dropdown list, type or select **the funding source**.
  - Each Transit Agency is allowed one (1) job number for Transit Capital and one (1) job number for Transit Operating per funding source and fiscal year, but there may be multiple SP codes/scope codes within the job number.
  - View [this JobNet Transit Help Guide](#) to see different SP Codes and Scope Codes.
  - *EXAMPLE:* phase financial system (funding source): 5307 (capital), with jobs utilizing SP codes: SP1101 and SP1401 – one (1) job number is obtained.
- Click **Next**.



## ASSET PAGE

- On the left side of the screen under “Asset Layers”, select **Transit Agencies**.
- Scroll down, on bottom left of the screen is the “Find/Add Asset” section. For “Asset Type”, select **Transit Agencies**.
- Populate the “Transit Agencies Name”, from the dropdown list select the correct **Transit Agency name**.
- Click the “**Add Assets**” button, the map may reload.
- A table will be populated under “Asset Information”. On the right end of the table, select the “**Major PR**” Radial button.
- Click **Save**.
- JobNet will auto-generate a job number (listed in the green banner located on the top of the page).
- Click **Next**.

## PREREQUISITE PAGE

- “Does this job have funds that are flexed to FTA?”
  - Answer is “No” for all funding sources except CMAQ and CRP.
- “Does this job have CMAQ Funding?”
  - See funding source and answer accordingly.
- Click **Save**.
- Click **Next**.

## JOB PAGE

- In the Project Manager space, type the **MDOT OPT Project Manager name**.
- In the Major Route space enter “**Transit Capital**” for Capital projects OR “**Transit Operating**” for Operating projects.
- From the “Contracting Process” dropdown list, select: **By Others** (Default)
- From the “Contracting Method” dropdown list, select **Pass Through Funding** (Default)
  - Default answers are filled-in based on the answer to the question on the Prerequisite Page, “Does this job have funds that are flexed to FTA?”
    - If no, default: *Pass Through Funding*
    - If yes, default: *Flexed to Federal Transit Administration (FTA)*

- From the “Agency Type” dropdown list, select: **Transit**
- From the “Agency Name” dropdown list, select: appropriate **Transit Agency**
- In the “Location (Report)” space, type **Transit Agency Name and Service Area**
- In the “Location (Detailed)” space, include the **Transit Agency Service Area or Location of Project**, but more specific details can be included.
  - *Example entry for “Location (Detailed)”*: BCT Service Areawide - Battle Creek Transit (BCT) fixed routes (up to 25 selected locations based on route re-alignments and expansions)

<p>General Info</p>		
<p>Job Type</p> <p>Multi-Modal</p>	<p>Project Manager</p> <p>Donahoo Deanna</p>	<p>* Major Route (Report) ⓘ</p> <p>Transit Capital</p>
<p>FTA Grant Number</p> <p>Enter FTA grant number</p> <p>(Ex: MI-99-X999 / MI-99-9999 / MI-9999-999-99 / MI-9999-9999-999 / 9999-9999-999)</p>	<p>MDOT Environmental Justice (EJ) Priority Area</p> <p>Yes</p>	
<p>Contract Information and Dates</p>		
<p>* Contracting Process</p> <p>By Others</p>	<p>* Contracting Method ⓘ</p> <p>Pass Through Funding</p>	<p>Contract Indicator</p> <p>Not Applicable</p>
<p>Location Description</p>		
<p>Region</p> <p>University</p>	<p>TSC (where work is located)</p> <p>Brighton</p>	<p>Entity (administering work)</p> <p>Brighton TSC</p>
<p>Responsible Jurisdiction</p> <p>* Agency Type</p> <p>Transit</p>		<p>* Agency Name</p> <p>Select</p>
<p>Construction Length (miles)</p> <p>0</p>		
<p>Location (Report)</p> <p>Transit Agency Name and Service Area</p>		<p><b>Example</b></p>

- The “Work Description (Report)” field needs to contain the **job fiscal year, program and a short work description**.
  - *Example entry for “Work Description (Report)”*: FY 2021 5311 – Operating Assistance
  - NOTE: The fiscal year, program and short work description will change depending on the job.
- The “Work Description (Detailed)” field needs to contain **additional work detail**.
  - *Example entry for “Work Description (Detailed)”*: FY 2024 5339 Program – purchase one <30 ft replacement bus with lift.
  - NOTE: The fiscal year, program and short work description will change depending on the job.
- To fill out the “Justification” field, review the [SEMCOG RTP goals](#) and identify which goal the project supports. Type: **RTP Goal #(x) and other justifying info about the project**.
  - *Example*: 2045 RTP Goal #3. New job for bus purchase under Section 5339 program.
- Click **Save**.
- Click **Next**.

Location (Detailed)		146/2000
Example: BCT Service <u>Areawide</u> - Battle Creek Transit (BCT) fixed routes (up to 25 selected locations based on route re-alignments and expansions)		
▶ Work Description		
Work (Report)		
job fiscal year, program and a short work description.		
Work (Detailed)		23/2000
additional work detail.		
▶ Justification		
Justification		208/4000
RTP Goal #3 Increase Access to jobs and core services. Additional info as available (Example: new job for bus purchase under Section 5339 program The description and program will change depending on the job.)		
		Example
Back		Save Next

### ASSET PAGE

- The Scope Code/SP Code depends on the project, refer to the [Transit Help Guide](#) located on the JobNet Home page under the Office of Passenger Transportation (OPT) – Transit section.
  - If funds come directly from FTA, use Urban SP Codes
  - If funds are administered by MDOT, use MDOT Scope Codes
  - Below are some examples of the most common SP codes used when programming Transit urban jobs:
    - SP1101 (<30 ft replacement bus with or without lift)
    - SP1105 (van replacement, any size with or without lift)
    - SP1401 (bus equipment – spare parts, tires, windshield, lifts, bus wraps, bike racks, ADA, etc.)
    - SP1409 (administrative vehicle)
  - Click **Save**.
  - Click **Next**.



Job #: 220947 - DJ Initiated Major CS: 58000 Major Route: W 7th St Author: Racisz Ally

Asset

Phase

S/TIP

CMAQ

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Example

Other

To enter data related to an asset, highlight that asset in the grid.

Asset ID	CS #	PR #	Major	PR MP	Route	Scope Code(s) - Description
521316553	58000	4302993	Y	1.388	W 7th St	SP1101 - <30 foot replacement bus with or without lift

General Info Scope Code(s) Legislative Info

Transit Agencies (521316553) Scope Code

\*Required for save

\* Scope Code(s)

SP1101 ✕ +

Back Edit Assets Save Next

## PHASE PAGE

- Under the “Financial System” tab, there is a “Major Financial System” dropdown list that will be auto-populated from the initial page.
  - Transit Flex Category: Select 5310, 5311, or 5307 (this field is **ONLY** available if funds are being flexed to FTA)
  - Selection is based on the type of Transit Agency
- In the “Phase Budget” table, click on the **Scope Code/SP Code/Phase line** (blue highlighted)
- Once the Budget tab is completed for a Scope Code/SP Code, click on the next **Scope Code/SP Code/Phase line** until all Scope Code/SP Code/Phases have been completed.

Asset

Phase

S/TIP

CMAQ

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Review

Example

To enter data related to a phase, highlight that phase in the grid.

Phase Budget

Phase	Budget	Fin Sys	Federal	State	Local	Template	Scheduled Obligation Date	Scheduled End Date
NI		\$0 5307	\$0	\$0	\$0	Transit		
SP1101	\$0		\$0	\$0	\$0			

Add Reassign Delete

- Under the “Budget” tab, in the “Budget” field, enter the total cost (**not** including the Other Local Funds) amount. **Local funds are ONLY used if they are part of the required match.**
  - The split is automatic – split is determined by the funding code being used
    - Example:* Phase Financial System Code: 5307 (capital): has an automatic split of 80% Federal/20% State
  - Complete the Budget tab for each Scope Code/SP Code (Phase) being programmed.
- Click **Save**.

Asset

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**Exmpl**

To enter data related to a phase, highlight that phase in the grid

**Phase Budget** Add Reassign Delete

Phase	Budget	Fin Sys	Federal	State	Local	Template	Scheduled Obligation Date	Scheduled End Date
NI	\$500,000	5307	\$400,000	\$100,000	\$0	Transit		
SP1101	\$500,000		\$400,000	\$100,000	\$0			
<b>Total</b>	<b>\$500,000</b>		<b>\$400,000</b>	<b>\$100,000</b>	<b>\$0</b>			

Budget Funding Calculation

SP1101 - <30 foot replacement bus with or without lift Budget

Budget \$500,000

Back Save Next

- If the automatically generated split used is *incorrect*, the split may be *manually calculated*.
- Next to the “Budget” tab, click on the “**Funding Calculation**” tab.
  - Click radial button to select “Manual Calculation”.

**Phase Budget** Add Reassign Delete

Phase	Budget	Fin Sys	Federal	State	Local	Template	Scheduled Obligation Date	Scheduled End Date
NI		5307				Transit		
SP1101								
<b>Total</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>			

Budget Funding Calculation

Calculation Method Participating Work

Total SP1101 Budget :

**Participating Work**

Total Participating Budget

\$0

☐ Auto Calculation ☒ Manual Calculation

⚠ Calculation Method has been changed to Manual bypassing auto calculation features.

**Example**

- Then, click the “**Participating Work**” tab
- Manually enter **correct State amount** in “Total State Amount” box and again in “State Match Amount” box.
- Manually enter **correct Local amount** in “Total Local Amount” box. (If Local amount is greater than \$0 Local funding source details must also be entered in “Other Agency Information” table.
- Click **Add**.
  - From the “Agency Type” dropdown list, select **Transit**.
  - From the “Agency Name” dropdown list, select correct **Transit Agency Name**.

- In the “Work Description” field, type **Transit Operating or Transit Capital**
- In the “Participating Amount” field, type the **Total Local Amount**.
- Click **Save**.

The screenshot shows the 'Funding Calculation' form. At the top right, a green box labeled 'Example' is present. Below the 'Calculation Method' tab, the 'Participating Work' tab is selected and highlighted with a red box. The form contains several input fields: 'Total Participating Budget (TPB)', 'Major Fin Sys' (5307), 'Calculation Method' (Manual), 'Federal' (0.00 % of TPB), 'Total Federal Amount' (\$0), 'State' (0.00 % of TPB), 'Total State Amount' (\$200,000), 'State Match Amount' (\$200,000), 'Additional State Amount' (\$0), 'Local' (0.00 % of TPB), 'Total Local Amount' (\$10,000), 'Local Match Amount' (\$0), and 'Additional Local Amount' (\$10,000). The 'Total Local Amount' and 'Total State Amount' fields are highlighted with red boxes. Below these fields is the 'Other Agency Information' section, which includes a table with columns: 'Agency Type ^', 'Agency Name', 'Work Description', and 'Participating Amount'. The table has one row with the following data: 'Transit', 'Regional Transit Authority of Southeast Michigan', 'Transit Operating or Transit Capital', and '\$10,000'. The 'Add', 'Edit', and 'Delete' buttons are visible to the right of the table. At the bottom right, a 'Total' row shows '\$10,000'.

- System will automatically generate new funding split based on dollar amounts entered in State and Local boxes.
- Under the Phase Budget, Click on the **NI Phase** (blue highlighted)
- Click the “**Other Info**” tab
  - Scheduled Obligation Date is ALWAYS the **last day of September for the fiscal year of the job**
    - Example: 09/30/2021 for an FY21 job
  - Scheduled End Date is ALWAYS the last day of September for the fiscal year of the job **+4 years for Urban Capital jobs, and +1 year for Operating jobs.**
    - Example: 09/30/2025 for an FY21 Urban Capital job
- Example: 09/30/2022 for an Operating job
- Next, click on the Info box to determine what selection to choose. 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 funded job
  - Answer: **NO, if-**
    - The agency applies directly to FTA for funding and there is no state match
    - Urban Operating job
- Click the “**Other Local Funds Info**” tab

- Fixed Amount = additional Local funding that is not part of the match and does NOT get obligated through MDOT's financial systems
- Fixed Amount needs to be completed, but the dollar amount must be \$0 if not applicable
- Click **Save**.
- Click **Next**.

#### **S/TIP PAGE**

- Click on the "**Phase**" tab.
- Reconciliation of Funds (optional field)
  - ONLY check the box if the Office of Passenger Transportation (OPT) has indicated that the job is being created for the reconciliation of funds
- GPA Types:
  - Transit Capital
  - Transit Operating
  - Not Applicable
- Click **Save**.
- Click **Next**.

#### **ATTACHMENTS PAGE**

- Optional section to upload project documents.
- Click **Next**.

#### **REVIEW PAGE**

- Verify all information programmed is correct prior to submitting the draft job (DJ)
  - Click **Submit**.
  - Click **Save**.
  - Click **Yes**.
- ✓ The DJ submitted job will be reviewed by SEMCOG and then the Office of Passenger Transportation (OPT) Project Manager
  - ✓ Once the DJ has been reviewed, the OPT Project Manager will either approve the DJ or return it to the author to make any corrections.
    - If the DJ is returned, the author will make the corrections and then resubmit the DJ again for approval.
  - ✓ Projects change as often as the weather. **When a change is needed, submit a change request following the steps on page 8.**

## Chapter 8: JobNet Reports

The reporting capabilities of JobNet are there to help you keep track of your projects and funding targets. Use the steps below to learn how to navigate different reports available in JobNet. If you have any questions, contact SEMCOG staff.

### Local/ Multi-Modal Monitoring Report

This report is made for FACs to monitor their projects. Select the radio button for the “FAC Administered Templates” Filter as needed and select the drop down for a summary, a detailed report, or both. Export Report. A S/TIP status of “Approved” indicates a STIP-Exempt job phase.

**Home**  
Welcome to JobNet!

**Recommended web browser for JobNet is IE Edge.** If other web browsers such as Chrome, Firefox, Safari, etc are used, functionality in JobNet may not work as intended.

**User Guides for**

- Trunkline Jobs (05/24/2021)
- Local Jobs (08/20/2018)
- Multi-Modal Jobs (04/30/2020)

**Addendums**

- Using the JobNet Map (01/30/2017)
- View Approved Job (06/26/2017)
- Trunkline T&S Templates: Asset Selection (01/30/2017)
- GPA Guidance Document (Modified 12/13/2022)
- Overlapping S/TIP Cycle Years (12/22/2021)
- STIP Development Schedule (05/25/2021)

**Quick Reference Guides**

- Add Non-Participating Work Budget (07/16/2018)
- TL Jobs That Span Across Multiple MPOs or MPO/Rural Boundaries (07/16/2018)
- Maintenance Job Type (09/25/2017)
- Auto-Calculation Function (Funding Calculation Tab) (01/30/2017)
- Local Create Express Change Request (LAP Admin Role) (01/30/2017)
- Local Add Advance Construct Convert (ACC) Budget (01/30/2017)
- Add Quantities (Pavement, Beam, Aggregate, Sub-Base) (05/24/2021)
- Vendor Indicator Reprogrammed to Consultant (11/02/2020)
- Significant Projects (08/27/2019)

**S/TIP Transmittal Package User Guides for**

- Creator and Submitter (05/07/2019)
- MDOT S/TIP List Program Manager (05/07/2019)
- Additional Reviewers (05/07/2019)
- Final Reviewer and Federal Submitter (05/07/2019)
- FTA and FHWA Approval (05/07/2019)
- Technical Correction Package (02/01/2020)

**MPO/RTF Actions**

- MPO/RTF Actions Page (05/07/2019)

**General Programming Account (GPA) User Guides for**

- GPA Admins and GPA Local Approvers (07/16/2018)
- GPA Federal Approvers (07/16/2018)

**Office of Passenger Transportation (OPT) - Transit**

- Proxy Transit Agency Locations (09/08/2022)
- Transit Help Guide (02/08/2022)
- Transit Project Data Sheet for TIP (Transportation Improvement Program - Form 1481) (10/27/2022)
- Guide to Avoid Common Errors in Programming Urban and Rural (within an MPO Boundary) Agency Transit Jobs in Jobnet (09/08/2022)
- Rural Task Force Data Sheet Transit Job (Form 1792) (10/27/2022)

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**S/TIP Management**  
**Export Attributes**  
**Other Reports**  
**Local/MM Monitoring**  
**S/TIP Reports**  
**SMART Home**

**Local /Multi Modal Template Monitoring Report**  
This report will show project Listings along with Template Revenue and Usage for each FY and will show the Percent utilization of Template Target  
\*Required fields

**Template Monitoring Report For**  
☐ ALL Templates ☐ MPO Administered Templates ☒ FAC Administered Templates ☐ Rural Templates ☐ Statewide Templates

**Fiscal Year**  
2023 ☒ 2024 ☐ 2025 ☐ 2026 ☐

**Job Type**  
Local ☒ Multi-Modal ☒

**Phase Status**  
☒ Programmed (Phase Approved but not chargeable)  
☐ Active (Phase financially chargeable)  
☐ Completed (Completed)

**MPO/Non-MPO**  
Southeast Michigan Council of Governments (SEMCOG)

**FAC**  
Select FAC

**Local Template Name**  
Selected All Local Templates

**Local Finance System**  
Selected All Local Finance System

**Multi-Modal Template Name**  
Selected All Multi-Modal Templates

**Multi-Modal Finance System**  
Selected All Multi-Modal Finance System

☒ Include S/TIP Exempt

**Reset** **Both** **Export Report** **View Report**

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## Chapter 9: Frequently Asked Questions

- ✓ The TIP is for Federal Aid Projects only; are there any exceptions?

The [Transportation Economic Development Fund \(TDEF\)](#) is distinguished as being exempt from the S/TIP because it is a state funding program. However, there are multiple categories for funding in this program, Categories A through F. In the transportation network, we utilize **Category C**: Urban Congestion Relief, and **Category D**: Secondary All-Season Roads.

- Category C grants provide funding for transportation projects which improve the operational level of service in heavily congested urban areas and reduce crash rates on heavily congested urban roads.
- Category D grants provide funding for transportation projects that complement the existing state trunkline system with improvements on connecting local routes that have high commercial traffic.

Another exception is when a project receives a designation of *Regional Significance*. A large project, designated Regionally Significant by SEMCOG's Transportation Coordinating Council and Executive Committee, would be included in the TIP regardless of the fund source being state or local.

FHWA is interested in how these funds are improving our transportation network, therefore these funds are required to be tracked in the TIP. If you ever have doubt about whether a project should be in the TIP, ask a SEMCOG Staff member.

2. What happens when your project changes after obligation?

After obligation FHWA strongly discourages changes in scope or costs. SEMCOG is more heavily involved prior to obligation, following obligation, changes are filtered through MDOT LAP.



3. What are the different definitions of the word “Flex” in transportation planning funding? See chart on the next page.

<b>The Many Definitions of “Flex” in Transportation Planning</b>	
<b>Flexing Funds to Transit</b>	Surface Transportation Block Grant (STBG) funding from FHWA may be transferred to FTA for “transit capital projects eligible for assistance under chapter 53 of title 49” (see <a href="#">23 USC 133(b)(1)(c)</a> ), as long as that purpose is eligible in both the STBG program and the transit program to which the funding’s being flexed. In practical terms, this means that, in the SEMCOG region, STBG funding is usually flexed (transferred) to FTA’s Section 5307 transit program for bus purchases. Funding awarded through the CMAQ program (an FHWA program) for transit projects must also be flexed to FTA (usually Sec. 5307) before it can be used by the awardee transit agency.
<b>STP-Flex Funds</b>	Federal rules require a certain percentage (currently 55%) of STBG funds to be obligated in large, medium, and small urbanized areas, and areas under 5,000 population (i.e., Rural areas) in proportion to each area’s relative share of the state’s population (see <a href="#">23 USC 133(d)</a> ). The remaining 45% can be obligated anywhere within the state. Because of its flexibility of use, the portion of STBG funds that can be obligated anywhere is known as STP-Flex funding.
<b>State Flexing of FAHP Funding</b>	In certain cases, the state can take a portion of one federal-aid highway funding source and transfer it to another, such as transferring STBG funds to CMAQ. This can be done regardless of whether the intended use of the funds in the recipient funding source is eligible in the funding source from which funding is being flexed. This is something that <b>can only be done by the state</b> . MPOs do not have the ability to flex the federal-aid funding sources that they are allocated by the state in this manner.
<b>Flex Routes</b>	Roads that utilize hard-surface shoulders as extra vehicle travel lanes during peak travel times. The best current example in our region is the US-23 Flex Route. Flex Routes are not the same as High-Occupancy Vehicle (HOV) lanes, as flex lanes are open to all vehicles, regardless of the number of individuals in the vehicle, and are only open during peak travel times.



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## Appendix A: FHWA/MDOT Project and Program Monitoring and Approval Chart



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## Appendix B: Templates, Boundaries and Financial Systems



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## Appendix C: Detailed Air Quality Requirements