

## **MDOT SMALL URBAN PROGRAM PROGRAM INFORMATION AND INSTRUCTIONS**

Cities, villages, transit agencies, and road commissions located within or serving urban areas that have a population of 5,000 to 50,000 are eligible to receive federal Surface Transportation Program (STP) funds from the Small Urban Program. During a call for projects, the Michigan Department of Transportation (MDOT) requests that eligible areas submit road and transit capital projects for funding consideration.

### **PROGRAM WEBSITE**

Program information and an electronic project application form can be found on the Small Urban Program website, available at <http://www.michigan.gov/mdotsmallurban>.

Interested parties can subscribe to the Small Urban Program LISTSERV via the website. The listserv is used to notify subscribers, by e-mail, of up-to-date program information such as website updates or project selection announcements. As most program information, including project selection announcements, will only be available via the website, MDOT recommends Small Urban Program agencies subscribe to the listserv.

### **ELIGIBLE PROJECTS**

Road and transit capital projects are eligible for funding under the Small Urban Program. All road projects must be located on the federal-aid highway system and within the federal urban area boundary. Projects must be consistent with regional land use and development plans. Contact the appropriate state planning and development region agency for your area to ensure projects are consistent with regional land use and development plans (contact information available on the website).

Questions about what makes a route eligible for federal aid should be directed to Ms. Susan Berquist, Transportation Planner, at [berquists@michigan.gov](mailto:berquists@michigan.gov) or 517-335-2929. Copies of urban area maps displaying federal-aid eligible routes and route classification are available from the small urban website.

Transit projects eligible for Federal Transit Administration (FTA) capital funds are also eligible for STP funding. Examples include replacement buses, fleet rehabilitation, communication equipment, and facility renovations, among others.

The Small Urban Program will continue to fund eligible urban areas on a rotating basis. This provides for an equitable distribution of funds statewide to ensure that eligible communities can implement meaningful projects\*. The department intends to continue this practice to the extent possible within the spirit and intent of the federal Safe, Accountable, Flexible, and Efficient Transportation Equity Act – a Legacy for Users (SAFETEA-LU) enacted in 2005.

To achieve this objective, urban areas may submit for up to \$375,000 federal STP per projects. All projects require a 20 percent local match

\* Special Considerations - 1) Once the population of the urban area is nearing the urbanized level - for example, is over 35,000 - more projects may be funded than the number based on rotation alone; and 2) if an urban area includes more than one city, each with a population greater than 5,000, each city may be treated as a separate area, for the purpose of number of projects funded

## **LOCAL PROJECT SELECTION COMMITTEE**

The following agencies must be included in the local project selection and prioritization process:

- 1). City or village government(s)
- 2). Transit provider(s)
- 3) County road commission(s)

It is the responsibility of the urban area project selection committee to contact all required agencies and provide an opportunity for all agencies to participate in the project selection process. Project proposals will not be considered for funding unless all selection committee agencies are involved in the selection process.

The urban area committee's priority ranking will facilitate selection of the most needed projects statewide. Minutes of the project selection meeting must be submitted with the project proposal(s) as an indication of the participation and consensus building effort. An alternative is to send a letter with a priority listing of projects signed by all members of the project selection committee.

If the urban area boundary includes tribal land, it is the responsibility of the selection committee to provide an opportunity for the tribal government to comment on the proposals. Projects will not be considered without evidence that tribal governments were consulted in the review process, where applicable.

## **SMALL URBAN AREAS WITHIN AN MPO BOUNDARY**

Small urban areas within a Metropolitan Planning Organization (MPO) boundary must consult with the local MPO (a list of small urban areas within an MPO is on the website). If a project is selected for funding within an MPO, it must be included in the MPOs Transportation Improvement Program (TIP). Be sure there is clear direction from the MPO as to how small urban program project applications will be submitted to MDOT and how funded projects will be added to the MPO TIP.

## **PROJECT APPLICATION**

Once project(s) are agreed upon and prioritized by the small urban area selection committee, a project application (MDOT Form 2606) must be completed for each project.

Projects submitted, regardless of agency, must be prioritized by small urban area by the project selection committee. For example, if the committee submits three projects for consideration the projects must be prioritized as "1," "2," and "3." Areas cannot submit two number one priorities in one fiscal year. Multiple projects that are submitted and not prioritized by small urban area will be subject to a lower consideration.

For road projects, applications should be made for construction costs only. The 20 percent match requirement, design and engineering, and other non-participating costs will be the responsibility of the local requesting agency(s).

For transit project applications, please provide a description in addition to the project costs. Indicate whether the minimum 20 percent match will be "MDOT Bus" or local match.

## **PUBLIC INVOLVEMENT**

SAFETEA-LU requires that the public have reasonable opportunity to participate in the selection process and comment on projects to be included as part of the Statewide Transportation Improvement Program (STIP). Each small urban area requesting funding is responsible for notifying the citizens within their community of the opportunity to participate in the project selection process prior to submittal to MDOT. A minimum of one public meeting of the local project selection committee must be held to select projects and assign priority ranking. Notice of the public meeting must be advertised in a local news publication.

Public participation is an important part of the STIP development process. If you need assistance with public participation within your community, it is recommended that the State Planning and Development Region agency be contacted and their assistance requested in this effort. State Planning and Development Region agency contact information is available on small urban website.

A copy of the meeting announcement from a local news publication must be submitted with the project applications.

## **PROJECT SELECTION**

MDOT is responsible for final project selection for the Small Urban Program and administration of the federal-aid transportation program. Selected projects will be included in the Statewide TIP. Areas within an MPO boundary must consult with the MPO to determine the process for adding funded projects to the MPO TIP.

MDOT will provide the results of the selection process by updating the Small Urban Program website, at <http://www.michigan.gov/mdotsmallurban>. Projects submitted are not funded until notice of selection is received from MDOT.

## **MDOT ASSISTANCE**

The Statewide Planning Section has responsibility for administering the Small Urban Program. Questions regarding the Small Urban Program should be directed to Brandon Wilcox, Small Urban Program Manager, at [wilcoxb1@michigan.gov](mailto:wilcoxb1@michigan.gov) or 517-335-2948. If you would like an MDOT representative to attend your meeting, please contact the program manager.

## **SUMMARY**

For project(s) to be considered for funding, the following application information must be submitted to MDOT by the requested due date:

- 1) A completed small urban project application (MDOT Form 2606) for each project.
- 2) Minutes of the project selection committee meeting and/or a letter of support with the signatures of all members of the project selection group.
- 3) A copy of the public announcement from a local news publication

Submit application materials to:

Mr. Brandon Wilcox, Program Manager  
Michigan Department of Transportation  
Statewide Planning Section  
P.O. Box 30050 Lansing, MI 48909  
or via e-mail: [wilcoxb1@michigan.gov](mailto:wilcoxb1@michigan.gov)