Introduction – I would like to thank all of you all for coming to Lansing this morning to hear us talk about Act 51.
For those of you don’t know me, my name is Lori Cole. I work in the Financial Operations Division at the Michigan Department of Transportation. I am the Act 51 subject matter expert so you can ask me any questions about Act 51. I primarily work with the 531 cities and villages in the state that receive MTF.

With me this morning is Jingjing Chang. She replaced Mary Cumberworth. She is the subject matter expert on MTF payments and the Act 51 formula. Jingjing works primarily with the 83 counties when she is not processing the monthly MTF payments.

Also with me is Laura Loomis. She is my replacement since I will be retiring at the end of next week.
These are the topics that we will be covering.

Review of the Act 51 Annual Reports submitted by cities/villages and counties.

Section 10k – we will talk about eligible activities for section 10k

Section 18j – we will briefly touch on the requirements for section 18j

We have a presentation from TAMC on ADARS and the IRT

We will show you how to find and use documents on our website

Lastly, we have some questions that have been asked enough so we felt it was important to share this information with you.

Laura will now talk about the Act 51 City-Village Reports.
I will spend the next little while talking about issues I have found with the reports in the past.
Act 51 Report Due Date

- MCL 247.665(3) of PA 51 of 1951 states:

  “... each city and village shall file with the director of MDOT, not more than 120 days after the end of its fiscal year, on forms provided by the director, a report showing the disposition of funds appropriated, apportioned, or allocated under this act to the city or village ...”

The due date for your Act 51 report to be submitted in ADARS is 120 days after your fiscal year ends. For example if your fiscal year ends on June 30 then your report is due October 31.

This has been the same since the law was passed in 1951.
Due Date of Audited Financial Statements

• MCL 141.2303(1) of PA 34 of 2001 states:

➢ “Each municipality shall file an audit report annually with the department within 6 months from the end of its fiscal year or as otherwise provided in the uniform budgeting and accounting act, 1968 PA 2, MCL 141.421 to 141.440a.”

This law governs the submission of financial statements. I don’t know if this law was amended to add time to audit preparation or if it has always been longer than Act 51 submission.

What has been happening, is if your fiscal year ended June 30 and the Act 51 report was due October 31, and the Audited Financial Statements are not due until December 31, this would cause MDOT to withhold funds for the month of November.
Extensions to Act 51 Due Dates

• In the past MDOT required you to request an extension in writing.

• MDOT has changed its policy and now grants every agency a 60 day extension to bring the Act 51 due date equal to the Audited Financial due date.

• You can request an extension, but it is no longer required.

Read the slide.

If you would like confirmation that we have granted your agency an extension you can send an email or a letter and we will send a written response.
Report Status Screen:

Each year you will create a new report by choosing the Fiscal Year drop down and clicking the Create Report button. If you have created a year you don’t need just ignore it because you will need it eventually.

There are 5 statuses in ADARS: **New** – this means you need to go to the Report Contact page (I will show you in a minute) and check the validate box before clicking the Save button. **In Process** means you can enter your data. The data is saved for each page once you click the Save button on that page. You can make changes until the report is in Submitted status. **Submitted** means the agency has submitted the report for MDOT approval. **Rejected** means that MDOT rejected the report to you for correction. **Approved** means MDOT has approved the report.

You can print a completed report using the print icon at the end of the line for the year you are interested in or you can create a blank report by clicking the Print Blank Report button at the bottom of the screen.
On the Report Contact screen:

It is critical that ADARS has a valid email address for the local agency. We use an email service called Gov Delivery to communicate important information to you.

If your agency has a DUNS number it must be reported here. I have been told that each agency should only have one number.

In order to change a New report to In Process you must check the validate box before you click the Save button.

If you change the name for the Street Administrator, MDOT requires a new MDOT Form 2012, Resolution for Designation of Street Administrator to be filed. You can open a copy of the form by clicking the Form 2012 button next to the save button.
On the Assets screen one of most common errors I see is that the two-month accrued MTF earned but not received during the fiscal year is not reported correctly. It is most often reported on line 3b – Due from Other Governmental Units. While this is technically correct and often how it is reported on the Audited Financial Statements, we need it reported on line 4a – Michigan Transportation Fund (MTF) in the Due from State section of the screen.
On the Revenues screen:

Often I see errors with the amount of MTF reported. Jingjing will show you how to look up this information on our website in a few minutes.

Snow eligible agencies that receive a snow payment must report it exactly as received. You cannot take a Major Street snow payment and put part of it in the Local Street.

Since 2015 MDOT has distributed several State of Michigan General Fund appropriations to you as Local Agency Disbursements. They must all be reported on line 17f – Other in the State Grants section.

Since January 2017 the New Revenue Package increases have been included with the MTF and do not need separate reporting.

The Department of Treasury has issued Numbered Letter 2018-2 for PA 82 of 2018 and Numbered Letter 2018-5 for PA 207 of 2018, if you have questions about how to record the receipt of these funds.
On the Expenditures screen:

Lines 25 & 26 - If you report Local Street construction for either streets or structures you must have a 50% match from local sources (which can include other agency funds, federal grants, tax levies, special assessments, contributions from counties or adjacent governmental units. It cannot be Act 51 funds). Construction as defined by MDOT is a new road in a new location (not on your certified map) or increased capacity on an existing road (2 to 4 lanes or 2 to 2 with a center turn lane ½ mile or more). When increasing capacity only the additional area is considered construction and must have a match. Everything else is considered preservation.

Line 30 - The snow payment for eligible cities/villages is calculated on reported winter maintenance expenditures for all agencies, even if you are not in a snow eligible county. If nothing is reported on this line, when you click the Verify/Submit Report tab (which I will talk about in a minute) ADARS will show this as an error which must be corrected. If another fund pays for this you need to show both the revenue and expenditures in the street funds for this work.

Line 31 - Admin, engineering and record keeping – expenditures are limited to 10% of the current year’s MTF for each fund separately. Local source funds can be transferred into the street funds to cover the excess administrative expenditures. When entering expenditures for the street funds, it is essential that the rules of reasonableness be observed. In other words payments for all or the greater part of supervisory, clerical or accounting costs of a city/village is not an acceptable practice.

Lines 37 & 38 – If your agency issues bonds then you should report the street fund portion on the Schedule of Long Term Debt and show the principal and interest amounts on these lines.
Revenues deposited into the street funds take on the restricted nature of those funds and subsequently cannot be transferred out.

MCL 247.663 (6) states: A city or village shall not transfer more than 50% of its annual major street funding for the local street system unless it has adopted and is following an asset management process. To transfer more than 50% in one year will require an MDOT approved Asset Management Plan.

If the Beginning Fund Balance does not equal the amount reported on the Audited Financial Statements, you can report a Prior Period Adjustment to correct it. This happens quite often when an agency only has an audit every other year.

If the agency has a deficit ending fund balance in either the Major or the Local Street fund I check with the Department of Treasury to be sure you have a deficit elimination plan on file.

I also check every report against the Audited Financial Statements filed with the Department of Treasury. I will ask for an explanation if the audit amounts differ from what is reported in ADARS.
Non-Motorized Screen

Lori will talk in a few minutes about non-motorized in more detail.

What is important here is if the Grand Total is not more than the amount calculated by ADARS then the agency is in noncompliance and must work with Josh DeBruyn to come up with a plan to bring the agency back into compliance.

Also the amount is entered into the grid rather than under the year. So if for 2019 the agency put in sidewalks and a bike lane you would enter each amount in the box next to the label and it would total into the box under the year.

Pay attention to what might be dropping off. In this example if the Grand Total was 14,000 just over the required amount and the 2010 amount of $3,463 dropped off, then in 2020 the agency would be in noncompliance.
Please be sure to remove items from the Schedule of Capital Assets once the item is fully depreciated.

Act 51 allows agencies to use MTF funds for the purchase of equipment or construction or repair of facilities. Maintenance of facilities is not Act 51 eligible. Schedule C rates include maintenance in the rate to charge for the equipment.

MDOT does not require local agencies to capitalize their streets.
Please be sure to check the Schedule of Long Term Debt to remove any items where the debt has been repaid.

If the agency issues debt, please only include the Street portion of the debt here (i.e., if the agency has a sewer separation project only show the amounts for the road removal and reconstruction, not the amounts for the total project).

This information is reported to the Legislature and the Federal Government and we do not want to either over or understate the amount of bonding happening in Michigan.
Lori has a presentation from the TAMC which will cover this in more detail.

What you need to know is that you enter the total cost (including funds from other sources) once the project is open to traffic. We are aware that not all the information will be available when you are entering this information, so we ask you to give us what you believe will be the total cost once everything is paid.

If you have no projects for the fiscal year you can check the No Data box.
When you have completed all the screens (or pages) in the report you click the Verify/Submit Report Tab. This opens up the Errors and Warnings Screen.

Active Warnings on the right side of the screen require an explanation. Explanations must be reasonable or I will reject the report back to get a better explanation.

Active Errors on the left side of the screen must be corrected. If you get an error that cannot be corrected you will need to contact me so I can override the errors. Only MDOT can override errors.

Are there any questions for me before I turn it over to Jingjing?
Due Date and Extensions

- **Due date**
  - Counties – May 1, 20xx

- **Extensions**
  - Counties with 12/31 fiscal year end might need an extension
  - Send request to Jingjing or MDOT-Outreach@Michigan.gov
  - Impact on Maintenance and Equipment Advance Payment Calculation

Act 51 report for all counties is due on May 1 every year regardless of your fiscal year end.

Counties with 9/30 fiscal year end: you should have your financial audit completed by the end of the following March, and then you would have another month to complete the Act 51 report. Therefore you should not need an extension.

Counties with 12/31 fiscal year end: You might need extra time to complete the Act 51 report if your financial audit is not ready by May 1 yet.

To request an extension, send an email to me directly or to our outreach mail box listed here. Laura monitors this mailbox most of the time, but if it’s county related she would forward the email to me.

Keep in mind that approved Act 51 reports are used to calculate the Maintenance and Equipment Advance Payment usually in August. So if you ask for extension that is beyond the end of July, it will be hard to grant. Please be aware of this when you request for an extension.
As Laura mentioned earlier, it is very important to have a valid email address on file to receive GovDelivery email notifications.

If someone is not in ADARS system but would like to receive Act 51 communications, here is the link to subscribe to our topic. After you open it up, this is what you would see and you can type in your email address in this box, and you should be receiving our messages going forward.
Generally speaking, you should have your financial audit done first and then complete the Act 51 report because I tie out many numbers from the Act 51 report back to your audited financials.

I’m going to show you the pages and line items that I pay special attention to when I review the county reports. I’m also going to talk about some unique requirements that pertain to counties only.

Feel free to stop and ask any questions you have.

Line 3 a. - Accounts Receivable for MTF is auto populated by ADARS to pull in the last two-month MTF distributions totals that you have earned but not received by the year end. This field used to be non-editable, but now it’s editable. So for whatever reason you believe the A/R amount for MTF is not correct, you can change the number yourself now.

The total assets should match the total assets reported in the audited financial statements.
Line 22 - Total Fund Balances and Line 23 - Total Liabilities and Fund Balances should agree with your financial audit.
Page 3 has two parts. This is the first part to report your capital assets.

The Total Capital Assets, net of the total Accumulated Depreciations, should tie to the schedule of Capital Assets reported in the financial audit.

Total Assets (Line 36) should also agree with Total Equities (Line 38).

The Infrastructure is reported separately on line 33 and should agree with line 37 d. under Equities below.
This slide has screenshots from 3 different pages, but they are all sort of related, so I just squished them all here.

The first one is the bottom portion of page 3 for Long Term Debt. I check the Total Liabilities on line 44 against the Management’s Discussion and Analysis section in your financial audit.

The net pension and OPEB liability (if any) needs to be reported on line 43 – Other unless they are in a fiduciary fund.

If it’s a fiduciary fund, watch out for the new Fiduciary Reporting requirements per GASB 84 and check with your CPA on this. The requirements of GASB 84 are effective for reporting periods beginning after December 15, 2018 and earlier application is encouraged.

SIB loan stands for State Infrastructure Bank (SIB) Loan and should be reported on page 3 line 39 Bonds Payable and page 5 line 93 Bond Proceeds in the first year when it’s issued. When payments are made in the subsequent years, they should be reported on page 6 line 123 – Debt Principal Payment and line 124 – Interest Expense.
I mainly check the MTF section on this page to make sure MTF revenues are reported correctly and tied to the MTF distribution history report, which is on the next slide. I would check the total MTF amount, breakdowns to the Primary, Local, Urban Primary, Urban Local, as well as the amount for the Engineering and Snow payments against the MTF distribution history report.

If you receive any State’s General Fund distribution, such as the PA 82 of 2018 and PA 207 of 2018, those need to be reported on line 63 – Other, since these are not MTF distributions.
Here is the MTF distribution history report and everything with a checkmark next to it needs to tie back to the MTF revenue section shown on the previous slide.

I will show you how to generate this report when I talk about the act 51 website later.
MCL 247.662(12)

Line 82 – Interest Earned: the interest revenue should be allocated to the Primary, Local and County Road Commission Fund based on the beginning fund balances after the adjustment, if any, for each fund. If the interest revenue can be identified to a specific fund and ADARS gives you a warning message, you just need to provide a reasonable explanation on the Verify/Submit Report page and move on.

The total revenue and revenues reported for each fund need to agree with the financial audit.
MCL 247.662(15)
When a county has reported Construction expenditures for the local road fund (line 98 & 99), then the agency must have a 50% match for roads or 25% match for structures (bridges) from a local source. The match portion cannot include any Act 51 fund. Laura has explained the definition of Constructions and what the Local Sources can include, and these are the same for Counties.

MCL 247.662(11)
Line 107 - You should not spend more than 5% of the current year’s MTF earning on Roadside parks.

MCL 247.662a
Line 114 - Winter maintenance must be reported.

MCL 247.662(20)
Line 120 - The admin expense is limited to 10% of current year’s MTF earnings. Local source funds can be transferred into the Primary and/or Local Road Funds to cover the excess.

According to MCL 247.662(10)
- At least 20% of current year MTF earnings must be spent on construction, structural improvements, winter maintenance or debt service. This is for CRC only.
- This requirement has become more of a challenge in the last couple of years due to MTF revenues getting higher and higher, which pushed up the 20% threshold, but at the same time having mild winters or rarely any new constructions.
- In FY18, MDOT management approved a change to this 20% calculation and now it’s looking at the totals from line 103, 110, 114, 123 and 124. The change was made to include the TOTAL preservation amount from line 110 on this page instead of the Reconstruction projects only from line 251 on page 19, which is on the next slide.
Page 19 is the detailed schedule to report the expenditures spent on Construction and Preservation that goes back to page 6.

I just wanted to show you how the change in the new formula would help you get back into compliance if you could not meet this 20% requirement before.

In this example, only $934K (primary) and $0 (local) on line 251 was included in the old formula.

Now it’s including the Total Preservation expenditures of $1.3M (primary) and $448K (local) on line 265 in the new formula. So you would have approximately $814K more in the new calculation to help you with the 20% requirement.

Line 265 Total Preservation should be the same as line 110 on page 6.

The programmer is working on the change right now, so hopefully by the end of this month we should have this updated and ready for some counties to start submitting their Act 51 reports for FY18 soon.
MCL 247.662(9)
Line 132 a and 132 b: Transfers from Primary to Local is limited to 50% and transfers from Local to Primary is limited to 15% of current year’s MTF earnings. Otherwise, an MDOT approved asset management plan is required on the excess transfers.

Article 9, Sec. 9 of Constitution of Michigan 1963 & Attorney General Opinion 5558
Transfers from the primary or local fund are restricted by law and cannot be transferred to the County Road fund. However...

Line 139 - Interfund Transfers from County Road Commission Fund can be used when either Primary or Local road fund has a deficit ending fund balance for the year so the transfers could bring the deficit fund balances up to $0. If you are a component unit of the county and your total fund balance for the Road Commissions has a deficit amount, then you’ll have to have the Treasury’s deficit elimination plan established before I can approve your Act 51 report.
MCL 247.662(16)
Again, this requirement is for Counties only.

90% of current year’s MTF distribution, after allowable deductions, is required to be spent on preservation. ADARS auto populates this schedule except Line 239 – Federal Aid for Preservation. If you received any Federal Aid for Preservation during the year, you need to enter them on line 239 as negative numbers.

The total amount on line 240 needs to be greater than the 90% limit calculated on line 241, otherwise ADARS would give you an **error** message on the verify/submit report page, and you will need to explain to me why this requirement was not met and how you are going to fix it going forward so I can **override** the error and **submit** the report for you.
This page is for non-motorized expenditures aka the 10K requirement. Laura has briefly touched on this when she went through the City/Village reports and Lori has more to share on what qualifies for Non-motorized improvements expenditures in a few minutes.

This schedule looks a little different than the City/Village’s, but the requirement is the same. You just need to input the total non-motorized expenditures for the current year (2018 in the example) and ADARS will calculate the rest. The total calculated on line 242 must be greater than what’s calculated on the bottom of the page.
Office of Economic Development used this report to complete a statutorily required annual report for the Transportation Economic Development Fund (aka Category E Fund).

Any project that utilizes state Forest Road Funds should be included here. The project can contain other funding sources, but Category E must be included.

47 out of 83 counties receive the Forest Road payment. If you spend the money on any forest road projects during the year, you need to fill out this schedule.

For reporting purposes, you need to provide specific road name and location information. Entries such as “Various,” “Primary/Local Roads,” “Chip seal roads,” or other general terms are not adequate for purposes of reporting this information to the state legislature.

<table>
<thead>
<tr>
<th>Road Name</th>
<th>Location</th>
<th>Amount Spent ($)</th>
<th>Project Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nicholson Hill/Wolf Creek</td>
<td>Osineke</td>
<td>71,044.00</td>
<td>Resurfacing</td>
</tr>
</tbody>
</table>

246. Total $71,044.00
Once you have all the schedules completed, you need to click on the Verify/Submit Report tab (wait patiently…) to see if you have any error or warning messages.

For **Active Warnings** on the right – you need to submit a valid, reasonable explanation for each message before submitting.

For **Active Errors** on the left – you need to clear as many as you can until you reach a point that you can’t do anything about it, usually means you are in noncompliance of some sort. You will need to contact me to explain the noncompliance and what corrective action plan you may have before I can override the error and submit the report for you.

After the report is submitted, don’t forget to sign the attest form and send it over to me.

Any questions before I switch it over to Lori?
This presentation was developed by Josh DeBruyn, MDOT’s Bicycle and Pedestrian Coordinator, and I am presenting this on his behalf.
Section 10k requires a road agency to spend not less than 1% of the current years MTF on non-motorized expenditures over a 10 year period. I showed you this screen while reviewing the Act 51 report.

As I mentioned earlier it is a rolling 10-year period and each year the oldest year falls off while the new year is added. Because an agency does not need to report non-motorized expenditures every year it’s important to pay attention to what amount might be falling off the report.
Eligible Projects

• There are 3 broad categories of eligible non-motorized projects:
  • Non-roadway Facilities
  • Services
  • On-Roadway Facilities

There are 3 categories of eligible expenditures.
Non-Roadway Facilities

• Accommodations that occur off the edge of the road
  • Shared use path and structures to support the path
  • Ramps/curb cuts where paths or sidewalks provide access to the roadway
  • Sidewalks in a city or village
  • Bicycle parking
  • Signs, pavement markings and signals that support non-motorized travel
• NOTE: All projects must meet AASHTO guidance and ADA standards

A shared use path is a facility general 10’ wide with pedestrian and bicyclists being the intended users. They are generally located either within the road right-of-way and adjacent to the motor vehicle travel way or in an independent right-of-way like an abandoned railroad row, utility corridor or along a river. Shared-use paths in independent rights-of-way must demonstrate they have a transportation purpose vs a recreation purpose. This is generally done by identifying land use and destinations that are accessible by taking the shared use path. Facilities also include:

For those of you who have been to earlier trainings, we said a city in Wayne County put sidewalks on Wayne County’s road that ran through their city. Their purpose was to make the city more walkable. They were able to use Act 51 funds to pay for the sidewalk but could not count it as the 10k requirement.

MDOT’s policy has changed and now they could also count this for the 10K non-motorized requirement as long is the road was on either a city/village, county or MDOT certified map. MDOT does not want to make this requirement more difficult.

Other accommodations are:
This is an example of a shared use path adjacent to a motor vehicle travel way.
This is an example of a shared-use path in an independent right-of-way.

Be sure to check with Josh DeBruyn before planning any projects using Act 51 funds.
The second type of non-motorized activities are services.

If you need examples of these types of documents Josh will be able to provide you with a sample.
On-Roadway Facilities

• Non-motorized accommodations built in a roadway
  • Wide shoulders 4’ or greater*
  • Bicycle lanes (edge line, sign and bicycle pavement marking, pavement width)
  • Shared Lane Marking “Sharrow”
  • Crosswalk markings and associated pedestrian signage
  • Portions of road or bridge construction, reconstruction, resurfacing or widening that support non-motorized travel
  • Signage intended to support the mobility or safety of bicyclists and pedestrians

• NOTE: All projects must meet AASHTO guidance for pedestrian and bicycle facilities

The third type of activities allowed for non-motorized are built in a roadway and they include:

Just read the list.
This is an example of a sharrow.
Non-compliance with Section 10k

- If an agency is in non-compliance for not spending a minimum of 1% percent of their MTF they must:
  - Develop a plan stating how they intend to spend the necessary funds to return to compliance within 3-years
  - Present the plan to MDOT to verify that the proposed projects are eligible expenditures
  - Adopt a resolution committing to those projects and expenditures
  - Implement the project and report it on their next Street Financial Report

If an agency is in noncompliance the agency will need to contact Josh.

He can help you develop a plan for coming back into compliance.

Once Josh approves your plan, you will have 3 years get back into compliance.
Additional Information on Project Eligibility

- Costs associated with: Planning, Preliminary Engineering, Construction Engineering and Construction for the non-motorized portions of a project are eligible.

- Routine or Seasonal maintenance costs are not eligible expenditures (i.e., mowing, snow removal, etc.).

These are additional items for consideration.
<table>
<thead>
<tr>
<th>DESCRIPTION OF WORK</th>
<th>WORK CREDITABLE AGAINST SECTION 10K 10c REQUIREMENT</th>
<th>ELIGIBLE COST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Engineering</td>
<td>Construction</td>
</tr>
<tr>
<td><strong>NON - ROAD FACILITIES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shared Use Path as a project</td>
<td>All Engineering/construction</td>
<td>100%</td>
</tr>
<tr>
<td>Shared Use Path as part of a road project</td>
<td>1) All path related construction</td>
<td>Prorated*</td>
</tr>
<tr>
<td></td>
<td>2) Non-path work in the road project, necessitated by</td>
<td></td>
</tr>
<tr>
<td></td>
<td>path component (e.g. extra fill, culvert extension,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>etc)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3) Prorated engineering costs</td>
<td></td>
</tr>
<tr>
<td>Shared Use Structures</td>
<td>All engineering/construction</td>
<td>100%</td>
</tr>
<tr>
<td>Bicycle Parking</td>
<td>Acquisition and Installation</td>
<td>100%</td>
</tr>
<tr>
<td>Sidewalks, ramps and curb cuts</td>
<td>All engineering/construction</td>
<td>100%</td>
</tr>
<tr>
<td>Curb Extensions and Median Refuges Islands</td>
<td>All engineering/construction</td>
<td>100%</td>
</tr>
<tr>
<td>Signs, Pavement Markings, Pedestrian Signals</td>
<td>All work specifically associated with the non-motorized</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td>facility and its pedestrian/non-motorized users</td>
<td></td>
</tr>
<tr>
<td><strong>SERVICES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-motorized Planning and Education</td>
<td>Costs associated with the development of non-motorized</td>
<td>NA</td>
</tr>
<tr>
<td></td>
<td>planning documents or educational materials intended</td>
<td></td>
</tr>
<tr>
<td></td>
<td>to promote the development, benefits and use of</td>
<td></td>
</tr>
<tr>
<td></td>
<td>non-motorized transportation</td>
<td></td>
</tr>
<tr>
<td><strong>ROAD FACILITIES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Bike Lanes and associated pavement, pavement</td>
<td>That portion of the engineering and construction that</td>
<td>Prorated</td>
</tr>
<tr>
<td></td>
<td>associated</td>
<td></td>
</tr>
<tr>
<td></td>
<td>and signage</td>
<td></td>
</tr>
<tr>
<td>Shoulder Paving as a project</td>
<td>All Engineering/construction</td>
<td>100%</td>
</tr>
<tr>
<td>Shoulder Paving as part of a road project</td>
<td>That portion of the engineering and construction that</td>
<td>Prorated</td>
</tr>
<tr>
<td></td>
<td>can be attributed to the bike lane</td>
<td></td>
</tr>
<tr>
<td>Shoulder Paving</td>
<td>All Engineering/construction</td>
<td>100%</td>
</tr>
<tr>
<td>Road or bridge Construction, Reconstruction,</td>
<td>That portion of the outside lane width in excess of</td>
<td>Prorated</td>
</tr>
<tr>
<td>Resurfacing, or Widening</td>
<td>the minimum design width for motor vehicles</td>
<td></td>
</tr>
</tbody>
</table>

* Prorotion: \[ E_{pr} = \left( \frac{C_{en}}{C_{cn}} \right) \times E_{en} \]  Where \( E \) = Engineering $s$, and \( C \) = Construction $s$.

** Prorotion: \[ C_{en} = \left( \frac{W_{en}}{W_{cn}} \right) \times C_{cn} \]  Where \( W \) = Width of roadway, and \( C \) = Construction $s$.  Note only road/bridge project pay items which include the non-motorized width in the width proration.

All work needs to be done to AASHTO and ADA standards.

Everything on the previous slides is consolidated in this table.

This is available on our website.
Partial List of Eligible Expenditures

- Here is the link for the table:

- You can also find it on our website:
  www.michigan.gov/act51
  Under the ADARS-Act 51 heading
  Eligible Expenditures (Partial) – 2007 Revisions

This is the link to the table on the previous slide. The other way to find it is using the website address of www.michigan.gov/act51 under the ADARS/Act 51 heading.
For more information

Josh DeBruyn, AICP
Bicycle and Pedestrian Coordinator
Phone: (517) 335-2918
Email: debruynj@michigan.gov

If you have any questions about anything in this presentation or general non-motorized questions please contact Josh.
Ok lets change gears for a minute and talk about another Act 51 requirement.
Every agency must certify compliance with Section 18j by September 30 of each year.

The form includes the certification year and must be signed by the same people who sign the Attest Form for your Act 51 report. If your fiscal year ends in 2019 then that is the year of certification, even if your fiscal year has not ended by September 30.

There is a Section 18j Frequently Asked Questions document on our website.

Subsection 3 was amended in 2015 and now only requires a dashboard for county road commissions.

The reference to Transportation employee was removed from the law. The Section 18j certification is for all employees of your agency.
This is a copy of Form 2067 for counties. The form is similar for cities and villages.

If the agency is certifying compliance with 18j(1) (b) check the large box and then choose one of the 3 options shown:

- You do offer medical benefits to your employees
- Your agency has exempted itself from PA 192 of 2011, Publicly Funded Health Insurance Contribution Act
- You do not offer medical benefits to your employees

Are there any questions I can answer about this before moving to the next topic?
This presentation was provided by the Transportation Asset Management Council and is being presented on their behalf.
The Transportation Asset Management Council or TAMC for short was ...

Created by PA 499 of 2002 and amended by PA 199 of 2007 and:

Requires all agencies to submit

- An Annual Investment Report
- Current Pavement Conditions
- A Three Year Investment Program

[www.michigan.gov/tamc](http://www.michigan.gov/tamc)

Prepared as of 1/15/19. Content may change after this date and not be updated timely.
This is a screen shot of the TAMC website.
TAMC Website Features

- **Mobile** – new design adjusts to your phone or other mobile devices.
- **Home** – links to other website areas such as Dashboards and shows announcements and upcoming events and activities.
- **Training** – IRT, PASER, ADARS, Bridge, and Local Elected Officials training information and resources.
- **Reporting Hub** – Login access to the IRT, ADARS and other sites.
- **Support** – provides points of contact and resources for different areas of asset management beyond the Training section.
- **About Us** - background on the Council, policies, annual reports and the different committees.
- **Update** – Both the Interactive Map and Dashboards have been updated. The IRT will have continuous updates ongoing.
There is a new common theme on using metrics supported by the Governor and policymakers nationwide – Dashboards. This is one of the most visited areas of the TAMC website.

- Currently there are dashboards that show summaries of financial, traffic and safety data along with the state’s pavement and bridge conditions as a whole and over time.
- These are available to the public at the council’s website by choosing Dashboards on the TAMC site’s home page
- Note: this is an ongoing effort where data is updated on an annual basis and additional dashboards will be available as the program continues to evolve.
These Public Acts require that each county road agency maintain a searchable website that among other things includes a financial performance dashboard.

The dashboard is to contain information on revenues, expenditures and unfunded liabilities. The county road agency may link to the financial information provided by the TAMC website.

- Adding a link on your own local agency website to the TAMC Dashboards meets these requirements.
- Assistance and guidelines are available in doing this from both CRA (County Road Association) and from TAMC – contact Roger Belknap or the TAMC Helpdesk who’s information will be provided at the end of this training.

Public Act 506 of 2012 and PA 301 of 2014 requires that each county road agency maintain a searchable website that among other things includes a financial performance dashboard. The dashboard is to contain information on revenues, expenditures, and unfunded liabilities.

Adding a link on your own local agency website to the TAMC Dashboards meets these requirements.

Assistance and guidelines are available in doing this from both County Road Association and from TAMC – contact Roger Belknap or the TAMC Helpdesk.
This is an Overview of the Investment Reporting Process.

Projects get entered or loaded into the IRT and are then uploaded into ADARS by open to traffic date.

If you have a multi-year project it is only loaded into ADARS for the year that the project is open to traffic. For instance, if it’s a 3 year project (2016, 2017 and 2018), the project will load into ADARS during the agency’s 2018 fiscal year. At that time you will enter the total cost.

Future projects can be entered into IRT at any time.

It is not necessary to separate projects based on primary/major vs. local. A single project can encompass both local and primary/major street classifications.
The Act 51 Distribution and Reporting System (ADARS) will collect the cost information for the projects reported in the IRT. These are now loaded into the ADARS system versus having to be manually re-entered as in past years. With these systems now being integrated this increases accuracy and efficiency and satisfies both annual reporting requirements.

The IRT and ADARS share a common reporting deadline - 120 days after the fiscal year end date for each city or village (plus a 60 day extension as mentioned by Laura) and May 1st is the deadline for Counties.
This is a screen shot of the IRT Reports page. It previews what Projects will appear on the ADARS Asset Management page and the format. Keep in mind – Only Road Projects open to traffic for the current Fiscal Year are sent over to ADARS. Projects for Bridges and any planned projects are not.

Highlighted is the Project ID or Project Name – these are very important as it is a common reference and links the IRT to ADARS. It can be any type of naming convention that best suits your office but must be unique for each project. The Project ID or Name is one of the required fields when first entering a Road Project.
This is a screen capture of the Asset Management screen within ADARS.

The only field that needs to be completed within ADARS is the Total Project Cost field.

All other information is grayed out and comes from the IRT including the Project ID or Project Name.
Finally – if you have feedback or have questions contact?


The TMC Helpdesk can assist with entering your data using the IRT and other questions you may have.

Ok, I’m going to pass this over to Jingjing now for the next topic.
Next I’m going to spend a few minutes to walk you through our website.

This is our link and make sure that you type in Act 51 at the end. Otherwise you will be on the state homepage instead.

For those of you who are new and will be dealing with the Act 51 a lot, I would strongly encourage you to save this to your favorites so you can access it easily in the future.
This is the home page for our website. Some of you might have noticed the new page layout by now. We have been working very hard with the Office of Communications and made some changes in the last month or two. The intend was to have less clicking and a cleaner view so that you can look for things a little easier (we hope). We have also taken down some really old, outdated stuff, but the content is pretty much the same.

Under the ADARS-Act 51 heading, you will find some general information such as:
- Act 51 Primer
- Instructions
- Forms
- Snow County Map

As well as the eligible expenditures for 10k that Lori just mentioned about.

Before we jump into the payment information, I'd like to point out a new section here for Other State Grants. As you can see, the second payment information for PA 207 of 2018 are available here already. Any new supplemental payments will be posted to here in the future.
Now let’s talk about two ways of looking up the MTF payment information.

One way is to use the MTF Distribution History program under the Michigan Transportation Fund (MTF) heading.
Once you click on the blue hyperlink, the program will open up in a new window. You can use this program to find any payment information for any agency for any period back to 2012, or even earlier.

**Make sure that you use Internet Explorer and have your pop-up-blocker turned off when using this program.**

This program is set to County by default, so if you are a City or Village, you need to change the Agency Type first on the top, and then find your agency name, enter the date range, and then click Submit.

For example, if you are a 6/30 fiscal year end agency and you need to find the total MTF payments you received for FY2018, you need to use 07/01/2017 as the Begin Date, and 06/30/2018 as the End Date; click the Submit button, and then you should get a report showing on the next slide.
You saw this report a little while ago when I went though the County Reports for the MTF revenue section.

It is also good to know that each MTF payment involves a three-month period, and the report is based on the earnings month which is the first month of the three-month cycle.

Earning month (April) = 01 = Month column
Processing month (May) = 02 = Warrant Date
Payment issue month (early June) = 03

Knowing which month you are referring to when you call us would help us quickly locate the accurate payment information.

Prepared as of 1/15/19. Content may change after this date and not be updated timely.
The second way to look up the MTF payment information is the MTF Reports (Act 51 Allocations) link.
MTF Reports (Act 51 Allocations) – City/Village Revenue Data

You click on the link and will see a page like this.

This page is the most used area and it contains payment information, New Revenue Package, the estimated revenues, monthly receipts and distribution reports, and the annual 139 report at the bottom.

The payment breakdown information is under the Revenue Data heading.
Again, this page has a new look. Instead of using the dropdown menu, now everything is laid out on a single page for easier access.

If you are only looking for the payment breakdown information, you just need the third column here and the reports are listed by earnings month.

Also something we just learned about last week... If you bookmarked the Payment Breakdown page as your favorites instead of the home page, you will need to update the link since we have moved everything around now. We had a village called last week reporting she could not find the payment information on the website, and later we figured out that it’s the issue with her saved link being invalid now, and it’s not really an issue with our website. So make sure you update the link accordingly.
After you choose the applicable month and here is the report.

We have gone through so many changes this past year, and how we distribute the State’s General Funds to each local agency was one of those changes. In the past we distributed the general funds supplemental money to you as part of your regular MTF payment called the “Local Agency Disbursement” as you can see in the circle. Starting with PA 207 of 2018, the General Fund Payments were distributed separately through a program called “Out of Cycle Distribution,” so this would not interfere with the regular MTF payments at all. In other words, PA 82 of 2018 would be the last local Agency Disbursement (General Fund) to show on the payment breakdown report.

Next I’m going to show you 2 ways of calculating the MTF estimated revenues for budgeting purposes.
Let’s go back to the City/Village Revenue Data page again.

The first way is to use the Average Unit Values (AUV) spreadsheet to calculate the estimated MTF revenue.

In order to use the spreadsheet, you first need to get the Allocation Factors from the first column on this Revenue Data page.
Here is the report.

You need to find your agency name on the list, and the Allocation Factors needed for step 2 calculation are number referenced on this slide as a demonstration.
Next you need to go back to the MTF Report (Act 51 Allocations) page and choose the spreadsheet for the applicable fiscal year under the Estimated City/Village Revenue or County headings.
I'm using FY19 estimated MTF revenue worksheet as an example. As you can see in the descriptions, the additional $150M redirected income tax revenue has been included in the figures to calculate the unit value at the bottom.

You can ignore the top portion and just focus on the yellow highlighted cells at the bottom.
MTF Estimates Using AUV
-- Step 2: Calculations

<table>
<thead>
<tr>
<th>Factor</th>
<th>Units</th>
<th>PF</th>
<th>Unit Value</th>
<th>Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Streets Population</td>
<td>605</td>
<td>x</td>
<td>$40.01</td>
<td>$29,412</td>
</tr>
<tr>
<td>Major Miles</td>
<td>2.67</td>
<td>x</td>
<td>$13,989</td>
<td>$37,352</td>
</tr>
<tr>
<td>* 2 x Trunkline Miles</td>
<td>0.00</td>
<td>x</td>
<td>$13,989</td>
<td>$0</td>
</tr>
<tr>
<td>Local Streets: Population</td>
<td>605</td>
<td>x</td>
<td>$16.20</td>
<td>$9,804</td>
</tr>
<tr>
<td>Local Miles</td>
<td>2.42</td>
<td>x</td>
<td>$3,688</td>
<td>$8,926</td>
</tr>
</tbody>
</table>

**Total Share** $85,483

Here is the enlarged view of the bottom portion.

The **Total Share** is the estimated annual MTF revenue **without** any special payments, such as the snow payment or mileage transfers, if you are entitled to receive any.
MTF Reports (Act 51 Allocations) – County Revenue Data

Michigan Transportation Fund (MTF) payment breakdown information related to individual monthly payments to incorporated cities, villages and county road commissions pursuant to Act 51, new revenue package, estimated revenues, and monthly and annual reports.

<table>
<thead>
<tr>
<th>Revenue Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>City/Village</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>County</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>New Revenue Package</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated City/Village Revenue</td>
</tr>
<tr>
<td>Estimated County Revenue</td>
</tr>
<tr>
<td>Receipts &amp; Distributions</td>
</tr>
<tr>
<td>Annual Reports</td>
</tr>
</tbody>
</table>

County has exactly the same steps except that the spreadsheet look a little different.
**County MTF Estimates -- Step 1: Allocation Factors**

**County Revenue Data**

Michigan Transportation Fund (MTF) revenue, allocations and breakdown information related to individual monthly payments to incorporated county road commissions or county road department pursuant to Act 51.

<table>
<thead>
<tr>
<th>Allocation Factors</th>
<th>Average Unit Values</th>
<th>Payment Breakdown</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 2018</td>
<td>November 2018</td>
<td>November 2018</td>
</tr>
<tr>
<td>October 2018</td>
<td>October 2018</td>
<td>October 2018</td>
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<td>September 2018</td>
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<td>July 2018</td>
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<td>March 2018</td>
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<td>February 2018</td>
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<td>February 2018</td>
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<tr>
<td>January 2018</td>
<td>January 2018</td>
<td>January 2018</td>
</tr>
</tbody>
</table>

Step 1: Grab your Allocation Factors.
Take a screenshot of the information or print this page. Information you need are also number referenced here.

<table>
<thead>
<tr>
<th>Name</th>
<th>County Primary Miles</th>
<th>County Urban Primary Miles</th>
<th>Countywide Local Miles</th>
<th>County Urban Local Miles</th>
<th>Population</th>
<th>Vehicle Registration Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alorna</td>
<td>209.54</td>
<td>5.74</td>
<td>517.39</td>
<td>11.36</td>
<td>10,112</td>
<td>12-2017</td>
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<td></td>
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<td></td>
<td></td>
<td>01-2018</td>
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<td>02-2018</td>
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<td>03-2018</td>
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<td>07-2018</td>
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<td>08-2018</td>
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<td>10-2018</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>11-2018</td>
</tr>
</tbody>
</table>

12 Month Total: 51,954,687.12
Come back to the MTF Reports (Act 51 Allocations) page to get the calculation spreadsheet.
County formula is slightly different than City/Villages, but the methodology is the same. Plug in the Allocation Factors according to the reference numbers, and the worksheet will give you the estimated annual MTF revenues without any special payment amount.
If you are lazy, like me 😊, or not an excel guru, the good news is there is a cheat sheet already created for you that goes from FY2018 to FY2021.

On the MTF Reports (Act 51 Allocations) page and under the New Revenue Package heading, choose one of the two estimated revenue projections based on your agency type.
Click on the link and here is the revenue projections by fiscal year.

This estimate was prepared by using the Treasury's estimated MTF revenue data dated 2/7/2018 and included ALL MTF revenues known at the time. When this was prepared back in February last year (2018), we were not quite sure whether you would get the redirected income tax revenues or not, so we prepared the estimates with and without this revenue source so the local agency can compare and choose whichever one they'd like to use.

Now the redirected income tax revenue for FY19 has started and rolled up to your monthly MTF payment, you can ignore those three columns going forward.

Prepared as of 1/15/19. Content may change after this date and not be updated timely.
Recap on Increased Revenues for FY18 and FY19...

Everyone should be well aware of the PA 82 of 2018 and PA 207 of 2018 payments by now. These two are State’s general fund distributions and must be reported separately from the MTF revenues.

The Redirected Income Tax Revenue is rolled up to the MTF funds. Also the newest PA 618 of 2018, that was just passed before the new year, will start coming in as well. Since these two source of revenues will be distributed as part of your MTF payment, no separate reporting is needed. You will just get a bigger check every month.

Any questions before I give it back to Lori for the last bit of our training today?
Frequently Asked Questions

We get asked questions all the time so we have added some of the questions, along with the answers, for your information.
Frequently Asked Questions

• Can I use Act 51 funds for:
  ➢ Parking spaces? — Only on local streets
  ➢ Off-street parking? — Yes if it meets the requirements (example: park and ride lot)

• Can I use Act 51 funds for Street Lighting?
  ➢ Yes to construct/repair/replace and lamp replacement. No utilities

• Act 51 funds can be used for marking parking spaces on a local street but never on a major or primary street

• MCL 247.663(3) states: Surplus money may be expended for the development, construction, or repair of off-street parking; and MCL 247.662(10) states: “A county may expend surplus money for the development, construction, or repair of an off-street parking facility.” Off-street parking must be accessible from a major/primary street. The purpose of the off-street parking should be to benefit the functionality of the major/primary street (not for the convenience/use of businesses or offices). An example of an eligible off-street parking would be a park and ride lot.

• Act 51 funds can be used to construct/repair/replace street lights on certified primary/major or local roads. Act 51 funds can be used to replace old lamps with new led lamps. Act 51 funds cannot be used to pay for utilities.
Frequently Asked Questions – Continued

• Does Act 51 require a minimum balance in Street Funds?
  ➢ No, Act 51 does not require a municipality to carry a fund balance. However a negative fund balance will require a Deficit Elimination Plan from Treasury.

Act 51 does not require a municipality to carry a fund balance in the Street funds. If you need to take your balance to $0 that is allowed. However a negative fund balance will require a deficit elimination plan filed with the Department of Treasury.
Can I use Act 51 funds for planting trees?

- Act 51 funds can be used for the removal and replacement of trees as part of a road project. They cannot be used for a beautification project or planting trees within your boundaries. Act 51 funds can be used to clear vegetation which limits vision for motorists and pedestrians.

Act 51 funds can be used for the removal and replacement of trees as part of a road project. Act 51 funds cannot be used for a beautification project of planting trees. Act 51 Funds can be used to clear vegetation (including removal) which limits vision for motorists and pedestrians.
Frequently Asked Questions – Continued

• My Agency has a debt service fund and Street Funds are transferred annually to the debt service fund for the transportation portion of the cost. Is this OK?
  ➢ Transfers are not allowed, however, this is a repayment of debt and must be reported accordingly.

Local Road Agencies are permitted to issue debt for road purposes as indicated in the Attorney General Opinion 5558 dated September 10, 1979. This is not a transfer of funds but instead a repayment of debt. Street funds can be used for the repayment of debt as long as the debt was issued for transportation purposes. In the Act 51 Report, the repayment of debt should be recorded in the Schedule of Long Term Debt and shown as an expenditure on the principal and interest expenditure lines.

For GAAP accounting, CPA’s must show this as a transfer on your audited financial statements.
Frequently Asked Questions – Continued

• Why am I allowed to transfer General Fund dollars into or out of the Major or Local Street funds throughout a fiscal year, but not allowed to transfer out after the close of the fiscal year?
  ➢ Once funds from any source are transferred or deposited to the Major or Local Street Funds they take on the restricted nature of those funds and cannot be transferred out.

Once funds from any source are transferred or deposited to the Major or Local Street Funds they take on the restricted nature of those funds and cannot be transferred out. However, we acknowledge that an agency may have a temporary or emergency need within the year, for example for cash flow or other operational purposes. An accounting entry to show movement of General Fund (or other fund) dollars into the Major or Local Street Funds to resolve this temporary situation must be reversed in that same fiscal year.

If those transferred funds remain in the Major or Local accounts at year end, we view this as a permanent increase to the restricted fund(s). We would expect to see the General Fund recorded as revenue on the annual Street Financial Report as an Other Financing Source.

We allow M/L funds to borrow from other agency funds, but we do not allow other agency funds to borrow from M/L.
Frequently Asked Questions – Continued

• My municipality passed a special assessment/tax levy for a project and created a special fund for this revenue stream. My municipality wants to take the major and local street funds and move them into this special fund for the project. Is this allowed?
  ➢ No, this is not allowable. This special revenue would need to be transferred into the street funds and expended from the street funds to properly account for all transportation purposes.

No. This is not allowable.

This special revenue would need to be transferred into the street funds and expended from the street funds to properly account for all transportation activities.
Frequently Asked Questions – Continued

- My Local Road Agency has a State Infrastructure Bank (SIB) Loan from MDOT that must be repaid. How should this be reported and is this a violation of the guidance?

  ➢ A SIB Loan would be reported on line 47 – Other on the Other Financing Sources (Uses) page of the Act 51 report for cities/villages. See Page 3 – Long-Term Debt (page 25) for counties.

A SIB Loan would be reported on line 47 – Other on the Other Financing Sources (Uses) page of the Act 51 report for cities/villages; and on page 3 line 39 and page 5 line 93 when the loan is issued.

The entire amount of the loan would be reported in the year the loan contract is signed and funds are disbursed.

The repayment of the loan would be treated as debt and reported on the Schedule of Long-Term Debt as a loan and on line 37 – Principal and line 38 – Interest and Bank Fees for cities/villages and page 6 lines 123 and 124 until the loan has been repaid.
Yes, if you want to receive a warrant (paper check) rather than an EFT you will need to contact the SIGMA Vendor Self Service helpdesk to determine if a different customer number already exists, if not they will help you create it.

If you wish to have new banking information attached to your Customer Id Number you will also need to contact the SIGMA Vendor Self Service helpdesk.

If you make any changes to SIGMA VSS then you will need to let Jingjing or Laura know so that we can make the change in ADARS. ADARS sends an interface file to SIGMA and SIGMA will override the information from ADARS if there have been changes in SIGMA VSS.
Frequently Asked Questions – Continued

- **E-mail confirmation**
  ➢ If you send us a document using e-mail to our MDOT-Outreach@Michigan.gov mailbox or to Jingjing or Laura, we will respond with a confirmation e-mail. If you don’t get a response from us we did not receive your email.

- If you e-mail your Attest Form to our MDOT-Outreach@Michigan.gov mailbox or to Jingjing or Laura, we will send you a reply that we received it. If you don’t get a reply email then we did not receive it. We are having issues with emails not getting past the State of Michigan’s firewall, and are working with our IT department on a fix. Our IT department suggests that you don’t add Twitter, Instagram or Facebook links to your email because they will cause the firewall to refuse that email and any other’s from that address.
Frequently Asked Questions – Continued

• If you have suggestions for improving customer service and communication – Please send suggestions to the MDOT-Outreach@Michigan.gov mailbox.

• Customer Service is very important to MDOT. Please provide us feedback on how we’re doing. Also, please let us know if there is anything we can improve.
If you have any questions about anything we discussed today or about Act 51 in general, please contact Jingjing or Laura, or me until the end of next week.