

Local Public Agency Stakeholder Partnering Team Meeting Agenda

Date: March 18, 2021

Time: 1:00 – 3:00 pm

Location: Teams Meeting

Attendees:

Teams Video Call

Tracie Leix, MDOT

Brad Wieferich, MDOT

Jack Hofweber, MDOT

Bruce Kadzban, MDOT

Kelly Crannell, MDOT

Mike Kapp, MDOT

Larry Doyle, MDOT

Demetrius Parker, MDOT

Don Mayle, MDOT

Monica Uribe, MDOT

Christine Zuzga, MDOT

Kris Sullivan, MDOT

Theodore Burch, FHWA

Kurt Zachary, FHWA

Steve Puuri, County Road Association

Sheryl Siddall, Washtenaw County

Andrew Kilpatrick, City of Lansing

Lance Malburg, Dickinson County

Denise Donohue, County Road Association

Matt MacDonell, Washtenaw County

Bill Hazelton, St. Clair County

Agenda:

1. Welcome and Introductions*
2. Action Items
 - a) Michigan Department of Transportation (MDOT) follow up on process of Federal Highway Administration (FHWA) program reviews.
 - Moving forward with certification on last year's Compliance Assessment Program (CAP) Review for Railroad and Utility Coordination and the Final Plans for Specs and Estimates. FHWA hopes to wrap up CAP review investigation by May/June and send out final summary.
 - Bridge Design - 2 ways addressing this review.
 - MDOT consultants to be used to take a deeper dive into the design of local bridge superstructure and greater designs. Local agencies will receive feedback during design.

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- Local Technical Assistance Program (LTAP) training on quality assurance (QA) process. County Road Association (CRA) American Council of Engineering Companies (ACEC) guidance on procuring consultants.
 - Hydraulics Review - MDOT team assembled. Local Agency Program (LAP) response similar to Bridge Design Review.
 - Section 106 Programmatic Agreement - A one year extension of the current Programmatic Agreement (PA) is anticipated in order to accommodate tribal involvement in the development of a new PA.
- b) Sit down with CRA and Michigan Municipal League (MML) to see what links might be helpful for locals to navigate the MDOT website update.
- State of Michigan is still working on the website migration to a new platform. Completion date expected in 2022. If anyone has ideas of how to streamline the LAP website and make it easier to navigate, please reach out to Tracie.
- c) Update on discussion with Specs and Estimates, Finance, and Planning about earlier lettings and State D funds.
- LAP had a few discussions with Specs and Estimates on how to streamline the process for getting into earlier lettings. LAP is considering making the obligation process concurrent with the Specs and Estimates review. An issue with this is the agreement number and the project number is not created at that time. Considering options on how this can work; more to come.
 - State D funding options could be an alternative to get into earlier lettings. See notes below.
3. State D Funding Options
- a) LAP, Planning, Economic Development and Finance are looking at options for State D funding to get into earlier lettings. In talks of possibilities and looking for feedback. Some options discussed are:
- I. Local Exchange Program for State D Funds – This would mirror the Local Federal Fund Exchange Program and exchange State D funds in current

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Fiscal Year (FY). Projects need to be in the S/TIP. Sell to be completed and the exchange needs to be reported.

- II. Advance Construction with State D Funds – Would work in the same way that the Federal AC Process works. There is a risk of funding not being available. Deposits are required.
 - III. State D Direct Grants (not the same as direct distribution /CRA legislative priority) – Local agencies may opt to use funding as a direct grant. Need to coordinate with RTF to approve transfer of funds. Funds would be required to be spent on routes eligible for State D funds. Funds would be State D/Local only.
 - IV. Early Letting of Projects using Available State D Funds + Federal AC Funding – Not a new idea but would use Federal AC funds plus State D funds. Funds would need to be programmed. Complete biddable packages submitted to LAP by late August. Plan for a November or December letting. Construction could be scheduled to start in early spring of the following year.
- b) Feedback from stakeholders
- Would like to have a bundle of options for State D funds with different project funding sources for various sizes of local agencies. Would not like to take anything off the table at this time.
 - Look into separate working meeting on Category D.
4. 2020 Local Public Agency Stakeholder Partnering Accomplishments Report (DRAFT)
 - a) Please review this draft and send all feedback to Tracie before Friday, April 16th. Once finalized, this will be posted to the LPA Stakeholder website. Let us know if anything was missed in the report or any feedback.
 5. Matrix Update/LAP Survey
 - a) Review LAP Survey results with group. Copy of survey minus specific comments attached.

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Partner Updates

6. MDOT – Bruce Kadzban
 - a) FHWA concurred on plan to obligate funds for STIC Local Research Board project. Moving forward with programming STIC funding for two local agency projects – Local Research Board and ER Playbook.
7. CRA – Steve Puuri and Denise Donohue
 - a) CRA established a MERL steering committee.
 - b) Wetland Board has completed trading of acreage with MDOT. Counties are covered fully and partially with wetland coverage.
8. FHWA – Ted Burch and Kurt Zachary
 - a) Notice of Funding Opportunity - INFRA projects are due 3/19/21.
 - b) FHWA shared with MDOT the upcoming Risk Based Local Program. Risk Based projects will replace Projects of Division Interest (PoDIs). First project to be identified in 2022.

Action Items for next meeting:

1. Set up a State D funding options meeting in a smaller group. See if Mike Kapp can set up the meeting.
2. Send State D Funding Proposals out with the meeting minutes.
3. Send out LAP survey with meeting minutes.

Next Meeting:

May 6, 2021 1:00 p.m. – 3:00 p.m. Teams & Horatio Earle Learning Center – Lake Erie

Exhibit A: Proposed Early Access to Lettings for Local Agency Projects Options

1. Local Exchange Program for State-D Funds:

- a. This program would mirror the Local Federal Fund Exchange Program.
- b. Would allow Local Agencies to exchange State-D funds for local funds
- c. The exchanged State D funds still need to be expended on eligible Category D activity within the same RTF.
- d. Annual report on the exchanges completed would be needed.

2. Advance Construction with State-D Funds:

- a. Would work in the same way the Federal AC process works.
- b. There is a risk of funding not being available.
- c. Deposits are required.
- d. Conversion would work the same as with Federal AC process. **Conversion is NOT Automatic.** Conversion of funds is requested at the beginning of the FY.

3. State-D Funds - Direct Grant:

- a. This would apply to projects utilizing only State-D and local funding. Projects that are also utilizing Federal funding would follow the LAP process.
- b. Local Agency may opt to use funding as a direct grant
- c. Funds would be required to be spent on routes eligible for State-D Funds.

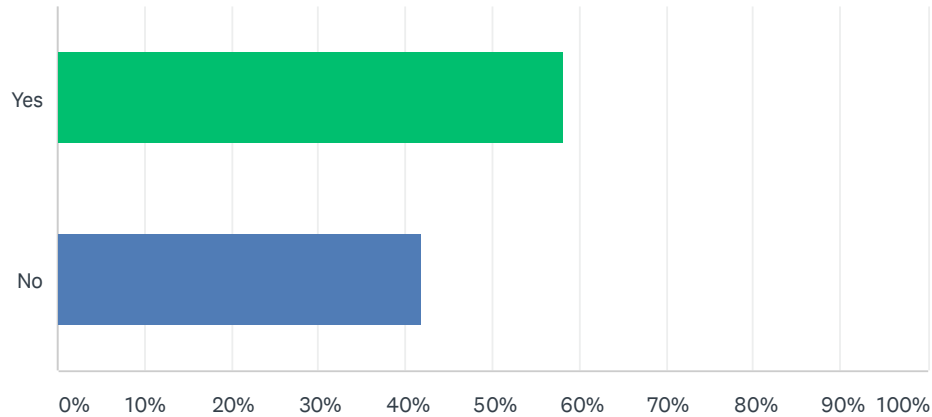
4. Early Letting of Projects using Available State-D Funds + Federal AC funding:

- a. Not a new idea
- b. State-D funds from current and previous years, reflected in the available allocation balance, can be obligated in current year for construction the following spring.
- c. Could be programmed along with Federal AC Funds.
- d. Request conversion on the Federal funds when new FY starts.
- e. Complete biddable packages submitted to LAP by August 1 to guarantee obligation.
- f. Plan for a November or December Letting. Construction could be scheduled to start in early spring of the following year.

Exhibit B: LAP Survey October 2020

Q1 Since the MDOT Local Agency Program Construction Oversight Consistency and Alignment Survey in fall 2017, have you noticed an improvement in consistency and alignment between MDOT TSCs regarding oversight activities? See Survey Results.

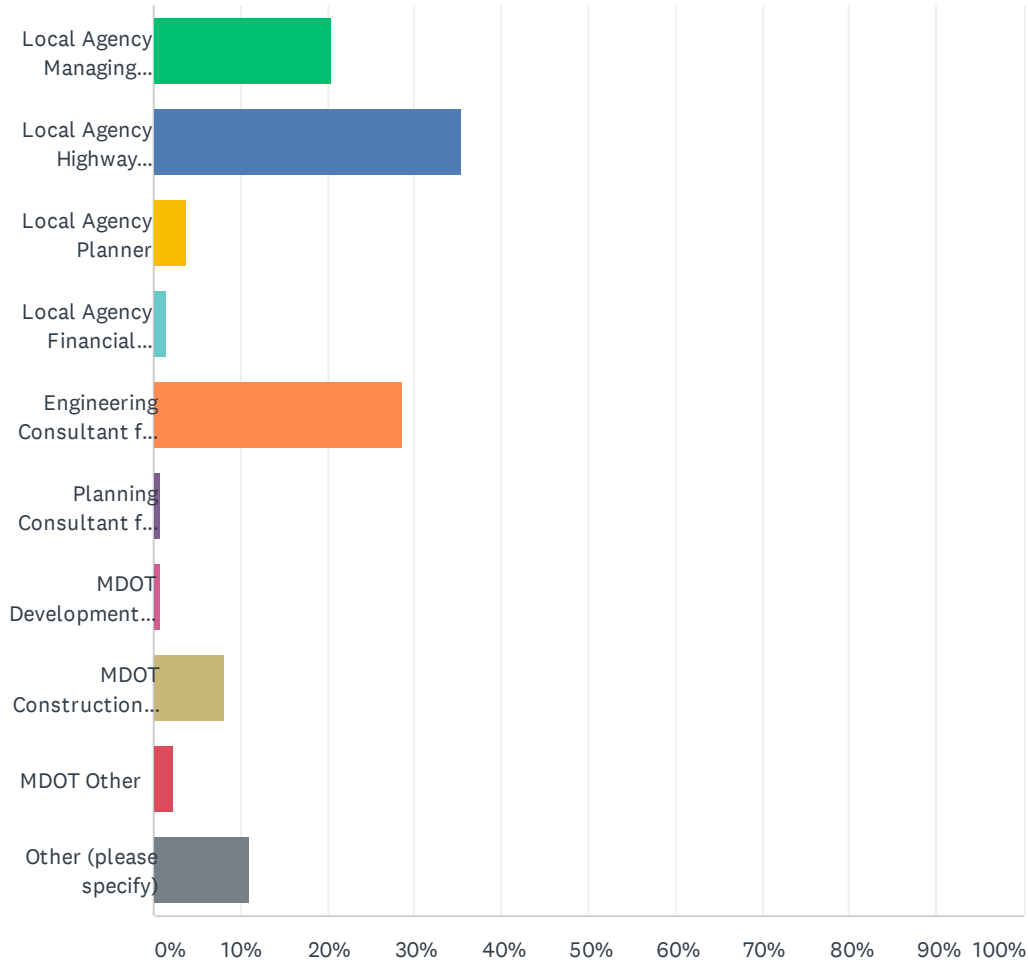
Answered: 122 Skipped: 14



ANSWER CHOICES	RESPONSES
Yes	58.20% 71
No	41.80% 51
TOTAL	122

Q2 What type of stakeholder are you? (check all that apply)

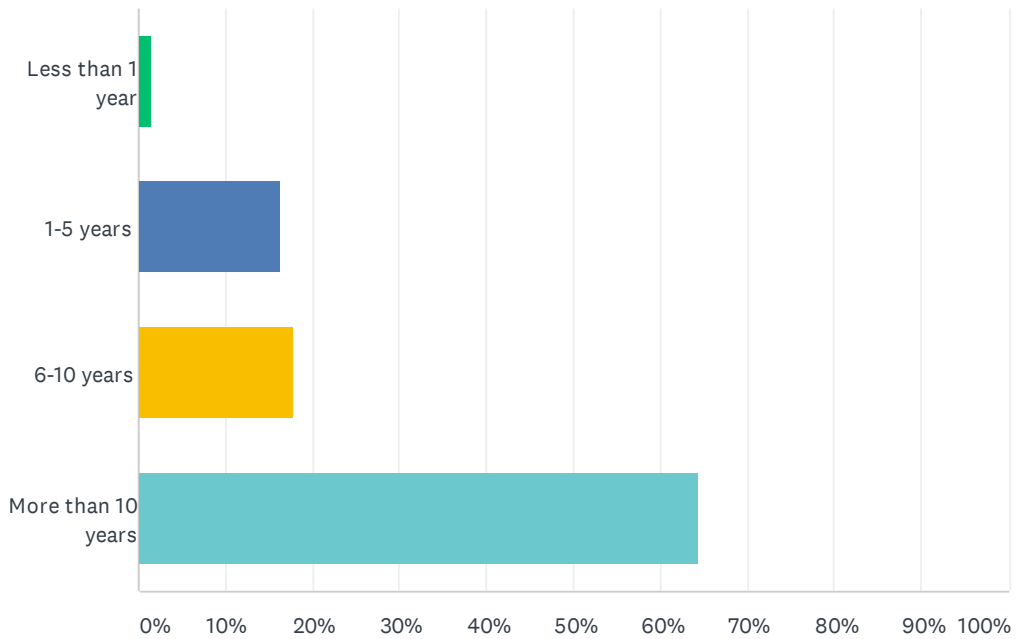
Answered: 136 Skipped: 0



ANSWER CHOICES	RESPONSES	
Local Agency Managing Director	20.59%	28
Local Agency Highway Engineer	35.29%	48
Local Agency Planner	3.68%	5
Local Agency Financial Officer	1.47%	2
Engineering Consultant for a Local Agency	28.68%	39
Planning Consultant for a Local Agency	0.74%	1
MDOT Development Staff	0.74%	1
MDOT Construction Staff	8.09%	11
MDOT Other	2.21%	3
Other (please specify)	11.03%	15
Total Respondents: 136		

Q3 How much experience do you have working with the MDOT Local Agency Program and Federal Aid Requirements?

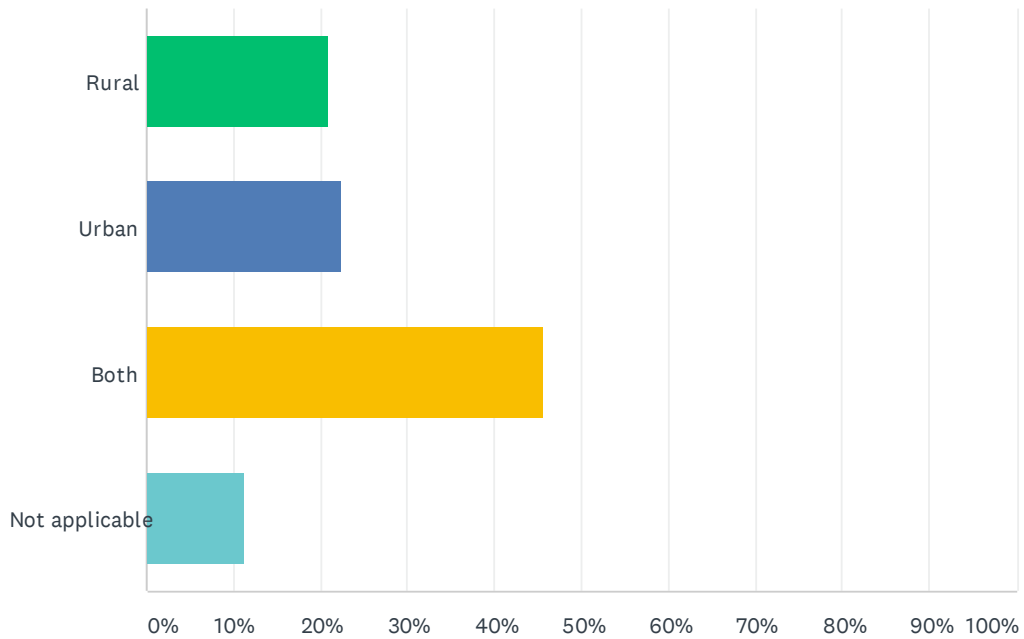
Answered: 135 Skipped: 1



ANSWER CHOICES	RESPONSES	
Less than 1 year	1.48%	2
1-5 years	16.30%	22
6-10 years	17.78%	24
More than 10 years	64.44%	87
TOTAL		135

Q4 Are the roadways you have jurisdiction over predominately rural, urban, a combination of both, or not applicable?

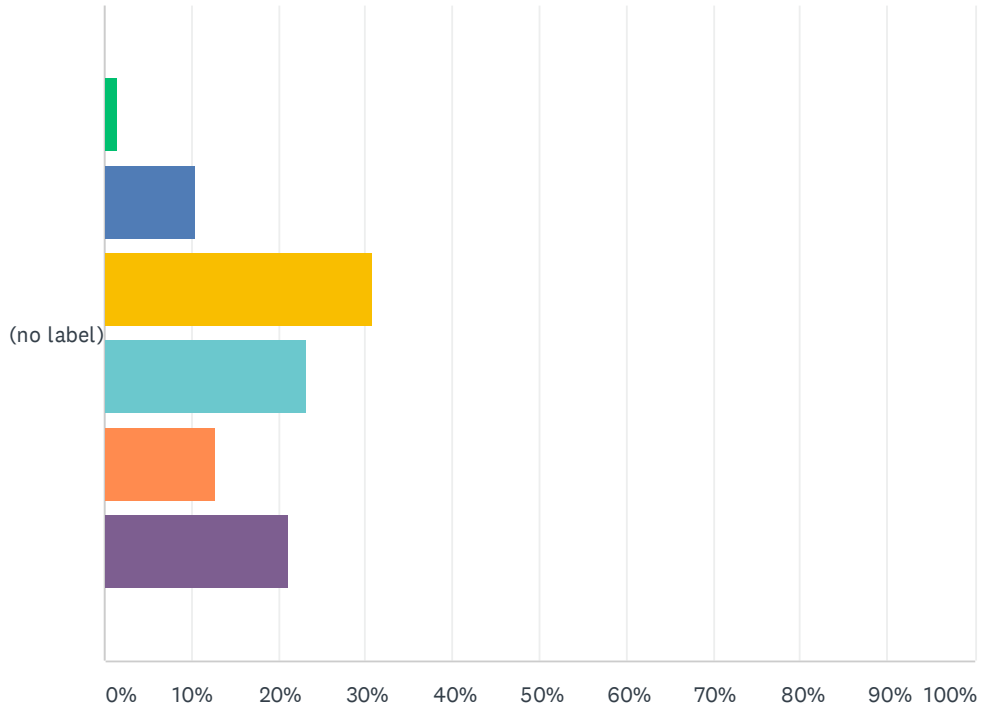
Answered: 134 Skipped: 2



ANSWER CHOICES	RESPONSES	
Rural	20.90%	28
Urban	22.39%	30
Both	45.52%	61
Not applicable	11.19%	15
TOTAL		134

Q5 How easy is it to get your project programmed through your Metropolitan Planning Agency (MPO) or Rural Planning Agency (RPA)?

Answered: 133 Skipped: 3

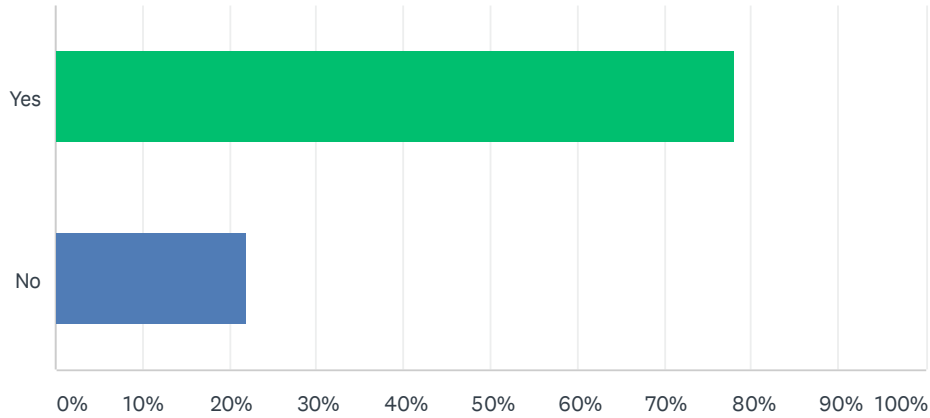


■ Very difficult
 ■ Difficult
 ■ Neither easy nor difficult
 ■ Easy
■ Very easy
 ■ N/A

	VERY DIFFICULT	DIFFICULT	NEITHER EASY NOR DIFFICULT	EASY	VERY EASY	N/A	TOTAL	WEIGHTED AVERAGE
(no label)	1.50%	10.53%	30.83%	23.31%	12.78%	21.05%	133	3.45
	2	14	41	31	17	28		

Q6 Does your MPO or RPA use a standardized form for submitting projects to be programmed into the Statewide Transportation Improvement Program (S/TIP)?

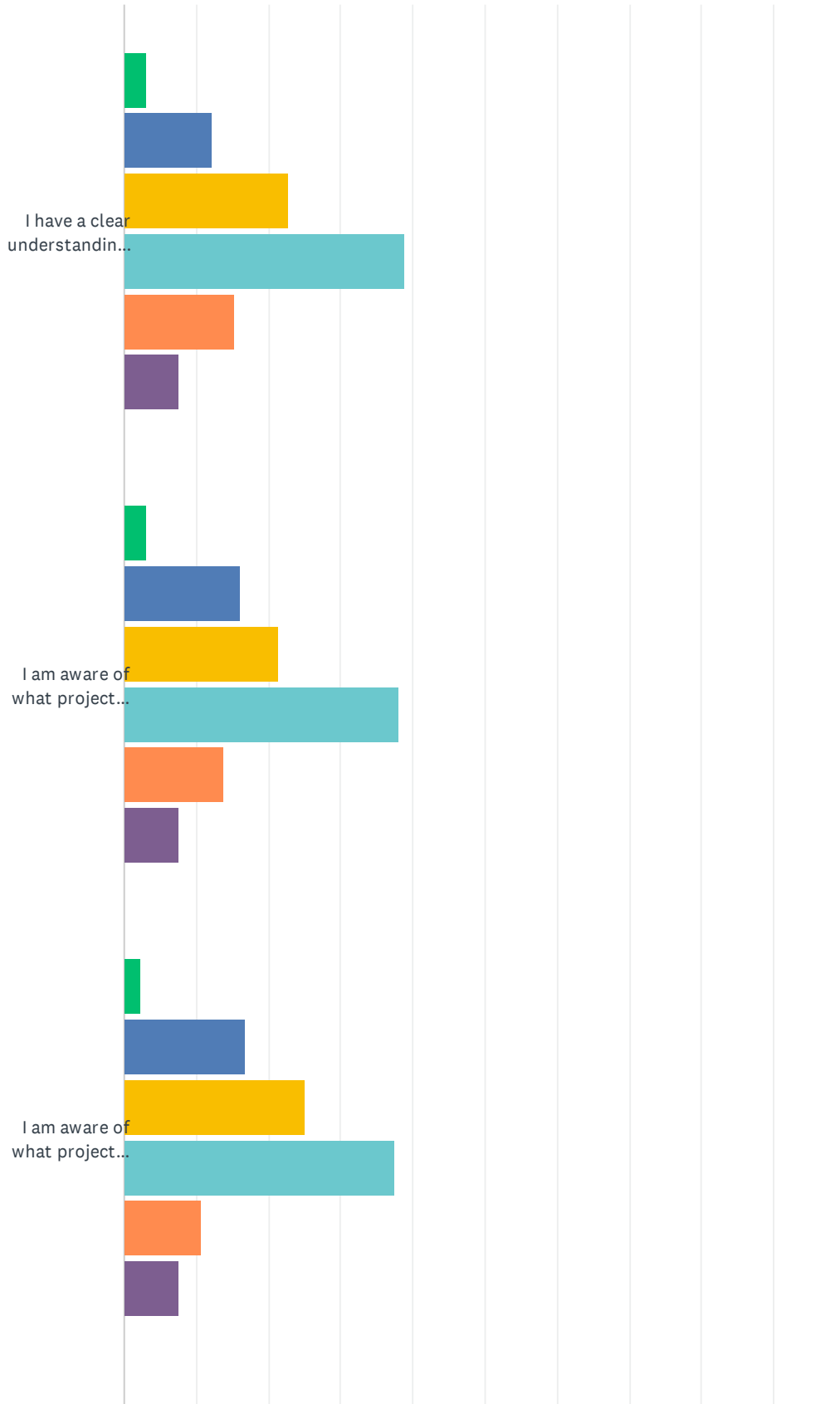
Answered: 105 Skipped: 31

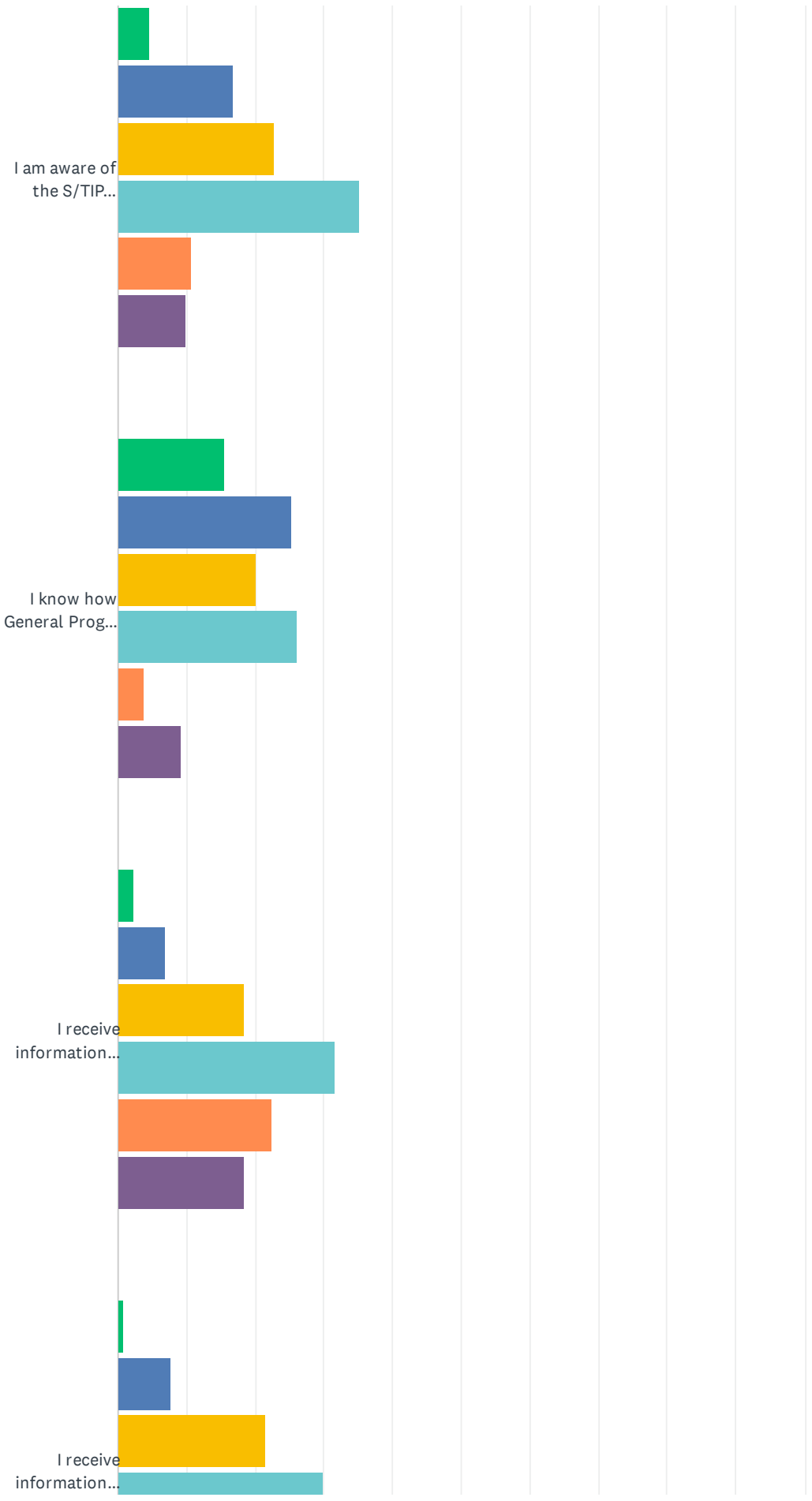


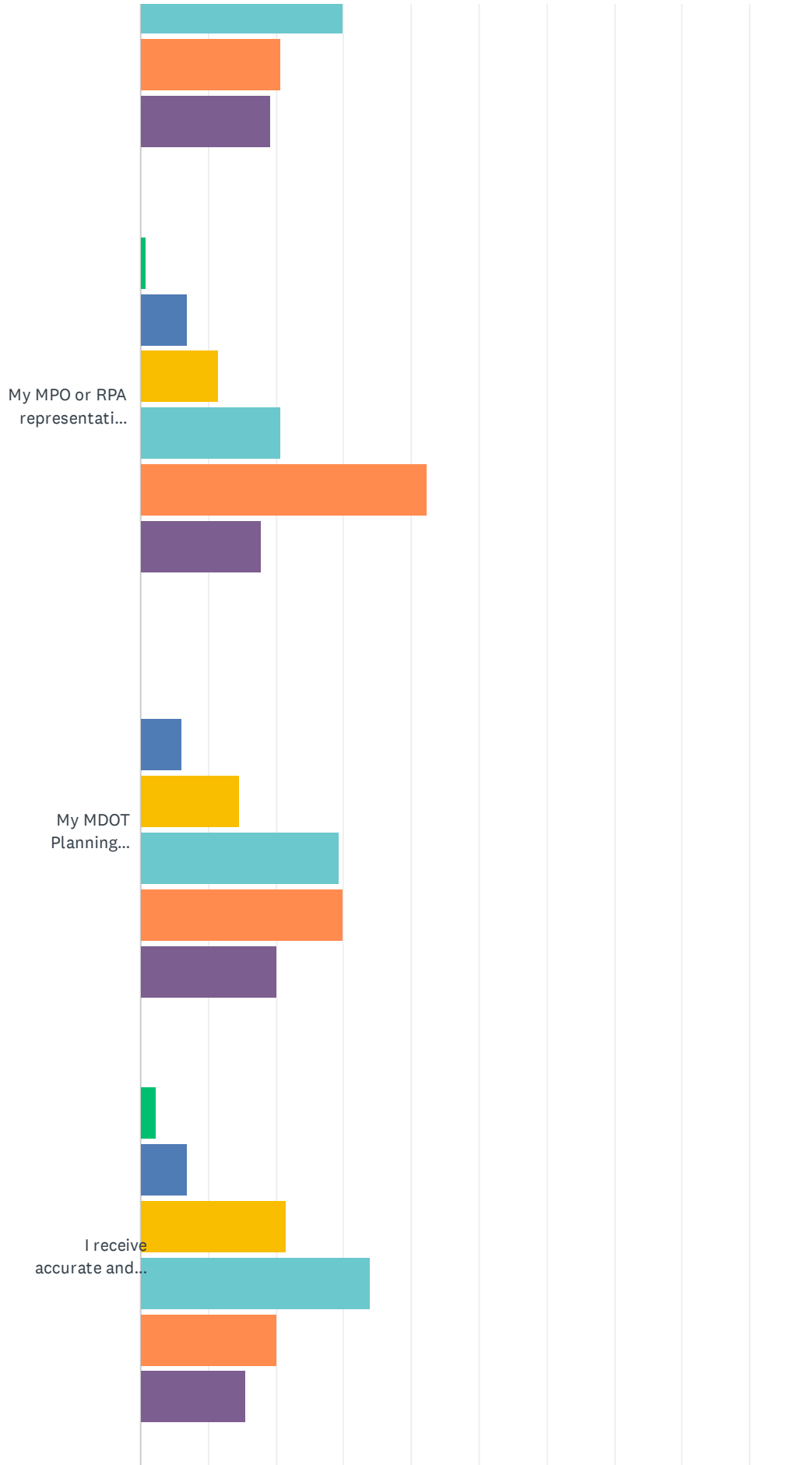
ANSWER CHOICES	RESPONSES	
Yes	78.10%	82
No	21.90%	23
TOTAL		105

Q8 Please select the option that best reflects your opinion.

Answered: 131 Skipped: 5







LAP Survey October 2020

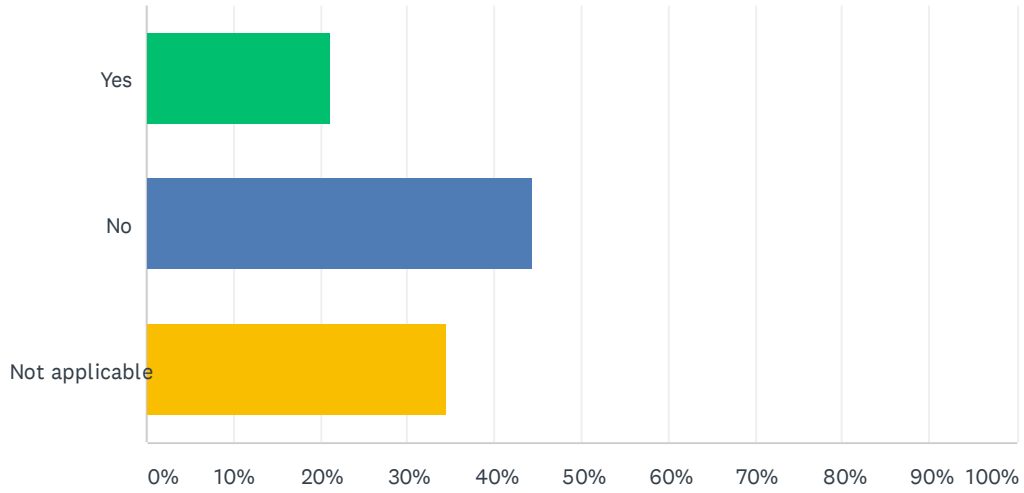
0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

■ 1 - Strongly disagree
 ■ 2
 ■ 3
 ■ 4
 ■ 5 - Strongly agree
 ■ N/A

	1 - STRONGLY DISAGREE	2	3	4	5 - STRONGLY AGREE	N/A	TOTAL	WEIGHTED AVERAGE
I have a clear understanding of the S/TIP process. See TIP Amendment Process Document.	3.05% 4	12.21% 16	22.90% 30	38.93% 51	15.27% 20	7.63% 10	131	3.55
I am aware of what project changes will trigger a federal amendment to the S/TIP. See Rural STIP and MPO TIP Amendment and Administrative Modification Guidance.	3.05% 4	16.03% 21	21.37% 28	38.17% 50	13.74% 18	7.63% 10	131	3.47
I am aware of what project changes will trigger an administrative modification of the S/TIP. See Rural STIP and MPO TIP Amendment and Administrative Modification Guidance.	2.29% 3	16.79% 22	25.19% 33	37.40% 49	10.69% 14	7.63% 10	131	3.40
I am aware of the S/TIP amendment schedule, including approval timelines, for my area. See the Rural STIP Calendar for areas outside of an MPO planning boundary. Please contact your specific MPO for their TIP amendment Schedule.	4.58% 6	16.79% 22	22.90% 30	35.11% 46	10.69% 14	9.92% 13	131	3.34
I know how General Program Accounts (GPAs) work in the S/TIP process. See GPA Guidance Document.	15.38% 20	25.38% 33	20.00% 26	26.15% 34	3.85% 5	9.23% 12	130	2.75
I receive information from my MPO or RPA in a timely fashion.	2.31% 3	6.92% 9	18.46% 24	31.54% 41	22.31% 29	18.46% 24	130	3.79
I receive information from my MPO or RPA that is meaningful.	0.77% 1	7.69% 10	21.54% 28	30.00% 39	20.77% 27	19.23% 25	130	3.77
My MPO or RPA representative is responsive to my inquiries.	0.77% 1	6.92% 9	11.54% 15	20.77% 27	42.31% 55	17.69% 23	130	4.18
My MDOT Planning program manager is responsive to my inquiries.	0.00% 0	6.15% 8	14.62% 19	29.23% 38	30.00% 39	20.00% 26	130	4.04
I receive accurate and timely information related to the allocation target available for project programming as well as the current available allocation for project obligation.	2.31% 3	6.92% 9	21.54% 28	33.85% 44	20.00% 26	15.38% 20	130	3.74

Q9 Do you verify project programming in JobNet prior to submitting the Grade Inspection package to MDOT Local Agency Programs?

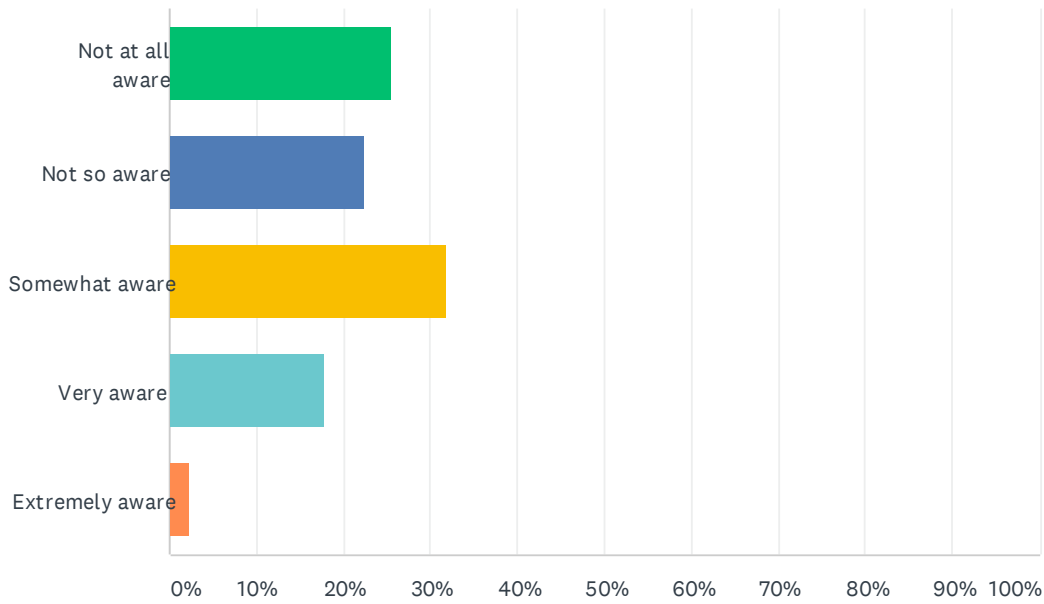
Answered: 133 Skipped: 3



ANSWER CHOICES	RESPONSES	
Yes	21.05%	28
No	44.36%	59
Not applicable	34.59%	46
TOTAL		133

Q10 I know that projects using earmark funding must be programmed in JobNet prior to requesting obligation.

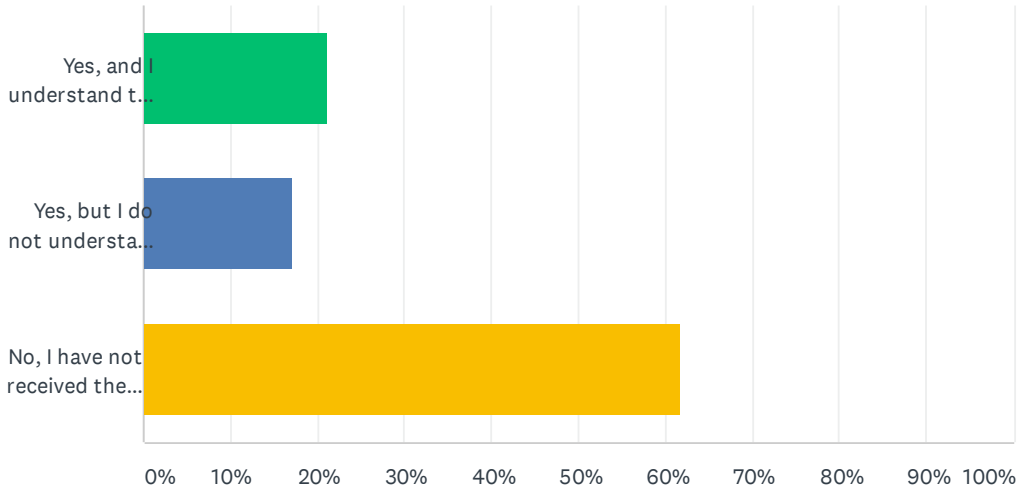
Answered: 129 Skipped: 7



ANSWER CHOICES	RESPONSES	
Not at all aware	25.58%	33
Not so aware	22.48%	29
Somewhat aware	31.78%	41
Very aware	17.83%	23
Extremely aware	2.33%	3
TOTAL		129

Q11 Are you aware of FHWA’s guidance on what information is required in the location and work description fields within JobNet? See Project Funds Management Guide for State Grants Update.

Answered: 128 Skipped: 8

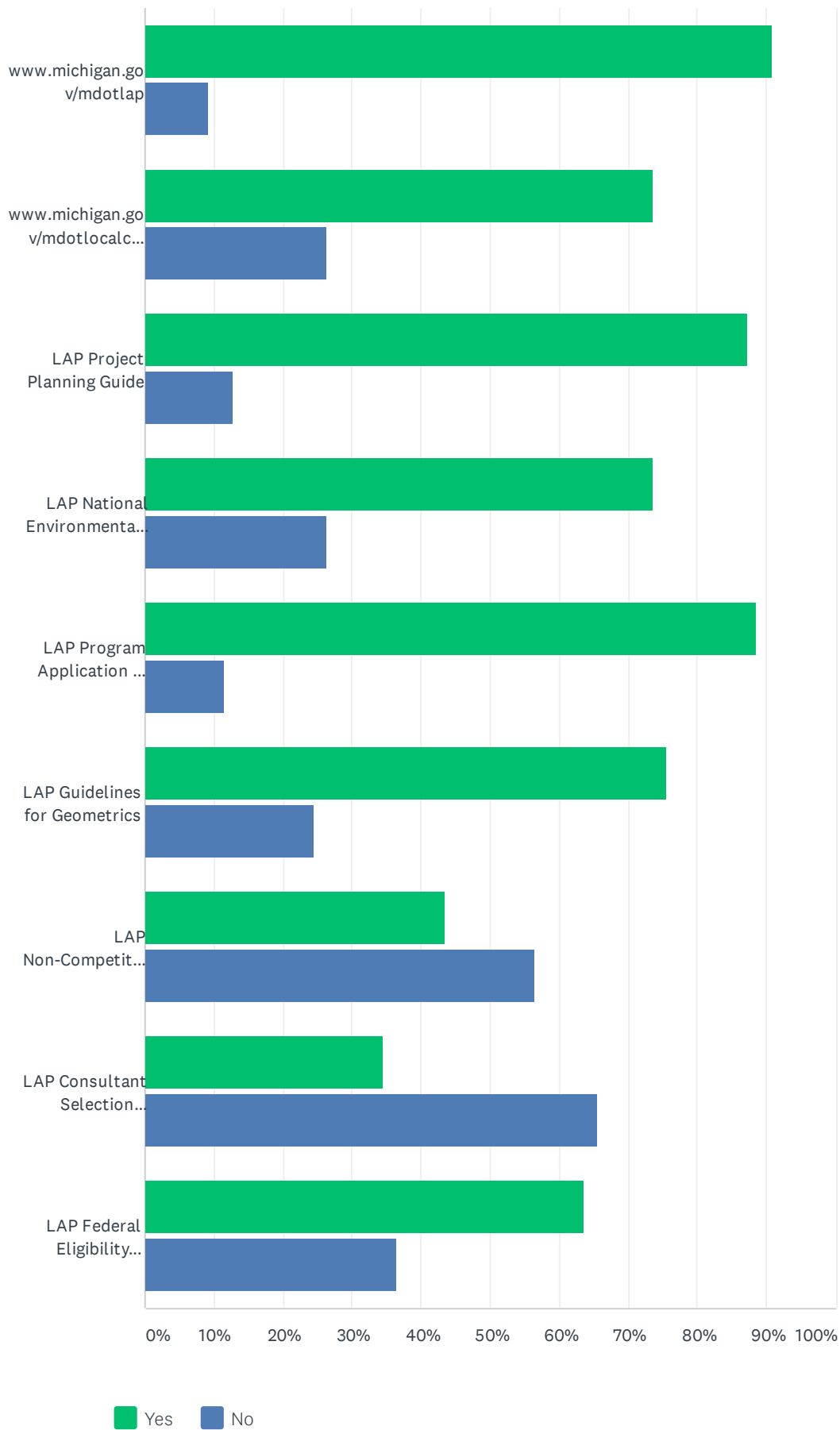


ANSWER CHOICES	RESPONSES	
Yes, and I understand the requirements	21.09%	27
Yes, but I do not understand the requirements	17.19%	22
No, I have not received the FHWA guidance	61.72%	79
TOTAL		128

Q12 Have you used the following MDOT Local Agency Program websites and guidance documents to find answers to questions? Please answer yes or no for each resource:

Answered: 131 Skipped: 5

LAP Survey October 2020

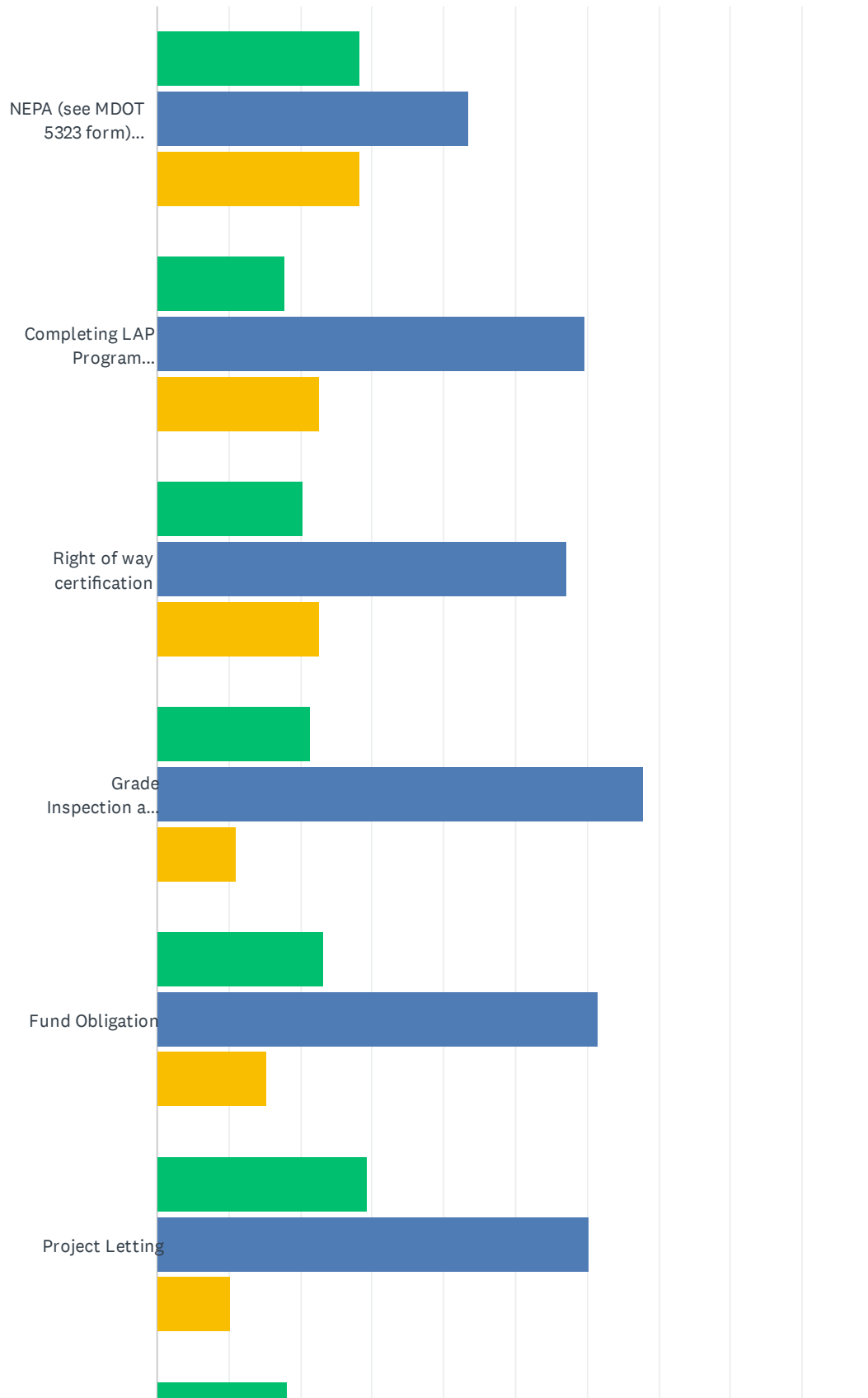


LAP Survey October 2020

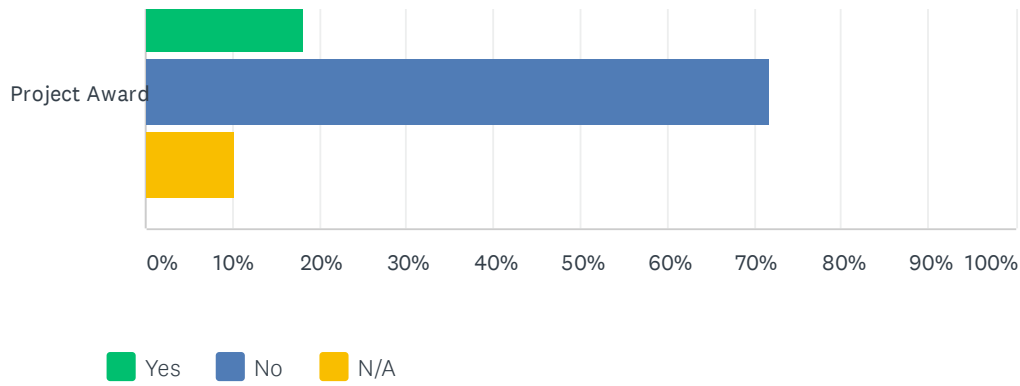
	YES	NO	TOTAL
www.michigan.gov/mdotlap	90.84% 119	9.16% 12	131
www.michigan.gov/mdotlocalconstruction	73.64% 95	26.36% 34	129
LAP Project Planning Guide	87.20% 109	12.80% 16	125
LAP National Environmental Policy Act (NEPA) resources (E.g. – Threatened and Endangered Species Flow Chart, Section 106 Consultation Exemptions, MDOT 5323 Form, etc.)	73.64% 95	26.36% 34	129
LAP Program Application and other MDOT Forms	88.46% 115	11.54% 15	130
LAP Guidelines for Geometrics	75.57% 99	24.43% 32	131
LAP Non-Competitive/Force Account Guidelines	43.51% 57	56.49% 74	131
LAP Consultant Selection resources	34.62% 45	65.38% 85	130
LAP Federal Eligibility Guidelines	63.57% 82	36.43% 47	129

Q13 Have you experienced any issues with the following processes?

Answered: 131 Skipped: 5



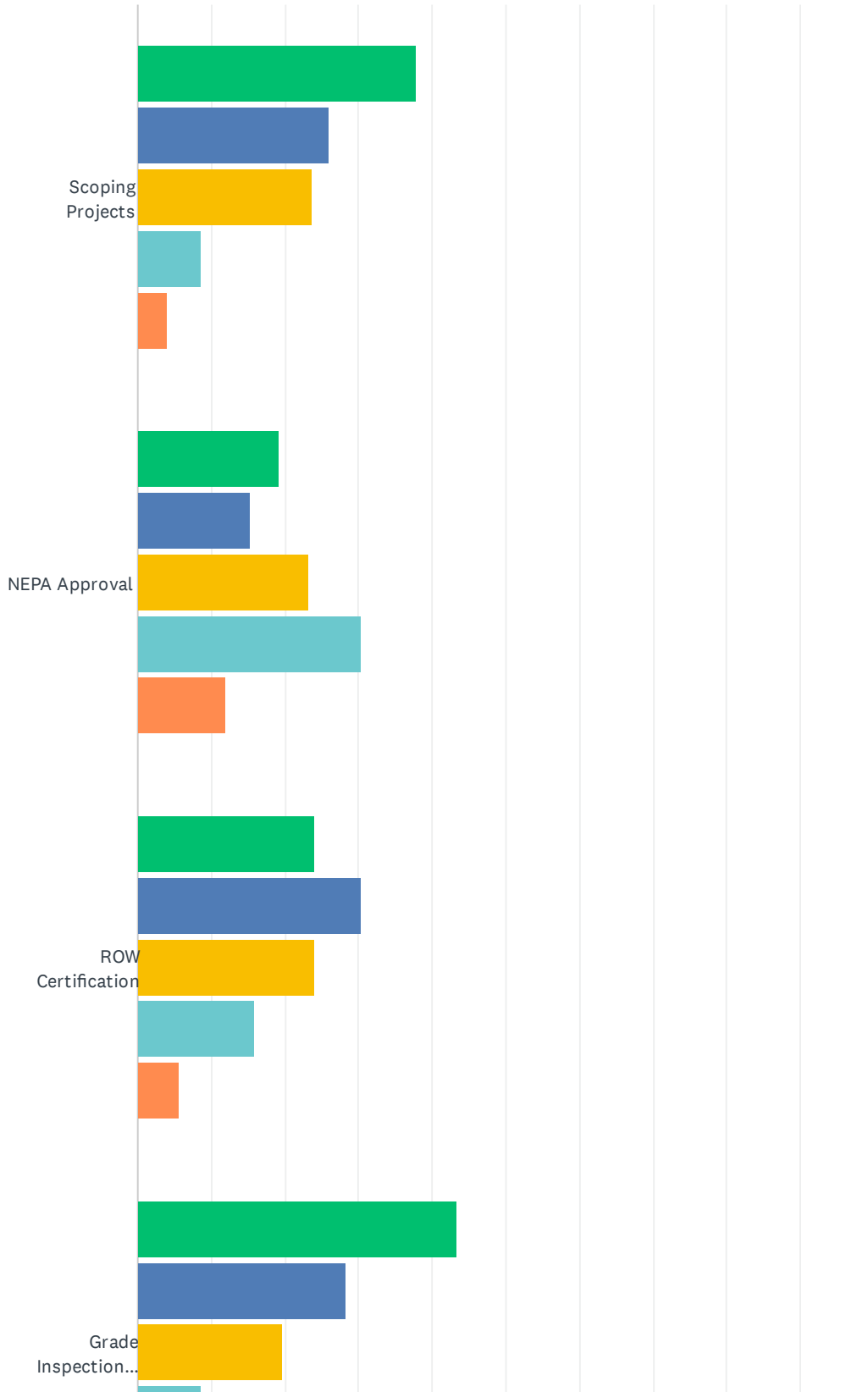
LAP Survey October 2020

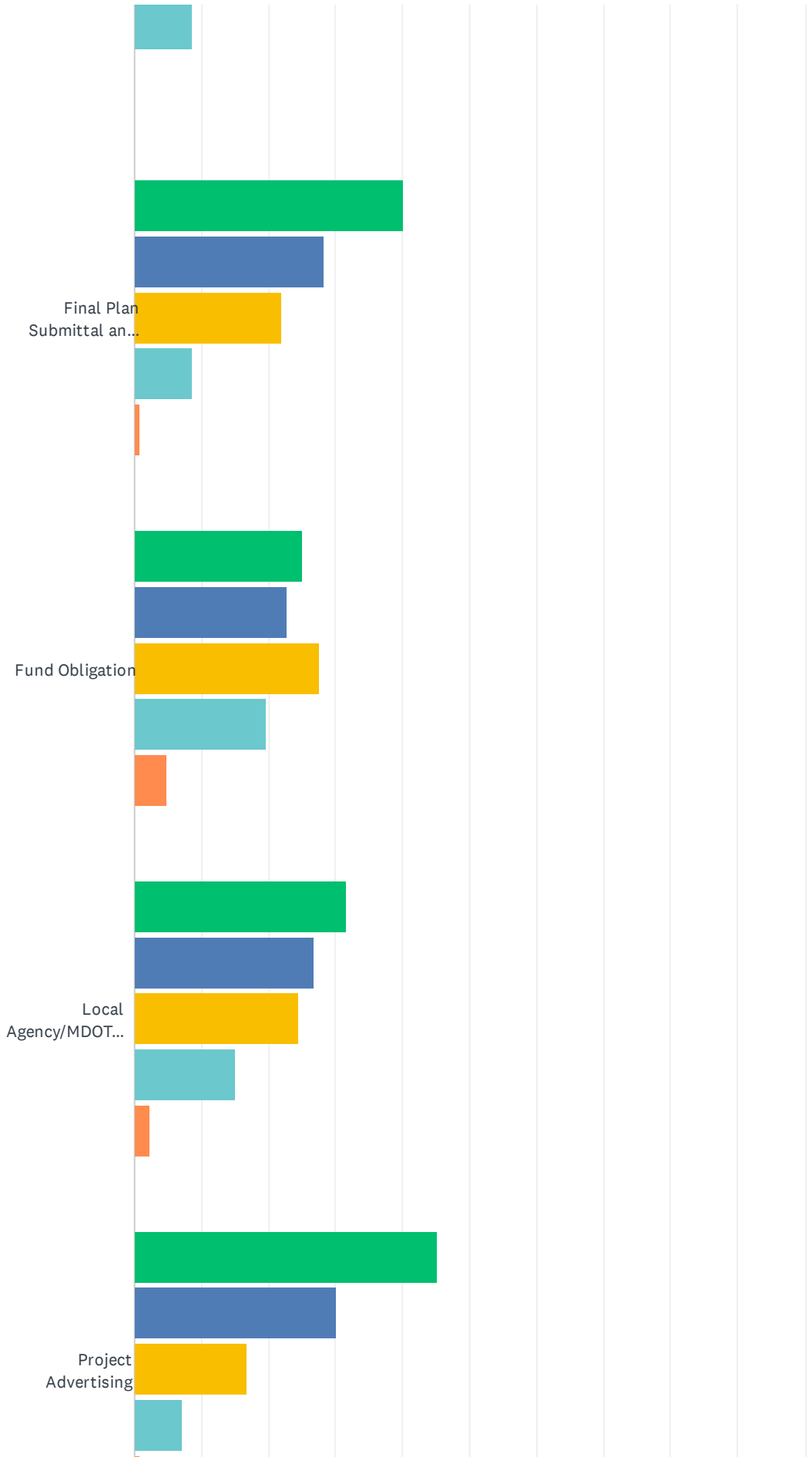


	YES	NO	N/A	TOTAL	WEIGHTED AVERAGE
NEPA (see MDOT 5323 form) approval process	28.24% 37	43.51% 57	28.24% 37	131	1.61
Completing LAP Program Application (Note: The LAP program application pdf form has been approved to become a software program. Please share any feedback that might help MDOT as we create this new software program as well.)	17.74% 22	59.68% 74	22.58% 28	124	1.77
Right of way certification	20.31% 26	57.03% 73	22.66% 29	128	1.74
Grade Inspection and Final Plan processes	21.26% 27	67.72% 86	11.02% 14	127	1.76
Fund Obligation	23.20% 29	61.60% 77	15.20% 19	125	1.73
Project Letting	29.37% 37	60.32% 76	10.32% 13	126	1.67
Project Award	18.11% 23	71.65% 91	10.24% 13	127	1.80

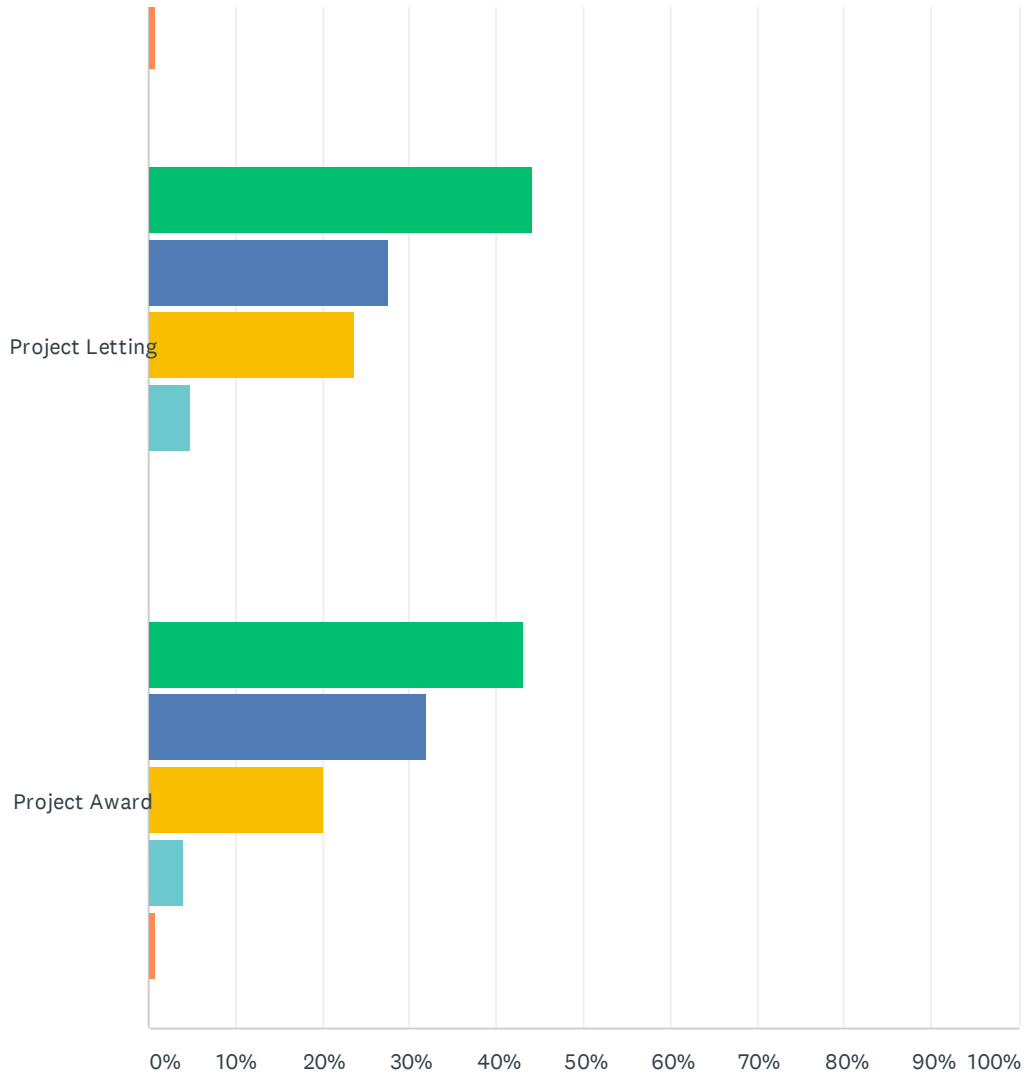
Q14 Please rate each project process/task that you may need additional guidance on

Answered: 127 Skipped: 9





LAP Survey October 2020



1 - additional guidance IS NOT needed 2 3 4
5 - additional guidance would be very helpful

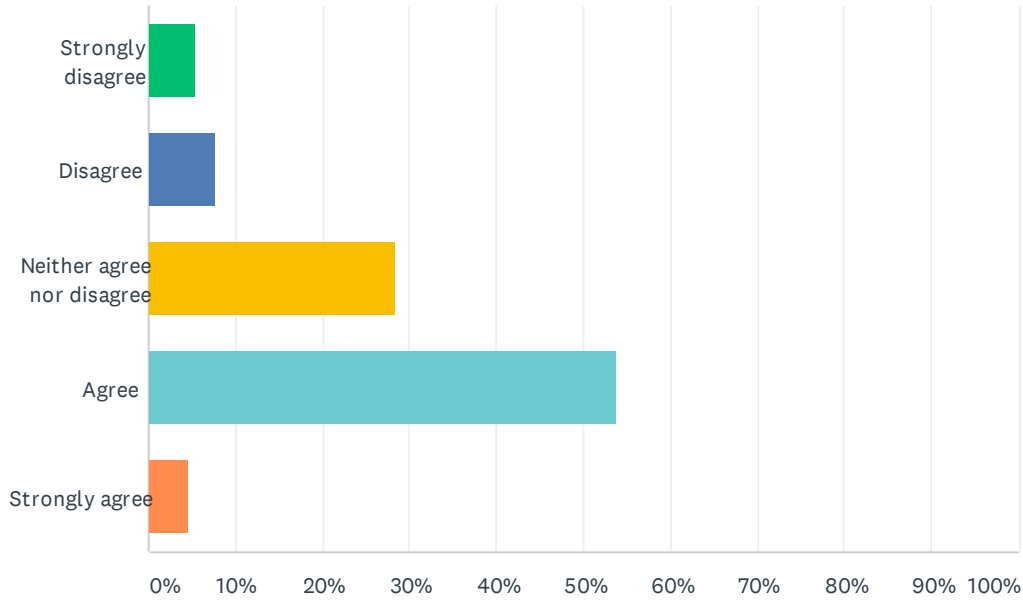
LAP Survey October 2020

	1 - ADDITIONAL GUIDANCE IS NOT NEEDED	2	3	4	5 - ADDITIONAL GUIDANCE WOULD BE VERY HELPFUL	TOTAL	WEIGHTED AVERAGE
Scoping Projects	37.80% 48	25.98% 33	23.62% 30	8.66% 11	3.94% 5	127	2.15
NEPA Approval	19.20% 24	15.20% 19	23.20% 29	30.40% 38	12.00% 15	125	3.01
ROW Certification	24.00% 30	30.40% 38	24.00% 30	16.00% 20	5.60% 7	125	2.49
Grade Inspection Process	43.31% 55	28.35% 36	19.69% 25	8.66% 11	0.00% 0	127	1.94
Final Plan Submittal and Approval Process	40.16% 51	28.35% 36	22.05% 28	8.66% 11	0.79% 1	127	2.02
Fund Obligation	25.20% 32	22.83% 29	27.56% 35	19.69% 25	4.72% 6	127	2.56
Local Agency/MDOT Project Contract (Cost Sharing Agreement)	31.50% 40	26.77% 34	24.41% 31	14.96% 19	2.36% 3	127	2.30
Project Advertising	45.24% 57	30.16% 38	16.67% 21	7.14% 9	0.79% 1	126	1.88
Project Letting	44.09% 56	27.56% 35	23.62% 30	4.72% 6	0.00% 0	127	1.89
Project Award	43.20% 54	32.00% 40	20.00% 25	4.00% 5	0.80% 1	125	1.87

#	OTHER (PLEASE SPECIFY)	DATE
1	would like to see a more 'compiled' location to final guidance documents for LAP . . . hard to find things on current website	12/3/2020 9:44 PM
2	It would be helpful if MDOT made examples of properly completed NEPA forms available to local agencies.	12/3/2020 11:54 AM
3	I work on the construction side	12/3/2020 9:49 AM
4	We are large enough to have experienced staff who can navigate most of these processes. But it would be helpful to have training or guidance for newer staff or those agencies who do not go through this process regularly	11/11/2020 12:31 PM
5	All these handled by our consultant	11/10/2020 9:32 AM
6	Project close out procedure = 4	11/10/2020 8:55 AM
7	Construction Administration is probably the biggest changing world of Fed Aid projects. This is where the TSC's vary and that is primarily due to ever changing staff.	11/9/2020 12:33 PM
8	For many of these steps, they happen "behind the scenes" (at least from the perspective of the local agency). As long as they happen, and without delay, we are happy.	11/9/2020 10:38 AM

Q15 There is adequate guidance to assist you through the MDOT project planning, design, or fund obligation/financial processes.

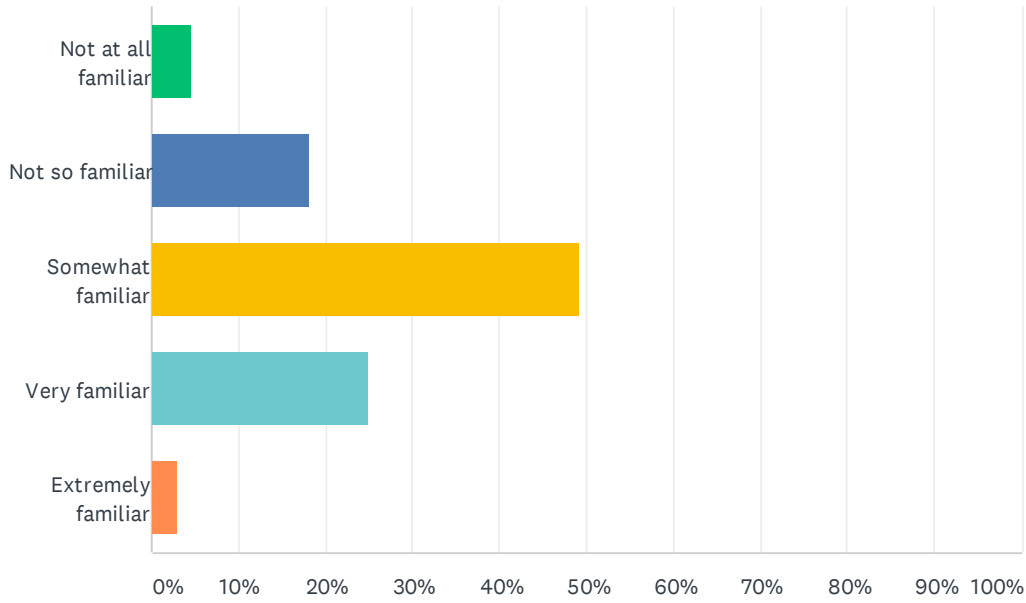
Answered: 130 Skipped: 6



ANSWER CHOICES	RESPONSES	
Strongly disagree	5.38%	7
Disagree	7.69%	10
Neither agree nor disagree	28.46%	37
Agree	53.85%	70
Strongly agree	4.62%	6
TOTAL		130

Q16 How familiar are you with Local Agency/MDOT Project Contracts (Cost Sharing Agreements) including agreements for MDOT let projects, force account projects, preliminary engineering, emergency relief projects, traffic signal operations centers, etc.?

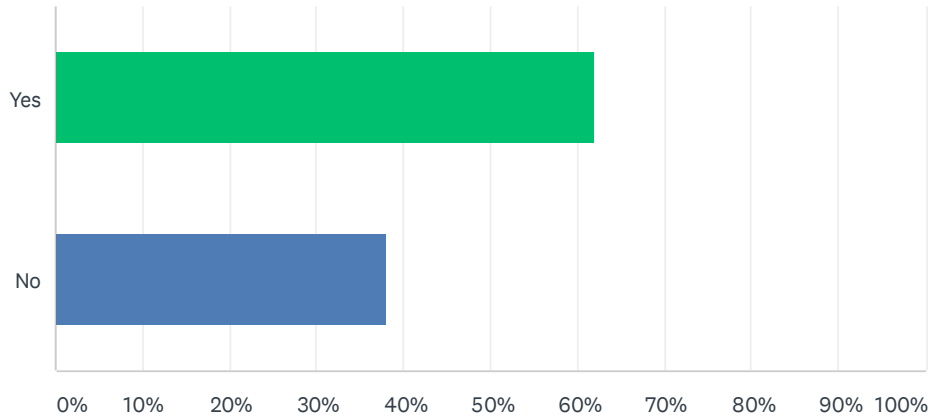
Answered: 132 Skipped: 4



ANSWER CHOICES	RESPONSES	
Not at all familiar	4.55%	6
Not so familiar	18.18%	24
Somewhat familiar	49.24%	65
Very familiar	25.00%	33
Extremely familiar	3.03%	4
TOTAL		132

Q17 I understand the billing terms of the Local Agency/MDOT Project Contract (Cost Sharing Agreement), including pro-rata versus capped funding, advance construct, advance construction conversions, deposits, etc.

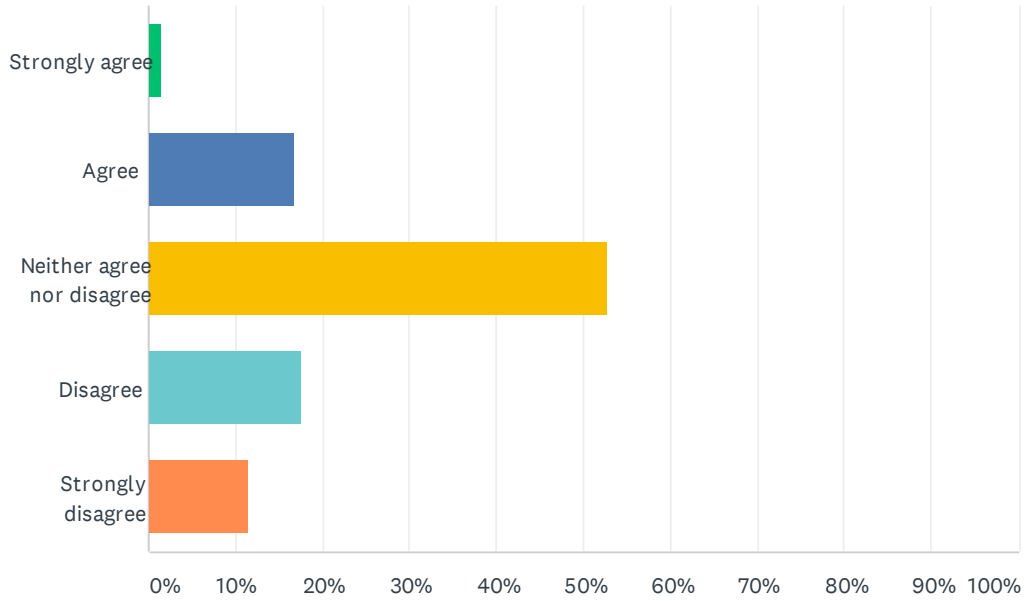
Answered: 129 Skipped: 7



ANSWER CHOICES	RESPONSES	
Yes	62.02%	80
No	37.98%	49
TOTAL		129

Q18 MDOT invoices are clear and easy to understand.

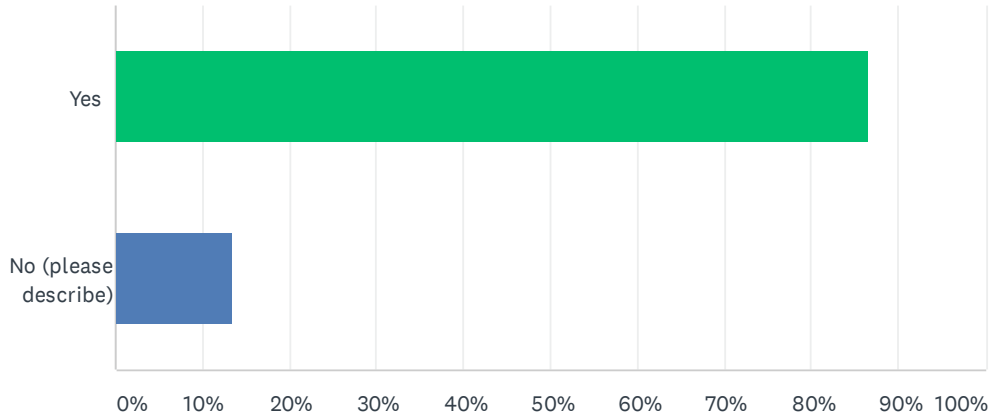
Answered: 131 Skipped: 5



ANSWER CHOICES	RESPONSES	
Strongly agree	1.53%	2
Agree	16.79%	22
Neither agree nor disagree	52.67%	69
Disagree	17.56%	23
Strongly disagree	11.45%	15
TOTAL		131

Q20 Have you received consistent guidance regarding local agency project planning, design, or fund obligation/financial processes?

Answered: 119 Skipped: 17



ANSWER CHOICES	RESPONSES	
Yes	86.55%	103
No (please describe)	13.45%	16
TOTAL		119