MDOT’s New Director Paul Ajegba

The Michigan Department of Transportation (MDOT) is happy to announce that Paul Ajegba has been named the new department director, effective January 1.

Ajegba has been with the department for 28 years and has over a decade of transportation leadership experience, most recently as MDOT’s Metro Region Engineer. He has also held previous positions as the University Region Engineer, Metro Region Deputy Region Engineer and Manager of the Oakland Transportation Service Center. Paul also previously served as Chair of the Board of Directors of the Ann Arbor Area Transportation Authority.

Ajegba has a history of leading teams to deliver innovative transportation solutions. In 2017 Paul and his team completed the state’s first flex route project on US-23 north of Ann Arbor. This award-winning innovation has reduced commuting times on one of the state’s busiest corridors and promises to be a model for other areas of the state where a solution specific to peak travel times is appropriate. He has also helped with the reconfiguration of the I-96/US-23 interchange near Brighton, alleviating some challenging merging and exit configurations. That project also has been lauded with national awards.

The department is excited to see Ajegba continue his work to provide new opportunities and access for all in the transportation industry.

Please join MDOT in congratulating Paul.

Suggestions are Welcome at OPT

The Office of Passenger Transportation (OPT) has set up a feedback form on our website to allow transit agencies to provide our office with comments, concerns, constructive criticism, and suggestions about office programs, policies, procedures and practices.

To access the suggestion box, go to our website at http://www.michigan.gov/mdotptd, click on the highlighted feedback and you will be redirected to the form.

The feedback form is completely confidential, and your identity will not be revealed when you submit. However, you do have the option to provide your name if you prefer or if you want a reply. The information gathered will go directly to the OPT administrator for consideration and/or action. The Administrator will decide what action needs to be taken.

OPT always encourages agencies to speak to your project manager to share your thoughts and ideas, but please consider the feedback form another option for you.
The FY2020 Annual Application for Public Transit Programs is now available in the Public Transportation Management System (PTMS). The Annual Application is the tool that OPT uses to determine the distribution of federal and state funds for the provision of local public transit services. Applications for all FY2020 funded programs are due to be submitted to OPT for review by February 15, 2019.

Instructions for the FY20 Annual Application can be found on OPT’s web page, at www.michigan.gov/mdotptd, under “Resources,” “Applications & Forms.” In the instructions, you will find a description of the transit funding programs administered by OPT, a description of who is eligible to apply and instructions for completing and submitting the application. All documents required for a complete application can be found on the PTMS.

Upon submission, OPT staff will review all applications, make funding recommendations, and assist you with any further requirements. When selecting projects for funding, MDOT will consider equitable distribution of funds in accordance with Title VI. A completed application does not guarantee a contract award. If your project is selected to receive funding, you will enter into a contract with MDOT and must comply with all requirements of that contract to receive the funds.

It’s important to remember that certain items require action by the transit agency prior to the February 15 due date for submission. These items include but are not limited to:

- **Update Vehicle Inventories**
  An agency must verify all current revenue vehicles are listed and that all disposed vehicles have been removed from their fleet in PTMS. The mileage for all assigned vehicles must be updated with the actual mileage of each vehicle as of January 1 to January 14 of the current fiscal year and enter the updated mileage in PTMS by January 15, 2019.

- **Local Advisory Committing (LAC) Meeting**
  An agency’s LAC must have an opportunity to review and comment on the agency’s Vehicle Accessibility Plan (VAP) or amendment/update before its submission to OPT. The agency must ensure that the LAC has at least three members and includes the following makeup: 1) someone who is jointly appointed by the Area Agency on Aging; 2) members with disabilities and seniors who are users of public transportation (i.e., a rider with a disability AND a rider who is at least 65 years old); 3) at least 50% of the membership represents people over age 65 and persons with disabilities. Transit agency employees and board members may not serve on the LAC. At least half the LAC members and at least one person from each of the required groups (AAA appointee, disabled rider, senior rider) should be present at the meeting. If that requirement is not met, you’ll need to provide documentation that the absent members in those groups received the VAP and had an opportunity to comment on it. A copy of the minutes from the meeting at which the plan or amendment/update was reviewed and discussed by the LAC should be signed by the LAC chairperson and attached in PTMS.

- **Resolution of Intent**
  The Resolution of Intent needs to be filled out only by the agencies that apply for state formula operating assistance (bus and marine services). The funds shown on the Resolution of Intent should include all operating funds and show a balanced budget. If the agency is incorporated under Act 196, the secretary or the chair of the board can sign. If the agency is a department of a city or county, the clerk needs to sign, and the document needs to be notarized and stamped with the city/county official seal. A copy should be attached in PTMS.

- **Transportation Improvement Plan (TIP)**
  Agencies within an urbanized area that are applying for capital assistance programs must provide their MPO four years of projects by January 15, 2019. Submittal must include all projects, both operation and capital, that the agencies can reasonably expect to be funded during fiscal years 2020-2023. The MPOs must have the projects programmed in JobNet. Transit agencies must also include the projects in the Capital Request portion of the application in PTMS as part of the application process.

- **Public Notice**
  Agencies must publish a public notice which must include all federal and state funds being applied for. A sample can be found in the TA Forms portion of the application in PTMS and at OPT website at www.michigan.gov/mdotptd, under “Resources,” “Applications & Forms.”

Agencies are encouraged to contact their project manager with questions regarding these and other required elements of their FY2020 Annual Application.
New Drug and Alcohol Program Compliance Requirement

A new requirement of the drug and alcohol program compliance is to determine whether all drug and alcohol specimen collectors/technicians, medical review officers (MRO), and substance abuse professionals (SAP) are registered with the Office of Drug and Alcohol Policy Compliance (ODAPC) to receive e-mail alerts and updates from the Federal Department of Transportation.

Effective immediately, transit agencies will have to provide documentation from their collection technicians, MRO, and SAP to show that they are all registered for these notifications from ODAPC. Notifications must be sent to an individual e-mail address and NOT a generic e-mail address for all staff to share. An acceptable form of documentation would be an e-mail affidavit from each person involved in your testing and collection program stating that they have registered on the site.

From the regulation: “MROs, SAPs, Blood Alcohol Technicians (BATs) collectors, and Screening Test Technicians (STTs) are now required to subscribe to the ODAPC list-serve under the updated 49 CFR Part 40. The list-serve gives access to the Department of Transportation drug and alcohol testing rules and programs, guidance for handling issues, relevant anti-drug information from federal partners, and updates concerning the program in general.”

The site to register for the ODAPC updates can be found at the following link –

http://www.transportation.gov/odapc/ListServe_Notices

OPT also suggests that each agency’s designated employee representative and drug and alcohol program manager register for these updates as well.

Please note that the MDOT OPT drug and alcohol compliance checklist will be revised to include this question for future compliance reviews.

If you have questions regarding this new compliance requirement, please contact Kevin Wassom, FTA/ Vehicle Maintenance Compliance Analyst, at 517-335-2539 or at wassomk@michigan.gov.

Random Drug Testing Rate Increased January 1, 2019

Effective January 1, 2019, FTA has increased the minimum rate of random drug testing from 25 percent to 50 percent of covered employees for employer’s subject to FTA’s drug and alcohol regulation. This increase was announced in a recent Federal Register notice and a “Dear Colleague” letter. The increased testing rate, which is mandated by FTA’s drug and alcohol regulation, is in response to an increase in the industry’s “positive rate” as reflected in random drug testing data from calendar year 2017.

The rate will remain at 50 percent for at least two years but may decrease back to 25 percent if there are two consecutive years where the positive rate is below 1 percent.

Federal regulations require transit agencies that receive financial assistance from FTA and contractors of those transits, to implement programs, as specified in 49 CFR Part 655, that are designed to help prevent accidents, injuries, and fatalities resulting from the misuse of alcohol and use of prohibited drugs by employees who perform safety-sensitive functions.

New PASS Trainer Darrell Beeman of Saginaw COA

Darrell Beeman, a driver for the Saginaw County Commission on Aging (COA), took the recent PASS training offered through the Michigan Public Transportation Association (MPTA) and received his certificate to be a certified trainer.

The PASS trainer certification program ensures that community transportation trainers have current expertise in passenger assistance, techniques, sensitivity skills, bus evacuation knowledge, and skills in order to train drivers to serve person with disabilities.

Beeman is using the knowledge he learned at the training and his 20 years of driving experience to train new drivers and less experienced drivers at Saginaw COA to better serve their senior riders with disabilities. Beeman even used the Defense Training Flashcard material to train employees at their last staff training day. Congratulations Darrell on all your hard work!
Charlevoix County Transit Honored by PERC for Propane Usage

Charlevoix County Transit (CCT) was one of four transit agencies to receive the Top User of Propane Auto-gas Award from the Propane Education & Research Council (PERC) during the BusCon Expo in Indianapolis this past October.

The award celebrates fleets creating healthier environments for riders and communities by using clean, cost-effective, and domestically-produced propane auto-gas.

CCT Director Jill Drury accepted the award on behalf of the agency.

CCT operates a demand-response service and serves a population of approximately 26,000 with 21 vehicles (10 fueled by propane), with the agency providing 90,000 passenger trips and covering 500,000 miles annually. The agency projects its annual savings to be about $87,000 after it switches 16 of its 21 vehicles to propane and plans to be at 16 propane-fueled vehicles by the end of FY 2019. The agency also plans on upgrading their fueling infrastructure soon.

Michael Taylor, director of auto-gas business development for PERC had this to say about the agencies: “These fleets truly represent the top users of propane auto-gas in transportation in their consideration for the environment as well as the students, patients, residents and communities they service by choosing a clean, cost-effective fuel. Propane auto-gas can offer many advantages, including the lowest cost of ownership, reduced emissions, and reliable performance, to help both private and public fleets provide better service to taxpayers and clients.”

Other recipients of the PERC Top User of Propane Auto-gas Award were Spartanburg Regional Healthcare in Spartanburg, S.C., Carteret County Area Transportation System in Morehead City, N.C., and Yale University in New Haven, Conn.

Former Director Steudle Honored by the MAC

On November 7, 2018 former MDOT Director Kirk Steudle returned to Lansing to receive an Award of Excellence from the Michigan Aeronautics Commission (MAC). Chairman Pete Kamarainen presented the recognition to Steudle for his outstanding contributions to aeronautics. Commissioner J. David VanderVeen offered his congratulations and thanked him for his dedication to MDOT.

Steudle who was the director of MDOT for almost 13 years retired this past October after 31 years with the department. Steudle started with MDOT as a civil engineer in 1987 and climbed the ladder to chief deputy director by 2003. He took the director position three years later. During his time with the department he took the lead on implementing road project performance measures, asset management principles, life-saving cable median barriers and GPS tracking on snowplows.

"My entire professional career has been spent at MDOT," Steudle said in a written statement. "It has been especially rewarding to have Gov. Snyder's support to address a decades-long transportation funding shortage. I hope to leave MDOT with a legacy of collegiality, collaboration, and partnership that shows what we can accomplish when we all work together."

Steudle can now be found at the American Center for Mobility (ACM) in Ypsilanti as their interim president and CEO until a permanent replacement is named. Steudle took the position following the departure of its top executive, John Maddox, but he’s led the state’s involvement in the ACM since it opened to partners in 2017.
TIP Projects for FY2020-2023 Due to MPO by January 15

Effective fall 2018 the Transportation Improvement Program (TIP) re-design was initiated for urban transit agencies and rural transit agencies within urbanized areas. These agencies must provide their MPO with four years of projects for fiscal years 2020 to 2023 by January 15, 2019.

Important Points to Remember for Submittals

- Transit agencies still need to submit all eligible operating and capital projects in PTMS by February 15, 2019, through the Annual Application Process.
- Urban and rural transit agencies within an urbanized area must include all projects, both operating and capital, they can reasonably expect to be funded for during the State Transportation Improvement Program fiscal years 2020 to 2023. Rural agencies can reasonably expect to receive Section 5311 operating, JARC continuation and New Freedom continuation only. Section 5310 agencies can reasonably expect to have all eligible replacement buses funded unless they are in the Grand Rapids urbanized area. The Grand Rapids urbanized area can use an estimated Section 5310 amount in their General Program Account (GPA) threshold which can be provided by OPT.
- The MPOs will be programming four years of transit projects in JobNet, including Congestion Mitigation and Air Quality (CMAQ) for urban and rural agencies within their urbanized area, except for the Southeast Michigan Council of Governments (SEMCOG). SEMCOG transit agencies will be programming their own transit projects except for CMAQ projects. SEMCOG will program all CMAQ project change requests.
- Each year, including FY 2019, transit agencies will provide actual funding to the MPOs. This can be done when the annual federal apportionments are provided or if the funds are administered through OPT, the program of projects or the project authorization provided to the transit agency.
- Once this is known the transit agency needs to complete form 1481, providing the existing job number and the actual funding amount. The MPOs will do a change request to the existing project. Do not apply for a new job number.

Form 1481

Projects should be submitted to the MPO using form 1481. A separate form 1481 should be used for each federal funding program and then for operating or capital. The MPO will program the projects and provide the forms with the job numbers to the transit agency. The transit agencies need to provide their OPT project manager a copy of the forms with the job numbers.

The form can be found at the following link -:


If you are an agency in the SEMCOG area you do not have to fill out the form 1481 but you must have some way to get a list of the projects to your OPT project manager and SEMCOG with the job numbers. MPOs may require a different method to receive this information from their transit agencies, but they will need to ensure a method to obtain all the required information needed to program the projects and to get a list of projects with job numbers to the transit agencies. The transit agencies will need to provide a copy of this list to their OPT project manager.

If you have any questions regarding any of this process, please contact Andy Brush at brusha@michigan.gov, Valerie Shultz at shultzv@michigan.gov or your OPT project manager.

RTF Data Sheets due to RPA

For all agencies eligible to receive rural task force funds, you must submit four years of projects to your Regional Planning Agency (RPA).

Transit agencies must submit these projects using the 1797 Data Sheet form. This form can be found at the following link –


This form needs to be filled out completely in order for the RPA to have all the necessary information to program an agency’s project(s). One form must be filled out per project. After the project is programmed the RPA should return a copy of the form with the project number included for transit agency records. Agencies must provide a copy of this form with the project number to your OPT project manager.

If you have any questions regarding this form or the process, please contact your OPT project manager or the RTF coordinator, Don Mayle at mayled@michigan.gov or at 517-335-4588.
**State Vehicle Contract for Full Size Vans Now Available**

OPT announces that the full-size van contract has been executed and is now available as part of the State Vehicle Purchasing Program for agencies to place orders.

Please note that no orders placed will be processed prior to the pilot van production, approval, and acceptance. The non-ADA-accessible minivans will also not be available until a waiver from the Federal Transit Administration (FTA) Buy America domestic content and final assembly requirements has been granted for the Dodge Caravan that was offered in the vendor’s bid. Currently the FTA public interest waiver covers domestic content only. The Caravan’s final assembly is in Canada.

Agencies may be able to purchase minivans through a small purchase, but note that while the small purchase threshold has increased, the Buy America threshold is still $150,000; any order above that amount must be compliant with Buy America.

If you do a local procurement, you must submit the procurement documentation to the Michigan Department of Transportation for review prior to ordering the vehicle(s).

The full-size van contract, order form, and all related forms are posted Under the “Full-size Vans” on the OPT State Vehicle Contracts and Procurement web site at the following link -

https://www.michigan.gov/mdot/0,4616,7-151-9625_21607-34189--00.html

If you have any questions regarding the full-size van contract or any contract on the State Vehicle Contracts page please contact Jeff Turner, Vehicle Procurement Analyst at 517-335-3282 or your OPT project manager.

**Bus Shelter Procurements Trickier than You May Think**

Clare County Transit (CCT) is in the processes of procuring three bus shelters for their service area; however, the road to obtaining them has been trickier than they realized.

Due to the locations of two of the three bus shelters, which will be on park land, CCT along with help from OPT have had to seek FTA approval per Section 4(f) of Title 49 U.S. Code 303 of the lands, wildlife and waterfowl refuges, and historic sites policy. Section 4(f) states that special effort should be made to preserve the natural beauty of the countryside and public park and recreation lands.

Along with analysis of the surroundings for the shelters and required paperwork CCT is also required to post a 30-day public notice for stakeholder engagement.

OPT Program Manager, Amy Nobach, who is helping with the procurement, “We started this process in April of 2018 and we are still a few months from getting approval. It might be good for other [transit] agencies to know some of the challenges we have faced trying to get these [shelters] approved by FTA.”

**BATA Welcomes Ridership Increases**

Director Kara Derrickson of Branch Area Transit Authority (BATA) reports record highs for ridership in Branch County.

“Ridership for FY 2016-2017 was at 116,105 and for FY 2017-2018 was at 120,090. These are our two highest years ever in the history of the system”

Ridership increases may be attributed in part to the pork processing plant owned by the Clemens Food Group. The plant broke ground in 2014 and currently employs over 810 workers. Regardless of the reason for the increases BATA is happy to provide transportation to meet the demand.

The Branch County system started in October 1984 as a demand-response system serving the entire county. With their 14-vehicle fleet service has evolved to a combination of demand-response and semi-fixed route service.

For more information about BATA, their service area and fares call 517-278-5889 or see their website at www.branchareatransit.com.

**Ideas for the Newsletter?**

The OPT Dispatch Quarterly Newsletter has been developed as a tool to notify transit agencies of training opportunities, due dates, and innovations. If you have questions or article ideas for our newsletter, please contact OPT at hoffmeyerm@michigan.gov.
BWAT’s Amtrak Study is Complete

The Blue Water Area Transportation Commission (BWATC) has published a Port Huron Amtrak Station Pre-Feasibility Study. The scope of the study focuses on identifying possible sites for a new Amtrak Station or possible improvements to the existing Amtrak Station in Port Huron, Michigan.

The Study involved researching existing and future planned Amtrak service as well as requesting stakeholder and general public input. Community outreach included public meetings and presentations to various stakeholder groups from the greater Port Huron area.

Whether the exiting station is rehabilitated, or a new station is selected, stakeholders and the general public have identified that the Amtrak Station should have the following:

- Access track to the Canadian National Railway (CN) mail line.
- Adequate parking.
- Adequate outdoor lighting
- Station building with waiting room
- Level boarding platform
- Side track for temporary train storage and servicing
- ADA accessibility
- Road Access and connectivity of parking to station (taxi, bus, park-n-ride, and bicycle)

As the only transit agency in St. Clair County, BWATC was selected by the community to spearhead the study. BWATC contracted with the firm Bergmann Associates to carry out the study with $125,000 in state and federal grant funding. The study is the first step in determining the future of the Port Huron Amtrak station. A copy of the published study is available at http://bwbus.com/port-huron-amtrak-station-pre-feasibility-study/.

Q&A Corner with OPT

Quick Answers for the Transit Agency on the Go!

Question

Dear OPT – We’re a third-party agency that is contracted with our county to provide transit service. Our agency recently ordered a vehicle through a state contract for county transit and we’re unsure of how to fill out the Michigan Title Application? Also, should we be using a Municipal “X” Plate?

Sincerely - Register & Plated Correctly

Answer

Dear Correctly – The best way to answer your question is to have you check the state contract or authorization to see what agency name or legal entity it was issued to. The legal name of the agency who receives the funding should be the name entered on the Michigan Title Application (RD108 Form). For example, if Jenson County Board of Commissioners (BOC) was the agency named on the contract than Jenson BOC is the name that should be on the title.

Additionally, “X” Plates are municipal plates issued for vehicles owned and/or operated by units of Michigan government (i.e. state, a municipality, public school system, etc.). If your agency is operating vehicles owned by your county than you would likely need to use a Municipal “X” Plate.

Examples of a Municipal “X” Plate and a Nonprofit “Y” Plate.

If you’re a nonprofit organization, you would use a Y Plate. These are for vehicles that are owned or leased by a nonprofit school, youth organization or rehabilitation facility. The vehicle must be a bus, station wagon or van. Unlike the “X” plate which can be used on any government-owned vehicle, “Y” plates must be transferred before being used on another vehicle and are only valid for five years.

Do you have questions? OPT has answers!

If you have questions that you would like to submit to Q&A Corner, please contact OPT at hoffmeyerm@michigan.gov.
Livingston County Transit Master Plan Update

The Livingston Essential Transportation Services (LETS) is conducting the Livingston County Transit Master Plan update in collaboration with the county, surrounding municipalities, and human service agencies and providers.

The goal of the Transit Master Plan for Livingston County is to analyze the existing system and work with project stakeholders and the public to determine what transit system enhancements could be made to improve the quality of life in Livingston County. The Transit Master Plan will explore the need for more public transportation within the County, including connections to adjacent counties, and ways to improve walkability and bikeability to support the transit system. The plan update will establish goals for Livingston County’s transit system that will be prioritized by the public and serve as a framework for implementation.

Their extensive and commendable public outreach efforts have reached over 5,800 residents through Facebook, and several hundred through public meetings, focus groups and online surveys.

For more information on the Transit Master Plan for Livingston County please visit www.livgov.com/lets.

Construction on MTA’s Alternative Fueling Station is Completed

The Flint Mass Transportation Authority (MTA) and Consumers Energy have completed construction on a public/private fueling station that will dispense compressed natural gas (CNG) for fueling MTA vehicles and private fleets.

In addition to fulfilling MTA’s requirements for fueling, the station will be open seven days a week, 24 hours a day for public use. The fueling station is located at Dort and Maple Roads in Grand Blanc Township. There will be three fueling dispensers located on the property. Two of the dispensers will be utilized for MTA vehicles and one will be for the public.

“This is a significant project and one of only two of its kind in the state of Michigan,” Ed Benning, General Manager/CEO, said. “This is a major upgrade to our fuel facility and provides a major boost to our natural gas fueling capacity.

In addition, plans call for the installation of four electric vehicle charging stations available for use by the public at the new station.

Within the next eighteen months, the MTA will have 48 compressed natural gas vehicles that will fuel at the new station. By 2020, the MTA anticipates that all diesel fueled vehicles will be replaced with alternative fuels. Currently, the MTA fleet consists of 80% new alternative fuel vehicles.

The station is owned and operated by Consumers Energy. Benning believes this is an exciting opportunity for MTA to advance the alternative fuel program with the addition of natural gas vehicles.

“This effort is a culmination of three years of work,” Benning stated. “Moving forward, it will be critical that the MTA receive grant funds to properly store the new replacement vehicles which require special handling and storage.”
**MAX’s New Executive Director**

Elisa Hoekwater recently began as the new executive director of the Macatawa Area Express Transportation Authority (MAX) in Holland, but she is not new to Michigan or to the field of transportation. Originally from Puerto Rico, Elisa’s family moved to Ann Arbor, MI, when she was in elementary school. She enjoyed riding her bike through high school and quickly learned the freedom of using TheRide fixed route bus in the Ann Arbor-Ypsilanti area.

While in college, Elisa received a master’s degree in Land Use Planning and graduate certificate in Transportation from the University of Michigan. Combining her knowledge of land use and transportation planning, Elisa’s first transit project was a geographic information system-based (GIS) impact study of the relocation of Sears from the Sears Tower in Chicago to Hoffman Estates.

More recently, Elisa worked as the transportation program manager, managing an alternative scenario planning project for the Macatawa Area Coordinating Council, the metropolitan planning organization in Holland. Using CommunityViz and TransCAD software, a variety of land use scenarios were developed to evaluate future impacts on the transportation network and on-air quality.

Elisa began the region’s first Green Commute Week program and has promoting active transportation in the Holland and Zeeland Area since 2008. Over the last 10 years MAX has been a supporting partner during Green Commute Week, offering free rides to fixed-route passengers.

In her new role at MAX, Elisa is thrilled with the opportunity to speak Spanish. Having grown up in a bi-lingual home, Elisa is happy to speak Spanish with passengers, bus operators, and finds it to be a highlight of her daily work day.

---

**New LETS Director and Deputy Director**

Congratulations to two Livingston Essential Transportation Service (LETS) staff members on their recent promotions!

Greg Kellogg now serves as the LETS director after Doug Britz’s retirement. Greg began his career in the area as a student intern with the Livingston County Administration which led him to the LETS deputy director position. Greg holds a Bachelor of Science degree from Eastern Michigan University and a Master of Public Policy degree from Michigan State University.

New deputy director Adam Baranski works with Greg to manage the overall operations and administration affairs for the agency. Adam completed his Bachelor of Business Administration degree from Cleary University while working full-time as a driver and is now nearing completion on his Master of Business Administration degree.

The agency is very excited to have both leaders on board! Greg and Adam provide a unique and valuable perspective with great plans to move the agency forward.

---

**Save the Date for the Michigan Small Bus Roadeo**

Please join us for the new and improved Michigan Small Bus Roadeo which will be held at the Michigan State Police headquarters on Saturday, April 13, 2019.

A breakfast buffet for the drivers, lunch and an awards dinner will be provided. Attendees will be able to drive on the Michigan State Police Test Track!

More information on the itinerary and hotels will be forthcoming when it becomes available.