

Introduction – I would like to thank all of you all for coming to Lansing this morning to hear us talk about Act 51.



Contact

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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.



Agenda

- Act 51 City/Village & County Reports
- Section 10k Non-Motorized Expenditures
- What is expected for Section 18j
- TAMC - ADARS and IRT
- MTF Distributions
 - How to look up MTF payment information
 - How to calculate MTF estimated revenue
 - Increased income revenue budgeted for FY19
- Frequently Asked Questions

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

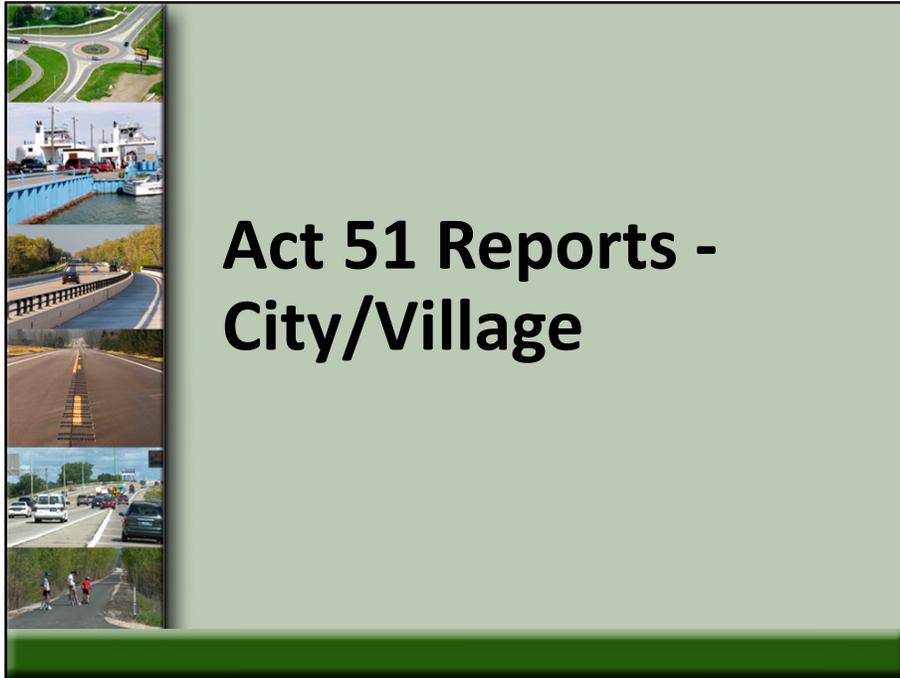
Section 18j – we will briefly touch on the requirements for section 18j

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

The screenshot displays the MDOT Department of Transportation Report Status Screen. The page includes a navigation bar with links for Michigan.gov Home, ADARS Home, Contacts, FAQs, and Help. The main content area features a 'Create Report' form with a 'Fiscal Year' dropdown menu set to 2019 and a 'Create Report' button. Below the form is a table of report statuses for various fiscal years. Callouts highlight the 'Create Report' button, the 'Fiscal Year' dropdown, the 'Create Report' button in the table, the 'Print Completed Report' icon, and the 'Print Blank Report' button.

FY	Status	Report Contact	Print
2018	New		
2017	Approved	05/31/2017 COLEL	
2016	Approved	09/07/2016 COLEL	
2015	Approved	07/07/2015 colol	
2014	Approved	08/21/2014 colol	
2013	Approved	07/22/2013	
2012	Approved	06/07/2012	

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.

Revenues Screen

MDOT Department of Transportation

Michigan.gov Home ADARS Home Contact Us Help Welcome, COLEL Sign Out

Notice Report Status Report Contact Verify/Submit Report Change Agency FY Approve/Reject Report C/P of Add-on FY End 02/28/16

Aspects Liabilities Revenues Expenditures Other Financing Non-Motorized Capital Assets Long Term Debt Asset Management

STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE

	Major Street Fund	Local Street Fund
15. Tax Levies: [?]		
16. Federal Grants		
a. MDOT Payments to Private Contractors: [?]		
b. Negotiated Contracts: [?]		
17. State Grants		
a. Michigan Transportation Fund (ACT 51): [?]		
b. Winter Maintenance (ACT 51): [?]		
c. Local Bridge Fund: [?]		
d. Transportation Economic Development Fund: [?]		
e. Metro Act Funds: [?]		
f. Other: [?]	\$0.00	\$0.00
18. State Trunkline Preservation (Must show expenditure on line 34): [?]		
19. Interest: [?]		
20. Special Assessments: [?]		
21. Contributions From Counties: [?]		
22. Contributions From Adjacent Governmental Units: [?]		
23. Miscellaneous: [?]	\$0.00	\$0.00
24. Total Revenues: [?]	\$0.00	\$0.00

Buttons: Save, Generate Report

Callouts:

- MTF and Snow Payments (pointing to lines 15-17)
- State of Michigan - Local Agency Disbursements (pointing to line 17f)

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.

Expenditures Screen

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Notices | Report Status | Report Contact | Verify/Submit Report | Change Agency FY | Approve/Reject Report | Welcome, user | Sign Out

Assets | Liabilities | Revenues | Expenditures | Other Financing | Non-Motorized | Capital Assets | Long Term

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

EXPENDITURES	Major Street Fund	Local Street Fund	Account	Description	Amount
25. Construction - Streets (incl. Eng. & R.O.W.): [?]					
26. Construction - Structures (incl. Eng. & R.O.W.): [?]					
27. Preservation - Streets: [?]					
28. Preservation - Structures: [?]					
29. Traffic Services - Streets and Structures: [?]					
30. Winter Maintenance - Streets and Structures: [?]					
31. Administration, Engineering & Record Keeping: [?]					
32. Roadside Parks (Major Street Only): [?]					
33. Contributions To Adjacent Governmental Units: [?]					
34. State Trunkline Preservation (Must show revenue on line 18): [?]					
35. State Trunkline Construction - City Village Share: [?]					
36. Miscellaneous: [?]	\$0.00				
DEBT SERVICE					
37. Principal: [?]					
38. Interest and Bank Fees: [?]					
39. Total Expenditures: [?]	\$0.00	\$0.00			

Save | Generate Report

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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.

Other Financing Sources (Uses) Screen

MDOT Department of Transportation

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Notices | Report Status | Report Contact | Verify/Submit Report | Change Agency FY | Approve/Reject Report | CV of | Addtion | FY End: 02/28/19

Assets | Liabilities | Revenues | Expenditures | Other Financing | Non-Motorized | Capital Assets | Long Term Debt

OTHER FINANCING SOURCES (USES)	Major Street Fund	Local Street Fund
40. General Fund: [?]		
41. Municipal Street Fund: [?]		
42. Capital Improvement Fund: [?]		
43. Transfer - Major To Local: [?]		\$0.00
44. Transfer - Local To Major: [?]	\$0.00	
45. Bond Proceeds: [?]		
46. Equipment Installment Purchase Proceeds: [?]		
47. Other: [?]		
48. TOTAL OTHER FINANCING SOURCES (USES): [?]	\$0.00	\$0.00
49. Excess of Revenues and Other Sources Over/Under Expenditures and Other Uses: [?]	\$0.00	\$0.00
50. Fund Balance at Beginning of Year: [?]	\$31,307.00	\$47,258.00
51. Prior Period Adjustment: [?]		
52. Adjusted Fund Balance at Beginning of Year: [?]	\$31,307.00	\$47,258.00
53. Fund Balance at End of Year: [?]	\$31,307.00	\$47,258.00

Buttons: Save, Generate Report, Delete Subledger, Update Subledger

Callouts: Negative Transfers, Prior Period Adjustments, Deficit Ending Fund Balance

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

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Assets | Liabilities | Revenues | Expenditures | Other Financing | Non-Motorized | Capital Assets | Long Term Debt | Asset Management

TEN YEARS OF QUALIFIED EXPENDITURES FOR NON-MOTORIZED IMPROVEMENTS
Total must equal or exceed 1% of your Fiscal Year MTF returns multiplied by 10
\$0.00 X .10 = \$0.00

Fiscal Year: [?]	2010	2011	2012	2013	2014
Expenditures: [?]	\$3,463.00	\$0.00	\$0.00	\$0.00	\$1,945.50
Fiscal Year: [?]	2015	2016	2017	2018	2019
Expenditures: [?]	\$688.20	\$0.00	\$8,100.00	\$0.00	
Grand Total: [?]					\$14,196.70

Distribute Current Year Expenditures to the following categories:

Road Facilities **Non-Road Facilities** **Non-Motorized Services**

Bike Lane: [?] Shared Use Paths/Strc: [?] Planning/Education: [?]

Shoulder: [?] \$0.00 Sidewalks/Curb Ramps: [?]

Other: [?] Pavement Markings/Signs: [?]

Other: [?]

Save Generate Report

Delete Subledger Update Subledger

Grand Total must > MTF total

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.

Schedule of Capital Assets

MDOT Department of Transportation

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Assets | Liabilities | Revenues | Expenditures | Other Financing | Non Motorized | **Capital Assets** | Long Term Debt | Asset Management

SCHEDULE OF CAPITAL ASSETS

Date of Purchase: [?] [mm/dd/yyyy] Description: [?]
 Original Purchase Price: [?] Fund: [?]
 Add To Grid

Remove items that are fully depreciated

Date of Purchase (MM/DD/YYYY) (1) ±	Description (2)	Fund M-Major L-Local (3)	Original Purchase Price (4)	Prior Years Depreciation (5)	Balance (6)	Expense (7)	Ending Book Balance (8)
Total: [?]			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Delete Update Grid Generate Report

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.

Schedule of Long Term Debt

MDOT Department of Transportation

Michigan.gov Home | ADARS Home | Contacts | FAQs | Help | Welcome, COLEL | Sign Out

Notices | Report Status | Report Contact | Verify/Submit Report | Change Agency FY | Approve/Reject Report | CV of South Rockwood FY End: 06/30/17

Assets | Liabilities | Revenues | Expenditures | Other Financing | Non-Motorized | Capital Assets | Long Term Debt | Asset Management

SCHEDULE OF LONG TERM DEBT

Date of Issue: [?] (mm/dd/yyyy) | Description: [?] | Fund: [?] Select Fund

Amount of Issue: [?] | Date of Maturity: [?]

Add To Grid

Remove items after debt is paid

Date of Issue (MM/DD/YYYY) (1)	Description (2)	Fund M-Major L-Local (3)	Amount Of Issue (4)	Date Of Maturity (5)	(6)	(7)	Amc. (8)	Red (9)	Ending Balance (10)
			Totals: [?]	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00

Delete | Update Grid | Generate Report

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.

Asset Management Screen

The screenshot displays the MDOT Department of Transportation Asset Management interface. The page header includes the MDOT logo and navigation links such as 'Michigan.gov Home', 'ADARS Home', 'Contracts', and 'FAQs'. A status message at the top reads: 'No Data/Project Exist for the Reporting Period'. Below this, instructions state: 'The Total Project Cost is required for work completed to open the road to traffic during the fiscal year (i.e. no other work needs to be done for this project number). Improvement Type: This will be the most significant for the project (i.e. multiple improvement type could be done for the project). This page must be completed for fiscal years ending after September 30, 2014. For more information about the Asset Management page please click [here](#).' A table with the following columns is visible: 'Improvement Type', 'Project ID', and 'Total Project Cost'. A blue callout bubble points to the 'Total Project Cost' column with the text 'Enter Total Cost for Project uploaded from IRT'. A red circle highlights the 'No Data/Project Exist for the Reporting Period' message. At the bottom of the table area, there are buttons for 'Update Grid' and 'Generate Report'.

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/Submmit 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.

Communications

- Valid e-mail address
- Subscribe to MDOT – Act 51
 - https://public.govdelivery.com/accounts/MIDOT/subscriber/new?topic_id=MIDOT_145

MDOT
Michigan Department of Transportation

GovDelivery applications and services no longer support Internet Explorer 10 and below.
Please upgrade your browser to a more current version.

Email Updates

To sign up for updates or to access your subscriber preferences, please enter your contact information below.

Email Address *

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.



Review of Act 51 Report Page 1 – Total Assets

BALANCE SHEET	
Assets	
General Operating Fund	
1. Cash	\$1,068,998.42
2. Investments	283,294.94
3. Accounts Receivable :	
a. Michigan Transportation Fund	448,329.91
b. State Trunkline Maintenance	50,895.62
c. State Transportation Department - Other	179,985.24
d. Due on County Road Agreement	0.00
e. Due on Special Assessment	0.00
f. Sundry Accounts Receivable	327,840.46
Inventories/Pre-Paid Insurance/Other	
4. Deferred Expense State Aid	0.00
5. Road Materials	223,683.85
6. Equipment Materials and Parts	152,211.90
7. Prepaid Insurance	0.00
8. Deferred Expense - Federal Aid	0.00
9. Other	16,022.42
10. TOTAL ASSETS	\$2,751,262.76

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.



Page 2 – Liabilities and Fund Balances

Liabilities and Fund Balances	
Liabilities	
11. Accounts Payable	\$156,007.35
12. Notes Payable (Short Term)	0.00
13. Accrued Liability	43,848.16
14. Advances	130,078.00
15. Deferred Revenue - Special Assessment District	0.00
16. Deferred Revenue - EDF Forest Rd.(E)	0.00
17. Deferred Revenue	0.00
18. Other	0.00
Fund Balances	
19. Primary Road Fund	1,477,370.00
20. Local Road Fund	0.00
21. County Road Commission Fund	943,959.25
22. Total Fund Balances	2,421,329.25
23. TOTAL LIABILITIES AND FUND BALANCES	\$2,751,262.76

Line 22 - Total Fund Balances and Line 23 - Total Liabilities and Fund Balances should agree with your financial audit.



Page 3 - Capital Assets

CAPITAL ASSETS ACCOUNT GROUP			
Assets	(A)	(B)	
24. Land		\$0.00	
25. Land Improvements	\$20,681.17		
25 a.Less: Accumulated Depreciation	0.00	20,681.17	
26. Depletable Assets	129,704.23		
26 a.Less: Accumulated Depreciation	(129,704.23)	0.00	
27. Buildings	2,076,742.91		
27 a.Less: Accumulated Depreciation	(1,041,553.89)	1,034,189.02	
28. Equipment - Road	5,308,715.33		
28 a.Less: Accumulated Depreciation	(3,830,453.31)	1,478,262.02	
29. Equipment - Shop	165,817.77		
29 a.Less: Accumulated Depreciation	(159,248.99)	6,568.78	
30. Equipment - Engineers	59,735.20		
30 a.Less: Accumulated Depreciation	(58,566.79)	1,168.41	
31. Yard and Storage Equipment	223,410.69		
31 a.Less: Accumulated Depreciation	(135,223.64)	88,187.05	
32. Office Equipment and Furniture	138,683.36		
32 a.Less: Accumulated Depreciation	(135,697.55)	2,985.81	
33. Infrastructure	45,121,541.20		
33 a.Less: Accumulated Depreciation	(18,382,819.00)	26,738,722.20	
34. Vehicles	0.00		
34 a.Less: Accumulated Depreciation	0.00	0.00	
35. Construction Work in Progress	0.00	0.00	
36. Total Assets		\$29,370,764.46	
Equities			
37. Plant and Equipment Equity			
37 a.Primary		0.00	
37 b.Local		0.00	
37 c.Co. Road Comm.		2,632,042.26	
37 d.Infrastructure		26,738,722.20	
38. Total Equities		\$29,370,764.46	

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.

Page 3 - Long Term Debt

Long Term Debt				
39. Bonds Payable (Act 51)				0.00
40. Notes Payable (Act 143)				0.00
41. Vested Vacation and Sick Leave Payable				209,522.00
42. Installment/Lease Purchase Payable				665,372.02
43. Other				0.00
44. Total Liabilities				✓ \$874,894.02
Fiduciary Fund				
45. Deferred Compensation (Pension) Plan				\$0.00
Other Financing Sources				
From page 5				
92. County Appropriation	0.00	0.00	0.00	0.00
93. Bond Proceeds	0.00	0.00	0.00	0.00
94. Note Proceeds	0.00	0.00	0.00	0.00
95. Inst. Purch./Leases	0.00	0.00	0.00	0.00
96. Total Other Fin. Sources	0.00	0.00	0.00	0.00
Other				
From page 6				
118. Trunkline Maintenance	0.00		443,046.13	443,046.13
119. Trunkline Non-maintenance	0.00		24,730.35	24,730.35
120. Administrative Expense	176,372.48	132,621.19		308,993.67
121. Equipment - Net	79,825.64	158,889.00	57,950.61	296,665.25
122. Capital Outlay - Net	0.00	0.00	(121,876.72)	(121,876.72)
123. Debt Principal Payment	0.00	0.00	55,851.84	55,851.84
124. Interest Expense	0.00	0.00	15,236.40	15,236.40
125. Drain Assessment	0.00	0.00	0.00	0.00
126. Other	0.00	0.00	0.00	0.00
127. Total Other	256,198.12	291,510.19	474,938.61	1,022,646.92

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.

Page 4 - Revenues

STATEMENT OF REVENUES				
	Primary Road Fund (P)	Local Road Fund (L)	Co. Road Comm. Fund (C)	Total (T)
Taxes				
46. County Wide Millage	\$0.00	\$0.00	\$18.31	\$18.31
47. Other	0.00	0.00	0.00	0.00
48. Total Taxes	<u>0.00</u>	<u>0.00</u>	<u>18.31</u>	<u>18.31</u>
Licenses and Permits				
49. Specify	0.00	0.00	10,465.00	10,465.00
Federal Sources				
50. Surface Trans. Program (STP)	303,026.03	0.00	0.00	303,026.03
51. C Funds - Federal	0.00	0.00	0.00	0.00
52. D Funds - Federal	0.00	0.00	0.00	0.00
53. Bridge	0.00	0.00	0.00	0.00
54. High Priority	0.00	0.00	0.00	0.00
55. Other	0.00	0.00	0.00	0.00
56. Total Federal Sources	<u>303,026.03</u>	<u>0.00</u>	<u>0.00</u>	<u>303,026.03</u>
STATE SOURCES				
Michigan Transportation Fund				
57. Engineering	5,950.43	4,049.57		10,000.00
58. Snow Removal	0.00	22,008.29		22,008.29
59. Urban Road	52,345.74	17,266.20		69,611.94
60. Allocation	1,505,176.81	1,024,349.34		2,529,526.15
61. Total MTF	<u>1,563,472.98</u>	<u>1,067,673.40</u>		<u>2,631,146.38</u>
Other				
62. Local Bridge	0.00	0.00		0.00
63. Other	0.00	0.00	199,450.39	199,450.39
64. Total Other	<u>0.00</u>	<u>0.00</u>	<u>199,450.39</u>	<u>199,450.39</u>
Economic Development Fund				
65. Target Industries (A)	0.00	0.00		0.00
66. Urban congestion (C)	0.00	0.00		0.00
67. Rural Primary (D)	105,786.05	0.00		105,786.05
68. Forest Road (E)	150,000.00	0.00		150,000.00
69. Urban Area (F)	0.00	0.00		0.00
70. Other	0.00	0.00		0.00
71. Total EDF	<u>255,786.05</u>	<u>0.00</u>		<u>255,786.05</u>
72. Total State Sources	<u>\$1,819,259.03</u>	<u>\$1,067,673.40</u>	<u>\$199,450.39</u>	<u>\$3,086,382.82</u>

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.

06/2016	07/31/2016	4,000.94	2,725.20	139.20	45.91	LRP	0.00	6,911.25
06/2016	07/31/2016	0.00	0.00	0.00	0.00	Engineering	✓ 10,000.00	10,000.00
07/2016	08/31/2016	4,001.54	2,725.49	139.00	45.85	LRP	0.00	6,911.88
07/2016	08/31/2016	94,328.74	64,248.22	3,276.64	1,080.79		0.00	162,934.39
08/2016	09/30/2016	4,007.10	2,725.50	139.00	45.85	LRP	0.00	6,917.45
08/2016	09/30/2016	126,105.95	85,773.06	4,374.44	1,442.91		0.00	217,696.36
09/2016	10/31/2016	4,003.00	2,725.50	139.00	45.85	LRP	0.00	6,913.35
09/2016	10/31/2016	121,267.39	82,566.40	4,210.90	1,388.96		0.00	209,433.65
10/2016	11/30/2016	96,777.24	65,828.81	3,357.28	1,107.40		0.00	167,070.73
10/2016	11/30/2016	4,006.84	2,725.50	139.00	45.85	LRP	0.00	6,917.19
10/2016	11/30/2016	0.00	0.00	0.00	0.00	County Snow	✓ 22,008.29	22,008.29
11/2016	12/31/2016	4,013.53	2,725.50	139.00	45.85	LRP	0.00	6,923.88
11/2016	12/31/2016	128,241.42	87,085.64	4,441.38	1,464.99		0.00	221,233.43
12/2016	01/31/2017	127,679.37	86,688.01	4,421.10	1,458.30		0.00	220,246.78
12/2016	01/31/2017	4,014.27	2,725.50	139.00	45.85	LRP	0.00	6,924.62

Michigan Transportation Fund Distribution Payments to Counties 01/2016 - 12/2016							
Month	Warrant Date	County Wide Primary Funds	County Wide Local Funds	County Urban Primary Funds	County Urban Local Funds	Additional Distribution or Adjustments	Total
Total		\$1,505,176.81 ✓	\$1,024,349.34 ✓	\$52,345.74 ✓	\$17,266.20 ✓	\$32,008.29 Grand Total	\$2,631,146.38 ✓

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.

Page 5 – Revenues (Cont'd)

STATEMENT OF REVENUES

	Primary Road Fund (P)	Local Road Fund (L)	Co. Road Comm. Fund (C)	Total (T)
Contributions From Local Units				
73. City and Village	\$0.00	\$0.00	\$0.00	\$0.00
74. Township Contr.	918,577.84	472,685.85	0.00	1,391,263.69
75. Other	0.00	500.00	0.00	500.00
76. Total Contributions	918,577.84	473,185.85	0.00	1,391,763.69
Charges for Service				
77. Trunkline Maintenance	0.00		368,214.15	368,214.15
78. Trunkline Non-maintenance	0.00		24,730.33	24,730.33
79. Salvage Sales	0.00	0.00	852.00	852.00
80. Other	0.00	82,751.37	0.00	82,751.37
81. Total Charges	0.00	82,751.37	393,796.48	476,547.85
Interest and Rents				
82. Interest Earned	6,461.89	0.00	1,718.52	8,180.32
83. Property Rentals	0.00	0.00	0.00	0.00
84. Total Interest/Rents	6,461.89	0.00	1,718.52	8,180.32
Other				
85. Special Assessments	0.00	0.00	0.00	0.00
86. Land and Bldg. Sales	0.00	0.00	0.00	0.00
87. Sundry Refunds	0.00	0.00	0.00	0.00
88. Gain (Loss) Equip. Disp.	0.00	0.00	35,453.66	35,453.66
89. Contributions from Private Sources	0.00	0.00	0.00	0.00
90. Other	0.00	0.00	266,323.06	266,323.06
91. Total Other	0.00	0.00	391,776.72	391,776.72
Other Financing Sources				
92. County Appropriation	0.00	0.00	0.00	0.00
93. Bond Proceeds	0.00	0.00	0.00	0.00
94. Note Proceeds	0.00	0.00	0.00	0.00
95. Inst. Purch./Leases	0.00	0.00	0.00	0.00
96. Total Other Fin. Sources	0.00	0.00	0.00	0.00
97. TOTAL REVENUE AND OTHER FINANCING SOURCES	\$3,047,324.70	\$1,623,610.62	\$907,225.42	\$5,578,160.74

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.

Page 6 - Expenditures

STATEMENT OF EXPENDITURES

	Primary Road Fund (P)	Local Road Fund (L)	Co. Road Comm. Fund (C)	Total (T)
Construction/Capacity Improvement				
98. Roads	\$0.00	\$0.00		\$0.00
99. Structures	0.00	0.00		0.00
100. Roadside Parks	0.00	0.00		0.00
101. Special Assessments	0.00	0.00		0.00
102. Other	0.00	0.00		0.00
✓ 103. Total Construction/Cap. Imp.	0.00	0.00		0.00
Preservation - Structural Improvements				
104. Roads	1,210,903.71	391,719.57		1,602,623.28
105. Structures	87,089.80	56,676.80		143,766.60
106. Safety Projects	16,207.69	0.00		16,207.69
107. Roadside Parks	0.00	0.00		0.00
108. Special Assessments	0.00	0.00		0.00
109. Other	0.00	0.00		0.00
✓ 110. Total Preservation - Struct. Imp.	1,314,201.20	448,396.37		1,762,597.57
Maintenance				
111. Roads	725,785.92	1,025,437.67		1,751,223.59
112. Structures	0.00	0.00		0.00
113. Roadside Parks	0.00	0.00		0.00
✓ 114. Winter Maintenance	308,614.57	286,867.22		595,481.79
115. Traffic Control	17,102.19	18,161.96		35,264.15
116. Total Maintenance	1,051,502.68	1,330,466.85		2,381,969.53
117. Total Construction, Preservation And Maintenance.	2,365,703.88	1,778,862.82		4,144,566.70
Other				
118. Trunkline Maintenance	0.00		443,046.13	443,046.13
119. Trunkline Non-maintenance	0.00		24,730.35	24,730.35
120. Administrative Expense	176,372.48	132,621.19		308,993.67
121. Equipment - Net	79,825.64	158,889.00		238,714.64
122. Capital Outlay - Net	0.00	0.00	(121,876.72)	(121,876.72)
123. Debt Principal Payment	0.00	0.00	55,851.84	55,851.84
124. Interest Expense	0.00	0.00	15,236.40	15,236.40
125. Drain Assessment	0.00	0.00	0.00	0.00
126. Other	0.00	0.00	0.00	0.00
127. Total Other	256,198.12	291,510.19	474,938.61	1,022,646.92
✓ 128. Total Expenditures	✓ \$2,621,902.00	✓ \$2,070,373.01	✓ \$474,938.61	✓ \$5,167,213.62

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 an 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 - Construction/Capacity Improvements/Structural Improvements Summary

PRESERVATION - STRUCTURAL IMPROVEMENTS				
	Primary System		Local System	
	*Unit	Expenditures	*Unit	Expenditures
ROADS				
251. Reconstruction	2.25 mi. x	\$934,019.87	0.00 mi.	\$0.00
252. Resurfacing	1.49 mi.	276,883.84	0.40 mi.	33,664.08
253. Gravel Surfacing	0.00 mi.	0.00	7.90 mi.	358,055.49
254. Paving Gravel Roads	0.00 mi.	0.00	0.00 mi.	0.00
SAFETY PROJECTS				
255. Intersection Improvements	0.00 ea.	0.00	0.00 ea.	0.00
256. Railroad Crossing Improvements	0.00 ea.	0.00	0.00 ea.	0.00
257. Other	0.00 ea.	16,207.69	0.00 ea.	0.00
MISCELLANEDUS				
258. Roadside Parks	0.00 ea.	0.00	0.00 ea.	0.00
259. Other	0.00 ea.	0.00	0.00 ea.	0.00
260. Subtotals		1,227,111.40		391,719.57
BRIDGES				
261. Replacement	0.00 ea.	328.60	0.00 ea.	0.00
262. Recondition or Repair	0.00 ea.	657.20	0.00 ea.	0.00
263. Replace with Culvert	0.24 ea.	86,104.00	0.32 ea.	56,676.80
264. Bridge Subtotals		87,089.80		56,676.80
265. TOTAL PRESERVATION - STRUCT IMP		\$1,314,201.20		\$448,396.37

*All Units are to be reported in the Fiscal Year that the project is opened for use.

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.

Page 7 – Fund Balances

STATEMENT OF CHANGES IN FUND BALANCES				
	Primary Road Fund (P)	Local Road Fund (L)	Co. Road Comm. Fund (C)	Total (T)
129. Total Revenues And Other Financing Sources	\$3,047,324.70	\$1,623,610.62	\$907,225.42	\$5,578,160.74
130. Total Expenditures	2,621,902.00	2,070,373.01	474,938.61	5,167,213.62
131. Excess of Revenues Over (Under) Expenditures	425,422.70	(446,762.39)	432,286.81	410,947.12
132. Optional Transfers				
132 a. Primary to Local (50%)	(446,762.39)	446,762.39		0.00
132 b. Local to Primary (15%)	0.00	0.00		0.00
133. Emergency Transfers (Local to Primary)	0.00	0.00		0.00
134. Total Optional Transfers	(446,762.39)	446,762.39		0.00
135. Excess of Revenues and Other Sources Over (Under) Expenditures and Other Uses	(21,339.69)	0.00	432,286.81	410,947.12
136. Beginning Fund	2,689,664.14	0.00	715,316.57	3,404,980.71
137. Adjustment	0.00	0.00	0.00	0.00
138. Beginning Fund Balance Restated	2,689,664.14	0.00	715,316.57	3,404,980.71
139. Interfund Transfer (County to Primary and/or Local)	0.00	0.00	0.00	0.00
140. Ending Fund Balance	\$2,668,324.45	\$0.00	\$1,147,603.38	\$3,815,927.83

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.

Page 14 – Preservation Expenditures – 90% of MTF Returns

PRESERVATION EXPENDITURES - 90% OF MTF RETURNS
(For Compliance with Section 12(16) of Act 51)

	Primary Road Fund	Local Road Fund	Total
232. Michigan Transportation Fund (MTF) Returns			\$3,442,100.33
DEDUCTIONS			
233. Administrative Expense (from Page 6 Expenditures)			340,001.54
234. Total Capital Outlay (from Page 13)			684,834.30
235. Debt Principal Payment (from Page 6 Expenditures)			57,087.36
236. Interest Expense (from Page 6 Expenditures)			14,000.88
236 a. Total Deductions			1,095,924.08
236 b. Adjusted MTF Returns			2,346,176.25
237. Preser - Struct Imp (from Page 6 Expenditures)	\$1,292,390.12	\$316,480.81	1,608,870.93
238. Routine Maintenance (from Page 6 Expenditures)	831,341.80	1,762,772.09	2,594,113.89
239. Less Federal Aid for Preser - Struct Imp	0.00	0.00	0.00
240. TOTAL RD EXPENSE (Excluding Fed Aid)	2,123,731.92	2,079,252.90	✓ 4,202,984.82
241. 90% of Adjusted MTF Returns			2,111,558.63

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 preservations. 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.

Page 15 – Non-Motorized Improvements

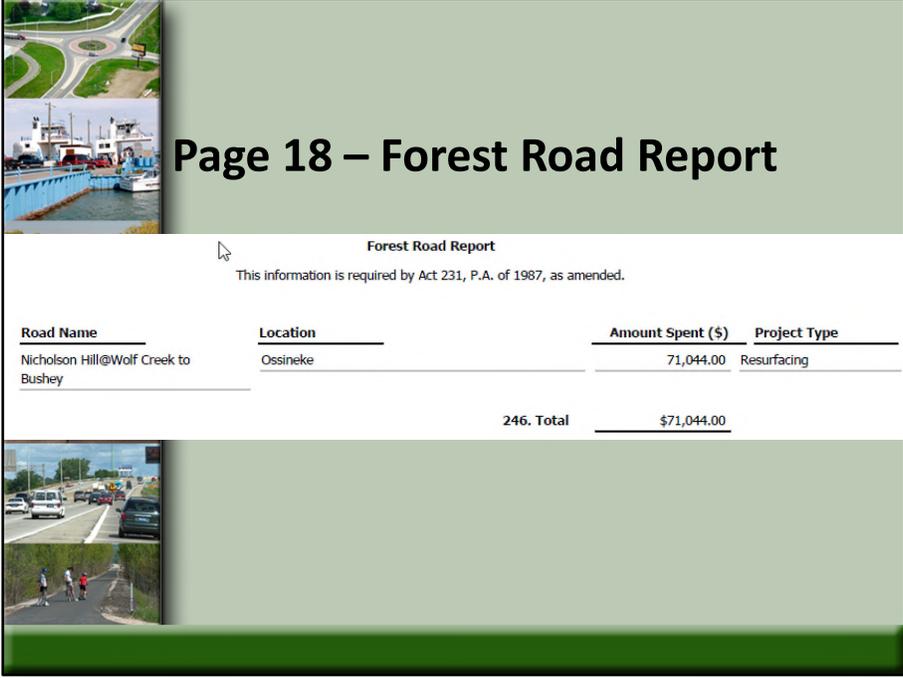
TEN YEARS OF QUALIFIED EXPENDITURES FOR NON-MOTORIZED IMPROVEMENTS
(for Compliance with Section 10K of Act 51)

Fiscal Year	2009	2010	2011	2012	2013
Expenditures (\$)	132,275.21	262,138.65	353,151.68	357,900.72	482,706.91
Fiscal Year	2014	2015	2016	2017	2018
Expenditures (\$)	264,340.73	553,298.55	661,810.72	669,514.38	262,871.80
242. TOTAL					\$4,000,009.35

Total must equal or exceed 1% of your Fiscal Year MTF returns multiplied by 10
 $4,463,635.62 \times .10 = 446,363.56$

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.



Page 18 – Forest Road Report

Forest Road Report

This information is required by Act 231, P.A. of 1987, as amended.

<u>Road Name</u>	<u>Location</u>	<u>Amount Spent (\$)</u>	<u>Project Type</u>
Nicholson Hill@Wolf Creek to Bushey	Ossineke	71,044.00	Resurfacing
246. Total		<u>\$71,044.00</u>	

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.

Verify/Submit Report

Michigan.gov Home | ADARS Home | Contacts | FAQs | Help | Welcome, ChangJ2 | Sign Out

Notices | Report Status | Report Contact | **Verify/Submit Report** | Change Agency FY | Approve/Reject Report | County: | FY End: 09/30/17

Note: Use the online help [?] at the specified line to clear the following errors. If you are unable to clear an error, email MDOT-Outreach@michigan.gov and request an override. You can't submit the report with Active Errors

Note: Use the online help [?] at the specified line to resolve the following warnings. If you are unable to resolve a warning, enter an Explanation. You can't submit the report with unexplained Warnings

Active Errors			Active Warnings			
Line No	Screen Name	Error Description	Line No	Screen Name	Warning Description	Explanation
33	Capital Assets	Infrastructure amount is required	98	Expenditures	Required 20% expenditures of MTF for Winter Maintenance, Construction and Debt Service have not been met. Enter an explanation.	
33	Capital Assets	Less: Accumulated Depreciation amount is required				
140	Fund Balance	Deficit balances are not allowed. Please provide an explanation as to why there is a deficit fund balance.				
241	Maintenance	Maintenance expenditures do not equal or exceed 90% of adjusted MTF returns. Please check expenditures. If expenditures are correct contact MDOT-Outreach@michigan.gov to override the error.				
250	Capacity Improvement	Primary Column: This must match line 103. Total Construction/Capacity Improvement. Please correct entries on lines 247 through 249.				

Override Error(s):

Override Comment:

Submit Report | Print Errors/Warnings

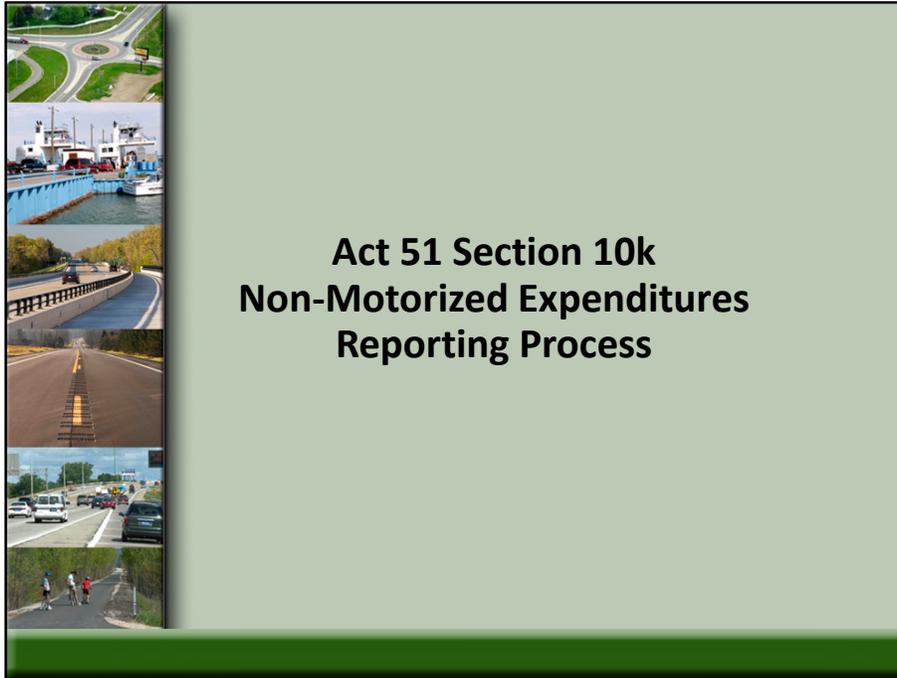
Once you have all the schedules completed, you need to click on the Verify/Submit Report tab (wait patiently...) to see if you have any error or warning messages.

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 forgot 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.



Act 51 Section 10k Summary

- MCL 247.660k also known as Section 10k – requires road agencies spend not less than **1% of their MTF** on non-motorized transportation services or facilities
- Agencies need not meet the requirement annually but as an average over a period of 10 years

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 share used 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.



Services

- Costs associated with the development of:
 - Planning Documents
 - Educational Materials
- Materials **MUST** promote the development, benefits and use of non-motorized transportation

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.

DESCRIPTION OF WORK	WORK CREDITABLE AGAINST SECTION 10K 1% REQUIREMENT	ELIGIBLE COST	
		Engineering	Construction
NON – ROAD FACILITIES			
Shared Use Path as a project	All Engineering/construction	100%	100%
Shared Use Path as part of a road project	1) All path related construction 2) Non-path work in the road project, necessitated by the path component (e.g. extra fill, culvert extension, etc) 3) Prorated engineering costs	Prorated*	100% of 1 and 2
Shared Use Structures	All engineering/construction	100%	100%
Bicycle Parking	Acquisition and Installation	100%	100%
Sidewalks, ramps and curb cuts	All engineering/construction	100%	100%
Curb Extensions and Median Refuge Islands	All engineering/construction	100%	100%
Signs, Pavement Markings, Pedestrian Signals	All work specifically associated with the non-motorized facility and its pedestrian/non-motorized users	100%	100%
SERVICES			
Non-motorized Planning and Education	Costs associated with the development of non-motorized planning documents or educational materials intended to promote the development, benefits and use of non-motorized transportation.	NA	NA
ROAD FACILITIES			
New Bike Lanes and associated, pavement, pavement markings, and signage	That portion of the engineering and construction that can be attributed to the bike lane	Prorated	Prorated**
Shoulder Paving as a project	All Engineering/construction	100%	100%
Shoulder Paving as a part other road or bridge construction, reconstruction, resurfacing, or widening work	That portion of the engineering and construction that can be attributed to the paving shoulder portion of the work	Prorated	Prorated**
Road or bridge Construction, Reconstruction, Resurfacing, or Widening	That portion of the outside lane width in excess of the minimum design width for motor vehicles	Prorated	Prorated
* Proration: $E_{nm} = (C_{nm} / C_{tot}) \times E_{tot}$, where E=Engineering \$s, and C=Construction \$s			
** Proration: $C_{nm} = (W_{nm} / W_{tot}) \times C_{tot}$ 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:
https://www.michigan.gov/documents/mdot/Partial_list_of_Eligible_Expenditures-2007_revisions_621453_7.pdf
- You can also find it on our website:
www.michigan.gov/act51
Under the ADARS-Act 51 heading
Eligible Expenditures (Partial) – 2007 Revisions

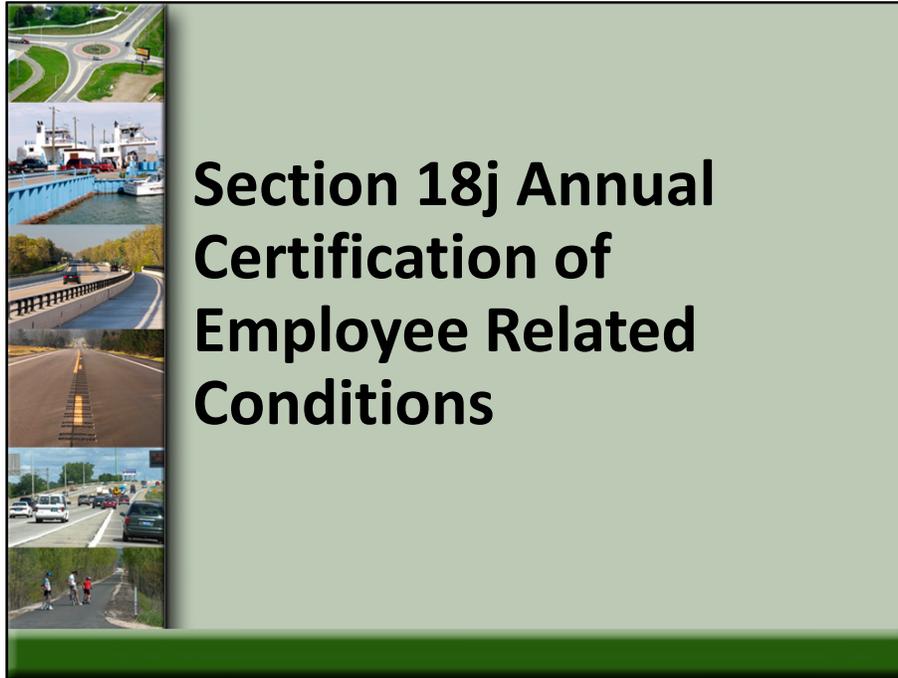
This is the link to the table on the previous slide. The other way to find it is using the website address of www.michigan.gov/act51 under the ADARS/Act 51 heading.



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.



MCL 247.668j also know as Section 18j

- Certification date – September 30 each year
- Form 2067 for Counties
- Form 2068 for Cities/Villages
- Dashboard requirement only pertains to County Road Commissions
- “Transportation” employee was removed from the law

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.

Michigan Department of Transportation
2071 (2-15)

PUBLIC ACT 51, SECTION 18j, MCL 247.668j
Annual Certification of Employee-related Conditions

CERTIFICATION YEAR _____

COUNTY ROAD AGENCY NAME _____

Beginning September 30, 2015, and annually each September 30 thereafter, certification must be made for compliance to Section 18j(1) of Public Act 51 of 1951, MCL 247.668j(1). A local road agency must certify that it has (a) developed an employee compensation plan for its employees as described OR (b) the local road agency must certify that medical benefits are offered to its employees or elected public officials in compliance with the publicly funded health insurance contribution act, 2011 PA 152, MCL 15.561 to 15.569, or, that it does not offer medical benefits to its employees or elected public officials.

Compliance with (1)(a)
I certify compliance with MCL 247.668j(1)(a).
Our compensation plan for employees meets the minimum criteria of MCL 247.668j (a)(i) - (iv).

Compliance with (1)(b)
I certify compliance with MCL 247.668j(1)(b), and as such, offer one of the following:
 I certify that medical benefits are offered to employees or elected public officials in compliance with the publicly funded health insurance contribution act, 2011 PA 152; or
 I certify that the local road agency has exempted itself from the publicly funded health insurance contribution act, 2011 PA 152; or
 I certify that medical benefits are not offered to employees or elected public officials.

Non-compliance with (1)(a) or (1)(b)
I certify that we are not in compliance with MCL 247.668j(1).
I understand that failure to comply with certification of (a) or (b) of MCL 247.668j(1) may result in the withholding of all or part of the distributions made to this local road agency from the Michigan Transportation Fund.

This form must be signed by the Chairman of the County Road Commission or the County Executive and the Chief Financial Officer of the County Road Agency.

SIGNATURE		SIGNATURE	
PRINTED NAME		PRINTED NAME	
TITLE	DATE	TITLE	DATE

Due Each September 30
Return the completed form to:
Michigan Department of Transportation, Financial Operations Division, P.O. Box 30050, Lansing, MI 48909, OR
Email to: MDOT_Collectors@mi.gov, OR
Fax to: (517) 373-6266

[Clear Form](#)

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?



Michigan
Transportation Asset
Management Council

Training for the Investment Reporting Tool (IRT)

www.michigan.gov/tamc
(Training videos found under the IRT Training section)

This presentation was provided by the Transportation Asset Management Council and is being presented on their behalf.



Transportation Asset Management Council (TAMC)

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

Requires all agencies to submit

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

www.michigan.gov/tamc

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



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.

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.

Updates – the Interactive Map and Dashboards have been updated this year. The IRT will have continuous updates in the future.



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.



Dashboards

Public Act 506 of 2012 / PA 301 of 2014

These Public Acts require that each county road agency maintain a searchable website that among other things includes a financial performance dashboard.

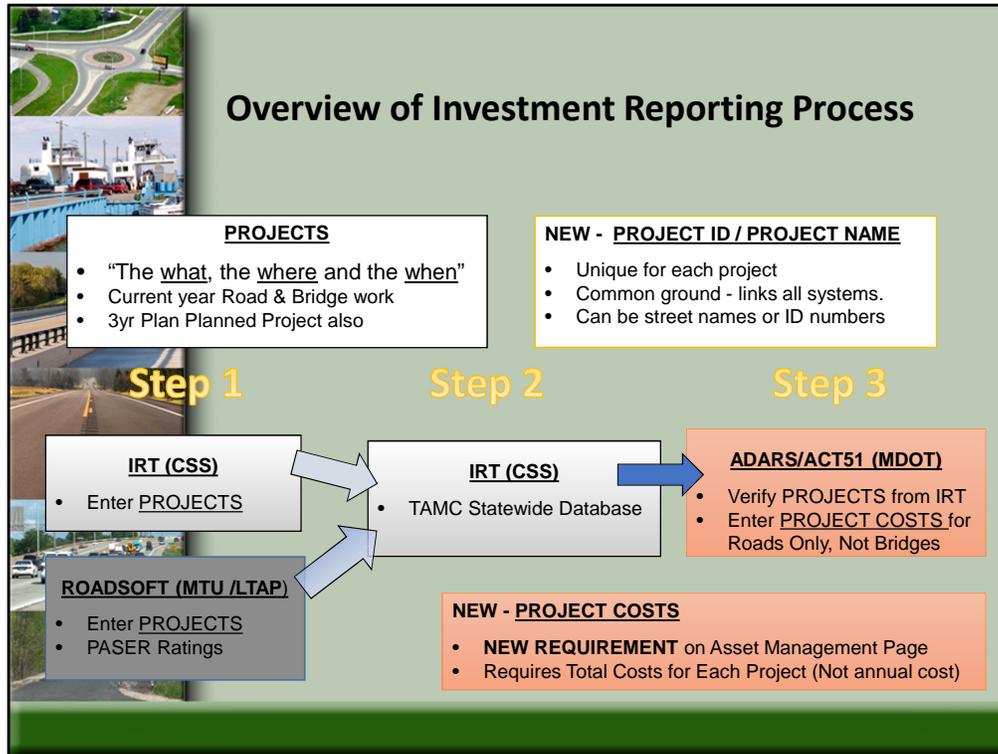
The dashboard is to contain information on revenues, expenditures and unfunded liabilities. The county road agency may link to the financial information provided by the TAMC website.

- 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.

Bringing the Pieces Together

- **IRT + ADARS = Compliance**
- These two systems are now integrated to allow projects entered into the IRT to sync with the fields in the ADARS system. This removes previous dual entry process.
- ADARS users will then enter in project cost information
- This increases accuracy and efficiency
- IRT and ADARS reporting share a common deadline now. (120 Days after Fiscal Year End Date - May 1st Counties)




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.

Improvement Type	Project ID / Name	Date	Surface Type
Multiple Course HMA Overlay on Flexible Pavement	JL 050016	6/29/2016	Asphalt
Multiple Course HMA Overlay on Flexible Pavement	JL 050010	6/24/2016	Composite
Bituminous Crack Treatment	O&M	6/24/2016	Asphalt
Bituminous Overlay (< 40mm)	JL 050032	6/3/2016	Asphalt
Crush & Shape & Resurf	JL 005030	5/26/2016	Asphalt
Crush & Shape & Resurf	JL005030	5/20/2016	Asphalt
Crush & Shape & Resurf	JL 050030	5/20/2016	Asphalt
Multiple Course HMA Overlay on Flexible Pavement	JL 050026	10/23/2015	Asphalt
Bituminous Overlay (< 40mm)	Millage Pave - overlay - contract	10/8/2015	Asphalt
Bituminous Overlay (< 40mm)	OVE - Contract Paving	10/6/2015	Asphalt
Bituminous Resurfacing	JL 050010 - JN 126805A MLKing	10/1/2015	Composite
Multiple Course HMA Overlay on Flexible Pavement	JL 050012 - JN 126804A - Mt Hope	9/1/2015	Composite
Bituminous Resurfacing	JL 050014 - JN 126806A - Cedar St	9/1/2015	Composite
Bituminous Resurfacing	JL_050016 - JN 127229A - Aurelius Rd.	9/1/2015	Asphalt

Project ID / Project Name (Entered in IRT or Roadsoft)

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.

ADARS – Asset Management Screen

Michigan Transportation Asset Management Council

MDOT Department of Transportation

ASSET MANAGEMENT

The Total Project Cost is required for work completed to open the road to traffic during the fiscal year (i.e. no other work needs to be done for this project number).
Improvement Type: This will be the most significant for the project (i.e. multiple improvement type could be done for the project).
This page must be completed for fiscal years ending after September 30, 2014.
For more information about the Asset Management page please [click here](#).

Improvement Type	Project ID	Total Project Cost	Date Open To Traffic	Pavement Type
Overband Crack Fill	IRT-24120_2013_3E	\$0.00	10/11/2013	Asphalt
Bituminous Overlay (< 40mm)	IRT-24120_2013_3E	\$0.00	10/11/2013	Asphalt
Skip Patching	IRT-24120_2013_3E	\$0.00	10/11/2013	Asphalt
Crush & Shape & Resurf	LS0036-4	\$0.00	09/10/2013	Asphalt
Crush & Shape & Resurf	LS0036-1	\$0.00	09/04/2013	Asphalt
Crush & Shape & Resurf	LS0036-2	\$0.00	09/03/2013	Asphalt
Crush & Shape & Resurf	LS0036-3	\$0.00	09/03/2013	Asphalt
Bituminous Reconstruction	SW0017	\$0.00	09/01/2013	Asphalt
Bituminous Reconstruction	SW00016-2	\$0.00	08/23/2013	Asphalt
Skip Patching	D-5	\$0.00	09/05/2013	Asphalt

Project ID / Project Name (from IRT or Roadsoft)

Only Enter Total Project Cost

Again IRT syncs to ADARS which removes previous dual entry process as ADARS only needs Total Project Costs

Michigan Transportation Asset Management Council

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.



Contacts / Feedback

- TAMC Policy Questions –
 - Roger Belknap – New TAMC Coordinator
 - BelknapR@michigan.gov
 - (517) 335-4850
 - www.michigan.gov/tamc
- TAMC IRT Helpdesk/CSS -
(Center for Shared Solutions)
 - CSS-TAMC@mi.gov
 - (517) 373-7910

Finally – if you have feedback or have questions contact?

Roger Belknap for Asset Management Policy Related Items.

The TAMC 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.



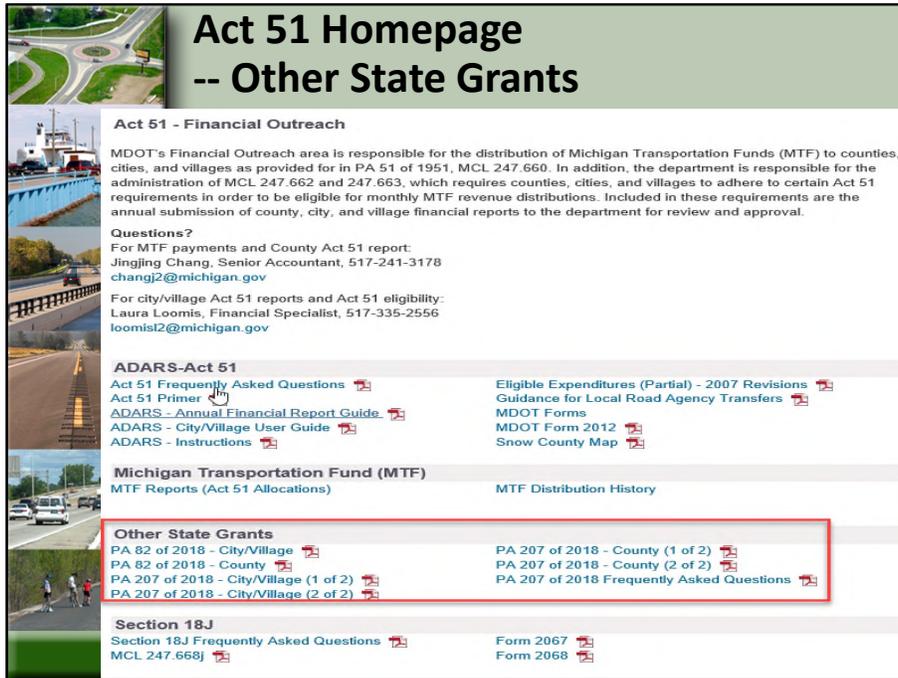
MDOT'S ACT 51 WEBSITE

www.michigan.gov/act51

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.

**Act 51 Home Page
-- MTF Distribution History Program**

Act 51 - Financial Outreach

MDOT's Financial Outreach area is responsible for the distribution of Michigan Transportation Funds (MTF) to counties, cities, and villages as provided for in PA 51 of 1951, MCL 247.660. In addition, the department is responsible for the administration of MCL 247.662 and 247.663, which requires counties, cities, and villages to adhere to certain Act 51 requirements in order to be eligible for monthly MTF revenue distributions. Included in these requirements are the annual submission of county, city, and village financial reports to the department for review and approval.

Questions?
For MTF payments and County Act 51 report:
Jingjing Chang, Senior Accountant, 517-241-3178
changj2@michigan.gov

For city/village Act 51 reports and Act 51 eligibility:
Laura Loomis, Financial Specialist, 517-335-2556
loomisl2@michigan.gov

ADARS-Act 51

Act 51 Frequently Asked Questions	Eligible Expenditures (Partial) - 2007 Revisions
Act 51 Primer	Guidance for Local Road Agency Transfers
ADARS - Annual Financial Report Guide	MDOT Forms
ADARS - City/Village User Guide	MDOT Form 2012
ADARS - Instructions	Snow County Map

Michigan Transportation Fund (MTF)
MTF Reports (Act 51 Allocations)

Other State Grants

PA 82 of 2018 - City/Village	PA 207 of 2018 - County (1 of 2)
PA 82 of 2018 - County	PA 207 of 2018 - County (2 of 2)
PA 207 of 2018 - City/Village (1 of 2)	PA 207 of 2018 Frequently Asked Questions
PA 207 of 2018 - City/Village (2 of 2)	

Section 18J

Section 18J Frequently Asked Questions	Form 2067
MCL 247.668j	Form 2068

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.

MDOT Department of Transportation

Michigan.gov Home | [MTF Distribution History Home](#) | [Act 51 Reporting Contact](#) | [MDOT Home](#)

MTF Distribution History

This application allows the user to search the MTF payments distribution to counties, cities & villages by specifying a date range.

* = Required Fields

* Search By: County City/Village

* County

Alcona
Alger
Allegan
Alpena

* Begin Date: (mm/dd/yyyy)

* End Date: (mm/dd/yyyy)

Submit Reset

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.

Act 51 Distribution and Reporting System								Michigan Transportation Fund Distribution Payments to Counties 05/2017 - 04/2018		05/05/2018 Page 1 of 2
Month	Warrant Date	County Wide Primary Funds	County Wide Local Funds	County Urban Primary Funds	County Urban Local Funds	Additional Distribution or Adjustments	Total			
County -										
05/2017	06/30/2017	167,304.40	113,708.11	5,799.38	1,912.92		0.00	288,724.81		
05/2017	06/30/2017	4,010.15	2,725.50	139.01	45.85	LRP	0.00	6,920.51		
06/2017	07/31/2017	4,009.40	2,725.50	139.01	45.85	LRP	0.00	6,919.76		
06/2017	07/31/2017	165,762.78	112,912.91	5,822.27	1,920.47		0.00	286,418.43		
06/2017	07/31/2017	0.00	0.00	0.00	0.00	Engineering	10,000.00	10,000.00		
07/2017	08/31/2017	149,241.90	101,413.33	5,154.07	1,700.07		0.00	257,509.37		
07/2017	08/31/2017	4,011.70	2,726.04	138.54	45.70	LRP	0.00	6,921.98		
08/2017	09/30/2017	166,811.60	113,184.96	5,752.34	1,897.40		0.00	287,646.30		
08/2017	09/30/2017	4,017.63	2,726.04	138.54	45.70	LRP	0.00	6,927.91		
09/2017	10/31/2017	4,012.13	2,726.04	138.54	45.70	LRP	0.00	6,922.41		
09/2017	10/31/2017	173,346.18	117,780.10	5,985.87	1,974.43		0.00	299,086.58		
10/2017	11/30/2017	0.00	0.00	0.00	0.00	County Snow	22,290.62	22,290.62		
10/2017	11/30/2017	4,007.33	2,726.04	138.54	45.70	LRP	0.00	6,917.61		
10/2017	11/30/2017	151,798.00	103,262.65	5,248.06	1,731.07		0.00	262,039.78		
11/2017	12/31/2017	4,011.82	2,726.04	138.56	45.70	LRP	0.00	6,922.12		
11/2017	12/31/2017	145,987.59	99,199.16	5,042.11	1,663.14		0.00	251,892.00		
12/2017	01/31/2018	4,021.06	2,726.04	138.56	45.70	LRP	0.00	6,931.36		
12/2017	01/31/2018	155,830.86	105,644.34	5,369.71	1,771.19		0.00	268,616.10		
01/2018	02/28/2018	191,007.77	130,015.84	6,608.46	2,179.80		0.00	329,811.87		
01/2018	02/28/2018	4,004.86	2,726.04	138.56	45.70	LRP	0.00	6,915.16		
02/2018	03/31/2018	192,667.67	130,799.78	6,648.31	2,192.94		0.00	332,308.70		
02/2018	03/31/2018	4,015.46	2,726.04	138.56	45.70	LRP	0.00	6,925.76		
03/2018	04/30/2018	183,666.87	124,657.78	6,336.12	2,089.96		0.00	316,750.73		
03/2018	04/30/2018	4,016.47	2,726.04	138.56	45.70	LRP	0.00	6,926.77		
04/2018	05/31/2018	166,830.08	113,869.21	5,787.76	1,909.09		0.00	288,396.14		
04/2018	05/31/2018	3,993.94	2,726.04	138.56	45.70	LRP	0.00	6,904.24		
Act 51 Distribution and Reporting System								Michigan Transportation Fund Distribution Payments to Counties 05/2017 - 04/2018		06/06/2018 Page 2 of 2
Month	Warrant Date	County Wide Primary Funds	County Wide Local Funds	County Urban Primary Funds	County Urban Local Funds	Additional Distribution or Adjustments	Total			
Total		\$2,058,387.65	\$1,399,159.57	\$71,218.00	\$23,491.18		\$32,290.62		\$3,584,547.02	

You saw this report a little while ago when I went through 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.

Act 51 Home Page
-- MTF Reports (Act 51 Allocations)

Act 51 - Financial Outreach

MDOT's Financial Outreach area is responsible for the distribution of Michigan Transportation Funds (MTF) to counties, cities, and villages as provided for in PA 51 of 1951, MCL 247.660. In addition, the department is responsible for the administration of MCL 247.662 and 247.663, which requires counties, cities, and villages to adhere to certain Act 51 requirements in order to be eligible for monthly MTF revenue distributions. Included in these requirements are the annual submission of county, city, and village financial reports to the department for review and approval.

Questions?
 For MTF payments and County Act 51 report:
 Jingjing Chang, Senior Accountant, 517-241-3178
changj2@michigan.gov

For city/village Act 51 reports and Act 51 eligibility:
 Laura Loomis, Financial Specialist, 517-335-2556
loomisl2@michigan.gov

ADARS-Act 51

Act 51 Frequently Asked Questions	Eligible Expenditures (Partial) - 2007 Revisions
Act 51 Primer	Guidance for Local Road Agency Transfers
ADARS - Annual Financial Report Guide	MDOT Forms
ADARS - City/Village User Guide	MDOT Form 2012
ADARS - Instructions	Snow County Map

Michigan Transportation Fund (MTF)

MTF Reports (Act 51 Allocations)	MTF Distribution History
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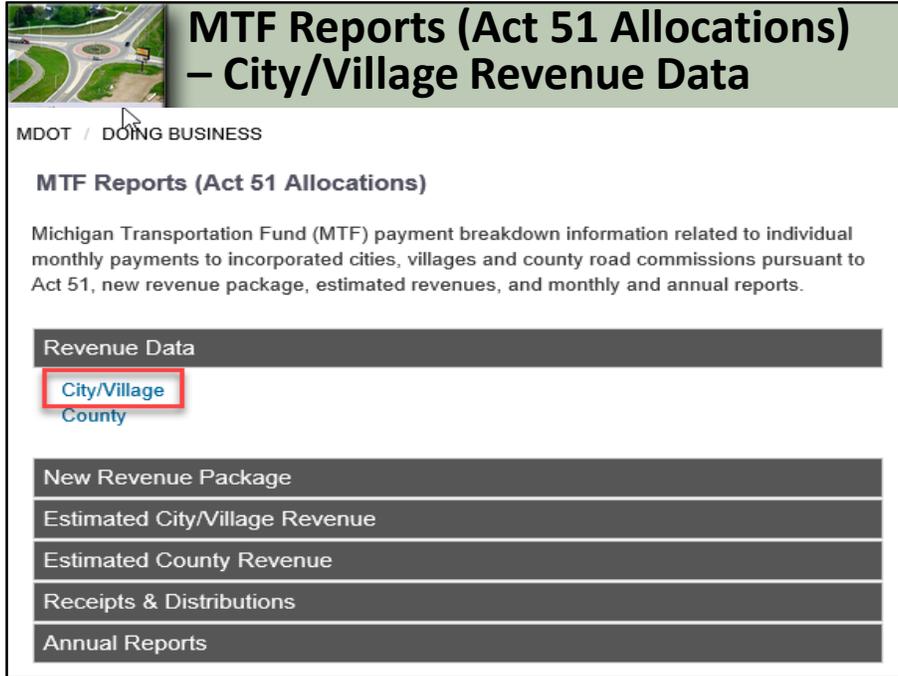
Other State Grants

PA 82 of 2018 - City/Village	PA 207 of 2018 - County (1 of 2)
PA 82 of 2018 - County	PA 207 of 2018 - County (2 of 2)
PA 207 of 2018 - City/Village (1 of 2)	PA 207 of 2018 Frequently Asked Questions
PA 207 of 2018 - City/Village (2 of 2)	

Section 18J

Section 18J Frequently Asked Questions	Form 2067
MCL 247.668j	Form 2068

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**

MDOT / DOING BUSINESS

MTF Reports (Act 51 Allocations)

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.

Revenue Data

- [City/Village](#)
- [County](#)

New Revenue Package

- [Estimated City/Village Revenue](#)
- [Estimated County Revenue](#)
- [Receipts & Distributions](#)
- [Annual Reports](#)

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.

City/Village Revenue Data -- Payment Breakdown

MDOT / DOING BUSINESS

City/Village Revenue Data

Michigan Transportation Fund (MTF) revenue, allocations and breakdown information related to individual monthly payments to incorporated cities and villages pursuant to Act 51.

Allocation Factors	Average Unit Values	Payment Breakdown
November 2018	November 2018	November 2018
October 2018	October 2018	October 2018
September 2018	September 2018	September 2018
August 2018	August 2018	August 2018
July 2018	July 2018	July 2018
June 2018	June 2018	June 2018
May 2018	May 2018	May 2018
April 2018	April 2018	April 2018
March 2018	March 2018	March 2018
February 2018	February 2018	February 2018
January 2018	January 2018	January 2018

Again, this page has a new look. Instead of the 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.



City/Village Revenue Data -- Payment Breakdown

City/Village Continuation Sheet

Earning Month: 02/2018

Federal Id	Mail Code	Agency Name And Address	Trans Description	Trans Amount
386026533	005	Village Of Addison 103 1/2 West Main Street P.O. Box 213 Addison Mi 49220	Major Street	5,735.21
			Local Street	1,608.10
			LRP Major Street	119.55
			LRP Local Street	33.52
			Local Agency Disbursement	5,931.50
				\$13,427.88
386004654	004	City Of Adrian 135 E Maumee St Adrian Mi 49221-2773	Major Street	136,299.80
			Local Street	42,944.11
			LRP Major Street	2,841.11
			LRP Local Street	895.15
			Local Agency Disbursement	144,782.83
				\$327,763.00

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.

**City/Village MTF Estimates
-- Step 1: Allocation Factors**

MDOT / DOING BUSINESS

City/Village Revenue Data

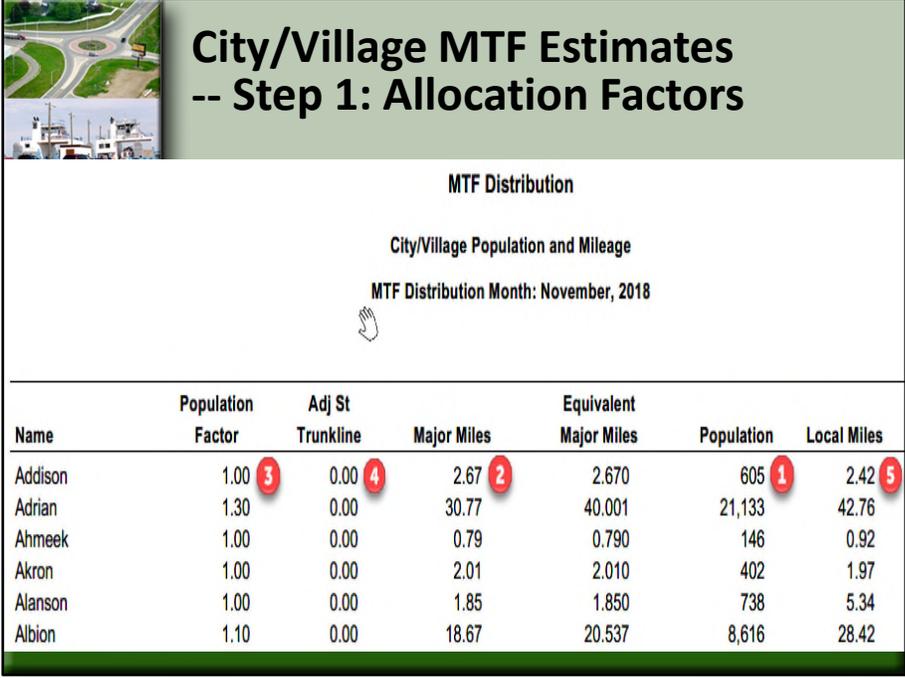
Michigan Transportation Fund (MTF) revenue, allocations and breakdown information related to individual monthly payments to incorporated cities and villages pursuant to Act 51.

Allocation Factors	Average Unit Values	Payment Breakdown
November 2018	November 2018	November 2018
October 2018	October 2018	October 2018
September 2018	September 2018	September 2018
August 2018	August 2018	August 2018
July 2018	July 2018	July 2018
June 2018	June 2018	June 2018
May 2018	May 2018	May 2018
April 2018	April 2018	April 2018
March 2018	March 2018	March 2018
February 2018	February 2018	February 2018
January 2018	January 2018	January 2018

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.



**City/Village MTF Estimates
-- Step 1: Allocation Factors**

MTF Distribution

City/Village Population and Mileage

MTF Distribution Month: November, 2018

Name	Population Factor	Adj St Trunkline	Major Miles	Equivalent Major Miles	Population	Local Miles
Addison	1.00 3	0.00 4	2.67 2	2.670	605 1	2.42 5
Adrian	1.30	0.00	30.77	40.001	21,133	42.76
Ahmeek	1.00	0.00	0.79	0.790	146	0.92
Akron	1.00	0.00	2.01	2.010	402	1.97
Alanson	1.00	0.00	1.85	1.850	738	5.34
Albion	1.10	0.00	18.67	20.537	8,616	28.42

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.

**City/Village MTF Estimates
-- Step 2: Calculations**

MDOT / DOING BUSINESS

MTF Reports (Act 51 Allocations)

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.

- Revenue Data
- New Revenue Package
- Estimated City/Village Revenue**
 - FY 2021 - with income tax (revised 2/7/18)
 - FY 2020 - with income tax (revised 2/7/18)
 - FY 2019 - with income tax (revised 2/7/18) **2**
 - FY 2018 (revised 2/7/18)
- Estimated County Revenue
- Receipts & Distributions
- Annual Reports

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.

City/Village MTF Estimates -- Step 2: Calculations

**CITY AND VILLAGE ESTIMATED AVERAGE UNIT VALUES
FOR THE PERIOD OF 10/2018 - 9/2019**

**ERFD Revenue Estimate of 02/07/2018 including \$150 million income tax increase
Includes Local Road Program**

\$550,090,495 NET DISTRIBUTION CITIES AND VILLAGES	75% TO MAJOR STREETS	\$412,567,872	\$247,540,723	/	5,091,076	=	\$48.61
			60% ON POPULATION		POPULATION		PER CAPITA
			\$165,027,149	/	AS OF	12/31/17	
				40% ON MILEAGE	=	\$13,989	
			\$82,513,574	/	POPULATION	=	\$16.20
			60% ON POPULATION		AS OF	12/31/17	
			\$55,009,050	/	E.M.M. MILEAGE	=	\$3,688
			40% ON MILEAGE		AS OF	12/31/17	
					14,914.75	=	\$3,688
					LOCAL MILEAGE		PER MILE
					AS OF	12/31/17	

POPULATION FACTORS (PF) FOR CITIES AND VILLAGES

- 1.0 for population of 2,000 or less.
- 1.1 for population from 2,001 to 10,000.
- 1.2 for population from 10,001 to 20,000.
- 1.3 for population from 20,001 to 30,000.
- 1.4 for population from 30,001 to 40,000.
- 1.5 for population from 40,001 to 50,000.
- 1.6 for population from 50,001 to 65,000.
- 1.7 for population from 65,001 to 80,000.
- 1.8 for population from 80,001 to 95,000.
- 1.9 for population from 95,001 to 160,000.
- 2.0 for population from 160,001 to 320,000.
- Over 320,000, 2.1 plus 0.1 for each 160,000 increment over 320,000.

ESTIMATING FORMAT

FACTOR	UNITS	PF	UNIT VALUE	SHARE
MAJOR STREET POPULATION			x \$48.61 =	\$0
MAJOR MILES			x \$13,989 =	\$0
2 x TRUNKLINE MILES			x \$13,989 =	\$0
LOCAL STREET POPULATION			x \$16.20 =	\$0
LOCAL MILES			x \$3,688 =	\$0
TOTAL SHARE				\$0

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.

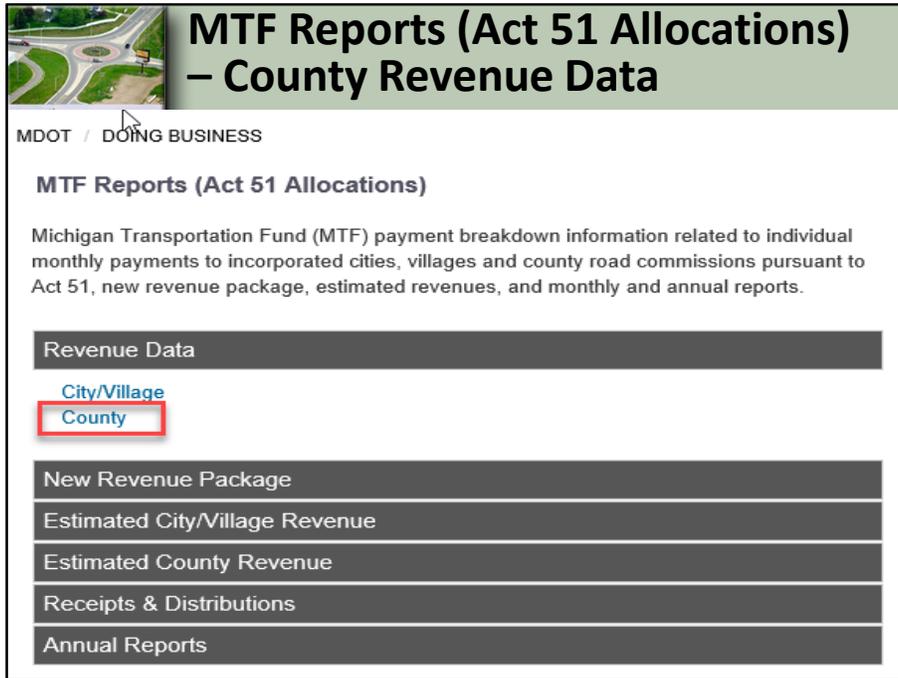
MTF Estimates Using AUV -- Step 2: Calculations

ESTIMATING FORMAT

FACTOR	UNITS	PF	UNIT VALUE	SHARE
MAJOR STREETS POPULATION	1 605	x	\$48.61 =	\$29,412
MAJOR MILES	2 2.67 x	1.0 3 x	\$13,989 =	\$37,352
* 2 x TRUNKLINE MILES	4 0.00 x	1.0 3 x	\$13,989 =	\$0
LOCAL STREETS: POPULATION	1 605	x	\$16.20 =	\$9,804
LOCAL MILES	5 2.42	x	\$3,688 =	\$8,926
TOTAL SHARE				\$85,493

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

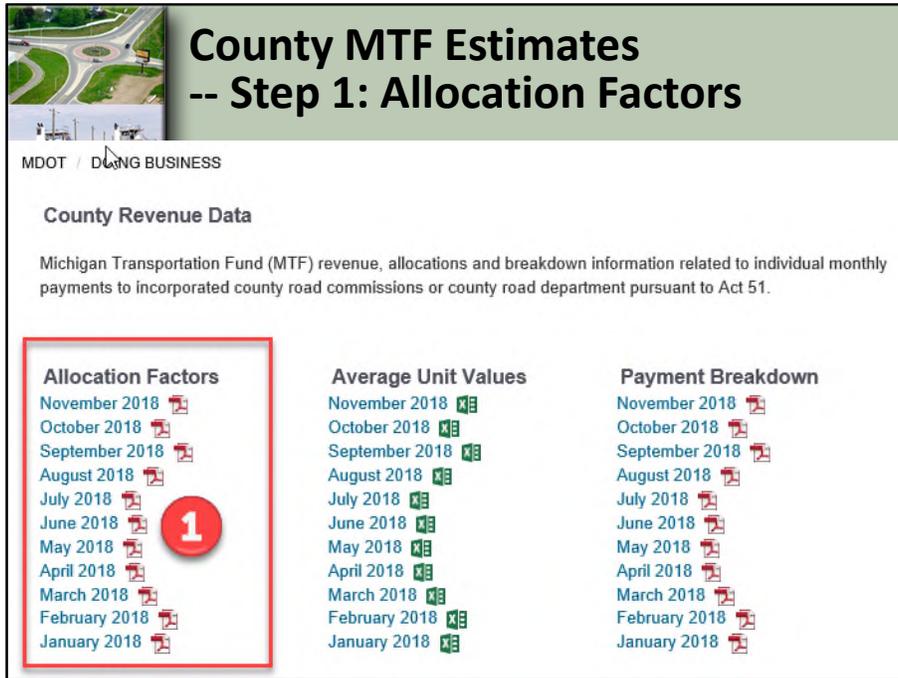
MDOT / DOING BUSINESS

MTF Reports (Act 51 Allocations)

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.

- Revenue Data
 - City/Village
 - County**
- New Revenue Package
- Estimated City/Village Revenue
- Estimated County Revenue
- Receipts & Distributions
- Annual Reports

County has exactly the same steps except that the spreadsheet look a little different.



The screenshot shows a web page with a header image of a road interchange. The main title is "County MTF Estimates -- Step 1: Allocation Factors". Below the title, it says "MDOT / DRIVING BUSINESS". The section is titled "County Revenue Data" and contains a paragraph about Michigan Transportation Fund (MTF) revenue. There are three columns of links: "Allocation Factors", "Average Unit Values", and "Payment Breakdown". Each column lists months from January 2018 to November 2018. The "Allocation Factors" column has a red box around it and a large red number "1" over the June 2018 link.

County MTF Estimates -- Step 1: Allocation Factors

MDOT / DRIVING BUSINESS

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.

Allocation Factors	Average Unit Values	Payment Breakdown
November 2018	November 2018	November 2018
October 2018	October 2018	October 2018
September 2018	September 2018	September 2018
August 2018	August 2018	August 2018
July 2018	July 2018	July 2018
June 2018	June 2018	June 2018
May 2018	May 2018	May 2018
April 2018	April 2018	April 2018
March 2018	March 2018	March 2018
February 2018	February 2018	February 2018
January 2018	January 2018	January 2018

Step 1: Grab your Allocation Factors.



County MTF Estimates -- Step 1: Allocation Factors

County Vehicle Registration Revenue
for MTF Distribution Month:
November, 2018

Name	Eng. (\$)	County Primary Miles	County Urban Primary Miles	Countywide Local Miles	County Urban Local Miles	Population	Vehicle Registration Revenue							
							Month	Amount (\$)						
Alcona		209.54	5.74	517.39	11.36	10,112								
								4	1	5	2	6	12-2017	93,555.00
													01-2018	116,736.00
													02-2018	150,371.65
													03-2018	124,570.50
													04-2018	119,245.69
													05-2018	152,933.50
													06-2018	125,055.75
													07-2018	123,826.25
													08-2018	135,722.25
													09-2018	135,722.25
													10-2018	140,851.20
						11-2018	116,097.08							
12 Month Total:								\$1,534,687.12						

Take a screenshot of the information or print this page. Information you need are also number referenced here.

The screenshot shows a web page titled "County MTF Estimates -- Step 2: Calculations". The page is from the Michigan Department of Transportation (MDOT) website, under the "DOING BUSINESS" section. The main heading is "MTF Reports (Act 51 Allocations)". Below this, there is a paragraph explaining that the page provides Michigan Transportation Fund (MTF) payment breakdown information for individual monthly payments to cities, villages, and county road commissions. A navigation menu on the left includes "Revenue Data", "New Revenue Package", "Estimated City/Village Revenue", "Estimated County Revenue", "Receipts & Distributions", and "Annual Reports". The "Estimated County Revenue" section is highlighted with a red box and contains a red circle with the number "2". This section lists four items: "FY 2021 - with income tax (revised 2/7/18)", "FY 2020 - with income tax (revised 2/7/18)", "FY 2019 - with income tax (revised 2/7/18)", and "FY 2018 (revised 2/7/18)". Each item has a small icon to its right.

Come back to the MTF Reports (Act 51 Allocations) page to get the calculation spreadsheet.

MTF Estimates Based On ORTA

MDOT / DOING BUSINESS

MTF Reports (Act 51 Allocations)

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.

Revenue Data

New Revenue Package

[City/Village Estimated Revenue - ORTA 02-07-2018](#)

[County Estimated Revenues - ORTA 02-07-2018](#)

[New Revenue FAQs](#)

[Letter to Locals](#)

Estimated City/Village Revenue

Estimated County Revenue

Receipts & Distributions

Annual Reports

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.

Estimated Distribution Schedule for Michigan Transportation Funding by City/Village
Does not include Snow Funds, Engineer's Payment and Jurisdictional Transfer Funds
 ORTA Estimates 2/7/2018

City/Village	Estimated Revenues Fiscal Year 2018	Estimated Revenues Fiscal Year 2019	Estimated Revenues Fiscal Year 2019 No Income Tax	Estimated Revenues Fiscal Year 2020	Estimated Revenues Fiscal Year 2020 No Income Tax	Estimated Revenues Fiscal Year 2021	Estimated Revenues Fiscal Year 2021 No Income Tax
Addison	77,023.24	83,084.80	78,002.68	89,959.54	78,958.29	99,286.76	78,958.29
Adrian	1,880,360.13	2,028,340.14	1,904,270.95	2,196,416.74	1,927,600.14	2,423,676.92	1,927,600.14
Alma	21,536.83	23,234.96	21,813.73	25,160.32	22,060.96	27,765.91	22,060.96
Alron	55,354.90	59,711.21	56,058.80	64,656.11	56,745.58	71,355.19	56,745.58
Alton	84,158.04	90,781.09	85,228.21	98,303.59	86,272.34	108,483.87	86,272.34
Alton	856,429.21	923,828.23	867,319.65	1,000,380.42	877,645.15	1,103,979.48	877,645.15
Algonac	370,872.08	400,056.86	375,586.13	433,205.37	390,189.44	478,072.40	380,189.44
Allegan	517,068.98	557,761.11	523,644.08	603,979.49	530,059.22	666,527.41	530,059.22
Allen	15,190.63	16,386.10	15,383.80	17,743.92	15,572.25	19,581.47	15,572.25
Allen Park	2,470,438.29	2,864,856.11	2,501,852.60	2,885,677.00	2,532,502.74	3,184,516.77	2,532,502.74
Alma	878,580.51	947,722.77	889,752.63	1,026,254.96	900,652.96	1,132,533.60	900,652.96
Almont	226,271.43	244,078.47	229,148.72	264,303.81	231,956.02	291,675.04	231,956.02
Alpena	1,148,720.64	1,239,128.79	1,163,320.97	1,341,808.09	1,177,585.93	1,480,765.29	1,177,585.93
Alpha	43,958.25	47,417.66	44,517.22	51,346.87	45,062.60	56,694.34	45,062.60
Ann Arbor	10,602,191.93	11,436,560.10	10,737,010.37	12,384,240.35	10,868,549.24	13,666,748.22	10,868,549.24
Applegate	47,192.30	50,906.24	47,792.42	55,124.53	48,377.92	60,833.21	48,377.92
Armada	149,487.03	161,251.31	151,387.92	174,613.27	153,242.57	192,696.16	153,242.57
Ashley	73,657.51	79,454.18	74,564.15	86,036.10	75,507.99	94,948.16	75,507.99
Athens	109,761.34	118,399.30	111,157.07	128,210.35	112,518.85	141,487.77	112,518.85
Au Gres	115,292.64	124,365.91	116,758.73	134,671.38	118,166.13	148,617.90	118,166.13
Auburn	205,786.74	221,981.68	208,403.53	240,376.00	210,656.69	265,269.25	210,656.69
Auburn Hills	1,909,752.31	2,060,045.43	1,934,036.89	2,230,749.24	1,957,730.73	2,461,784.90	1,957,730.73
Augusta	104,029.46	112,216.32	105,352.29	121,515.03	106,642.97	134,099.09	106,642.97
Bad Axe	308,114.60	332,362.53	312,032.63	359,903.45	315,855.33	397,174.94	315,855.33
Baldwin	158,292.20	170,749.43	160,305.05	184,898.41	162,268.94	204,046.44	162,268.94
Bancroft	74,856.54	80,747.58	78,808.42	87,438.65	76,737.15	96,493.77	76,737.15
Bangor	219,903.75	236,238.85	221,789.64	255,814.58	224,905.76	282,306.65	224,905.76
Baraga	189,887.25	204,615.20	192,089.94	221,870.45	194,452.72	244,516.21	194,452.72
Baroda	88,196.26	95,137.10	89,317.77	103,020.55	90,411.99	113,699.33	90,411.99
Barryton	40,222.23	43,387.61	40,733.68	46,982.89	41,232.71	51,848.42	41,232.71
Barton Hills	17,169.03	18,520.19	17,387.35	20,054.84	17,600.36	22,131.72	17,600.36
Battle Creek	6,771,555.15	7,354,461.01	6,857,662.85	7,909,735.57	6,941,675.93	8,728,866.50	6,941,675.93
Bay City	3,746,000.39	4,040,802.01	3,793,634.86	4,375,639.44	3,840,110.60	4,829,775.23	3,840,110.60
Bear Lake	36,615.51	39,497.08	37,061.13	42,769.95	37,535.40	47,199.20	37,535.40
Beaverton	116,904.53	126,104.65	118,391.10	136,554.20	119,841.51	150,695.70	119,841.51
Beiding	624,087.63	673,201.91	632,023.60	728,986.17	639,766.50	804,479.75	639,766.50
Bellaire	119,761.86	129,186.83	121,284.76	139,891.78	122,770.62	154,376.94	122,770.62
Belleville	305,911.89	331,065.16	310,814.61	358,488.56	314,622.41	395,624.57	314,622.41
Bellvue	135,740.56	146,423.04	137,466.66	158,556.26	139,150.75	174,976.28	139,150.75
Benton Harbor	1,036,723.50	1,118,311.27	1,049,906.58	1,210,979.12	1,062,768.95	1,336,387.73	1,062,768.95
Benzie	75,054.62	80,961.23	76,009.01	87,670.02	76,840.21	96,749.11	76,840.21
Berkley	1,230,084.56	1,326,897.83	1,245,700.19	1,436,811.54	1,260,967.30	1,585,913.60	1,260,967.30
Berrin Springs	175,480.44	189,301.12	177,721.98	204,987.39	179,896.26	226,215.83	179,896.26

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.



Increased Revenues

- From SOM General Funds
 - PA 82 of 2018 - \$175M
 - Distributed on April 4, 2018
 - PA 207 of 2018 - \$300M
 - Distributed in two equal installments
 - October 10, 2018
 - January 10, 2019
- Rolled up to MTF Revenue
 - Redirected Income Tax Revenue - \$150M
 - PA 618 of 2018 - \$114M

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?



We get asked question 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.



Frequently Asked Questions – Continued

- **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.



Frequently Asked Questions – Continued

- **Can we receive a warrant instead of an EFT for our MTF payment?**
- **Can we have the MTF payment deposited to our Street Fund bank account instead of the General Fund bank account?**
 - Yes. You need to contact SIGMA VSS helpdesk at 1-888-734-9749.
 - If changes are made to SIGMA VSS then contact us at MDOT-Outreach@Michigan.gov so we can make the changes in ADARS.

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.



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◦ (517)335-2556

• Jingjing Chang – Senior Accountant
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◦ (517)241-3178

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.