

**August 25, 2020**  
**Michigan Department of Transportation Local Agency Programs:**  
**Federally Funded Traffic Operations Centers**  
**Annual Operation and Maintenance**

Eligible Traffic Operations Centers (TOCs) have a set-aside allocation each fiscal year from the Congestion Mitigation and Air Quality (CMAQ) Improvement Program's Template. TOCs are eligible based on [23 USC 149](#).

The job number (JN) and funding for each of the four (4) eligible TOCs (Oakland, Macomb, Detroit and Grand Rapids) will be programmed by the Metropolitan Planning Organization (MPO) or CMAQ Program Manager for the year prior to the anticipated expenditures and must be approved in the Statewide Transportation Improvement Plan (STIP) in the year the funds are to be obligated. A separate JN will be programmed for each fiscal year.

A NEPA form must be completed by the local agency and submitted to Local Agency Programs (LAP) Urban Project Development Engineer and the first three pages of the program application must be completed by the local agency and submitted to the LAP Urban Staff Engineer along with a scope of work. The scope of work must include the Fiscal Year, breakdown of eligible activities and a work plan that outlines the anticipated expenditures and identifies the eligible items of work (utilities, salaries, fringe benefits, building rental, telephone expenses, high speed internet, supplies, etc.) as well as the desired frequency of reimbursement billing (i.e. monthly, quarterly, or annually). The program application does not have to include consultant work or name.

A request for obligation will be submitted by the LAP Urban Staff Engineer upon satisfactory review of the work plan and submittal of the first three pages of the program application to the LAP Urban Project Development Engineer (PDE).

90 days prior to the fiscal year of anticipated expenditures, the PDE will submit for obligation – provided the request for obligation was received from the Urban Staff Engineer.

Once the project is obligated, an authorization will be generated by the LAP Urban Staff Engineer in the Local Agency Reimbursement System (LARS), which will start at the beginning of the upcoming fiscal year and expire on the last day of that same fiscal year. Any unexpended funds will lapse. Funds are not carried over into the following fiscal year.

The LAP Urban Staff Engineer, when creating the authorization for force account work, will add a condition to the authorized terms which will limit the costs eligible for reimbursement to being within the specific fiscal year (i.e. 'Reimbursement for costs incurred in XXXX Fiscal Year (Oct 1, XXXX through Sept 30, XXXX)').

Execution of the Michigan Department of Transportation (MDOT)/Local Agency Cost Sharing Agreement is required prior to reimbursement for costs incurred.

The LAP Urban Staff Engineer reviews the invoices submitted for payment and may require justification for any unusual expenses. Cost to build, upgrade or remodel the facility will not be eligible for funding unless the JN approved in the STIP/TIP specifically includes it.

No reimbursement will be made for any costs incurred prior to the date of obligation or authorization, whichever is later.

Any modifications to increase the available funding for a TOC must be approved in the STIP/TIP and approval must occur prior to incurring any additional costs. Major changes in the scope of services must be approved prior to implementation.

Local agencies will operate their TOCs with their own employees unless MDOT provides written permission to use alternative resources. Federal Highway Administration (FHWA) allows the use of contracted personnel to staff the TOC if the Local Agency secures and executes a 3<sup>rd</sup> Party Agreement which is obtained by a Request for Proposal (RFP). Quality Based Selection (QBS) must be utilized as stated in the RFP and as reviewed and approved according to the guidance in "MDOT LAP Policies & Procedures for Procurement, Management and Administration of Preliminary Engineering, Construction Engineering or Testing Related Services Using State or Federal Funds (For Use by Local Agencies Contracting for Consultant/Vendor Services).

[https://www.michigan.gov/documents/mdot/Consultant\\_Management\\_Local\\_Agency\\_Vendor\\_Procurement\\_Guidance\\_527793\\_7.pdf](https://www.michigan.gov/documents/mdot/Consultant_Management_Local_Agency_Vendor_Procurement_Guidance_527793_7.pdf)