COMPLETING THE 1797 AND 1799 PROJECT DATA FORMS And JobNet Overview

Transit

RTF

Use of 1797 Form

Required for all transit agencies receiving Surface Transportation Funds (STBG) from the Rural Task Force (RTF)

2 copies should be provided

Regional Planning Agency (RPA) repiesentative-

- Must be attached to JobNet when programming the project

MDOT Project Manager

- Will compare to JobNet when approving the job
- Send to PM for review before meeting

HELPFUL TIPS

Fill out job number from rtf monthly report for changes to existing projects- RPA will create a JobNet change request to add additional scope codes to existing job numbers and adjust funding

For changes mark the charge type box. for new jobs, leave box blank.

Transit flex category- 5311 or 5310-

- 5311 agencies are transit authorities or governmental units
- 5310 agencies are non-profit providers

The **reminders for RPA progamming** section are populated with the information needed to program a transit job in JobNet

Scope Code/Work Description Correlation

Scope code 1110- rolling stock (Work Description: bus or van purchase, lease, or rehab)

Scope Code 1130- Stations/Stops/Terminals (Work Description: facility construction/repair, bus shelters)

Scope Code 1140- Bus Support Equipment/Facilities (Work Description: support/admin vehicle, computer equipment, maintenance equipment, office equipment, security/surveillance system-facility, vehicle equipment)

Scope Code 1160- Signal & Communication Equipment-Bus (Work Description: communication equipment, security/surveillance system-bus)

Funding Calculation



- The total amount of STBG funding on the project should be entered on the STBG line
- The form will automatically generate the state comprehensive transportation fund (CTF) field with the 20% match amount
- The form will automatically total the STBG and state CTF fields

DETAILED PROJECT DESCRIPTION BOX

- **This box should give more detail on the project including the funding year. The year is needed as it needs to be entered in JobNet**
- Examples:
  - Rolling Stock: replacement or expansion vehicle and type/size of vehicle
  - Communication Equipment- radios for buses, radio tower equipment, base radios at transit facility, etc.
  - Computer Equipment: PCs, tablets, dispatch software, computer software, etc.
  - Facility Construction- detailed project scope
  - Office/Maintenance Equipment: description of item- copy machine, desks, hoist, tire machine, etc.

Tips & Trids



RURAL TASK FORCE DATA SHEET
TRANSIT JOB

ALL ITEMS MUST BE COMPLETED

REMINDERS FOR RPA JOB PROGRAMMING

JOB COST

DETAILED JOB DESCRIPTION

1799 Helpful Hints & Reminders

HELPFUL TIPS

- For changes mark the change type box(es)
- If a job has multiple road segments, enter "areawide" for road name, and enter specifics in "additional job information" box
- For MDOT-let contracts the normal contract type is "design-bid-build". If using "fixed price /variable scope", please contact Iap
- Use of funds on gravel roads (for TEDF-D funds) and sidewalks must get approval at regional RTF committee. unless RTF has blanket policy.

Funding Calculation



- All local matching funds should be put on "Local Match" line, whether STBG or TEDF-D
- If job is a bridge job, or includes CMAQ or Earmark funds, send data sheet to RTF coordinator, not RPA
- Non-LAP participating funds are for informational purposes, as required by FHWA. They do not affect amendments. Leave blank to use defaults.

ADDITIONAL JOB INFORMATION BOX

- Job limits information that doesn't fit in existing fields
- Additional work types
- If some assets are on All-Season Network, and others aren't, separate those by type in the box
- Any additional information that is important to the job

Tips & Tricks

NEW JOB OR	JOB CHANGE	JOB NUMBER	CHANGE TYPE FY COST DELETE	SCOPE MOVE TO ILLUSTRATIVE
		225048		

FISCAL YEAR	COUNTY	CITY / VILLAGE (If applicable)
2026	Jackson	

ROAD JOB DESCRIPTION

ROAD NAME FROM NFC MAP	NFC FUNCTIONAL CLASSIFICATION	LENGTH
(http://nrcgl.state.mi.us/nfc) Brits Lake Rd, Mill Rd	6 MINOR Collector	(Miles) 1.34

FROM: Austin Road, Sargent Road	TO: Case Road, Seymour Road			
PHYSICAL REFERENCE (PR) NUMBER	BEGINNING MILE	ENDING MILE	OR	MAP ATTACHED
913881, 915936	0.000, 0.000	0.538, 0.801		

CONTRACT PROCESS: By Others — CONTRACT TYPE: Force Account

ALL SEASON ROAD STATUS: Proposed All Season / All Season Network / N/A (No State "D" Funding on Job)

https://mdot.maps.arcgis.com/apps/webappviewer/index.html?id=ce35753f74ee5ebda3653605cc467c0

ANTICIPATED LETTING DATE (Month/Year): 7/2026

ELEMENTS NEEDING COMMITTEE APPROVAL: Gravel Road, Sidewalk

MAJOR WORK TYPE: Bridge Capital Preventive Maint (GPA)

PROJECT PAYMENT: Pro Rata, Lump-Sum

ONE BUDGET CONSTRUCTION PHASE ONLY (Not to include ROW, feasibility studies, design, or testing.)	
1) STP	
2) STP (Local/Minor Collector)	$75,200.00
3) Local Match	$18,800.00
4) ACC FY	
5) Total Participating STP Budget (Line 1-4)	$94,000.00
6) TEDF "D" Amount	
7) Other Participating Amount (CMAQ, Bridge, Earmarks)	
8) Non-LAP Participating a) PE	
b) ROW	
c) Other	
9) Non-Participating Amount Grants, Local Utilities, etc.	
TOTAL JOB COST	$94,000.00
JOB COST INCLUDING NON-LAP:	$94,000.00

ADDITIONAL JOB INFORMATION

Changed limits of project within the two project numbers 225048 and 225051.

Removing Landon Road from 225048 and moving it to 225051. Then adding Brits Lake Road from 225051 to 225048.

The same roads, limits and scope of work will remain the same, just swapping them between project numbers due to the Local NFC Classification.

Updated Project limits for 225048: - Mill Road from Austin to Case Road - Brits Lake Road from Sargent to Seymour Road

"By checking this box, the person completing this form certifies that the job identified in this document is eligible to be funded with federal Surface Transportation Program (STP) or state Transportation Economic Development Fund Category D funds."

SUBMITTED BY (Please print)	TITLE	DATE
Charlie Brinker	Director of Engineering	05/04/2026

SIGNATURE	PHONE NUMBER
	(517) 768-6223

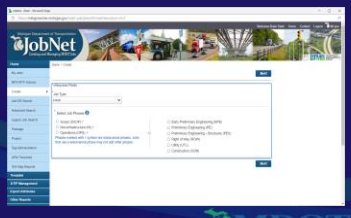
JobNet

Flow Chart of A New RTF Job

- Discussed at local meeting
- Approved at regional meeting
- Added to the fiscal constraint sheet
- Local agency submits 1799 or 1797
- RPA creates and submits new job in JobNet
- RTF Manager approves job

Programming a local road and transit job in JobNet

- Create Page
- Asset Layers Page
- Prerequisite Page
- Job Page
- Asset Page
- Phase Page
- STIP Page
- Attachments Page

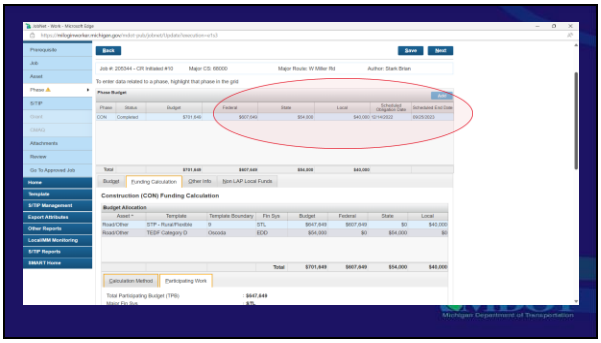


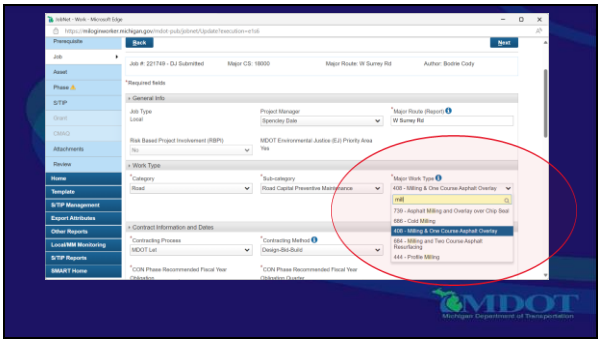
JobNet Demonstration

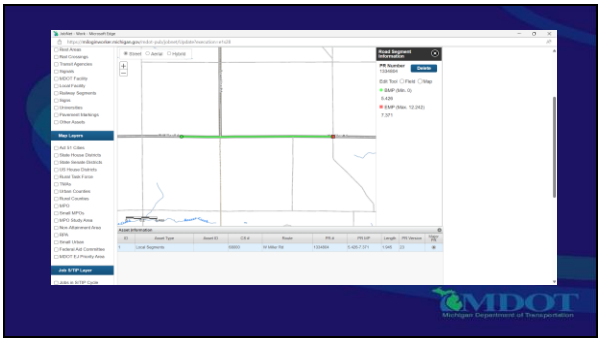
- Jump to JobNet

JobNet Examples

- What is wrong with this JobNet Funding
- What is wrong with JobNet Programming
- How can the Length be wrong
- Where does a transit project get added




Back
Next
Job #: 221749 - DJ Submitted
Major CS: 18000
Major Route: W Surrey Rd
Author: Bodrie Cody
*Required fields
General Info
Job Type
Local
Project Manager
Spenciey Dale
*Major Route (Report)
W Surrey Rd
Risk Based Project Involvement (RBPI)
No
MDOT Environmental Justice (EJ) Priority Area
Yes
Work Type
*Category
Road
*Sub-category
Road Capital Preventive Maintenance
*Major Work Type
405 - Milling & One Course Asphalt Overlay
mill
730 - Asphalt Milling and Overlay over Chip Seal
666 - Cold Milling
405 - Milling & One Course Asphalt Overlay
664 - Milling and Two Course Asphalt Resurfacing
444 - Profile Milling
Contract Information and Dates
*Contracting Process
MDOT Let
*Contracting Method
Design-Bid-Build
*CON Phase Recommended Fiscal Year
*CON Phase Recommended Fiscal Year
Home
Template
STIP Management
Export Attributes
Other Reports
LocalMM Monitoring
STIP Reports
SMART Home
MDOT
Michigan Department of Transportation


Road Segment Information
PR Number
1234004
Delete
Edit Tool
Field
Map
BMP (Min. 0)
5.426
EMP (Max. 12.242)
7.371
Map Layers
Asset Information
MDOT
Michigan Department of Transportation


Street
Aerial
Hybrid
Road Segment Information
PR Number
1234004
Delete
Edit Tool
Field
Map
BMP (Min. 0)
5.426
EMP (Max. 12.242)
7.371
Map Layers
Asset Information

JobNet Helpful Information

- Michigan RTF Website
- JobNet Home Page
- MDOT Staff

