RTF FALL Training 2026

Rural Task Force Program
Office of Passenger Transportation
Local Agency Programs
Small Urban Program
Environmental

RTF Program Manager
Brian Stark

Rural Task Forces Boundary Map



The RTF Program

What is it?

- Michigan's RTF Program was established in 1987
  - Carries out the federally mandated 3-C multimodal transportation planning process in rural areas
- 22 separate RTFs throughout the state

What does it do?

- Selects & funds rural transportation projects and programs in counties with populations of 400,000 or less

Who is in Charge?

- Rural Task Force Program Advisory Board
  - Determines strategic direction of the program to ensure that the planning process is run effectively, and funding is utilized efficiently

Roles and Responsibilities

Regional Planning Agencies

- Ensure that a 3-C multimodal transportation planning process is being carried out in rural areas of the state
- Coordinate the development of the RTF fiscal constraint sheet with all members of the rural task force
- Set up meetings, update fiscal constraint sheet, agenda, and previous meeting minutes in TEAMS
- Program project data sheets (1799 and 1797 forms) in JobNet

Roles and Responsibilities

County Road Commissions

- Attend county level and full RTF meetings with projects selected
- Make sure project is correctly added to JobNet by reviewing Smart Report
- Local agencies deliver projects through the LAP process

Roles and Responsibilities

Transit Agencies

- Attend county level and full RTF meetings with projects selected
- Transit agencies deliver projects through the MDOT transit process
- Must be in the STIP, should be decided at the April meetings to meet the deadline of 2nd Wednesday in May

Small Cities and Villages

- Attend county level and full RTF meetings with projects selected
- Make sure project is correctly added to JobNet by reviewing Smart Report
- Deliver projects through the LAP process

Roles and Responsibilities

MDOT Planning

- Ensure that a 3-C multimodal transportation planning process is being carried out in rural areas of the state
- MDOT reviews projects for eligibility and consistency with the criteria established for the state's TEDF-D and the STL Program
- Provide allocation estimates and targets
- Provide information through education and trainings

MDOT OPT

- Attend full RTF meetings with projects selected
- Review transit projects in JobNet
- Help with utilizing flexed transit funding

Overview of Funding

- Surface Transportation Block Grants (STBG) Fund
  - Funding is provided to the whole RTF, but an estimated split by county
- Transportation Economic Development Fund (TEDF-D)
  - TEDF-D (EDD) funds are tracked by county and balances cannot be negative
- Fiscal Constraint within funding
  - All funding must be fiscal constrained for both funding sources

$64 Million → $10.5 Million = $74.5 Million

RTF Allocation Table

		STP Total	TEDF D
RTF 1	Livingston	$950,070	$98,952
	Monroe	$937,347	$135,284
	St. Clair	$1,243,040	$210,086
	Washtenaw	$1,081,629	$162,789
	RTF 1 Total	$4,212,085	$607,111

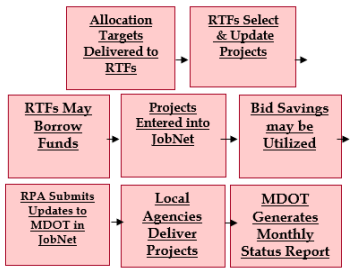
RTF Program and STIP Planning Process

- Two large-scale planning processes used within RTFs
  - Job Selection Planning process (RTF process)
    - Follow 3-C Planning Process (continuous, comprehensive, cooperative)
    - Public Involvement while selecting/adjusting jobs
    - Opportunity for local officials to give comment on jobs

RTF Program and STIP Planning Process

- Statewide Transportation Improvement Program (STIP) planning process (federal approval process)
  - All jobs utilizing federal funds must be included in the STIP to be eligible for federal funding under 23 USC and 49 USC 53
  - STIP are approved by FHWA and FTA

RTF Annual Workflow Chart



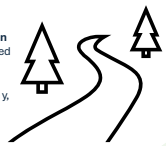
RTF Meetings

- Local county-level meetings mark the beginning of the cooperative project selection process
  - The local county committee consists of three or more members:
    - Representative from the County Road Commission,
    - Representative from cities/villages,
    - Representative from transit agency
  - Required at the beginning of the STIP process and are then information gathered here is rolled up into the regional meetings

RTF Meetings

- Regional rural task force meetings continue the cooperative project selection process,
  - It is highly recommended that each rural task force meets three times a fiscal year at a minimum
    - One representative from each county's road commission
    - One representative for all small cities/villages
    - One representative for all transit agencies within that county
- Additional meetings when needed.

TEDF D-Fund Program

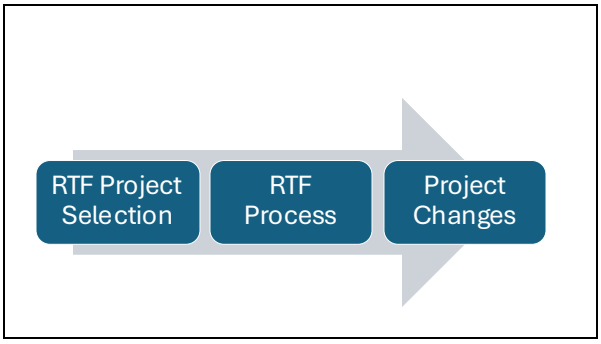


- Project must be on either a **proposed all-season route** or an **all-season route** that meets all the criteria below and has been vetted and approved by the regional RTF committee
  - Must be essential to the creation of an all-season route system
  - Routes must begin and end at an existing all-season road or highway, or a point-of-loading origin
  - Must be located on a rural primary road or major street
  - Must be eligible for federal-aid and on existing hard surface roads.
    - Unless waived by the Rural Task Force
  - Must meet all-season construction standards.
  - Projects will be coordinated with TEDF-Category F projects.

TEDF Category D-Fund Program



- A full list of eligibility standards can be found in the RTF Guidelines and the MDOT TEDF-D Webpage.
  - MDOT TEDF-D Webpage



RTF Project Selection

- RTF is responsible for developing and managing a project list that minimally covers the STIP years
- Projects seeking federal STBG funding must be included in the STIP
- Projects selected by the RTF committee to be included in the STIP must be evaluated and selected based on either:
  - An established project selection criteria developed through the task force OR
  - Greatest needs of the region through a consensus decision-making process
- Projects that only include TEDF Category D and local funds will be programmed into JobNet as S/TIP exempt.
  - This accommodates project obligation, award, closeout and monitoring

Where Is This Information?

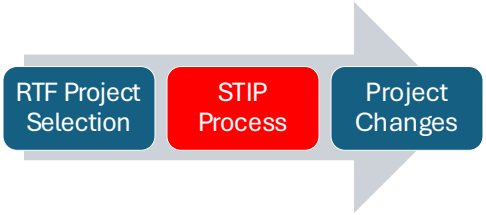


RTF Project Selection

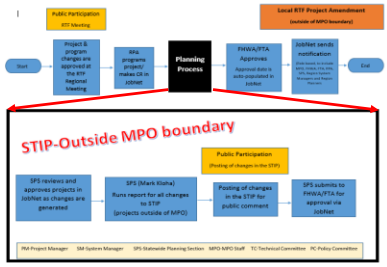
- All agencies eligible to receive RTF funding must be given reasonable consideration for funding
- RTFs can select projects outside of the STIP years
- The Fiscal Constraint sheet is a record of projects selected by the RTF committee. JobNet must match the fiscal constraint sheet

Special G Rule

Program Code	Program Description	Title 23 Reference	Associated Template	Associated FinSys
Y234	Special rule for areas with a population under 5,000	23 U.S.C. 133(g)(1)	STP-Rural/Flexible	SRGR
Y235	Special rule for areas with a population of 5,000 to less than 50,000	23 U.S.C. 133(g)(1)	STP - Small Urban	SRGS



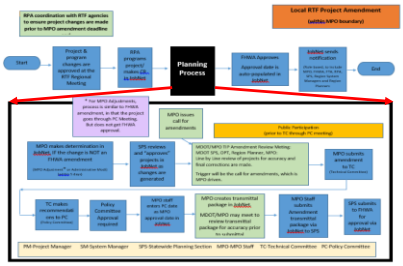
Rural Projects: Outside MPO boundary



Rural STIP Amendment Schedule

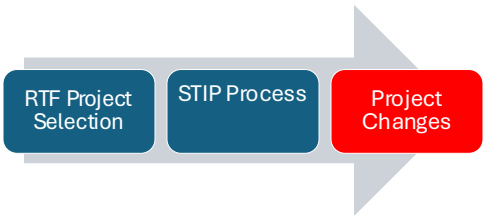
- Approximately every other month
- Consider the Rural STIP amendment schedule when arranging RTF meetings
- Allow time for submission of 1799/1797 Data Sheet and for the RPA to program in JobNet

Process within MPO boundary



MPO TIP Amendment Cycle

- If your RTF boundary overlaps an MPO Metropolitan Planning Area (MPA), consider the MPO TIP amendment schedule when arranging RTF meetings
  - MPO TIP amendment schedule varies by MPO
  - Contact the MPO staff for their schedule
- Allow time for submission of 1799/1797 Data Sheet and for the RPA to program in JobNet



Project Changes Prior to Obligation



The type of change will determine what type of coordination and approval is required



RTF - Major/Minor

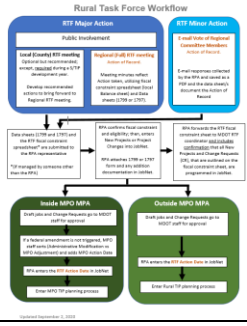


STIP – Amendments/Administrative Modification



Rural STIP and MPO TIPs

RTF Major and Minor Action Process



RTF Minor Action & Email Vote

Minor Actions

- Road agency brings project changes to RPA and submits updated 1799 or 1797 form
- RPA sends email to the regional RTF committee requesting a vote
- RPA collects the responses as a record of action
- RPA creates a change request in JobNet
- RPA forwards the record of action to MDOT RTF coordinator
- Remember, minor actions can be done at RTF meetings as well.

RTF Major Action & Regional RTF Meetings

- RTF major actions require a public regional RTF meeting
- Road/Transit agency works with RPA to submit updated 1799/1797 form
- A standard RTF regional meeting is held
  - Ensuring the major action is presented and acted upon is most essential
- Following approval of the major action, the change is programed into JobNet

Strategies for Managing Amendments

- Get project updates programmed in JobNet as soon as possible, even if you don't have complete information
- Insignificant changes are administrative modifications and do not require a federal amendment
- Cumulative from the last federally approved amount
  - If you make a 20% change in project cost and then 10% (equals 30%) it will trigger a federal amendment

Questions?