

Paw Paw Small Urban Task Force Meeting

A public meeting will be held on **Monday, November 10 at 10:00 a.m.** for the purpose of allowing local officials and interested citizens to comment on the selection and prioritization of a project utilizing Federal Aid funds within the **Paw Paw Small Urban** boundary for fiscal years 2027 - 2029. The meeting will be held at the **Carnegie Building**

129 S Kalamazoo St, Paw Paw

In Michigan, the Michigan Department of Transportation (MDOT) distributes Federal Aid money to local agencies. Small Urban Task Forces prioritize the use of Federal Aid funds on projects for roads and transit within urban areas with populations of 5,000 to 50,000.

Questions regarding this meeting and rural federal aid projects can be directed to the appropriate agency or the Kalamazoo Area Transportation Study, Region 3 transportation administrators representing the Southcentral Michigan Planning Council, (269) 343-0766 or fnagler@katsmpo.org.

Meeting agenda and materials will be posted to the Southcentral Michigan Planning Council website's Transportation page: <http://www.smpcregion3.org>

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AGENDA
Paw Paw Small Urban Task Force
November 10, 2025, 9:00 a.m.
Paw Paw Library

- I. Call to Order
- II. Introductions
- III. Public Comment on Non-Agenda Items
- IV. Overview of the Small Urban Program
- V. Review of and identification of voting members of the Paw Paw Small Urban Area Task Force
 - County Road Commission
 - Cities/Villages
 - Transit Agencies

Eligible agencies must serve a population of 5,000 to 50,000
- VI. Review of FY 2026 Projects
- VII. 2027 – 2029 Call for Projects
- VIII. Public comment
- IX. Other Business
- X. Adjourn

* Information available at [**www.smpcregion3.org/transportation**](http://www.smpcregion3.org/transportation)

Meeting Minutes
Paw Paw Small Urban Area Meeting
March 18, 2025

Call to Order

The meeting was called to order at 10:00 a.m. at the Carnegie Building, Paw Paw.

Introductions

The following individuals were in attendance:

Tim Brandys, Village of Paw Paw
Dave Clift, Van Buren County Road Commission
Joel Hort, Van Buren County Road Commission
Matt Mueller, VK Civil Engineering
Brian Myrkle, Village of Paw Paw
Fred Nagler, Kalamazoo Area Transportation Study
Laurie Schlipp, Van Buren County Public Transit
Bret Witkowski, Van Buren County Road Commission

Public Comments on Non-Agenda Items

No Public Comments were offered.

Introduction of Mattawan Small Urban Program

Nagler presented details of the Small Urban Program, including eligible areas and agencies, federal funding amounts and availability and local match requirement. He said all road and transit agencies operating inside the Small Urban boundary have one vote each at meetings. He noted that the project prioritization at this meeting would be to replace the existing approved project for 2026, which is no longer completely inside the Adjusted Census Urban Area Boundary. Later this calendar year, Michigan Department of Transportation will issue a call for Small Urban projects for 2027 – 2029.

Presentation of Proposed 2026 Projects for Consideration and Prioritization

Nagler outlined the typical format for choosing projects is that each agency presents their proposals. If more than one is brought forth for any year, the voting members work to reach consensus on prioritization with the top priority project(s) receiving funding. If more funding becomes available for any year or if the top priority project is unable to be obligated, the next project in line would be funded.

For 2026, one project was presented. MOTION by Witkowski SUPPORT by Myrkle, ***“to approve the proposal from the Van Buren County Road Commission to make the resurfacing of County Road 653 from Red Arrow Highway to 48th Street at a total cost of \$1.2 million the sole project for use of 2026 Paw Paw Small Urban funds.”*** Motion approved unanimously

Public Comments

No public comments were offered.

Other Business

Discussion was held regarding the fact that Paw Paw is currently in the even year cycle for Small Urban funding. As a result of the discussion, MOTION by Witkowski, SUPPORT by Myrkle, ***“to request that the Paw Paw Small Urban program be switched to odd-year cycle if the possibility arises.”*** Motion approved unanimously. Nagler indicated he would forward the request to Mark Kloha, Small Urban Program Manager for the Michigan Department of Transportation.

Adjournment

There being no further business, the meeting was adjourned at 10:25 a.m.

Minutes prepared:

March 18, 2025

Small Urban Areas	Odd/Even Cycle
Adrian	Odd
Allegan	Odd
Au Sable	Odd
Big Rapids	Odd
Buchanan	Odd
Charlotte	Odd
Cheboygan	Odd
Chelsea	Odd
Coldwater	Odd
Dexter	Odd
Dowagiac	Odd
Dundee	Odd
Durand	Odd
Eaton Rapids	Odd
Fenton	Odd
Frankenmuth	Odd
Gaylord-Bagley	Odd
Hastings	Odd
Houghton - Hancock	Odd
Houghton Lake	Odd
Ironwood	Odd
Ishpeming	Odd
Kinross Charter Township	Odd
Manistee	Odd
Marinette – Menominee	Odd
Mattawan	Odd
Milan	Odd
Otsego-Plainwell	Odd
Paw Paw Lake	Odd
Portland	Odd
South Haven	Odd
Sparta	Odd
Three Rivers	Odd

Small Urban Areas	Odd/Even Cycle
Albion	Even
Allendale	Even
Alma – St. Louis	Even
Alpena	Even
Belding	Even
Cadillac	Even
Calumet	Even
Caro	Even
Escanaba	Even
Freeland	Even
Fremont	Even
Greenville	Even
Hillsdale	Even
Holly	Even
Ionia	Even
Iron Mountain – Kingsford	Even
Lapeer	Even
Lowell	Even
Ludington	Even
Marquette	Even
Marshall	Even
Mt. Pleasant	Even
Oronoko-Berrien Springs	Even
Owosso	Even
Paw Paw	Even
Petoskey	Even
Richmond	Even
Sault Ste. Marie	Even
St. Johns	Even
Sturgis	Even
Tecumseh	Even
Whitehall	Even



Small Urban Guidelines 2025

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at Michigan.gov/MDOT-ADA.

Statewide Guidelines and Operating Procedures for MDOT's Small Urban Program

The Michigan Department of Transportation (MDOT) has developed these guidelines and operating procedures to provide a resource to rural local elected officials, county engineers, transit providers and other interested parties for developing the transportation projects and programs for Michigan's small urban areas. A map of the small urban areas is in Appendix A and a table of small urban areas is in Appendix B. These guidelines replace the previous guidelines developed by MDOT for the Small Urban Program.

The guidelines are intended to provide a better understanding of:

- An overview of the Michigan Small Urban Program.
- How funding is allocated and awarded to the small urban areas.
- The roles and responsibilities of MDOT, the regional planning agencies (RPAs), the small urban committees, and the agencies receiving small urban awards.
- Appendices at the end of the document include maps, technical and policy references, and a glossary of acronyms to assist officials and decision-makers.

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Overview of the Michigan Small Urban Program

Cities, villages, transit agencies and road commissions located within or serving urbanized areas as defined by the 2020 U.S. Census with a population of 5,000 to 50,000 are eligible to receive federal Surface Transportation Block Grant Program (STBG) funds from the Small Urban Program. During a Call for Projects (CFP), MDOT requests that eligible areas submit road and transit capital projects for funding consideration (see Appendix A for a map of small urban areas).

Each small urban area is charged with assisting MDOT in carrying out the federally mandated 3-C, cooperative, continuing and comprehensive multimodal transportation planning process. Small urban transportation projects wishing to utilize federal funds must be selected through this planning process. This ensures that MDOT's transportation planning and project decisions reflect the needs of Michigan's small urban areas and contribute to the regional economic growth and quality of life.

Funding

Projects utilizing federal funds are typically funded with 80 percent federal funds and require a 20 percent local match. Matching funds for road and bridge projects need to be local funds. The Infrastructure Investment and Jobs Act (IIJA) allows for a "sliding scale," which is defined by 23 U.S.C 120(a) and (b) that authorizes an upward adjustment to the federal share for a state containing federal and nontaxable Native American lands. This option is available for local agencies to increase the federal funding to 81.85 percent and lower the local match to 18.15 percent. If an agency chooses the sliding scale option, the funding amounts on the data sheet (Form 2606) need to reflect the percentages and will be programmed accordingly in JobNet to reflect the increased percentage of federal funding.

For transit projects, the required 20 percent match is provided by MDOT with Comprehensive Transportation Fund (CTF) dollars and will be automatically calculated on Form 2638. A complete list of transit agencies eligible for federal funding is in Appendix C. For a transit agency to receive small urban funds, that transit agency must also provide transportation to one or more small urban areas.

For either road/bridge or transit projects, an overmatch from local funds can be provided. This overmatch amount also needs to be included in the required Form 2606 for road/bridge projects and Form 2638 for transit. Forms 2606 and 2638 can be found on the Small Urban Program website at Michigan.gov/MDOT/Programs/Grant-Programs/Small-Urban.

Distribution of Funds

There are 65 small urban areas throughout Michigan. Each area receives federal funding every other year. All small urban areas are divided into either an even year cycle or an odd year cycle (Appendix B Tables of Small Urban Areas by Odd Year Cycle/Even Year Cycle). Based on available revenue and revenue estimates, the amount that each small urban area receives is determined when developing each new small urban CFP.

Areas of Responsibility

In order to administer the Small Urban Program, the small urban committees, their respective agencies, the RPAs and MDOT will work together within federal regulations and the 3C multimodal transportation planning process (continuing, comprehensive, and cooperative) to deliver the program.

a. Small Urban Committees

The small urban committees consist of one representative from the city or village, one representative from the transit agency, and one representative from the county road commission. For small urban areas that are in multiple counties, each county road commission and transit agency is represented on the small urban committee, and each county road commission and transit agency will have one vote. For small urban areas that have multiple cities/villages, each city/village is represented on the small urban committee, and each city/village will have one vote. For areas that are served by more than one transit agency, each transit agency will have one vote. The small urban committees are responsible for meeting together in person at the designated place and times set up by the RPA, selecting, prioritizing and approving a project or projects. The small urban committees will need to meet during every small urban CFP cycle. The public must also be given an opportunity to speak; public comments should be recorded in the meeting minutes.

Additional small urban committee meetings will need to be held if major changes are being made to a project that requires an in-person meeting. See Appendix D: Definitions of Major Actions (Program/Project Changes), Minor Actions and Technical Corrections for further information.

b. Regional Planning Agencies (RPAs)

The RPAs are responsible for working with both MDOT and the small urban committees to schedule and hold meetings. Specifically, the RPAs will schedule a date, time and place for the small urban committees to meet. The RPAs will ensure that this is a publicly advertised meeting, as well as facilitate the meeting and take meeting minutes. The RPAs will provide the small urban committee members and the MDOT Small Urban Program manager with the meeting minutes and a copy of the public advertisement for the meeting. After the small urban committees meet and

select projects, if there are any changes to a project or the committee wishes to do a different project, the RPAs will schedule additional meetings as necessary to make and document the necessary changes.

The RPAs will also maintain an email list to communicate information to the small urban committee members and their respective agencies and distribute program information at the request of the Small Urban Program manager.

For the small urban areas located within the Southeast Michigan Council of Governments (SEMCOG) area, the federal aid chairperson is responsible for the above listed activities. Small urban projects can be approved at a SEMCOG federal aid committee (FAC) meeting, provided that the following requirements are met:

- All representatives from the small urban committee are invited to the FAC meeting.
- Only small urban committee members can vote to approve the project and not other members of the larger FAC.
- A majority of the small urban committee members approve the project or projects at the FAC meeting. (For example, if a small urban committee only has three members, then two need to approve the project. With four members, then three need to approve the project, etc.)
- The FAC meeting minutes will include a record of any discussion and the vote regarding the small urban project(s).

c. MDOT

The MDOT Small Urban Program manager is responsible for attending meetings whenever possible; programming projects into JobNet based on the information provided on forms 2606 and 2638; updating project information in JobNet; and sending out reports, project lists, and other relevant information to the Small Urban Program via GovDelivery and through emails to the RPAs.

MDOT is responsible for administering the Small Urban Program in cooperation with the RPAs and small urban committees. MDOT must ensure that all existing and future federal expenditures for rural transportation projects and programs are based on a 3-C multimodal transportation planning process. In order to successfully administer the program, the Small Urban Program manager is responsible for the following major activities:

- Developing funding allocation amounts and sharing the estimates with RPAs and small urban committee members in the CFP letter via the GovDelivery system.
- Distributing any funding allocation updates via the GovDelivery system and through the RPAs.

- Attending small urban committee meetings, either in person or by conference call, when possible.
- Reviewing meeting minutes, public advertisements, and completed forms 2606/2638.
- Reviewing the recommended project(s) for eligibility.
- Programming new projects into JobNet or updating existing job numbers in JobNet based on forms 2606/2638.
- Mediating any funding disputes and answering any questions related to the program.
- Updating the website.

The Small Urban Program manager is also responsible for developing and updating projects in JobNet and to develop and distribute small urban project lists and obligation reports. Small urban project lists will be sent out monthly via the Small Urban Program GovDelivery email list, sent to the RPAs, and posted to the MDOT Small Urban Program website.

Local Agency

Once an agency receives approval for their project, the agency is responsible for filling out Form 2606 for road projects or Form 2638 for transit projects. The agency will send the respective forms to the RPA, MDOT Small Urban Program manager; for transit projects, those forms should be sent to the MDOT Office of Passenger Transportation (OPT) manager. Once programmed in JobNet, projects will be amended into either the State Transportation Improvement Program (STIP) or a metropolitan planning organization (MPO) transportation improvement program (TIP) based on the geography of the project.

Those local road agencies are then responsible for working with MDOT's Local Agency Programs (LAP) to get the project obligated. Road projects must be submitted to MDOT's LAP as a "complete biddable package." Projects submitted will be reviewed and submitted for obligation in the order that the project's package was received. Local agencies should initiate the National Environmental Protection Act (NEPA) clearance and LAP application process as soon as possible. Guidance for project timelines and specifics about the LAP process can be found on the [Local Agency Program](#) website. Failure to turn in a complete biddable package will result in loss of funding for that project for that fiscal year. The projects and funding cannot carry over to the next year.

Transit projects must be identified in a transit agency's Public Transportation Information Management System (PTIMS) application by Feb. 1 and, if applicable, identified in their TRAMS grant applications. The projects must be in the STIP or an MPO TIP with an

approved status by the third Wednesday in May in order to be flexed to the Federal Transit Administration (FTA).

Project Eligibility and Selection

Road and transit capital projects are eligible for funding under the Small Urban Program. All road projects must be located on the federal-aid highway system and within the Adjusted Census Urban Area Boundary (ACUB). There are two exceptions to this:

1. If a minor collector was on the federal-aid highway system on Jan. 1, 1991, prior to implementation of the National Functional Classification System (NFC), they are eligible for STBG funds. The county legacy maps showing the old federal aid systems are available on [MDOT's website](#).
2. Another exception is 23 USC 133 (g) Special Rule for Areas of Less Than 50,000 Population, which allows up to 15 percent of the STBG program to be obligated on roads with the NFC classification of rural minor collectors or local roads inside of a census urban area with a population less than 50,000.

Transit projects eligible for FTA capital funds are also eligible for STBG funding. This includes replacement buses, fleet rehabilitation, communication equipment and facility renovations, among others. Transit operating expenses are not eligible for STBG/small urban funding.

The small urban committees are responsible for selecting a project or projects within the small urban area boundary, that are on federal-aid eligible roads or meet the criteria for minor collectors or local roads.

Funding can be allocated to one project, or the funding can be split into different projects and different agencies (a city and a transit agency can both receive funding for different projects, or county and city, or county and transit, etc.)

a. Illustrative Projects

When a small urban committee meets, they will select a project or projects for their respective odd or even years. After the committee has selected projects for the full available funding, the committee has the option of selecting illustrative projects. Illustrative projects serve as potential backup projects if a selected project is delayed and/or if additional funding should become available. If illustrative projects are approved at a public meeting, they can be moved forward with an email vote of the small urban committee since they have already seen public involvement. Each small urban committee may choose to develop an illustrative list but it is not required.

b. Changes to Projects

Changes to priorities and funding for approved projects can occur throughout the fiscal year. However, due to time constraints, it is highly recommended that approved

projects in a given fiscal year remain as consistent as possible. If an approved project needs to change, it must be done cooperatively per federal regulations. The following list below provides guidance to determine if funding changes and/or deletions to approved projects meet the intent of the transportation planning process (CFR23 450.206).

If a small urban area wishes to add a project or delete a previously approved project, that will require an in-person publicly advertised meeting.

Changes to existing projects may also require an in-person public advertised meeting of the small urban committee if the changes are significant, such as adding federal funds, changes to the scope of the project or if the length changes by more than 0.5 miles.

Other minor changes can be approved via email vote of the small urban committee members.

Whenever any change is being made to already approved projects, please contact both the Small Urban Program manager, the RPA and, if applicable, the OPT regional project manager.

For more detailed information on major and minor actions that require in-person public meetings, please refer to Appendix D.

c. Potential Corrective Actions

What are the potential consequences of a finding by MDOT that the federal planning process, either in project selection or project changes, was not properly followed?

1. Current fiscal year funding may be jeopardized within the affected small urban area.
2. Future fiscal year funding may be in jeopardy until MDOT determines that the planning process is being followed.
3. MDOT may be required to intervene in the management of small urban activities.

Appendix A: Small Urban Area Map



Appendix B: Tables of Small Urban Areas

Odd Fiscal Year Cycle

Small Urban Areas	County	RPA	Odd Fiscal Year Cycle
Adrian	Lenawee	R2PC	Odd
Allegan	Allegan	WMRPC	Odd
Au Sable	Iosco, Alcona	EMCOG	Odd
Big Rapids	Mecosta	WMRPC	Odd
Buchanan	Berrien	SWMPC	Odd
Charlotte	Eaton	TCRPC	Odd
Cheboygan	Cheboygan	NEMCOG	Odd
Chelsea	Washtenaw	SEMCOG	Odd
Coldwater	Branch	SCMPC	Odd
Dexter	Washtenaw	SEMCOG	Odd
Dowagiac	Cass	SWMPC	Odd
Dundee	Monroe	SEMCOG	Odd
Durand	Shiawassee	GLSPDC	Odd
Eaton Rapids	Eaton	TCRPC	Odd
Fenton	Genesee	GLSPDC	Odd
Frankenmuth	Saginaw	EMCOG	Odd
Gaylord-Bagley	Otsego	NEMCOG	Odd
Hastings	Barry	SCMPC	Odd
Houghton - Hancock	Houghton	WUPPDR	Odd
Houghton Lake	Roscommon	EMCOG	Odd
Ironwood	Gogebic	WUPPDR	Odd
Ishpeming	Marquette	CUPPAD	Odd
Kinross Charter Township	Chippewa	EUP	Odd
Manistee	Manistee	NNW	Odd
Marinette - Menominee	Menominee	CUPPAD	Odd
Mattawan	Van Buren	SCMPC	Odd
Milan	Monroe, Washtenaw	SEMCOG	Odd
Otsego - Plainwell	Allegan	WMRPC	Odd
Paw Paw Lake	Berrien, Van Buren	SWMPC	Odd
Portland	Ionia	WMRPC	Odd
South Haven	Allegan, Van Buren	SWMPC	Odd
Sparta	Kent	WMRPC	Odd
Three Rivers	St. Joseph	SCMPC	Odd

Even Fiscal Year Cycle Table

Small Urban Areas	County	RPA	Even Fiscal Year Cycle
Albion	Calhoun, Jackson	SCMPC	Even
Allendale	Ottawa	WMRPC	Even
Alma - St. Louis	Gratiot	EMCOG	Even
Alpena	Alpena	NEMCOG	Even
Belding	Ionia	WMRPC	Even
Cadillac	Wexford	NNW	Even
Calumet	Houghton	WUPPDR	Even
Caro	Tuscola	EMCOG	Even
Escanaba	Delta	CUPPAD	Even
Freeland	Saginaw	EMCOG	Even
Fremont	Newaygo	WMSRDC	Even
Greenville	Montcalm	WMRPC	Even
Hillsdale	Hillsdale	R2PC	Even
Holly	Oakland	SEMCOG	Even
Ionia	Ionia	WMRPC	Even
Iron Mountain - Kingsford	Dickinson	CUPPAD	Even
Lapeer	Lapeer	GLSPDC	Even
Lowell	Kent	WMRPC	Even
Ludington	Mason	WMSRDC	Even
Marquette	Marquette	CUPPAD	Even
Marshall	Calhoun	SCMPC	Even
Mt. Pleasant	Isabella	EMCOG	Even
Oronoko - Berrien Springs	Berrien	SWMPC	Even
Owosso	Shiawassee	GLSPDC	Even
Paw Paw	Van Buren	SCMPC	Even
Petoskey	Emmet	NNW	Even
Richmond	Macomb	SEMCOG	Even
Sault Ste. Marie	Chippewa	EUP	Even
St. Johns	Clinton	TCRPC	Even
Sturgis	St. Joseph	SCMPC	Even
Tecumseh	Lenawee	R2PC	Even
Whitehall	Muskegon	WMSRDC	Even

Appendix C: List of Transit Agencies Eligible for Federal Funding

To receive small urban funds, the agency must provide transit services to the small urban area.

Rural Transit Agencies

Allegan County Transportation

Alma Dial-A-Ride

Alger Transit Authority

Antrim County Transportation

Arenac Public Transportation Authority

Barry County Transit

Bay Area Transportation Authority

Beaver Island Transportation Authority

Belding Dial-A-Ride

Benzie Transportation Authority

Berrien County Public Transportation

Big Rapids Dial-A-Ride

Branch Area Transit Authority

Cadillac/Wexford Transit Authority

Caro Transit Authority

Cass County Transportation Authority

Charlevoix County Public Transit

Charlevoix County Transportation Authority (Ironton Ferry)

Clare County Transit Corporation

Clinton Area Transit System

Crawford County Transportation Authority

Delta Area Transit Authority

Dowagiac Dial-A-Ride

Eastern U.P. Transportation Authority

Eaton County Transportation Authority

Gladwin City/County Transit

Gogebic County Public Transit
Greater Lapeer Transportation Authority
Greenville Transit
Hancock, City of
Hillsdale Dial-A-Ride
Houghton Motor Transit Line
Huron Transit Corporation
Interurban Transit Authority
Ionia Dial-A-Ride, City of
Iosco Transit Corporation
Isabella County Transportation Commission
Kalkaska Public Transit Authority
Lenawee Public Transportation Authority
Ludington Mass Transportation Authority
Manistee County Transportation
Marquette County Transit Authority
Marshall Dial-A-Ride, City of
Mecosta Osceola Transit Authority
Midland County Connection
Ogemaw County Public Transportation
Ontonagon County Public Transit
Otsego County Bus System
Roscommon County Transportation Authority
Sanilac Transportation Corporation
Sault Ste. Marie, City of
Schoolcraft County Public Transportation
Shiawassee Area Transportation Agency
Straits Regional Ride, Cheboygan County
St. Joseph County Transportation Authority
Thunder Bay Transportation Authority

Van Buren Public Transit

Yates Township Transportation Authority

Urban Transit Agencies

Ann Arbor - Ann Arbor Area Transportation Authority - The Ride

Battle Creek - Battle Creek Transit/Transportation Authority of Calhoun County

Bay County City - Bay Metro Transportation Authority

Benton Harbor - TCATA Twin Cities Area Transportation Authority

Detroit - Detroit Department of Transportation, Detroit Transportation Corporation, and Suburban Mobility Authority for Regional Transportation (SMART)

Flint - Mass Transportation Authority

Grand Rapids - Interurban Transit Partnership - The Rapid

Grand Haven/Spring Lake - Harbor Transit Multi-Modal Transportation System

Holland - Macatawa Area Express

Jackson - Jackson Area Transportation Authority

Kalamazoo - Central County Transportation Authority

Lansing - Capital Area Transportation Authority

Livingston - Livingston Essential Transportation

Midland - Midland Dial a Ride

Monroe County - Lake Erie Transit

Muskegon - Muskegon Area Transit System

Niles - Niles Dial a Ride

Port Huron - Blue Water Area Transportation Commission

Saginaw - Saginaw Transit Authority Regional Services

Nonprofit Transit Providers:

Agewell Services

Baraga/Houghton/Keweenaw Community Action Agency

Baragaland Senior Citizen, Inc.

Brighton Community Education

Cheboygan County Council on Aging

Chippewa-Luce-Mackinac Community Action Agency
Community Action Agency of South-Central Michigan
Community Inclusive Recreation
Disability Network West Michigan
Emmet County Medical Care Facility
Friendship Center of Emmet County
Georgetown Township Senior Center
Goodwill Industries of Muskegon County
Goodwill Industries of Northern Wisconsin and Upper Michigan
Hartland Senior Center
Healthsource Saginaw, Inc.
Hope Network, Inc.
Ionia County Commission on Aging
Kent County Community Action
Key Opportunities, Inc.
Lapeer Team Work, Inc.
Lenawee County Department on Aging
Marian Burch Center
Mecosta County Commission on Aging
Menominee Delta Schoolcraft Community Action Agency
Michigan Transportation Connection
Missaukee County Commission on Aging
Montcalm County Commission on Aging
Newaygo County Commission on Aging
Oceana County Commission on Aging
Oscoda County Area Transit Specialists
People's Express
Pioneer Resources - Muskegon
Presque Isle County Commission on Aging
Saginaw Commission on Aging

Senior Neighbors

MyMichigan Respite Care and Adult Care Services

TRICO Opportunities, Inc.

United Methodist Community House

U.P. Community Service, Inc.

Wellspring Lutheran Services

Western-Washtenaw Area Value Express

Appendix D: Definitions of Major Actions (Program/Project Changes), Minor Actions and Technical Corrections

Major actions require the small urban committee approval at a public meeting. Minor actions may be approved by the small urban committee through an email vote. Technical corrections are, by definition, correcting a mistake to ensure that project programming matches what was approved by the committee and therefore does not require additional action by the small urban committee.

Small urban committee approval is not the final approval necessary in order to obligate a project; it must be part of the federally approved STIP. The definition of small urban major actions is reflective of the requirements of a STIP amendment, but it does not follow them exactly. Therefore, it is possible for small urban minor action to trigger the need for a STIP amendment.

The STIP is made up of the rural TIP (all areas outside of an MPO planning boundary) and the MPO TIPs. If a rural project falls within an MPO planning boundary, the local agency must follow the MPO planning process. Project changes that require a STIP amendment are coded into JobNet. However, each MPO has the ability to impose additional guidelines defining project changes that require an amendment. Because of this, MDOT is encouraging small urban areas that have overlapping boundaries with MPOs to contact their specific MPO for guidance on this issue as well as their TIP amendment process and schedule.

Small urban projects outside of an MPO boundary are part of the rural TIP portion of the STIP. Rural TIP amendments follow the federal amendment criteria coded in JobNet. Rural TIP amendments are posted on the MDOT STIP website for two weeks of public comment and then submitted for federal approval.

Projects that have similar work type activities that are not considered to be of appropriate scale for individual identification can be grouped together in a general program account (GPA) based on that work type activity and included in the STIP, which includes the MPO TIPs and rural TIP. Some work types are not eligible for GPAs, such as reconstruction. Projects that contain advance construct funding are also ineligible. A GPA guidance document can be found on the MDOT Small Urban Website ([General Program Accounts Guidance](#)). Projects within a GPA do not require individual federal approval; the GPA as a whole is approved by FHWA or FTA, and STIP amendments are triggered by a GPA total cost change of plus/minus 25 percent. Because the GPAs typically have several projects in them, most individual project changes will not trigger an amendment for the GPA. However, please be aware that changes to projects in a GPA are cumulative, so a small change might tip the balance.

The following guidance should be used to determine if a project change is categorized as a small urban major action that requires action to be taken at a public meeting, or a

small urban minor action that requires an email vote of approval from the small urban committee. Conditions are applicable only to the participating cost of a project.

Small Urban Major Actions

(Requires action at a public small urban committee meeting)

- Project additions or deletions to/from the approved project list.
- Requests to shift a project from the approved project list to the Illustrative List.
- Cost change (increase or decrease) of greater than or equal to 25 percent of the federal amount shown on the approved project list.
- Major scope changes, including project name, route, or location changes.
- Significant change to limits along route (changes of one-half mile or more).
- Significant change to the type of work or project description (for example, changing the major work type from a Preventative Maintenance (PM) category fix to a Resurfacing, Restoration, Rehabilitation (3R) category fix).
- Repurposing previously flexed transit project funds when the desired work **is not** on the Illustrative List or part of a currently programmed project.

These actions identified as small urban major action require action at a public regional small Urban committee meeting.

Small Urban Minor Actions

(May be done though an email vote of the small urban committee)

- Cost change (increase or decrease) of less than 25 percent of the federal amount shown on the approved project list.
- Minor scope changes, including minor changes to the limits along the same route (changes of less than one-half mile).
- Minor changes to the type of work (for example, the original and the new major work type fall into the Resurfacing, Restoration, Rehabilitation (3R) category fix; requests to shift a project on the approved project list from one fiscal year to another, provided fiscal constraint is maintained by year).
- Requests to shift a project from the Illustrative List to the approved project list.
- Repurposing previously flexed transit project funds when the desired work is on the Illustrative List or part of a currently programmed project.

Minor actions do not require public involvement and can be handled with an email vote of the small urban committee. The agency responsible for the project should contact the RPA and explain the proposed change, then send an updated data sheet to the RPA and the MDOT Small Urban Program manager. The RPA will distribute the request detailing the proposed project changes via email to the members of the small urban committee for review and approval. If the change is approved, the RPA will notify the MDOT Small Urban Program manager, along with the MDOT OPT representative (if it is a transit project). The MDOT Small Urban Program manager will

make the necessary changes in JobNet. If the changes are not approved by email vote by the small urban committees, then the RPA will work with the small urban committee and the MDOT Small Urban Program manager on how to move forward, such as scheduling a Teams meeting, meeting in-person or selecting other projects, etc.

Technical Correction

(May be done without committee action)

A technical correction fix is something that was programmed in JobNet or entered into a spreadsheet incorrectly, or a typographical error. The correction fixes the record so that it matches what was approved at the small urban committee meeting. Therefore, you do not need action by the small urban committee. Depending on the magnitude of the correction, the RPA should inform the committee of the correction.

Appendix E: Acronyms

ACUB - Adjusted Census Urban Area Boundary
ADA - Americans with Disabilities Act
CTF - Comprehensive Transportation Fund
FAC - Federal Aid Committee
FTA - Federal Transit Administration
GPA - General Program Account
IIJA - Infrastructure Investment and Jobs Act
LAP - Local Agency Program
MDOT - Michigan Department of Transportation
MPO - Metropolitan Planning Organization
NEPA - National Environmental Protection Act
OPT - Office of Passenger Transportation
PM - Preventive Maintenance
PTIMS - Public Transportation Information Management System
NFC - National Functional Classification
RPA - Regional Planning Agency
RTF - Rural Task Force
STIP - State Transportation Improvement Program
STBG - State Transportation Block Grant
TIP - Transportation Improvement Program
TRAMS - Transit Award Management System
USC - United States Code

RPA's

CUPPAD - Central Upper Peninsula Planning and Development Regional Commission
EMCOG - East Michigan Council of Governments
EUP - Eastern Upper Peninsula Regional Planning and Development Commission
GLSPDC - GLS Region V Planning and Development Commission
NEMCOG - Northeast Michigan Council of Governments

NNW - Networks Northwest

R2PC - Region 2 Planning Commission

SEMCOG - Southeast Michigan Council of Governments

SCMPC - Southcentral Michigan Planning Council

SWMPC - Southwest Michigan Planning Commission

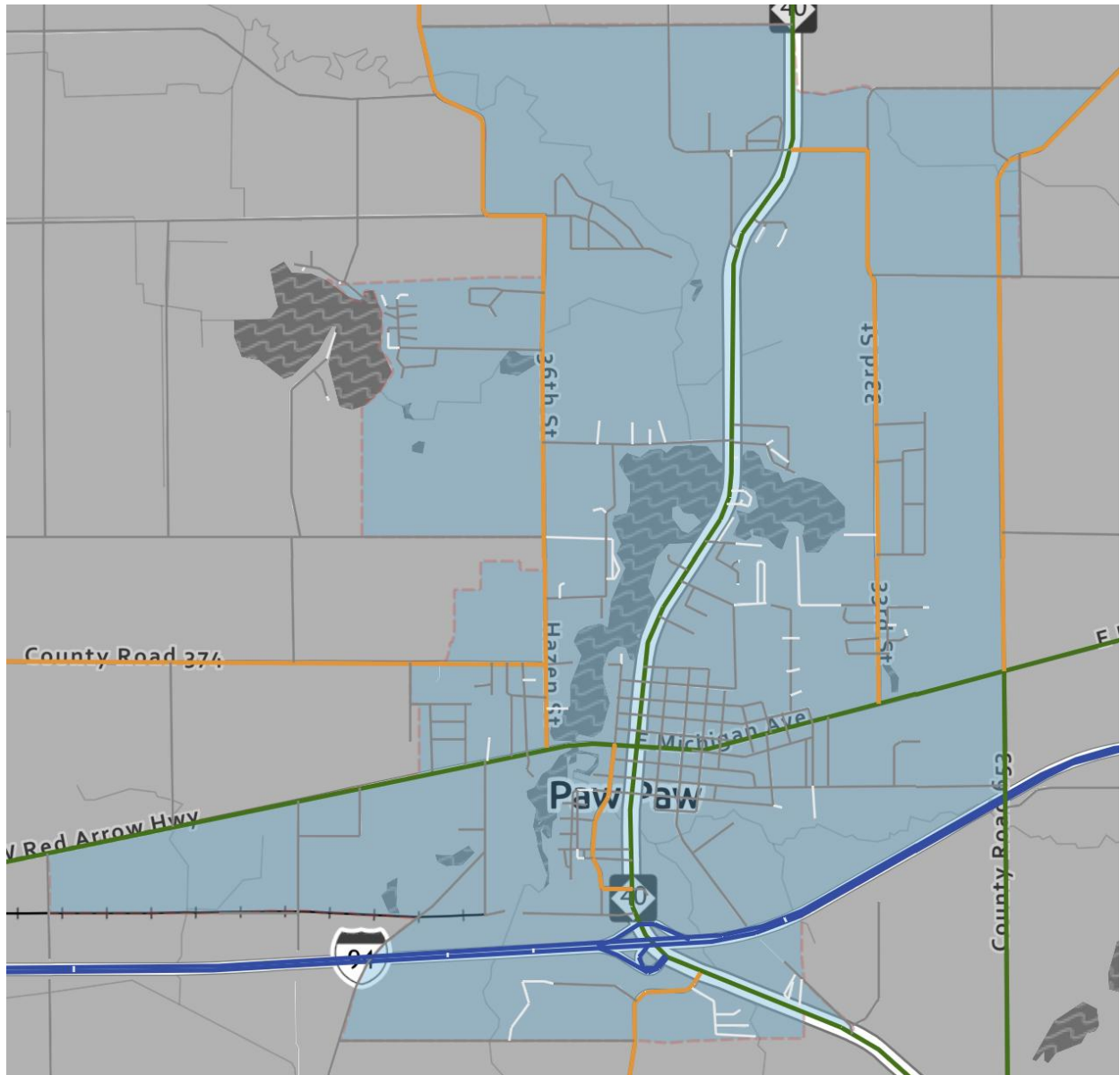
TCRPC - Tri-County Regional Planning Commission

WMSRDC - West Michigan Shoreline Regional Development Commission

WMRPC - West Michigan Regional Planning Commission

WUPPDR - Western Upper Peninsula Planning and Development Regional Commission

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at [Michigan.gov/MDOT-ADA](https://www.michigan.gov/MDOT-ADA).



PAW PAW 2020 ACUB BOUNDARY