

**Milan Small Urban Area Project Committee to Select Projects for Use of Federal  
Transportation Funds**

The **Milan Small Urban Area Project Selection Committee** will meet in person on Wednesday, January 12, 2022, at 1:00 pm at Milan City Hall located at 147 Wabash Milan, MI.

The group will discuss potential projects for fiscal year 2025 through the MDOT Small Urban Program.

Agencies eligible to apply for projects include

- **Monroe County Road Commission**
- **Washtenaw County Road Commission**
- **City of Milan**
- **Milan Public Transit Provider**

The public is encouraged to attend and offer comments. If you have questions about the program, please contact Suzann Flowers ([flowerss@miwats.org](mailto:flowerss@miwats.org) or 269-206-2652).

## **Milan Small Urban Meeting Agenda**

Date of Virtual Meeting: January 12, 2022

Time: 1:00 pm

Location: Milan City Hall 147 Wabash Milan, MI 48160

1. Call meeting to order and introductions  
Chair - Stan Kirton - City of Milan  
Vice-Chair - Matt Snell - Monroe County Road Commission
2. Approve Minutes from April 16, 2021
3. FY 2025 Project Selection
4. Public Comment
5. Adjournment

## **Milan Small Urban Meeting Minutes**

Date of Virtual Meeting: Friday, April 16, 2021

Time: 10:00 am - 11:00am

### **Meeting Minutes**

**This meeting was held virtually pursuant to the local state of emergency declaration by the Washtenaw County Board of Commissioners on March 17, 2021.**

Stan Kirton and Karen Kovacs - City of Milan

Marcus McNamara and Thomas Lenter - OHM Advisors

Matt MacDonell and Michele Ford - Washtenaw County Road Commission

Mark Kloha - MDOT Small Urban Program Manager

Steve Brudzinski - SEMCOG

Jennifer Michalak and Alan Lown - Milan Seniors for Healthy Living

Matt Snell - Monro County Road Commission

Suzann Flowers and Nick Sapkiewicz - WATS

Andy Brush - MDOT Office of Passenger Transportation

#### **1. Call meeting to order and introductions**

Chair Kirton, called the meeting to order at 10:04am and led the group in introductions.

#### **2. Approve Minutes from 2019**

Mr. MacDonell made a motion to approve the minutes from June 2019 as presented, supported by Mr. Snell, motion approved.

#### **3. FY 2023 Project Selection**

Ms. Flowers noted that one of the reasons for calling the meeting together was to discuss the selection of the FY 2023 Milan Small Urban project prior to the start of FY 2022.

Ms. Flowers asked each of the eligible communities if they had projects that they wanted to present to the Committee for consideration:

- City of Milan - presented County St. from Dexter to US 23 overpass that would require a potential full reconstruction along with water and sewer work

- WCRC - stated that they had no roadways within the City limits and were supportive of the City of Milan's projects
- Monroe CRC - had no projects for consideration
- Milan Seniors - had no projects for consideration

Mr. MacDonell made a motion to support the selection of the City of Milan's County St. project for FY 2023 small urban funding, support by Mr. Snell, motion approved.

#### **4. \$81,204 HIP COVID Relief Funds**

Ms. Flowers asked Mr. Kloha to discuss the HIP COVID Relief funds.

Mr. Kloha stated that the Small Urban program received \$4,547,433 for the entire state and each small urban area was being allocated \$81,204. These funds require no local match and must be obligated by the end of FY 2024. There are special eligibility allowances for these funds that are unique. The same requirements apply as normal if you are not using the funds for special eligibility.

Ms. Flowers asked each of the Committee members if they had an interest in these funds. The City of Milan proposed using these funds as part of their FY 2023 County St. project.

Ms. Michalak made a motion to support the City of Milan's use of the COVID Relief funds in the amount of \$81,204 for the FY 2023 County St. reconstruction project, supported by Mr. MacDonell, motion approved.

#### **5. Urban Area Definition Public Comment Period**

Ms. Flowers stated that there is an open comment period for communities to provide feedback on proposed changes that are being proposed by the US Census Bureau.

Mr. Brudzinski provided more information about the proposed changes but assured the members that SEMCOG and WATS were not going anywhere and that there is a lot of discussion happening in Washington D.C. surrounding this topic.

Mr. Kloha also stated that as we proceed into the development of the FY 2023-2026 TIP, that nothing will change and that Milan would still be eligible for funds in odd years at the current allocation of \$375,000. He continued that he is hoping to start the next call for project in late spring or early summer.

Ms. Flowers added that the annual pot of rural funding for Washtenaw County is approximately \$850,000.

#### **6. Public Comment**

Mr. Kirton asked participants if there were any public comments.

Mr. MacDonell noted that as the new countywide millage was passed for another four years, that all projects need to be noted on the project website, and if any changes were being proposed in Milan to let the WCRC know.

#### **7. Adjournment**

A motion by Mr. MacDonell was made to adjourn the meeting, supported by Mr. Snell, motion approved.

Mr. Kirton adjourned the meeting at 10:38am.

Notices for the meeting were placed on the WATS website at <http://www.miwats.org/committees/federal-aid> and also on Facebook and Twitter



WASHTENAW  
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TRANSPORTATION  
STUDY

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WATS @miwats · Mar 9

City of Milan, MI meeting announcement

## Meeting

April 16, 2021 at 10:00am

Meeting materials and meeting login can be found at [miwats.org/committees/federal-aid](http://miwats.org/committees/federal-aid)





**Washtenaw Area Transportation Study**

Published by Suzann Flowers · March 9 ·

WATS will facilitate the Milan Small Urban area virtual meeting on Friday, April 16, 2021 at 10:00am. This virtual meeting will be held to discuss project selection for FY 2023 and how to allocate COVID relief funds. Meeting materials can be found at <http://www.miwats.org/committees/federal-aid> #welovetransportation

# Milan Small Urban Area Virtual Meeting

April 16, 2021 at 10:00am

Meeting materials and meeting login can be found at [miwats.org/committees/federal-aid](http://www.miwats.org/committees/federal-aid)



Minutes compiled by Suzann Flowers and Nick Sapkiewicz



STATE OF MICHIGAN  
DEPARTMENT OF TRANSPORTATION  
LANSING

GRETCHEN WHITMER  
GOVERNOR

PAUL C. AJEGBA  
DIRECTOR

August 24, 2021

Small Urban Transportation Agencies  
Regional Planning and Development Agencies

Dear Transportation Partner:

Subject: Fiscal Years 2024 - 2026 Small Urban Program Call for Projects

The Michigan Department of Transportation (MDOT) will be accepting Small Urban Program project applications for Fiscal Years (FYs) 2024 - 2026. The Small Urban Call for Projects process is beginning now to allow for project selection and programming completion in time for the FY 2023 - 2026 State Transportation Improvement Program/Transportation Improvement Program development.

Funding criteria for the MDOT Small Urban Program is listed below:

- Transportation projects are awarded on a rotating basis to small urban areas with populations of 5,000 to 50,000 according to the 2010 United States Census.
- The maximum amount awarded for a project is \$385,000 in federal dollars.
- The implementing agency must provide a minimum 20 percent local match for road and bridge projects. Transit projects are matched with state Comprehensive Transportation Funds.
- All proposed projects must be within the approved federal-urbanized area boundary and/or be located on the Federal Aid Highway System.
- Funding can only be used for construction costs or for transit capital and/or operating expenses.
- Areas with populations of 40,000 or more are eligible for an annual Small Urban award. Currently, the areas that are eligible for annual awards are Adrian, Tecumseh and Traverse City.

The current program funding estimates for FY 2024 - 2026:

FY 2024	\$11,255,000
FY 2025	\$11,468,000
FY 2026	\$11,686,000

Project applications must be submitted to MDOT no later than December 1, 2021. Michigan's 14 State Regional Planning and Development Agencies are responsible for scheduling meetings and submitting applications on behalf of the implementing agencies. Information regarding the required planning process and instructions for completing the project application are available online at: [www.michigan.gov/mdotsmallurban](http://www.michigan.gov/mdotsmallurban). MDOT staff will continue to work with the small urban areas to maximize the use of these dollars.



Transportation Partner  
Page 2  
August 24, 2021

If you have any questions, please contact either me or Mark Kloha, Transportation Planner, Statewide Planning Section, at KlohaM@michigan.gov or 517-241-3675.

Sincerely,

*Craig B. Newell Jr.* Craig B. Newell  
Aug 24 2021 12:00 PM  
DocuSign

Craig B. Newell, Administrator  
Statewide Transportation Planning Division

cc: Mark Kloha, MDOT



The urban area committee's priority ranking will facilitate selection of the most needed projects statewide. Minutes of the project selection meeting must be submitted with the project proposal(s) as an indication of the participation and consensus building effort.

If the urban area boundary includes tribal land, it is the responsibility of Regional Planning Agency to provide an opportunity for the tribal government to comment on the proposals. Projects will not be considered without evidence that tribal governments were consulted in the review process, where applicable.

#### **SMALL URBAN AREAS WITHIN AN MPO BOUNDARY**

Small urban areas within a Metropolitan Planning Organization (MPO) boundary must consult with the local MPO (a list of small urban areas within an MPO is on the website). If a project is selected for funding within an MPO, it must be included in the MPO's Transportation Improvement Program (TIP). When a Small Urban project is selected within an MPO, please contact the MPO to make sure the project will be added to the appropriate MPO TIP.

#### **PROJECT PRIORITIZATION**

Projects submitted, regardless of agency, must be prioritized by small urban area by the project selection committee. The Small Urban committees will meet and select project(s) for the years that they receive funding. On the MDOT forms (2606 for road or 2638 for transit), the committee will indicate the year that the project will be obligated. After the committee has selected projects for the full available funding, the committee can then select illustrative projects, as potential backup projects, or if additional funding becomes available. If multiple projects are selected, then the projects must be prioritized as "1," "2," and "3".

#### **PROJECT APPLICATION**

Once project(s) are agreed upon and prioritized by the small urban area selection committee, a project application form (2606 or 2638) must be completed for each project.

For road projects, applications are restricted to construction costs only. The local match requirement, design and engineering, and other non-participating costs will be the responsibility of the local requesting agency(s). Federal funds are capped with overruns being local responsibility.

Projects utilizing federal funds are typically funded with 80% federal funds and require a 20% Non-federal match. The FAST Act allows for a "sliding scale" which is defined under 23 U.S.C. 120(a) and (b) authorizes an upward adjustment to the Federal share for a State containing Federal and nontaxable Indian lands. This option is available for local agencies to increase the federal funding portion to 81.85% and lower the local match portion to 18.15% for road projects. If an agency chooses the "sliding scale" option, the funding amounts on the 2606 forms will reflect the percentages and will be programmed manually in JobNet to reflect the increased percentage of federal funding.

For transit project applications, please provide a description in addition to the project costs. The minimum 20 percent match is provided by CTF funds. If local funds are also added, please indicate the amount of the additional local funds on the form.

## **PUBLIC INVOLVEMENT**

The FAST Act requires that the public have reasonable opportunity to participate in the selection process and comment on projects to be included as part of the Statewide Transportation Improvement Program (STIP). The RPAs are responsible for scheduling meetings and submitting applications on behalf of the small urban area. Each small urban area requesting funding is responsible for notifying the citizens and elected officials within their community of the opportunity to participate in the project selection process prior to submittal to MDOT. A minimum of one public meeting of the local project selection committee must be held to select projects and assign priority ranking. Notice of the public meeting must be advertised in a local news publication or internet webpage.

A copy of the meeting announcement from a local news publication or internet webpage must be submitted with the project applications.

## **PROJECT SELECTION**

MDOT is responsible for final project selection for the Small Urban Program and administration of the federal-aid transportation program. Selected projects will be included in the Statewide STIP. Areas within an MPO boundary must consult with the MPO to determine the process for adding funded projects to the MPO TIP.

For project(s) to be considered for funding, the following application information must be submitted to MDOT by the requested due date:

- 1) A completed small urban project application (MDOT Form 2606/2638) for each project.
- 2) Minutes of the project selection committee meeting and/or a letter of support with the signatures of all members of the project selection group.
- 3) A copy of the public announcement from a local news publication or internet webpage.
- 4) Local financial assurance of project match.

Please submit application materials to Mark Kloha at [kloham@michigan.gov](mailto:kloham@michigan.gov).

## **MDOT ASSISTANCE**

The Statewide Planning Section has responsibility for administering the Small Urban Program. Questions regarding the Small Urban Program should be directed to Mark Kloha, Small Urban Program Manager, at [kloham@michigan.gov](mailto:kloham@michigan.gov) or 517-241-3675.

## MDOT SMALL URBAN PROGRAM TRANSIT PROJECT APPLICATION

ALL FIELDS MUST BE COMPLETED

### REQUESTING AGENCY INFORMATION

AGENCY NAME	CONTACT PERSON	TELEPHONE NUMBER
STREET ADDRESS	CITY/ZIP	E-MAIL ADDRESS

### PROJECT INFORMATION

SMALL URBAN AREA	SMALL URBAN AREA PRIORITY	YEAR OF IMPROVEMENT
TRANSIT PROJECT NAME		SCOPE CODES
DESCRIPTION		

IS THE TRANSIT SEGMENT/PROJECT FEDERAL-AID ELIGIBLE?      YES      NO

### COST INFORMATION

Include participating construction capital costs and non-participating costs, such as charges related to feasibility studies, design, testing, preliminary engineering, construction engineering, or right-of-way acquisition.

STP-URBAN REQUESTED (Federal Participating) .....	_____
STATE CTF PARTICIPATING (This is 20% of the total of Federal plus CTF amount) .....	_____
OTHER LOCAL FUNDING (part of 20% match) .....	_____
TOTAL PARTICIPATING COSTS .....	_____
NON-PARTICIPATING COST (Other Local Funding (not part of 20% match)) .....	_____
<b>TOTAL JOB COST INCLUDING OTHER LOCAL FUNDING</b> .....	_____

### OTHER COMMENTS

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SUBMITTED BY	TITLE	DATE

