



Mayor and Council,

As anticipated, please see the program devised to reimburse CVTs for transit costs, including the City's Senior Transit Program. Staff will ensure an application is submitted quickly.

- Victor

APPLICATION GUIDE

Oakland County 2023 Interim Local Transportation Reimbursement Program

Program Overview

Citizens in Oakland County passed the Public Transportation Millage on November 8, 2022. Since that time, Oakland County Administration and Board of Commissioners have put contracts in place with the local transportation providers identified in the ballot language, which include: Suburban Mobility Authority for Regional Transportation (SMART), North Oakland Transportation Authority (NOTA), Western Oakland Transportation Authority (WOTA), and the Rochester Hills-Oakland-Rochester Older Persons' Commission (OPC).

In addition, meetings have been held with officials from local cities, villages and townships to discuss the current transportation services offered to residents. The County recognizes that not all communities are presently served by SMART, NOTA, WOTA, or OPC.

As a result, the County Board of Commissioners has established a program to provide these communities with reimbursement funds to support existing public transportation services. The Oakland County 2023 Interim Local Transportation Reimbursement Program will distribute limited Public Transportation Millage funds to assist eligible municipalities to maintain existing public transportation services for calendar year 2023. This program will not fund an expansion in the type or level of service beyond what had been provided in 2022, or what had already been planned for in 2023, prior to the establishment of this program.

Key Milestones

1. Application

Online Program Application and Certified Resolutions are due on or before June 2, 2023 at 4:00 p.m.

2. Agreement

Interlocal Agreement Deadline on or before July 7, 2023

3. Request for Reimbursement

Semi-Annual Request for Reimbursement is due on or before August 18, 2023

4. Final Reimbursement

Final Request for Reimbursement Deadline on or before February 29, 2024

**Submissions outside timeframes will be reviewed for consideration if County reimbursement funds are still available.*

Questions? Contact:

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(248) 975-9876

Updated on 4/25/2023

Program Funding Criteria & Eligibility

Limited reimbursement funds are available to communities with approved Oakland County 2023 Interim Local Transportation Reimbursement Program Applications. Funding shall be utilized to support eligible expenses for existing local public transportation services.

FUNDING SOURCE

Oakland County Transportation Millage	\$500,000
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ELIGIBLE MUNICIPALITIES

Oakland County cities, villages and townships that are eligible to participate in the program include:

- Brandon Township
- City of the Village of Clarkston
- Groveland Township
- Holly Township
- Village of Holly
- Independence Township
- Lake Angelus
- City of Novi
- Novi Township
- Village of Ortonville
- Rose Township
- Springfield Township
- Commerce Township
- Lyon Township
- City of South Lyon
- Milford Township
- Village of Milford
- City of Wixom
- City of Wolverine Lake
- City of Northville (portion)

MUNICIPAL CREDITS

State funding, pursuant to Michigan Public Act 51 of 1951, is made available to SMART, which passes funds on to local communities in the form of Municipal Credit funds. Oakland County 2023 Interim Local Transportation Reimbursement Program funds shall be used to supplement the Municipal Credits received from SMART for eligible public transportation expenses. The distribution formula of available reimbursement funds shall be based upon the following factors: Municipal Credits that an eligible community receives from SMART and the current municipal approved FY 2023 budgeted amount for public transportation services.

OTHER FUNDING

If an eligible community uses other funding sources in their transportation program including, but not limited to: Community Development Block Grant (CDBG), 5310- Enhanced Mobility of Seniors & Individuals with Disabilities Program, or Local Bus Operating Assistance Program, then those funds will also be factored into the distribution formula of available reimbursement funds.

FISCAL YEAR

If the fiscal year of an eligible community is not based on the calendar year, then any transportation services and/or budget not approved prior to December 31, 2022 must be provided to the County for approval prior to executing an Interlocal Agreement.

PROGRAM APPLICATION

A link to the online program application will be provided to elected officials of eligible communities via email in late April (anticipated).

Online Program Applications are due on or before June 2, 2023 at 4:00 p.m.

The community shall submit documentation for local transportation services, which may include:

- Local transportation budget approved by the local government on or before 12/31/2022
- If applicable, the 3rd party contract approved by the local government on or before 12/31/2022

INTERLOCAL AGREEMENT

- Participating communities will be required to execute an Interlocal Agreement.
- The Interlocal Agreement will be sent to the authorized community official after the application has been reviewed and approved by Oakland County.
- The County will provide a link to the authorized community official to review and electronically sign the agreement.
- The Interlocal Agreement must be received by the County on or before July 7, 2023.

ELIGIBLE EXPENSES

Eligible expenses must be directly related to transportation services in a current municipal budget or approved contract. These services may include, but are not limited to:

- Operator/Driver Wages
- Transit Vehicle Fuel
- Transit Vehicle Insurance
- Local Transportation Fares

ELIGIBILITY REQUIREMENTS

If a community seeks funding for local transportation reimbursement, the community must meet the following criteria:

- Must be a city, village or township in Oakland County
- Not served by a SMART fixed route
- Does not receive Community Credits from SMART*
- Not currently served by NOTA, WOTA or OPC
- Must have a current contract or transportation services currently budgeted in 2023
- Services shall be provided between January 1, 2023 – December 31, 2023

**Community Credits are funded by local property tax revenue that SMART provides to agencies across what was formerly known as “opt-in” areas. The Community Credits Program (CPP) directly supports specific purchased services that communities use to increase level of SMART service in their area.*

NON-ELIGIBLE EXPENSES

- Oakland County 2023 Interim Local Transportation Reimbursement Program administration or supervision expenses
- Taxi or ride share fees
- Dispatch Software

PROGRAM APPLICATION REVIEW CRITERIA

Program applications will be reviewed based on the following criteria:

- Clarity and completeness of the application
- Provides evidence of existing contract and/or budget for local transportation services
- Demonstrates that the Community's request meets the goals and requirements of the Oakland County 2023 Interim Local Transportation Reimbursement Program

REQUEST FOR REIMBURSEMENT

Communities shall submit a semi-annual Request for Reimbursement to the County, including, but not limited to, a brief narrative describing transportation services provided and associated paid invoices and/or budget expenditures demonstrating sufficient evidence that the services were provided in accordance with the Program Policies and is consistent with the Community's Application.

The County will provide links to online forms that communities will use to submit a Request for Reimbursement and documentation detailing the ridership, services provided and expenditures utilizing Program funding that will be approved by Oakland County Transit Division staff prior to receiving reimbursement.

Reimbursement funds not used during the program period will be forfeited and appropriated funds will be returned to the Oakland County Transportation Millage Fund.

The final request with documentation must be received by the County on or before February 29, 2024, in order for the County to disburse final reimbursement funds.

REIMBURSEMENT

If reimbursement funds are approved, the community will have an opportunity to request reimbursement on a semi-annual basis.

The FY2023 Oakland County 2023 Interim Local Transportation Reimbursement Program will be administered by the Oakland County Transit Division in the Department of Economic Development.

Sample Community Resolution

WHEREAS the Oakland County Board of Commissioners has appropriated funds for the Oakland County 2023 Interim Local Transportation Reimbursement Program (the "Program") for eligible cities, villages and townships in Oakland County; and

WHEREAS the Program seeks to assist eligible cities, villages and townships in Oakland County by providing limited reimbursement funds to maintain existing public transportation services; and

WHEREAS the _____ [Community Name] (the "Community") wishes to submit an application to the Oakland County 2023 Interim Local Transportation Reimbursement Program for a total cost not to exceed \$XXXX; and

WHEREAS the Oakland County 2023 Interim Local Transportation Reimbursement Program funds shall be used to supplement the Municipal Credits received from SMART for eligible public transportation expenses; and

WHEREAS the Reimbursement Program requires that _____ [Community Name] certify compliance with all Program requirements.

NOW THEREFORE BE IT RESOLVED the [Community Name] Council/Board hereby approves the completion and submission of the Oakland County 2023 Interim Local Transportation Reimbursement Program application to seek funding through the Program for a total project cost not to exceed \$XXXX.

BE IT FURTHER RESOLVED that _____ [Community Name] shall supplement Program Reimbursement funds with Municipal Credits from SMART in an amount not to exceed \$XXXX.

BE IT FURTHER RESOLVED if the Application is approved by Oakland County, the Community's participation in the Program and the appropriation and expenditure of funds necessary or appropriate to fund its obligations under the Program as set forth in the Interlocal Agreement.

BE IT FURTHER RESOLVED that _____ [Community Name] will comply with the Program's requirements, including submittal of semi-annual Request for Reimbursement including reports and other documentation as required by the County, as a condition to receiving reimbursement in accordance with the Program.

BE IT FURTHER RESOLVED that _____ [Name and Title of Person] will be authorized to sign all program-related documents on behalf of _____ [Community Name] and take any other action necessary or appropriate on the Community's behalf to participate in the Program.

AYES:

NAYS:

ABSENT:

MOTION APPROVED.

I HEREBY CERTIFY, that the foregoing is a Resolution duly made and passed by _____ of _____ at their regular meeting held on _____, 20__, at _____ a.m./p.m., with a quorum present.

Clerk

Date