FY 2017
APPLICATION INSTRUCTIONS
FOR
PUBLIC TRANSIT PROGRAMS
ADMINISTERED BY
OFFICE OF PASSENGER TRANSPORTATION

Effective October 1, 2016 - September 30, 2017
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I. GENERAL INFORMATION

A. Purpose

The Office of Passenger Transportation (OPT) of the Michigan Department of Transportation (MDOT) distributes federal and state funds for the provision of local public transit services. This application is your gateway to those funds. In this packet you will find a description of the transit funding programs administered by OPT, a description of who is eligible to apply and instructions for completing and submitting the application. OPT staff will review all applications, make funding recommendations, and assist you with any further requirements. When selecting projects for funding, MDOT will consider equitable distribution of funds in accordance with Title VI. A completed application does not guarantee a contract award. If your project is selected to receive funding, you will enter into a contract with MDOT and must comply with all requirements of that contract to receive the funds.

This Annual Application Instructions (Instructions) packet is for Fiscal Year (FY) 2017. All documents required for a complete application can be found on the Public Transportation Management System (PTMS) and on OPT’s web page, at www.michigan.gov/mdotptd, under “Resources,” “Applications & Forms.” If needed, the Instructions may be made available in alternative formats such as Braille, large print, audio tape, or compact disc. PTMS Help Guide is also available on both PTMS and on OPT’s web page, at www.michigan.gov/mdotptd, under PTMS. In order to complete your application in PTMS, you must use Internet Explorer 10 or 11 and Adobe Reader X or XI. Please make sure you have this version available prior to working on your application. If you have both Adobe Reader and Adobe Professional in your computer, you must set Adobe Reader as default or remove Adobe Professional. If you use a different Internet Explorer version or Adobe Reader version, the forms might not work properly. However, you are still responsible for submitting all required documents.

Do not update your Adobe Reader and/or Internet Explorer version during the time when you are working on your application or the information in your application forms may no longer be visible to you.

OPT project managers, identified in Part I, Sections E and F, of the Instructions, can assist you in completing the application and obtaining alternative formats to ensure all populations are served.
B. Acronyms, Definitions, Laws and Regulations

1. Acronyms

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<td>Act 51</td>
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<td>ADA</td>
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<td>CMAQ</td>
<td>Congestion Mitigation and Air Quality Improvement Program</td>
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<td>CFR</td>
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<td>CTF</td>
<td>Comprehensive Transportation Fund</td>
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<td>Local Advisory Council</td>
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<td>Moving Ahead for Progress in the 21st Century Act</td>
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<td>Metropolitan Planning Organization</td>
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<td>NF</td>
<td>New Freedom Program</td>
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<td>OAR</td>
<td>Operating Assistance Report</td>
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<td>Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users</td>
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<td>USC</td>
<td>United States Code</td>
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<td>UZA</td>
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2. Definitions

Brokerage
Administrative activities provided by a transportation broker who coordinates between their clients and the transportation operators for one or all facets of a trip.

Capital Assistance
Funding assistance for capital items including, but not limited to, replacement and expansion buses, rehabilitation of existing buses, equipment for communication, maintenance, and/or for operational support, as well as facility construction and renovations.

Flex Funds
Funds transferred from Federal Highway Administration (FHWA) programs to Federal Transit Administration (FTA) programs. These FHWA programs include the Surface Transportation Program (STP), Small Urban Program, Transportation Alternatives Program, and Congestion Mitigation and Air Quality Improvement Program (CMAQ).

Flex Process
A process initiated by OPT in which funds are transferred from the FHWA programs to the FTA programs. For nonurban agencies, OPT flexes funds in accordance with the project list provided by MDOT’s Bureau of Transportation Planning; the list is developed through a local project selection process. An urban agency must send flex request(s) to their OPT project manager. For details, refer to the “Urbanized Area Funding Application Process, Including the FHWA Transfer (Flex) Process.” This process can be found at OPT’s web page www.michigan.gov/mdotptd, under “Resources,” “Reference Manual for Transit Agencies,” “Contracts – Checklists.”

Marine Passenger Services
Ferry services that link island communities to the mainland.

Metropolitan Transportation Planning and Programming

- **Metropolitan Planning Organization (MPO)**
  An organization created and designated to carry out the metropolitan transportation planning process.

- **Statewide Transportation Improvement Program (STIP)**
  A statewide prioritized listing/program of transportation projects covering a period of four years that is consistent with the long-range statewide transportation plan, metropolitan transportation plans, and transportation improvement programs (TIPs), and required for projects to be eligible for funding under Title 23 United States Code (USC) and Title 49 USC Chapter 53.
Transportation Improvement Program (TIP)
A prioritized listing/program of transportation projects covering a period of four years that is developed and formally adopted by an MPO as part of the metropolitan transportation planning process, consistent with the metropolitan transportation plan, and required for projects to be eligible for funding under Title 23 USC and Title 49 USC Chapter 53.

Mobility Management Projects
Capital expense for planning and management activities and projects for improving coordination among public transportation and other transportation-service providers. Mobility management does not include operating public transportation service or providing vouchers.

Operating Assistance

Operating assistance provided by the state Specialized Services Operating Assistance Program is defined in the Specialized Services Manual (effective October 1, 2015), which can be found at OPT’s web page www.michigan.gov/mdotptd, under “Resources,” “Audit/Accounting Information.”

Regular Services
Transportation Services open to the general public during the posted hours. These services include, but are not limited to, fixed route services, demand response services, and paratransit services.

Revenue and Expense Manual (R&E Manual)
The FY 2017 R&E Manual provides guidelines for transit agencies (TAs) to report State Operating Assistance revenues, expenses and non-financial information on an Operating Assistance Report (OAR) submitted in PTMS. The current and previous manuals can be accessed on OPT’s web page at www.michigan.gov/mdotptd, under “Resources,” “Audit/Accounting Information.”

Rural Task Force (RTF)
The RTF (see Appendix A) is composed of representatives of counties, cities, and unincorporated villages with populations less than 5,000, as well as their transit operators and county road commissions. The RTF reviews, prioritizes, and selects projects, ensuring the list of projects is financially constrained.
Service Areas

- **Nonurbanized or Rural Areas**
  Areas with a population under 50,000.

- **Urbanized Areas**
  Areas with a population above 50,000.

- **Large Urban Areas**
  Areas with a population above 200,000 (by FTA’s definition).

- **Small Urban Areas**
  Areas with a population between 50,000 and 200,000 (by FTA’s definition).

3. **Laws and Regulations**

Laws and regulations for public transportation:

The following laws and regulations can be accessed below or on OPT’s web page, at [www.michigan.gov/mdotptd](http://www.michigan.gov/mdotptd), under “Resources,” “Laws & Regulations.”

Laws and regulations applicable to the forming of a transportation organization:

- Act 35 of 1951, Intergovernmental Contracts Between Municipal Corporations
- Act 55 of 1963, Mass Transportation System Authorities
- Act 8 of 1967 (Ex. Sess.), Intergovernmental Transfer of Functions and Responsibilities
- Act 94 of 1933, The Revenue Bond Act of 1933
- Act 279 of 1909, The Home Rule City Act
- Act 196 of 1986, Public Transportation Authority Act
- Act 204 of 1967, Metropolitan Transportation Authorities Act of 1967
- Act 271 of 1990, Limousine Transportation Act
- Act 432 of 1982, Motor Bus Transportation Act
- Act 387 of 2012, Regional Transit Authority Act

Laws and regulations pertinent to program and/or funding requirements and eligibility:

- Act 51 of Public Acts of 1951, as amended
- Americans with Disabilities Act of 1990 (ADA)
- Comprehensive Transportation Fund Portion of Act 51
- Comprehensive Transportation Fund Administrative Rules
- FTA Circular 4220.1F, Third Party Contracting Guidance
- FTA Circular 4702.1B, Title VI and Title VI-Dependent Guidelines for FTA Recipients
- FTA Circular 4703.1, Environmental Justice Policy Guidance for Federal Transit Administration Recipients
- FTA Circular 9040.1F, Nonurbanized Area Formula Program Guidance and Grant Application Instructions
- C 9070.1G, Enhanced Mobility of Seniors and Individuals with Disabilities Program Guidance and Application Instructions
- Moving Ahead for Progress in the 21st Century Act (MAP-21)
- Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)
- 49 CFR 604 - Charter Service
- 49 CFR 605 - School Bus Operations
- 49 CFR 609 - Transportation for Elderly and Handicapped Persons
- 49 CFR 611 - Major Capital Investment Projects
- 49 CFR 613 - Planning Assistance and Standards
- 49 CFR 614 - Transportation Infrastructure Management
- 49 CFR 622 - Environmental Impact and Related Procedures
- 49 CFR 630 - Uniform System of Accounts and Records and Reporting System
- 49 CFR 655 - Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations
- 49 CFR 661 - Buy America Requirements, amended as of September 28, 2007
- 49 CFR 663 - Pre-award and Post-delivery Audits of Rolling Stock Purchases
- 49 CFR 665 - Bus Testing

C. Application Submittal

Applications for all of the programs in any county or multicounty region should be supported by one coordinating entity. The entity should be the public transit authority or governmental agency providing public transit in that area. To ensure coordination, applicants should notify the coordinating entity when their application is ready for submittal to MDOT; this should be done well in advance of the application due date to allow the coordinating entity adequate time to review the application. This process does not make the coordinating entity solely responsible for preparing all of the documents required under the various programs.

D. Submittal Due Dates

Applications submitted after the due dates might not be considered for funding.

Complete application(s) for the following programs are due to OPT by February 1, 2016:

1. Specialized Services Operating Assistance Program
2. Federal Section 5310 – Enhanced Mobility of Seniors and Individuals with Disabilities Program
3. New Freedom Program (NF) Projects
4. Service Development and New Technology Program (SDNT)
5. Marine Passenger Program

OPT will provide comments and recommendations to the applicant within 30 days after an application is received.

Complete application(s) for the following programs are due to OPT by March 1, 2016:

- Regular Service Program
  - State Operating Assistance (FY 2017 operating budget)
[Also known as Local Bus Operating or Formula]
- Federal Section 5311 Nonurbanized Formula Operating Assistance
- Local Bus Capital (Sections 5307, 5337, 5339, and flex funds)
- Operating and Capital for JARC Activities – Nonurban Continuation Only

OPT will provide comments and recommendations to the applicant within 30 days after an application is received.

E. Mailing Address

All TAs with access to PTMS must submit their annual applications and save the completed TA forms through PTMS. TAs without access to PTMS must contact their OPT project manager for access to PTMS. Section 5310 and SDNT applicants without access to PTMS must mail their annual applications directly to their OPT project managers.

The mailing addresses for the OPT project managers are listed as below:

<table>
<thead>
<tr>
<th>Jill Adams</th>
<th>Transportation Services Section</th>
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<tbody>
<tr>
<td>Mallory Avis</td>
<td>Mailcode: B425</td>
</tr>
<tr>
<td>Tausha Drain</td>
<td>Transportation Services Section</td>
</tr>
<tr>
<td>Fred Featherly</td>
<td>Office of Passenger Transportation</td>
</tr>
<tr>
<td>Darlene Mans</td>
<td>Michigan Department of Transportation</td>
</tr>
<tr>
<td>Mary Pizzo</td>
<td>P.O. Box 30050</td>
</tr>
<tr>
<td></td>
<td>Lansing, Michigan 48909</td>
</tr>
<tr>
<td>Valerie Shultz</td>
<td>Chuck Lindstrom</td>
</tr>
<tr>
<td>MDOT Cadillac TSC</td>
<td>Mailcode: R100</td>
</tr>
<tr>
<td>7915 South US131 Highway</td>
<td>MDOT Ishpeming TSC</td>
</tr>
<tr>
<td>Cadillac, MI 49601</td>
<td>100 S. Westwood Drive</td>
</tr>
<tr>
<td></td>
<td>Ishpeming, MI 49849</td>
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### F. Project Manager Contact Information

**OFFICE OF PASSENGER TRANSPORTATION
PROJECT MANAGERS BY COUNTY**

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<th>County</th>
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## Transportation Service Section Contact Information

**Kim Johnson, Section Manager, 517-373-8796**

Norma Guevara, Executive Administrative Assistant 517-335-2560  
Rachel Schumaker, Secretary 517-355-4971

<table>
<thead>
<tr>
<th>Janet Geissler, South Unit Supervisor</th>
<th>Andy Brush, North Unit Supervisor</th>
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<td><strong>517-373-7134</strong></td>
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<td>Jill Adams</td>
<td>Mallory Avis</td>
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<td>Fred Featherly</td>
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G. Program Description and Eligible Applicants

1. Congestion Mitigation and Air Quality Improvement Program (CMAQ)

**Program Description** This federal program provides funds for transportation projects located in Clean Air Act nonattainment and/or maintenance areas for ozone, carbon monoxide, and particulate matters. Eligible transit projects may include new transit facilities and new vehicles used to expand services, bus replacement, up to three years of operating and maintenance expenses for new or expanded service routes, fueling facilities, rideshare administration and marketing, ozone action, and transit fare subsidies. The funds are allocated by population formula. Eligible counties receive an allocation based on the population of the county as a percentage of the total population of all eligible counties. Interested applicants must submit their applications to their MPO or Regional Planning Agency (RPA)/RTF using the Microsoft Excel CMAQ project list worksheet and corresponding emissions calculation form(s) which are located on the MDOT CMAQ website at [www.michigan.gov/cmaq](http://www.michigan.gov/cmaq), in addition to requesting these projects through OPT’s application process. The MPO will work with the applicants to ensure the projects are included in the public involvement process, which is required for inclusion in the STIP or TIP. The project list and emission forms will then be reviewed by the CMAQ Call for Project Subcommittee for eligibility determination. Projects that are deemed eligible will be forwarded to the appropriate MPO program manager to be included in the public involvement process, which is required for inclusion in the STIP or TIP. For information regarding the CMAQ application submittal process, contact Todd Kauffman, MDOT CMAQ Program Manager, or your MPO or RPA/RTF (see Appendices A and B). Information on the CMAQ Call for Projects process is available on the MDOT CMAQ website at [www.michigan.gov/cmaq](http://www.michigan.gov/cmaq).

**Eligible Applicants** Eligible authorities and eligible governmental agencies as defined in Act 51 of Public Acts of 1951, as amended (Act 51), and that are in the federally defined nonattainment areas.

2. Federal Section 5307 – Urbanized Area Formula Program

**Program Description** This is a formula grant program for urbanized areas (UZAs) with a population over 50,000. Funds are apportioned to UZAs utilizing a formula based on population, population density, and other factors associated with transit service and ridership. This program provides both capital and/or operating assistance to the eligible applicants. Interested applicants must contact FTA for the submittal of their applications in addition to requesting state match through OPT’s annual application process. MAP-21 allows Section 5307 Program funds to be used for activities that were eligible under the JARC Program, which focused on providing services to low-income individuals to access jobs. This includes operating assistance with a 50 percent state match for job access and reverse commute activities. In addition, the urbanized area formula for distributing funds now includes the number of low-income individuals as a factor. There is no floor or ceiling on the amount of funds that can be spent on job access and reverse commute activities.

**Eligible Applicants** Eligible authorities and eligible governmental agencies as defined in Act 51 and that are in the UZAs with a population over 50,000 and have been designated by the Governor as an eligible funding recipient.
3. Federal Section 5309 – Fixed Guideway Capital Investment Program

Program Description  This program provides capital assistance for core capacity improvement projects, corridor-based bus rapid transit projects, fixed guideway bus rapid transit projects, new fixed guideway projects, program of interrelated projects, and small start projects. Interested applicants must contact FTA for the submittal of their applications in addition to requesting state match through OPT’s annual application process.

Eligible Applicants  Eligible authorities and eligible governmental agencies as defined in Act 51, as well as private companies engaged in public transportation and private non-profit organizations.

4. Federal Section 5310 – Enhanced Mobility of Seniors and Individuals with Disabilities Program

Program Description  This program provides formula funding to increase the mobility of seniors and persons with disabilities. Under MAP-21, funds are apportioned based on each State’s share of the targeted populations and are now apportioned to both States (for all areas under 200,000) and large urbanized areas (over 200,000). The former NF Program (Section 5317) is folded into this program. NF projects should be for services for individuals with disabilities that went above and beyond the requirements of the Americans with Disabilities Act (ADA). Activities eligible under NF are now eligible under the Enhanced Mobility of Seniors and Individuals with Disabilities Program.

Eligible Applicants  Private non-profit organizations, public transit authorities or governmental agencies where no non-profit organizations are available to provide service or governmental authorities approved to coordinate services. To be eligible for funding consideration, a Coordinated Public Transit – Human Services Transportation Plan and all updates must be on file with OPT or submitted to OPT with the application.

5. Federal Section 5311 – Nonurbanized Area Formula Program

Program Description  This formula program is used to provide federal funding to assist transportation services in nonurbanized areas. In the past few years, Michigan has provided operating assistance that is equivalent to 18.5 percent of eligible expense to nonurban public transportation providers currently receiving state funds under the State Operating Assistance Program to further supplement their eligible operating expenses. Fifteen (15) percent of the Section 5311 appropriation is set aside for agencies supporting intercity bus service [see Federal Section 5311(f) Intercity Bus Program, for a description of the program]. MAP-21 allows Section 5311 Program funds to be used for activities that were eligible under the former JARC Program, which focused on providing services to low-income individuals to access jobs. In addition, the formula now includes the number of low-income individuals as a factor. There is no floor or ceiling on the amount of funds that can be spent on job access and reverse commute activities. MDOT may use a portion of the Section 5311 formula funds to continue existing JARC projects.

Although a portion of the Section 5311 formula funds may be used for bus replacement, please apply for flex funds and Section 5339 funds to support your capital needs. If a
decision is made to use Section 5311 funds for capital, the bus replacement requests for Section 5339 funds will be used to allocate the Section 5311 funds. If you are applying for capital flex funds and/or Section 5339 funds, you also need to complete the application requirements for capital assistance.

Eligible Applicants  Eligible authorities and eligible governmental agencies as defined in Act 51 who receive state operating assistance and Indian tribes providing public transportation in nonurbanized areas of the state.

6. Federal Section 5311(f) – Intercity Bus Program

Program Description  This program provides capital and operating assistance to support intercity bus service in nonurbanized areas. MDOT is required to spend not less than 15 percent of its Section 5311 apportionment to carry out a program for the development and support of intercity bus transportation. The requirement is in effect unless the Governor certifies that Michigan’s intercity bus service needs are being adequately met.

Eligible Applicants  A private, for-profit intercity carrier or provider; a private, non-profit intercity carrier or provider; a local public transit provider providing, or proposing to provide, feeder service to intercity carriers; or Indian tribes and groups. Contact Amy Nobach, Intercity Bus Project Manager of OPT, at 517-335-2572 or e-mail at nobacha@michigan.gov if you are interested in applying for financial assistance under this program.

7. Section 5337 – State of Good Repair Program

Program Description  MAP-21 establishes a new grant program to maintain public transportation systems in a state of good repair. This program replaces the fixed guideway modernization program (Section 5309). Funding is limited to fixed guideway systems (including rail, bus rapid transit, and passenger ferries) and high intensity bus (high intensity bus refers to buses operating in high occupancy vehicle (HOV) lanes.) Projects are limited to replacement and rehabilitation, or capital projects required to maintain public transportation systems in a state of good repair. Projects must be included in a transit asset management plan to receive funding. The new formula comprises: (1) the former fixed guideway modernization formula; (2) a new service-based formula; and (3) a new formula for buses on HOV lanes. Interested applicants must contact FTA for the submittal of their applications in addition to requesting state match through OPT’s annual application process.

Eligible Applicants  Eligible authorities and eligible governmental agencies as defined in Act 51. The Detroit Transportation Corporation is the only agency with an eligible project.

8. Section 5339 – Bus and Bus Facilities Program

Program Description  This is a formula grant program established under MAP-21, replacing the previous Section 5309 discretionary Bus and Bus Facilities program. This capital program provides funding to replace, rehabilitate, and purchase buses and related equipment, and to construct bus-related facilities. Each year, $65.5 million will be allocated with each State receiving $1.25 million and each territory (including DC and
Puerto Rico) receiving $500,000. The remaining funding will be distributed by formula based on population, vehicle revenue miles and passenger miles to the urbanized areas.

**Eligible Applicants** Eligible authorities and eligible governmental agencies as defined in Act 51.

9. Marine Passenger Program

**Program Description** The Marine Passenger Program is implemented under Act 51 to provide passenger ferry assistance. The program provides funding for capital improvements and operating assistance for publicly operated or owned ferry services that provide essential transportation services linking island communities to the mainland.

**Eligible Applicants** Eligible authorities and eligible governmental agencies as defined in Public Act 51.

10. Regular Services Program

**Program Description** This program provides both federal and state funding to assist public transportation services in both urbanized and nonurbanized areas. The funding assistance includes the State Operating Assistance Program, Federal Section 5307 Operating Assistance Program, Federal Section 5311 Operating Assistance Program, Federal Capital Assistance Programs, including flex funds, and State Capital Assistance Programs that are used to provide match for the Federal Capital Assistance Programs.

**Eligible Applicants** Eligible authorities and eligible governmental agencies as defined in Act 51.

11. Service Development and New Technology Program (SDNT)

**Program Description** The SDNT Program provides funds for research, training/education, planning and coordination, and operational and technical projects that preserve or enhance public transit. Projects submitted for funding under this application must demonstrate statewide benefits and are subject to a competitive project selection process.

**Eligible Applicants** Eligible authorities and eligible governmental agencies as defined in Act 51 and/or private and public non-profit providers, and private for-profit providers.

12. Small Urban Program (Small Cities Program)

**Program Description** This program provides funding assistance for road and transit projects through STP. The funds for transit projects are administered by OPT. The funds are allocated through a local project selection process. Eligible transit projects include, but are not limited to, bus purchase, bus rehabilitation, bus lease, van purchase, van rehabilitation, van lease, support/administrative vehicle, vehicle equipment, office equipment, computer/computer equipment, communication equipment, maintenance equipment, facility construction, facility improvements, facility purchase, security/surveillance system – bus, and security/surveillance system – facility.
Eligible Applicants Eligible authorities and eligible governmental agencies as defined in Act 51, which operate within the federal urban area boundaries of cities with populations from 5,000 to 50,000. Private, non-profit corporations and associations that provide transportation services meeting the special needs of seniors and individuals with disabilities are also eligible. Interested applicants must submit their application to their local Small Urban Program committee in addition to requesting these projects through OPT’s application process.

13. Specialized Services Operating Assistance Program

Program Description This program was developed to improve Michigan's public transportation services by providing operating assistance for transportation services primarily for seniors and individuals with disabilities. Funds may be used to provide or purchase service and/or lease vehicles to provide service. The program is funded with 100 percent state funds.

Eligible Applicants Eligible authorities and eligible governmental agencies as defined in Act 51. Private, non-profit corporations and associations that provide transportation services meeting the special needs of seniors and individuals with disabilities are also eligible.

14. State Operating Assistance Program

Program Description This program is an operating assistance program used to provide state funding to assist transportation services in both urbanized and nonurbanized areas, including ferry services to marine passengers. Program funds may be used for operating and administrative assistance. The State Operating Assistance funds will be distributed to eligible public TAs according to Act 51 and the FY 2017 R&E Manual.

Eligible Applicants Eligible authorities and eligible governmental agencies as defined in Act 51.

15. State Infrastructure Bank (SIB)

Program Description MDOT has established a SIB to provide loans for publicly owned transportation infrastructure projects. The SIB will provide low-interest loans and credit enhancements to state and local, public and private agencies for transportation improvements critical to the economic and social well-being of Michigan's urban and rural communities. The SIB can assist highway, transit, and intermodal projects at any stage of the development process. For further information, go to the Office of Economic Development’s website at: www.michigan.gov/mdot, click on “Menu”, “Projects and Programs,” “Grant Programs,” “State Infrastructure Bank (SIB).”

Eligible Applicants SIB qualified borrowers include any public entities such as political subdivisions, state agencies, regional planning commissions, TAs, and economic development corporations. Private companies and non-profit organizations that are developing a publicly owned facility are also eligible.
16. Surface Transportation Program (STP) - Rural

**Program Description** This program provides capital assistance for road and transit projects in rural areas. The funds are allocated through a local project selection process. Eligible transit projects include, but are not limited to, bus purchase, bus rehabilitation, bus lease, van purchase, van rehabilitation, van lease, support/administrative vehicle, vehicle equipment, office equipment, computer/computer equipment, communication equipment, maintenance equipment, facility construction, facility improvements, facility purchase, security/surveillance system – bus, and security/surveillance system – facility.

**Eligible Applicants** Eligible authorities and eligible governmental agencies as defined in Act 51 and that operate in nonurbanized areas with a population less than 5,000. Private, non-profit corporations and associations that provide transportation services meeting the special needs of seniors and individuals with disabilities in the said nonurbanized areas are also eligible. Interested applicants must submit their application to their local RTF committee (see Appendix A) in addition to requesting these projects through OPT’s application process.

17. Transportation Alternatives

**Program Description** This program provides capital assistance for enhancement of new or existing transit facilities. These transit projects may include landscaping and other scenic beautification; improvement of pedestrian access; preservation, rehabilitation, and operation of legitimate historic transit facilities; acquisition of scenic easements and scenic or historic sites (including historic battlefields); and bike racks for buses. This program replaces the Transportation Enhancement Program under MAP-21. For information or to apply for Transportation Alternatives funds, go to [www.michigan.gov/mdot](http://www.michigan.gov/mdot), “Project & Programs,” “Grant Programs,” “Transportation Alternatives Program (TAP).”

**Eligible Applicants** Eligible authorities and eligible governmental agencies as defined in Act 51. Private, non-profit corporations and associations that provide transportation services meeting the special needs of seniors and individuals with disabilities are also eligible. Interested applicants must submit their application on the above website in addition to requesting these projects through OPT’s application process.

18. Urban Area Program

**Program Description** This program provides capital assistance to eligible applicants through the Transportation Management Areas (TMA) – STP federal funds. Public TAs in the service area with a population between 50,000 and 200,000 are eligible to receive STP funds. The funds are allocated through a local project selection process. Eligible transit projects include, but are not limited to, bus purchase, bus rehabilitation, bus lease, van purchase, van rehabilitation, van lease, support/administrative vehicle, vehicle equipment, office equipment, computer/computer equipment, communication equipment, maintenance equipment, facility construction, facility improvements, facility purchase, security/surveillance system – bus, and security/surveillance system – facility.

**Eligible Applicants** Eligible authorities and eligible governmental agencies as defined in Act 51 and that operate in the service area with a population over 50,000. Private, non-
profit corporations and associations that provide transportation services meeting the special needs of seniors and individuals with disabilities are also eligible. Interested applicants must submit their application to their MPO (Appendix B) in addition to requesting these projects through OPT’s application process.
II. REQUIREMENTS FOR A COMPLETE APPLICATION

All TAs with access to PTMS must submit their annual applications through PTMS. TAs without access to PTMS must contact their OPT project manager for access to PTMS. For Section 5310 and SDNT applicants without access to PTMS, the required application forms are available on OPT’s web page, at www.michigan.gov/mdotptd, under “Resources,” “Applications & Forms.”

The following actions related to application submittals in PTMS do not apply to Section 5310 and SDNT applicants without access to PTMS.

Note: If your agency does not have Adobe, a free Adobe Reader can be downloaded at http://www.adobe.com/support/downloads/detail.jsp?ftpID=5507.

Completing the application in PTMS consists of the following:

A. Updating Profile Screen
Verify and update all of the information listed on the Profile screen, which includes TA Name, Legal Name, Agency ID, Federal ID, DUNS Number (Data Universal Numbering System), Agency Name Associated with DUNS Number, Mr./Ms., Title, Profile, Service Hours, County, Address, Phone, Fax, Email, Agency Web Address, and Transit Agency Additional Contacts. Your agency’s contact information and MDOT Correspondence Categories are used for all MDOT correspondence (both US mail and e-mail). Contact your MDOT project manager if the check boxes are not appropriately checked under the MDOT Correspondence Categories.

B. Updating Vehicle, Facility, and Equipment Inventories
Verify that all current revenue vehicles are listed and that all disposed vehicles have been removed from the list. Update the actual mileage of your agency’s vehicles as of January 1 to January 14 of the current fiscal year and enter the updated mileage in PTMS by January 15 of the current fiscal year (the “mileage” and “mileage as of” fields are found on the Characteristics screen for each vehicle). You also need to fill in all required fields on both Characteristics and Financial screens including vehicles purchased with local funds.

There are two fields on the Financial screen for each vehicle – “Replacement Requested” and “Replacement Funded.” The “Replacement Requested” field must be completed using the application year in which the vehicle was originally requested to be replaced. The agency should update the “Replacement Requested” field only for the vehicles in the current year's application (not the three future years in their capital request). If the “Replacement Requested” field is already populated with the previous application year, it should remain unchanged. The “Replacement Funded” field will be filled in by OPT when appropriate. The information in the inventory is used to determine eligibility for replacement. If you need assistance correcting your vehicle inventory, please see the “PTMS Vehicle Inventory” Help Guide at both the OPT website and within PTMS, or contact your OPT project manager.

To add items to your facility and equipment inventories, you will need to complete the required fields on the Equipment and Facilities screens in PTMS. To remove items, you need to make sure that each item has met the replacement criteria as identified in Appendix
C and that the disposal(s)/transfer(s) have prior approval from your OPT project manager. For further instructions, see “Local Disposal of Vehicles or Equipment” procedures on OPT’s web page, at www.michigan.gov/mdotptd, under “Resources,” “Reference Manual for Transit Agencies,” “Equipment – Facilities.”

C. Creating and Completing Application Module

The application module consists of operating budget request(s), capital request(s), and TA forms. To create and complete the FY 2017 Application Module, you must:

- **Submit Annual Budgeted OAR(s).** This is required if you apply for operating assistance, except for SDNT.

- **Complete and Save Capital Request(s).** This is required if you apply for capital assistance, except for SDNT.

- **Complete and Save TA Forms.** The TA forms will open Adobe Acrobat fillable forms. You only need to fill out one set of TA forms per program for both capital and operating assistance.

- **Attach Any Required Documents and TA Forms.** As applicable, attach in PTMS a signed copy of the Resolution of Intent form, Contract Clauses Certification form, published public notice, Local Advisory Council (LAC) minutes, TIP page(s), and local support letters, etc. You may attach up to 15 files (each file limited to five megabytes). You should only attach them as PDF files.

- **Submit and PIN Application.** You must “submit” the application using the “Submit <Fiscal Year> Annual Application” button on the “Transit Agency Application Listing” screen. **You must also change the status of the annual budgeted OAR to “submit.”**

Once the application is submitted, you are required to enter your PIN in the application. By pinning the application, you are indicating that you will comply with all applicable federal and state regulations. You should have received your PIN in MDOT’s letter to your agency dated November 5, 2012. If you have lost or cannot remember your PIN, contact your OPT project manager.

There are checklists within the Application Module in PTMS to assist you in completing all appropriate components of the application. Also for your assistance, use the “PTMS Annual Application” Help Guide online or in PTMS.

Furthermore, you must complete other program specific requirements as described under Part III, APPLICATION SUBMITTAL BY PROGRAM of the Instructions. Applications will be considered complete only if the above instructions are followed. **Applicants are responsible for ensuring that all information for completing the application is entered into PTMS, including the information relevant to their subapplicants.**
III. APPLICATION SUBMITTAL BY PROGRAM

A. REGULAR SERVICES PROGRAM (DUE MARCH 1)

A-I. Regular Services Program (Not Including JARC Activities)

1. Operating Assistance Program

a. State Operating Assistance Program

The FY 2017 State Operating Assistance funds will be distributed to eligible authorities and eligible governmental agencies as defined in Act 51. The FY 2017 R&E Manual must be used to develop the budgeted OAR based on eligible expenses. This manual can be accessed via OPT’s web page at www.michigan.gov/mdotptd, under “Resources,” “Audit/Accounting Information.”

Each eligible agency will receive state operating assistance per one of the following:

i. **Legal Cap (maximum):**

   - Up to 60 percent of eligible expenses for nonurbanized areas and UZAs under 100,000 population.
   - Up to 50 percent of eligible expenses for UZAs over 100,000 population.

ii. **Guaranteed Floor (minimum):** This is equivalent to the state funds received in FY 1997. This is contingent upon a local fund requirement. If local funds are reduced, state funds will be reduced proportionally.

iii. **FY 2017 Formula Percentage:** When preparing your FY 2017 application, use 35.76 percent of total eligible expenses for nonurbanized areas and UZAs with a population under 100,000 and 29.00 percent of total eligible expenses for UZAs with a population over 100,000.

   These percentages are the FY 2016 budget percentages and are the best estimate for FY 2017 we have at this time. The FY 2017 percentages will change once all the budgets have been submitted.

   **Note:** If your budget is 15 percent or higher than your most recent reconciled report, please submit an explanation in the comment field in your budgeted OAR screen in PTMS.

b. Federal Nonurban Area Formula Program (Section 5311)

   Use 18.5 percent of your FY 2017 total eligible expenses as an estimate.

2. Capital Assistance Programs

   Agencies applying for capital assistance programs must include the projects in the Capital Request portion of the application in PTMS and identify the proposed funding sources and
the appropriate fiscal year. In FY2017 there will be a new four-year S/TIP developed. We will be using your PTMS capital request to populate the STIP so we need **four years** of capital projects, FY 2017, FY 2018, FY 2019, and 2020. For agencies within an urbanized area, you can provide your PMTS capital requests to your MPO for inclusion in the TIP. All eligible capital items should be requested. Requests should indicate the needed match. Unless the funding source has already been identified, such as 5307, 5311(f), flex funds, or CMAQ, requested funds for capital projects should be Section 5339.

**NOTE #1: PREVIOUSLY REQUESTED CAPITAL ITEMS ARE NOT AUTOMATICALLY CARRIED FORWARD.**

You may copy the previous year’s capital requests into the current year’s application. For details, see the PTMS Help Guide, Annual Application, Create a New Capital Request section. **However, you will need to edit your non-vehicle requests to reflect any updated information and re-create the vehicle capital requests for the current year’s application.**

**NOTE #2:** Although the Instructions request that all capital needs be included in your annual application, only projects that can be completed within two years will be included in federal applications submitted by MDOT. This is based on guidance from FTA - Region V in their review of our open federal grants. Therefore, when requesting projects from your RTF and/or the Small Urban Program committee, please ensure that these projects can be completed within two years. Large facility construction or improvement projects may be excluded from the two-year requirement.

a. Federal Capital Assistance Programs

TAs are potentially eligible for funding under the following programs:

- CMAQ
- Federal Section 5307
- Federal Section 5309-Fixed Guideway Capital Investment
- Section 5311 (JARC activities only)
- Section 5311(f)-Intercity
- Section 5337-State of Good Repair
- Section 5339-Bus and Bus Facilities
- Small Urban Program
- STP
- Transportation Alternatives
- Urban Area Program

If you choose to fund your projects using Section 5311(f) Intercity funds, you should contact the MDOT Intercity Bus Project Manager below. Refer to the FY 2017 Application Instructions for Intercity Bus Program document for additional guidance. This application instructions document can be found on OPT’s web page, at [www.michigan.gov/mdotptd](http://www.michigan.gov/mdotptd), under “Resources,” “Applications & Forms.”
b. State Capital Assistance Programs

State Capital Assistance Programs are only used to provide match for Federal Capital Assistance Programs.

Eligible authorities and eligible governmental agencies as defined in Act 51 may receive capital grants according to Section 10e(5) of Act 51 to match federal capital programs. State participation is contingent upon funding availability. Under Act 51, MDOT is required to provide a portion of the required local match for agencies eligible to receive CTF. Specifically, Act 51 states that if money is raised by a CTF eligible authority or agency for a public transportation capital outlay project funded under certain federal transit programs, the state shall pay not less than 66 2/3 percent of the local match, which equates to 13 percent. Please submit all your capital requests under this application using 80 percent federal funds and 20 percent state match. **However, we do not know if MDOT’s FY 2017 budget will support 20 percent match for all projects. If there is a need for transit agencies to provide a portion of the match, agencies will be notified as soon as possible.** TAs are required to submit a capital match plan once the Federal Register showing apportionments and allocations has been published. OPT then develops a statewide capital match plan indicating the state match that will be provided for each project.

Federal, state or local funding is not committed during this annual application process. Therefore, you should include all your capital needs.

Vehicle prices should be budgeted at anticipated market prices as indicated in Appendix D.

3. Application Requirements

a. Required Actions in PTMS

- Update Profile Screen
- Update Vehicle, Facility, and Equipment Inventories*
- Create and Complete the FY 2017 Application Module
  - Submit Annual Budgeted OAR(s)
  - Complete and Save Capital Request(s)
  - Complete and Save TA Forms
  - Attach support documents, signed Contract Clauses Certification, and Resolution of Intent forms
- Submit and PIN Application

*Note: You should update the “Replacement Requested” field only for the vehicles in the current year’s application (not the three future years in your capital request). If the
“Replacement Requested” field is already populated with the previous application year, it should remain unchanged.

b. Required TA Forms

- 5333(b) Labor Warranty
- Contract Clauses Certification (attach a signed copy in PTMS)
- Coordination Plan for Local Bus Operating Assistance
- FTA Certifications and Assurances
- Resolution of Intent (attach a signed copy in PTMS)
- State Certifications and Assurances
- Title VI Info
- ADA Complaint Info
- Vehicle Accessibility Plan Update

c. Other Requirements

- Signed LAC Minutes (upload in PTMS as an attachment)

- Published Public Notice (upload in PTMS as an attachment)

A sample public notice is provided in PTMS and can be accessed through the FY 2017 Application Module as well as on OPT’s website at www.michigan.gov/mdotptd, under “Resources,” “Applications & Forms.”

- TIP (for both urban and nonurban agencies in UZAs only)

  ➢ Include in PTMS capital requests as they appear in your local TIP. While Section 5311 operating funds need to be included in the TIP, contact your MPO regarding TIP inclusion for state operating requests. Submit to your OPT project manager the TIP page(s) in which the requested projects are included. If you are an urban agency and receive STP funds, you will also be required to submit to your OPT project manager a flex request letter, a copy of the current TIP page(s), and the federal grant application. The dollar amount and project description in your flex request letter should be consistent with the TIP page(s) and federal grant application.

  ➢ Submit in PTMS both operating and capital requests included in the TIP.

- Include in PTMS any flex capital projects as they appear in the RTF and CMAQ lists.

4. Review Criteria

Capital requests will be reviewed using the following criteria:

a. All requests for replacement items must meet the replacement criteria identified on the “Replacement Schedule for Capital Items” (Appendix C) by October 1, 2017.
b. The item is needed to maintain or improve the efficiency, effectiveness, and/or safety of the transit service provided to the general public.

c. The number of spare vehicles in the fleet should not exceed 20 percent of the number of vehicles operated in maximum service.

*Spare ratio is defined as the number of spare vehicles divided by the vehicles required for annual maximum service. This is the revenue vehicle count during the peak season of the year, and on the week and day that maximum service is provided. It excludes atypical days and one-time special events. Spare ratio is usually expressed as a percentage (100 vehicles required and 20 spare vehicles results in a 20 percent spare ratio).

d. MDOT will review revenue vehicles to ensure proper utilization. Vehicles are expected to be driven at least 10,000 miles per year to be considered properly utilized. Vehicles being driven less than 10,000 miles per year may not be eligible for replacement.

e. Facility requests must be commensurate with the current level of service plus a reasonable factor for future expansion. Portions of the project not related to public transit services cannot be funded with CTF funds and federal funds applied through this application.

f. Projects under $300 are not eligible.

A-II. Operating and Capital for JARC Activities

Nonurban Continuation Only:

Under MAP-21, Section 5311 is eligible for JARC activities. JARC activities are intended to address innovative and flexible transportation to employment needs of individuals with limited incomes as well as provide transportation to employment opportunities from urban and nonurban areas to suburban areas for individuals of all income levels.

JARC activities include capital, planning, operating, mobility management, and stand-alone marketing expenses that support the development and maintenance of transportation services which transport individuals to and from jobs and activities related to their employment.

Applicants are encouraged to submit projects that meet the transportation needs to and from employment and also advance the principles of human services-transit coordination.

Examples include:

- Late-night and weekend service.

- Transit-related aspects of bicycling (i.e., adding bicycle racks to vehicles to support individuals that may use this mode for a portion of their commute).

- Intelligent Transportation System (ITS) and other forms of technology to help plan and operate coordinated systems i.e., Geographic Information Systems mapping, Global Position System technology, coordinated vehicle scheduling, dispatching, and systems to help track costs and billing.
• Supporting mobility management and coordination programs among public transportation providers and other human service agencies. Mobility management activities may include:

1) The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, older adults, and low-income individuals.

2) Support for short term management activities to plan and implement coordinated services.

3) The support of state and local coordination policy bodies and councils.

4) The operation of transportation brokerages to coordinate providers, funding agencies and customers.

5) The provision of coordinated services, including the customer-oriented travel navigator systems and neighborhood travel coordination activities of the employer-oriented transportation management organizations and human service organizations.

6) The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among support programs.

Ineligible - Ineligible activities include, but are not limited to, gasoline vouchers.

Urban:

Agencies in small or large urban areas that are interested in applying for Section 5307 for JARC activities will need to contact their designated funding recipients and submit their projects through the local process. If the projects are selected, the designated recipient will submit the application directly to FTA.

Designated agencies in large urban agencies must include their JARC projects in PTMS following the instructions below in addition to applying directly to FTA.

1. Application Requirements

a. Required Actions in PTMS

- Update Profile Screen
- Update Vehicle, Facility, and Equipment Inventories*
- Create and Complete the FY 2017 Application Module
  - Submit Annual Budgeted OAR(s)
  - Complete and Save Capital Request(s)
  - Complete and Save TA Forms
  - Attach any support documents, signed Contract Clauses Certification and FTA
Certification and Assurances forms
- Submit and PIN Application

*Note: You should update the “Replacement Requested” field only for the vehicles in the current year's application (not the three future years in your capital request). If the “Replacement Requested” field is already populated with the previous application year, it should remain unchanged.

b. Required TA Forms

- 5333(b) Labor Warranty
- ADA Complaint Info
- Contract Clauses Certification (attach a signed copy in PTMS)
- FTA Certifications and Assurances
- Project Summary for Each Project Funding Request
- State Certifications and Assurances
- Title VI Info
- Vehicle Accessibility Plan Update (if requesting vehicles)

c. Other Requirements

- Published Public Notice (upload in PTMS as an attachment)
  
  A sample public notice is provided in PTMS and can be accessed through the FY 2017 Application Module as well as on OPT’s page at www.michigan.gov/mdotptd, under “Resources,” “Applications & Forms.”

- TIP (for both urban and nonurban agencies in UZAs only)
  
  - Capital and/or operating projects must be included in the 2016 TIP and the TIP page(s) in which the projects are listed must be provided to your OPT project manager.
  
  - Submit in PTMS both operating and capital requests included in the TIP and ensure that the dollar amount and project descriptions are consistent between PTMS submittal and the TIP.

2. Matching Requirements

MDOT will continue to provide 50 percent match for operating subject to availability of funds. **Farebox cannot be used as local match, and must be backed out as ineligible under expense code 55000 in your OAR.** Since MDOT provides the match, local service contracts reported in codes 40930 Local Service Contract/Federal Source, 40940 Local Service Contract/State Source, 40950 Local Service Contract/Local Source, 40980 Local Service Contract/Competitive Bid must be backed out as ineligible under expense code 55000 in your OAR.

You may submit all your capital requests under this application using 80 percent federal funds and 20 percent state match. **However, we do not know if MDOT’s FY 2017**
budget will support 20 percent match for all projects. If there is a need for you to provide a portion of the match, you will be notified as soon as possible.

Federal, state or local funding is not committed during this annual application process. Therefore, you should include all your capital needs.
B. SPECIALIZED SERVICES OPERATING ASSISTANCE PROGRAM
(DUE FEBRUARY 1)

This program is state funded. One coordinating entity per county or multicounty region that represents the transit interests of seniors and individuals with disabilities is eligible to receive funding. The agency shall be the applicant for all specialized services funding requests in that county or region, regardless of who actually provides the specialized transit services. In order of priority, the coordinating entity must be one of the following:

- A public TA
- A governmental agency
- An existing Section 5310 agency
- A non-profit corporation representing specialized services interest

If more than one public TA exists in the county or multicounty region (as approved by MDOT), selection of the applicant will be decided by the parties involved.

Transportation providers are currently reimbursed $1.20 per mile or $4.07 per one-way passenger trip up to the contract amount.

The Specialized Services Program also provides reimbursement to volunteer drivers using their personal vehicles to transport passengers for nonemergency medical trips provided it does not duplicate other available service. This service is reimbursed at $0.29 per mile up to the contract amount.

For further information regarding the Specialized Services Program, refer to the Specialized Services Manual, which can be found at OPT’s web page www.michigan.gov/mdotptd, under “Resources,” “Audit/Accounting Information.”

The funding between the current and new sub-applicants can be adjusted by the local coordination committee. **The amount of funding you received in 2016 is the amount you should expect to receive in 2017.** If funds become available for expansion of services or implementation of new specialized services, applications will be requested at that time.

1. **Application Requirements**

a. Required Actions in PTMS

- Update Profile Screen
- Update Vehicle, Facility, and Equipment Inventories*
- Create and Complete the FY 2017 Application Module
  - Submit Annual Budgeted OAR
  - Complete and Save TA Forms
  - Attach support documents
  - Submit and PIN Application

*Note: Not applicable if you do not have vehicles, equipment, or facilities funded with federal and/or state funds.
b. Required TA Forms

- Budget Data
- Coordination Plan Update
- Service Description

c. Local Coordination Committee

Act 51 requires proposals for coordinated Specialized Services assistance funding be developed jointly between existing eligible authorities or eligible governmental agencies that provide public transportation services and the area agencies on aging or any other organization representing specialized services interests. Local participants may include:

- Community Aging Organizations [Area Agency on Aging (AAA), Council on Aging, etc.]
- Community Disability Organizations (Community Mental Health, the Association for Retarded Citizens, Department of Career Development - Rehabilitation Services, Michigan Commission for the Blind/Michigan Department of Health and Human Services, etc.)
- Community Action Agencies
- Intermediate School Districts
- Labor Community
- LAC
- Local Governments
- Michigan Works! Agency
- Regional Interagency Coordination Committees
- Private Transportation Companies
- Public Transit Providers
- RPA
- Transit Users

At a minimum, seniors and individuals with disabilities, public transit, and the LAC must be represented. When transportation to work issues are discussed the Michigan Department of Human Services and the Michigan Works! Agency must be represented where applicable. Each individual can represent only one agency.

d. Other Requirements

- Published Public Notice (upload in PTMS as an attachment)

A sample public notice is provided in PTMS and can be accessed through the FY 2017 Application Module as well as on OPT’s page at www.michigan.gov/mdotptd, under “Resources,” “Applications & Forms.”

- TIP (for both urban and nonurban agencies in UZAs only)
  Contact your MPO regarding TIP requirements using state funds.
2. Eligible/Ineligible Applications

**Eligible** - Transit services primarily for seniors and individuals with disabilities within the applicant's service area. Local coordination committee and local TA must support the proposed service. Service must be available to all seniors and individuals with disabilities in the service area.

Volunteer drivers are also eligible if the following requirements are met:

a. Rides are provided for nonemergency medical trips and are available to any seniors or individuals with disabilities.

b. The applicant must ensure that the private car is in safe, operating condition, and is owned by the volunteer driver.

c. The driver has had a valid driver's license for the past five consecutive years with no moving violations within the last two years.

d. The driver has notified their insurance company that their vehicle will be used for this service.

**Ineligible** - The following will cause an application or segment of an application to be ineligible:

a. Service or method of providing service is not identified.

b. Using personal cars (except for volunteer drivers).

c. Service is primarily for "Meals-on-Wheels."

d. Requesting funds to purchase capital equipment.

e. Replacing existing services funded from other sources.
C. ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM (SECTION 5310) (DUE FEBRUARY 1)

C-I. Section 5310 Program (Not Including New Freedom Activities)

Although MAP-21 merged the NF Program into the Section 5310 Program, MDOT is requesting separate 5310 and NF applications for FY 2017 to use remaining NF funds.

Under MAP-21, MDOT is the designated recipient for nonurban and small urban Section 5310 funds. Agencies that provide service in nonurban and small urban areas or the Grand Rapids urbanized area need to apply for Section 5310 capital funds through MDOT using PTMS in accordance to the following application requirements. If you are not sure whether your service is within a nonurban or small urban area, please contact the OPT project manager for your area.

Under MAP-21, 60 percent of the funds are now apportioned to designated recipients for urbanized areas with a population of 200,000 or more individuals. Therefore, if you provide service in one of these urbanized areas (except for the Grand Rapids urbanized area), you will need to contact the designated recipient and submit your projects through the local process. The designated recipient will then include these submitted projects in their MDOT application via PTMS to apply for the state match. The designated recipient will need to identify the Section 5310 agency(ies) in the Capital Requests – Justification field in PTMS, along with any other required information. If the projects are selected, the designated recipient will submit the application directly to FTA.

Note: New applicants who do not have access to PTMS should contact the OPT project manager for instructions regarding the submittal of this application.

1. Application Requirements

a. Required Actions in PTMS

- Update Profile Screen
- Update Vehicle, Facility, and Equipment Inventories*
- Create and Complete the FY 2017 Application Module
  - Complete and Save Capital Request(s)
  - Complete and Save TA Forms
  - Attach support documents and signed Contract Clauses Certification
  - Submit and PIN Application

*Note: You should update the “Replacement Requested” field only for the vehicles in the current year's application (not the three future years in your capital request). If the “Replacement Requested” field is already populated with the previous application year, it should remain unchanged.
b. Required TA Forms

- ADA Complaint Info
- Budget Data Form
- Contract Clauses Certification (attach a signed copy in PTMS)
- FTA Certifications and Assurances
- General Info
- Section 5310 Coordinated Plan Info
- State Certifications and Assurances
- Title VI Info
- Vehicle Accessibility Plan Update

c. Other Requirements

- Coordinated Public Transit-Human Services Transportation Plan and Updates
- Signed LAC Minutes (attach in PTMS)
- Sign-offs/Published Public Notice (attach in PTMS)

Obtain individual sign-offs from each public and private transit and paratransit operator in your service area, stating that the services they are providing or are prepared to provide are not designed to meet the special needs of seniors and individuals with disabilities within your service area, or proof of a good faith effort made in obtaining letters of support if an operator will not respond.

OR

Issue a public notice describing the capital equipment you are applying for, and the services you intend to offer in meeting the special needs of seniors and individuals with disabilities within the area. This notice must be shown in major newspapers within your service area and must invite any interested public or private transit or paratransit operators within the service area to comment on the proposed service by sending a written response to your agency. A minimum of 30 days response time must be provided. A sample public notice is provided in PTMS and can be accessed through the FY 2017 Application Module as well as on OPT’s page at www.michigan.gov/mdotptd, under “Resources,” “Applications & Forms.”

- TIP (for both urban and nonurban agencies in UZAs only)

For organizations serving UZAs, Section 5310 request(s) must be included in an approved TIP for that UZA. A copy of the TIP page(s) in which the project(s) are listed must be provided to your OPT project manager. Capital requests in PTMS must appear as they are in your local TIP. Ensure that the dollar amount and project description are consistent between the capital requests and your TIP.

- Include in PTMS any flex capital projects as they appear in the RTF list.
2. Eligible/Ineligible Use of Vehicles

**Eligible** - Vehicles acquired under the Section 5310 program must be used primarily for seniors and persons with disabilities. **Services are to be provided only within the legal jurisdiction of the applicant.** Revenue vehicles are only to be used to provide services to transit passengers and such services must be open to the general public.

When vehicles or other equipment are operated by any agency other than the private, non-profit organization/public agency in the grant application, control and responsibility for the operation of the vehicles or other equipment must remain with the private, non-profit organization/public agency that was the original recipient unless transfer of the control and responsibility is to another eligible private, non-profit organization/public agency and is authorized by the state.

**Ineligible** - Section 5310 funds may not be used to purchase special vehicles to be used solely for meal delivery or to purchase specialized equipment such as racks, heating, or refrigeration units related to meal delivery.

Section 5310 vehicles cannot be used to provide services that are required to meet the paratransit requirements of the ADA of 1990. Specifically, ADA requires that public entities which operate non-commuter fixed route transportation services also provide complementary paratransit service for individuals unable to use the fixed route system.

3. Review Criteria

MDOT will review and evaluate all applications utilizing the following criteria:

a. Vehicles and equipment must meet the replacement schedule in Appendix C by October 1, 2017.

b. Financial commitments to assure operating funds are available.

c. Degree to which the organization is meeting the transportation needs of seniors and individuals with disabilities.

d. Appropriateness of the quantity and type of vehicles for meeting the special transportation needs of the client population.

e. Projected 5310 ridership for the application year and previous years.

f. Number of trips provided with each 5310 vehicle. An agency is expected to provide a minimum of 520 trips per vehicle per year. If an agency provides less than 520 trips per vehicle per year, vehicle may not be eligible for replacement.

 g. Endorsements provided by local units of government, transit operators, and social service agencies.

h. Degree to which the applicant documents their coordination of present and long-range plans for public transportation and other social services in the service area. This should be
presented in the applicant’s locally developed Coordinated Public Transit-Human Service Transportation Plan.

i. Documentation of local initiative, organization, fiscal resources and management capability, equipment inventory, and overall technical capacity.

j. Projects under $300 are not eligible.

k. Capital equipment and construction items should be budgeted at anticipated market prices as of October 1, 2016 (Appendix D).

l. All other state and federal funding sources must be exhausted before a Section 5310 request is considered. Priority shall be placed on the funding of replacement vehicles prior to expansion vehicles. If funding is not available for all statewide requests, vehicles\(^1\) shall be funded in the FTA Section 5310 program in the following order of priority:

MDOT will use at least 55 percent of Section 5310 funds for traditional 5310 projects. After 55 percent of funds have been used for traditional 5310 projects and all of the Priority 1) projects have been funded (see below), MDOT will fund continuation of NF activities. If funds are remaining, MDOT will fund additional 5310 projects such as replacement of vehicles purchased with funds other than FTA or state funds, expansion vehicles, other capital and expansion NF activities.

Below are the criteria for 5310 funding listed in order of priority:

**Traditional 5310 Projects**

1) Replacing vehicles previously awarded under any FTA or state program that have met both age and mileage criteria. Two vehicles, but not more than one large bus, per agency until all approved requests for vehicles under this priority have been funded before proceeding to the next level of priority.

2) Replacing vehicles previously awarded under any FTA or state program that have met mileage criteria. Two vehicles, but not more than one large bus, per agency until all approved requests for vehicles under this priority have been funded before proceeding to the next level of priority.

3) Replacing vehicles previously awarded under any FTA or state program that have met age criteria. Two vehicles, but not more than one large bus, per agency until all approved requests for vehicles under this priority have been funded before proceeding to the next level of priority.

\(^1\) Includes communication equipment necessary to operate the vehicle.
Continuation of NF Activities

4) Continuation of NF operating activities.

5) Continuation of NF mobility management activities.

6) Continuation of NF marketing.

Additional 5310 Projects

7) Replacing vehicles previously purchased with local funds that have met both age and mileage criteria. Two vehicles, but not more than one large bus, per agency until all approved requests for vehicles under this priority have been funded before proceeding to the next level of priority.

8) Replacing vehicles previously purchased with local funds that have met mileage criteria. Two vehicles, but not more than one large bus, per agency until all approved requests for vehicles under this priority have been funded before proceeding to the next level of priority.

9) Replacing vehicles previously purchased with local funds that have met age criteria. Two vehicles, but not more than one large bus, per agency until all approved requests for vehicles under this priority have been funded before proceeding to the next level of priority.

10) Expansion vehicles used to provide new specialized transportation services in areas where no existing transportation services are available or to increase the level of existing specialized services. Two vehicles, but not more than one large bus, per agency until all approved requests for vehicles under this priority have been funded before proceeding to the next level of priority.

11) Other capital equipment, facility and facility improvements.

Expansion of NF Activities

12) Expansion of NF operating activities.

13) Expansion of NF mobility management activities.

14) Expansion of NF Marketing.

Section 5310 recipients may receive FHWA funds through the STP, the CMAQ Program, or the Transportation Enhancement Program. The FHWA funds are then flexed to FTA and the projects are included in the Section 5310 Capital application.
4. **Matching Requirements**

Submit all your capital requests under this application using 80 percent federal funds and 20 percent state match. **However, we do not know if MDOT’s FY 2017 budget will support 20 percent match for all projects. If there is a need for you to provide a portion of the match, you will be notified as soon as possible.**

Federal, state or local funding is not committed during this annual application process. Therefore, you should include all your capital needs.

Under MAP-21, funds provided under other federal programs (other than those of the Department of Transportation, with the exception of the Federal Lands Transportation Program and Tribal Transportation Program established by Sections 202 and 203 of Title 23 USC) may be used for local match for funds provided under Section 5310, and revenue from service contracts may be used as local match.

**C-II. New Freedom Program (NF)**

Under MAP-21, Section 5310 funds NF activities. NF activities are intended to reduce barriers to transportation services and expand the transportation mobility options available to individuals with disabilities beyond the requirements of the ADA of 1990, as amended.

MDOT is the designated recipient for nonurban, small urban, and the Grand Rapids urbanized area 5310 funds (which now fund NF type projects) allocated to Michigan. Agencies that wish to apply for nonurban and small urban NF funds must apply through MDOT using PTMS in accordance to the following application requirements. To ensure equitable distribution, an agency cannot receive more than 50 percent of the federal funds in the nonurban or small urban allocation.

Agencies in large urban areas that are interested in applying for large urban Section 5310 funds for NF activities must contact their designated funding recipients and submit their projects through the local process. If the projects are selected, the designated recipient will submit the application directly to the FTA.

Designated recipients in large urban agencies (except for Interurban Transit Partnership) must include their NF capital projects in PTMS in accordance to the following application requirements, in addition to applying directly to FTA.

**1. Application Requirements**

a. **Required Actions in PTMS**

- Update Profile Screen
- Update Vehicle, Facility, and Equipment Inventories*
- Create and Complete the FY 2017 Application Module
  - Submit Annual Budgeted OAR(s) – for agencies applying for small urban and nonurban NF funds for operating assistance only**
  - Complete and **Save** Capital Request(s)
  - Complete and **Save** TA Forms
Attach support documents and signed Contract Clauses Certification
Submit and PIN Application

*Note: You should update the “Replacement Requested” field only for the vehicles in the current year’s application (not the three future years in your capital request). If the “Replacement Requested” field is already populated with the previous application year, it should remain unchanged.

**Note: Agencies applying for large urban NF funds for operating assistance do not need to submit budgets in PTMS.

b. Required TA Forms

- ADA Complaint Info
- Certification of Local Match
- Contract Clauses Certification (attach a signed copy in PTMS)
- FTA Certifications and Assurances
- Project Summary for Each Project Funding Request
- State Certifications and Assurances
- Title VI Info
- Vehicle Accessibility Plan Update

c. Other Requirements

- Coordinated Public Transit-Human Services Transportation Plan and Updates
- Published Public Notice (upload in PTMS as an attachment)

A sample public notice is provided in PTMS and can be accessed through the FY 2017 Application Module as well as on OPT’s page at www.michigan.gov/mdotptd, under “Resources,” “Applications & Forms.”

- TIP (for both urban and nonurban agencies in UZAs only)

  ➢ Capital and/or operating projects must be included in the 2016 TIP and the TIP page(s) in which the projects are listed must be provided to your OPT project manager.

  ➢ Submit in PTMS both operating and capital requests included in your TIP. Ensure that the dollar amount and project descriptions are consistent between the PTMS submittal and your TIP.

2. Eligible Use of Program Funds

See Appendix E for examples of eligible projects.

3. Application Review

OPT will review applications for nonurban and small urban NF funds individually to ensure
the applicant has met all application criteria, including the completion of all required forms.

4. **Project Selection**

Projects applied for through nonurban and small urban NF will be selected through a statewide competitive review process. If there are insufficient funds in FY 2017 for all eligible projects, contracts will be awarded based on the review and ranking by OPT staff.

Priority of the projects meeting all of the criteria is as follows:

a. NF operating for continuation of existing Section 5317 NF funded service

b. NF replacement capital to support continuation of existing transportation services funded with Section 5317 NF funds

c. Mobility management (capital expense) – continuation projects

d. NF marketing of existing NF services (capital expense)

Projects will be funded starting with the highest ranking project. Although each applicant may apply for funding in more than one category, it is possible an award could be made for one proposed activity and not another. Projects may not be fully funded up to the dollar amount requested in the application.

Projects will be ranked based on:

- Priority of the project category (see above).
- Thoroughness of the application and how well each given topic in the application is addressed.
- How well the project meets the needs identified in the Coordinated Plan.

5. **Matching Requirements**

Submit all your capital requests under this application using 80 percent federal funds and 20 percent state match. **However, we do not know if MDOT’s FY 2017 budget will support 20 percent match for all projects. If there is a need for you to provide a portion of the match, you will be notified as soon as possible.**

Federal, state or local funding is not committed during this annual application process. Therefore, you should include all your capital needs.

MDOT does not plan to provide match for operating requests. The 50 percent match for all operating requests must be provided locally and a Certification of Local Match must be included with annual application in PTMS. Acceptable sources of local matching funds are local appropriations, other non-Department of Transportation federal funds, dedicated tax revenues, private donations, revenue from human service contracts, and net income generated from advertising and concessions. Non-cash local share such as donations, volunteer services, or in-kind contributions is eligible to be counted toward the local match as long as the value of each is documented, supported, represents a cost which would
otherwise be eligible under the program, is included in the net project costs in the project budget, and approved by OPT. **Farebox cannot be used as local match, and must be backed out as ineligible under expense code 55000 in your OAR.** If local service contract(s) as reported in codes 40930 Local Service Contract/Federal Source, 40940 Local Service Contract/State Source, 40950 Local Service Contract/Local Source, and 40980 Local Service Contract/Competitive Bid fares are not used to provide the local match, these contract fares also must be backed out as ineligible under expense code 55000 in your OAR.

For details regarding contributed services, refer to the FY 2017 R&E Manual, under “Other Revenue,” “43000 Contributed Services,” and under “Ineligible Expenses,” “55008 Other Ineligible Expenses.” This manual can be accessed via OPT’s web page at [www.michigan.gov/mdotptd](http://www.michigan.gov/mdotptd), under “Resources,” “Audit/Accounting Information.”
D. SERVICE DEVELOPMENT AND NEW TECHNOLOGY PROGRAM (SDNT) (DUE FEBRUARY 1)

1. Application Requirements

a. Required Actions in PTMS

- Update Profile Screen
- Update Vehicle, Facility, and Equipment Inventories*
- Create and Complete the FY 2017 Application Module
  - Complete and Save TA Forms
  - Attach support documents and Contract Clauses Certification
  - Submit and PIN Application

*Note: Not applicable if you are not a public TA and do not have vehicles, equipment, or facilities funded with federal and/or state funds.

New applicants who do not have access to PTMS should contact the OPT project manager for instructions regarding the submittal of this application. Forms can be found at www.michigan.gov/mdotptd, under “Resources,” “Applications & Forms.”

b. Required TA Forms

- ADA Complaint Info
- Contract Clauses Certification (attach a signed copy in PTMS)
- FTA Certifications and Assurances
- SDNT Application Form
- Title VI Info

c. Other Requirements

- Published Public Notice (upload in PTMS as an attachment)

  A sample public notice is provided in PTMS and can be accessed through the FY 2017 Application Module as well as on OPT’s page at www.michigan.gov/mdotptd, under “Resources,” “Applications & Forms.”

- TIP (for both urban and nonurban agencies in UZAs only)

  For organizations serving UZAs, the project must be included in the TIP for that UZA and a copy of the TIP page(s) listing the project must be provided to OPT project manager. The dollar amount and project description must be consistent between the PTMS submittal and your TIP.

- Written Verifications of Support (attach in PTMS)

  Written verifications such as letters or committee/board meeting minutes supporting the requested project should be provided. Support from local TAs and local coordination committees within the geographical area affected is required.
2. **Eligible Projects**

Eligible projects include activities/items that support the following program goals:

- support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- increase the safety of the transportation system for motorized and nonmotorized users;
- increase the security of the transportation system for motorized and nonmotorized users;
- increase the accessibility and mobility of people and for freight;
- protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- promote efficient system management and operation, including training;
- emphasize the preservation of the existing transportation system;
- provide evidence of local support, which may include local funding.

3. **Selection Criteria**

Grants will be awarded based on the criteria above and on available funding.

4. **Matching Requirements**

Up to 80 percent of federal funding assistance is provided with the balance coming from state, local, and/or private sources. A letter of financial commitment must be provided if local/private funding sources are used.
E. MARINE PASSENGER PROGRAM (DUE FEBRUARY 1)

Service funded under the Marine Passenger Program must be the primary means of transportation for passengers and vehicles for employment, medical, school, shopping, food, and fuel supplies. Under this program, eligible agencies receive state operating assistance to reimburse 50 percent of their eligible expenses.

1. Application Requirements

a. Required Actions in PTMS

- Update Profile Screen
- Update Facility and Equipment Inventories*
- Create and Complete the FY 2017 Application Module
  - Submit Annual Budgeted OAR(s)
  - Complete and Save Capital Request(s)
  - Complete and Save TA Forms
  - Attach support documents and a signed copy of the Resolution of Intent form
  - Submit and PIN Application

*Note: You should update the “Replacement Requested” field only for the vehicles in the current year’s application (not the three future years in your capital request). If the “Replacement Requested” field is already populated with the previous application year, it should remain unchanged.

b. Required TA Forms

- Resolution of Intent (attach a signed copy in PTMS)

If applying for Section 5339 funds, the following TA forms will also be required:

- ADA Complaint Info
- 5333(b) Labor Warranty
- Contract Clauses Certification (attach a signed copy in PTMS)
- FTA Certifications and Assurances
- Title VI Info

c. Other Requirement

- Published Public Notice (upload in PTMS as an attachment)

A sample public notice is provided in PTMS and can be accessed through the FY 2017 Application Module as well as on OPT’s page at [www.michigan.gov/mdotptd](http://www.michigan.gov/mdotptd), under “Resources,” “Applications & Forms.”
2. **Review Criteria**

Capital requests will be reviewed using the following criteria:

a. As appropriate, all requests for replacement items must meet the replacement criteria identified on the “Replacement Schedule for Capital Items” (Appendix C) by October 1, 2017.

b. The item is needed to maintain or improve the efficiency, effectiveness, and/or safety of the transit service provided to the general public.

c. Facility requests must be commensurate with the current level of service plus a reasonable factor for future expansion. Portions of the project not related to public transit services cannot be funded with CTF funds.

d. Projects under $300 are not eligible.

3. **Matching Requirements**

Under Act 51, marine capital is funded based on a line item legislative appropriation. Capital projects are funded with 90 percent state funds and 10 percent local funds.
IV. INSTRUCTIONS FOR TA FORMS AND RELATED REQUIREMENTS

This section is also available in PTMS and can be reached by clicking on “Help” on the right top of the screen,

For information that clarifies and expands upon the Instructions, refer to the Frequently Asked Questions (Appendix F).

For Section 5310 and SDNT applicants without access to PTMS, the required application forms are available on OPT’s web page, at www.michigan.gov/mdotptd, under “Resources,” “Applications & Forms.” Complete the forms and send them to your OPT project manager (see contact information in Part I, Sections E and F, of the Instructions).

a. 5333(b) Labor Warranty Form #3093

Required by: Section 5339, Section 5311 (5311 JARC and flex funds), and Section 5311(f)

Description: The 5333(b) Labor Warranty is a certification required by Federal Transit Law which protects transit employees who may be affected by federal transit funding. The law requires employee protections be in place and certified by the Department of Labor before federal transit funds may be released to a transit provider.

Action Requested: Agencies applying for Section 5339, Section 5311, and Section 5311(f), must complete the 5333(b) Labor Warranty form in PTMS. Completion of the form requires a list of the unions representing your employees, the third party transportation provider that you hire to perform public transportation services and their union representation, and a list of other surface transportation providers serving the general public, including public agencies, private providers, and/or non-profit providers and their union representation within your jurisdictional service area. You may need to use resources such as the Yellow Pages and Internet to locate other providers and contact those providers for union information. Complete and save the form in PTMS.

Note: Do not include school bus transportation providers and their unions on the 5333(b) Labor Warranty form.

b. ADA Complaint Info Form #3175

Required by: All agencies applying for FTA funds, except for urban agencies that receive all of their FTA funds directly from the FTA.

Description: Titles II and III of the Americans with Disabilities Act of 1990 provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility and the provision of service.

Action Requested: Complete and save the form in PTMS.
c. Annual Budgeted OAR

Required by: All programs requesting operating funds

Description: For each operating request, you will need to submit an annual budgeted OAR in PTMS when applying for federal and/or state operating assistance for regular services and specialized services. All annual budgeted OARs, except for the Specialized Services Operating Assistance Program, consist of a revenue schedule, an expense schedule, and a non-financial schedule. All three schedules must be completed. The R&E Manual must be used to complete the annual budgeted OAR. For instructions on how to create and submit an annual budgeted OAR, refer to the PTMS Help Guide within PTMS or on the OPT website.

The annual budgeted OAR for the Specialized Services Operating Assistance Program contains only the non-financial schedule, which must be completed in accordance with the Specialized Services Manual.

Both the R&E Manual and the Specialized Services Manual can be accessed via OPT’s web page at www.michigan.gov/mdotptd, under “Resources,” “Audit/Accounting Information.”

If you are applying for a new program(s) which are not available to you in PTMS, contact your OPT project manager.

Action Requested: Create and submit the annual budgeted OAR in PTMS.

d. Budget Data Form #3136 for Section 5310 and #3083 for Specialized Services

Required by: Section 5310 (not including NF) and Specialized Services

Description: This form lists the anticipated revenue and expense schedules as well as sources of revenue. The information provided on the form must be related to your transportation program and the budget must be balanced. This information will help MDOT to determine if you have the financial capacity to implement the Section 5310 and/or Specialized Services programs. A separate form is required for each program.

Action Requested: Complete and save the form in PTMS.

e. Capital Request(s)

Required by: All programs requesting capital projects except for SDNT

Description: Submit capital requests from all funding sources in PTMS when applying for federal and state capital assistance - even if you are applying directly to the FTA for the federal portion of funds. A complete capital request requires information for all the applicable fields on the Capital Request Detail screen in PTMS. For detailed instructions on how to create a capital request, refer to the Annual Application section of the PTMS Help Guide within PTMS or on the OPT website. Matching requirements for each program
can be found under Part III, Application Submittal by Program. For agencies in UZAs, the current year's requests in PTMS should match the capital items listed in your TIP.

**Action Requested:** Complete and save each capital request in PTMS.

**f. Certification of Local Match for Section 5310 NF Grant Application Form #3001**

*Required by: NF*

*Description:* This form identifies and certifies that local match is guaranteed for operating projects.

**Action Requested:** Complete and save the form in PTMS.

**Note:** Farebox cannot be used as local match, and must be backed out as ineligible under expense code 55000 in your OAR.

**g. Contract Clauses Certification Form #3076**

*Required by: All federal programs*

*Description:* Contract clauses certify compliance with federal requirements. It is an annual certification process, and the clauses are referenced in the MDOT project authorizations but not attached.

**Action Requested:** Obtain and review the set of clauses from OPT’s website at [www.michigan.gov/mdotptd](http://www.michigan.gov/mdotptd), under “Resources,” “Applications & Forms,” or via the link in the Contract Clauses Certification form in PTMS, under “2017 Application,” “TA Forms.” Complete and save the form, and attach a signed copy in PTMS.

**Note:** If your agency has a master agreement with MDOT, the form must be signed by an authorized signer of your Master Agreement or an individual with legal authority to sign a project authorization for the organization. If the organization has a master agreement with MDOT, the organization name must match the name as it appears on the master agreement. Your agency can change, add or remove an authorized signer at any time by completing a signature resolution. Organizations with multiple master agreements must submit multiple contract clauses certifications. You do not need to complete the certification if you are only applying for the Specialized Services Operating Assistance Program or Marine Passenger Program.

**h. Coordinated Public Transit-Human Services Transportation Plan and Updates**

*Required by: Section 5310 and NF under Section 5310*

*Description:* Federal transit law, as amended by SAFETEA–LU, requires that projects selected for funding under the Seniors and Individuals with Disabilities (Section 5310) program be “derived from a locally developed, coordinated public transit-human services transportation plan” and that the plan be “developed through a process that includes representatives of public, private, and non-profit transportation and human services...*
providers and participation by members of the public.” The Coordinated Public Transit-Human Services Transportation Plan Guidance is available on OPT’s website at www.michigan.gov/mdotptd, under “Resources,” “Applications & Forms.” Under MAP-21, the requirement for the coordinated plan continues for the Section 5310 program; the projects must be included in the plan rather than being derived from the plan, and seniors and individuals with disabilities must be involved in the development and approval of the plan. The coordinated plan is encouraged for JARC projects funded under the Section 5311 and 5307 programs.

Action Requested: Submit to MDOT the Coordinated Public Transit-Human Services Transportation Plan, if it is not already on file with OPT, and any updates.

i. Coordination Plan for Specialized Services Applicants Form #3081

Required by: Specialized Services

Description: This form requires a brief description of major accomplishments made during the previous fiscal year and planned activities for the upcoming year. The descriptions should identify basic responsibilities of the Coordination Committee, any monitoring activities, and any special projects. Refer to the coordination plan TA form in PTMS for examples of the type of activities you may want to include in the description. The coordination plan should list the committee participants and the groups they represent.

Organizations must ensure that the level and quality of service will be provided without regard to race, color or national origin and that there is not a disparate impact on groups protected by Title VI of the Civil Rights Act of 1964. This is especially important if the same service has been provided for several years and demographic changes may have occurred in your community or if service changes have been made. You will need to describe your efforts to comply with this requirement.

Action Requested: Complete and save the form in PTMS.

Note: If you have submitted a Coordinated Public Transit-Human Services Transportation Plan to OPT, you will still need to fill out the Coordination Plan for Specialized Services in PTMS. Submit only one Coordination Plan Update per county or multi-county region.
j. Coordination Plan for Local Bus Operating Assistance Form #3071

Required by: Regular Services

Description: All agencies applying for Local Bus Operating Assistance must submit a coordination plan. **If an agency is also applying for Specialized Services Operating Assistance, only the Specialized Services coordination plan is required.** The plan should list all transit providers/purchasers in your area and describe efforts for coordinating transit services with each of these agencies and your future transit objectives.

OPT encourages local TAs to involve the private sector in providing public transit services. The goal is to improve service while containing costs. There may be areas of your service that the private sector could provide more cost effectively.

**Action Requested:** Survey your service area to determine if there are private sector providers available. When feasible, contact private sector providers to evaluate possible areas where they could assist with the provision of public transit service. Coordinate with all transit providers/purchasers in your area to maximize the efficiency of services. Complete and save the form in PTMS.

**Note:** If you have submitted to MDOT a Coordinated Public Transit-Human Services Transportation Plan, you still must submit a Local Bus Operating Assistance Coordination Plan or a Specialized Services Coordination Plan, whichever is applicable.

k. FTA Certifications and Assurances Form #3079

Required by: All agencies applying for FTA funds, except for urban agencies that receive all of their FTA funds directly from FTA.

Description: A list of the certifications and assurances is available from OPT’s website at [www.michigan.gov/mdotptd](http://www.michigan.gov/mdotptd), under “Resources,” “Applications & Forms,” or via the link in the FTA Certifications and Assurances form in PTMS, under 2017 Application, TA Forms. The list details the requirements of the FTA programs.

**Action Requested:** Obtain and review the set of Certifications and Assurances for FTA Assistance at the above-mentioned website, complete and save the form in PTMS.

l. General Information Form #3069

Required by: Section 5310 (not including NF)

Description: This form requires specific information on the applicant as well as identifies the type of services to be provided, statistics on the clients that receive the service, service area, intended use of vehicles, days and hours of operation, and reservation requirements. Information from the most recent US Census Bureau ([http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml](http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml)) may assist in the completion of the information for the ethnic groups. Projected Section 5310 ridership for the application year is also required.
**Action Requested:** Complete and save the form in PTMS.

**Note:** Under the “ESTIMATED PERCENTAGE OF RIDERSHIP (%)” section, you should identify the percentage for senior passengers in the Elderly line, identify the percentage for passengers with disabilities in the Disabled line, and list the percentage for other passengers that do not belong to the above two categories in the Other line.

Under the “SPECIFIC CLIENTELE CATEGORY” section, you should check the Elderly checkbox if your agency carries senior passengers, check Physically Disabled checkbox if your agency carries physically disabled passengers, and check Mentally Disable checkbox if your agency carries mentally disabled passengers, and check the Other checkbox if your agency carries the passengers who do not belong to the above three categories.

**m. Project Summary  Form #3029 for NF and Form #3042 for JARC**

Required by: Section 5310 NF and JARC activities funded with Section 5311 funds

Description: This form requires specific information on the individual project for which the applicant is requesting funds. A separate form is required for each capital and operating project being requested.

**Action Requested:** Complete and save forms for each project in PTMS.

**Note:** If extra space is required, please use the “ADDITIONAL INFORMATION” section on Page 3 of the NF Project Summary form or Page 2 of the Section 5311 JARC Project Summary form. You may also provide additional page(s) to your OPT project manager. You must also submit your capital and operating requests in PTMS (agencies applying for large urban NF funds for operating assistance do not need to submit budgets in PTMS).

**n. Public Notice**

Required by: All programs

Description: The application(s) must be made available to the public for review and comment. Multiple programs may be combined into one public notice as long as the public notice requirements are met for each program. The public notice must be published in major newspapers of the applicant’s service area and must invite comment. A minimum of 30 days response time must be provided.

A sample public notice is provided in PTMS and can be accessed through the Application - TA Forms module as well as on OPT’s website at [www.michigan.gov/mdotptd](http://www.michigan.gov/mdotptd), under “Resources,” “Applications & Forms.”

Complete the following list to ensure that the information requested is included in the public notice:

1) Applicant name. Provide the name of the eligible authority or governmental entity making application to MDOT.
2) Program name. Identify the program(s) for which the applicant is submitting the application (i.e., State Formula Operating, Section 5310, etc.).

3) Funding amount. Identify by program the amount (both capital and operating) for which the applicant is submitting the application.

4) Capital description. Identify by program the specific capital items being requested.

5) Public review and comment. Indicate where the application(s) can be reviewed or how a copy may be obtained. Include the period of time the document(s) will be available for review and how comments may be submitted to the applicant. If requested, a public hearing must be scheduled.

6) Title VI Information. Indicate the applicant’s compliance with the Title VI requirement.

Action Requested: Upload as an attachment in PTMS a copy of the published public notice and all comments received.

Note: While you may use a different format than the sample we provide, you must ensure that all six elements, as stated above, are included in the public notice.

o. Resolution of Intent Form #3078

Required by: Regular Service and Marine Passenger

Description: An eligible public TA and/or governmental agency or authority applying for state formula operating assistance is required to annually enact a resolution of intent.

Action Requested: The resolution shall provide for all of the following: (a) indicate that the budget for the local transportation program is balanced or surplus funds exist and specify the sources and amount of estimated revenues that support the proposed expenditures; (b) name an official representative of the applicant for all public transportation matters who is authorized to provide such information as deemed necessary by the commission or department for its administration of Act 51 and; (c) certify that changes in eligibility documentation have not occurred during the past state fiscal year.

Complete and save the form in PTMS, and attach a signed copy in PTMS.

p. Section 5310 Coordinated Plan Information Form #3127

Required by: Section 5310 (not including NF)

Description: This form requires information on the individual project that the applicant is requesting the funds for and the project’s relationship to the Coordinated Public Transit-Human Services Transportation Plan. A separate form is required for each type of capital project being requested.

Action Requested: Complete and save forms for each project in PTMS.
Note: You must also submit your capital requests in PTMS.

q. **Service Description Form #3080**

Required by: Specialized Services

Description: This form requests information regarding the service area, schedule, type of service, MDOT continuation funds requested, and method of reimbursement for the Regular Service/Paid Driver and/or Volunteer Driver Program, as well as training efforts.

**Action Requested:** Complete and save the form in PTMS. If the applicant is a funding pass-through agency, the form should reflect the information of the funding sub-applicant(s). An applicant with more than one funding sub-applicant should provide the form to each sub-applicant for completion, compile the sub-applicants’ information into one form, and save the form in PTMS.

r. **SDNT Application Form #3072**

Required by: SDNT

Description: The form is used to apply for the SDNT Program which provides funds for research, training/education, planning and coordination, and special operational and technical projects.

**Action Requested:** Complete and save the application form in PTMS. The following information must be provided in the form:

- **Applicant:** Provide the name of the agency that is submitting the application.

- **Contact Information:** List the name of applicant’s project manager, telephone number and email address.

- **Project Title:** Give a concise title for the project.

- **Project Objective:** State the objectives of the project. Explain why the project is needed, what is the existing issue to be resolved, what is the purpose or goal, how will this purpose or goal resolve the issue, who will the project benefit, who is the target audience, etc.

- **Project Description:** Explain how you will achieve the project’s purpose or goal, who will conduct the project, summary of benefits such as safety, efficiency, coordination, what methods do you anticipate using, why do you prefer these methods, why do you think these methods are the best choice for the target audience, what are the anticipated results, how will these results be communicated to the target audience, how it relates to a statewide benefit, etc. Describe how the project relates to the statewide planning and/or other statewide benefits contained in Part III, E, 2 of the Instructions. Indicate if the project would be conducted in-house or by a private consultant, if it is mandated by law, and the importance of the project to your agency or the public transit industry.
• Products and Deliverables: Describe the end-products of the project, such as reports, manuals, models and operating procedures, and how they will resolve the problem. Provide information on how the deliverables would be implemented. Note: A final report summarizing the project must be submitted to MDOT. The report should include the project objectives, methodology, and results, including potential statewide application. The report will be posted on the OPT website.

• Time Frame: State the duration of the project and the date in which the project would be initiated. Projects are expected to begin within six months of an executed authorization. A project may be multiple years.

• Project Support: List all TAs, local governmental units and/or coordination committee support provided within the geographical area affected by this project. Written verifications such as letters or committee/board meeting minutes supporting this project should be included with this request. Provide letters of support - if the project is within a TA’s geographical area. Letters of support and coordination from the local TA must be attached in PTMS.

• Budget: List the major activities/items; identify estimated costs and federal, state, local, and private funding amounts. Identify the local and private sources of funds. If local/private funding sources are used, provide a letter of financial commitment. If a project will have multiple activities, or is paid based on milestone progress, split the budget accordingly; otherwise show as one activity with the total amount being requested.

s. State Certifications and Assurances  Form #3084

Required by: Agencies that have federally and/or state funded vehicles and apply for Regular Services, Section 5310, NF under Section 5310, and JARC under Section 5311

Description: The State Certifications and Assurances form certifies and assures the state that: a) the organization has the necessary operational lifts on its vehicles and; b) the organization has proof of vehicle insurance on file.

Action Requested: Complete and save the form in PTMS.

Note: Complete the applicable items for each program as indicated on the form.

t. Title VI Information  Form #3067

Required by: All agencies applying for FTA funds, except for urban agencies that receive all of their FTA funds directly from the FTA.

Description: Title VI of the Civil Rights Act of 1964 is the federal law that protects individuals from discrimination on the basis of race, color, or national origin in programs and activities that receive federal financial assistance.
There are many forms of illegal discrimination based on race, color, or national origin that can limit the opportunity of minorities to gain equal access to services and programs. Among other things, in operating a federally assisted program, a recipient cannot, on the basis of race, color, or national origin, either directly or through contractual means:

- Deny program services, aids, or benefits;
- Provide a different service, aid, or benefit, or provide them in a manner different than they are provided to others; or
- Segregate or separately treat individuals in any matter related to the receipt of any service, aid, or benefit.

Organizations must ensure that the level and quality of service will be provided without regard to race, color or national origin and that there is not a disparate impact on groups protected by Title VI of the Civil Rights Act of 1964 and related statutes and regulations. This is especially important if the same service has been provided for several years and demographic changes may have occurred in your community or if service changes have been made.

**Action Requested:** Provide response to the following:

1. List any active lawsuits or complaints naming the applicant that allege discrimination based on race, color or national origin with respect to service or other transit benefits.

2. Summarize all Title VI compliance review activities conducted with regard to your transportation program, including triennial compliance reviews conducted by FTA and/or MDOT.

3. When was your last Title VI Program approved by MDOT or FTA?

4. Has your Title VI Coordinator/EEO Officer been changed during the reporting period or since your last Title VI Plan was approved? If yes, please provide the name and contact information for the new coordinator/EEO Officer.

5. Has your organization had any projects and/or service changes that have Title VI, Limited English Proficiency (LEP), or Environmental Justice (EJ) impacts? Service change includes service expansion/reduction, route and/or hour changes, etc. If yes, please complete the following items:

   a. Provide a brief description of these projects/service changes.

   b. What did you do to ensure that populations affected by the project and/or service change had meaningful access to and involvement in the development process?

   c. What is the number or percentage of LEP or EJ populations affected by the project and/or service change?
6. During this reporting period, how were your employees educated about Title VI and their responsibility to ensure non-discrimination in any of your programs, services, or activities?


For related information, refer to the FTA’s Title VI Guidance page at http://www.fta.dot.gov/about_FTA_11704.html.

u. TIP Requirements (for both urban and nonurban agencies in UZAs only)

All federally funded capital, operating, and planning requests under this application must be included in both your local TIP and PTMS, as appropriate. A copy of the TIP page(s) in which the requested projects are listed must be provided to your OPT project manager. You need to ensure that the dollar amount and project description are consistent between PTMS and your TIP. If you are an urban agency and receive STP funds and/or CMAQ funds, you will also be required to submit a flex request letter, a copy of the current TIP page(s), and the federal grant application to your OPT project manager. The dollar amount and project description in your flex request letter must be consistent with the TIP page(s) and the federal grant application. Contact your local MPO (Appendix B) for TIP requirements.

MDOT staff will enter nonurbanized requests into the STIP after the annual application is submitted to OPT and an approved program is developed.

v. Vehicle Accessibility Plan Update Form #3059

Required by: Regular Services, JARC under Section 5311, Section 5310, and NF under Section 5310

Description: Section 10e(18) of Act 51 states: “A vehicle shall not be purchased, leased, or rented by an eligible authority or eligible governmental agency, after October 1, 1978, with funds made available under this act, which vehicle is used to provide demand actuated services unless the eligible authority or eligible governmental agency has submitted a plan to the state transportation department describing the service to be provided by the demand actuated service to persons 65 years of age or older and handicappers.” MDOT’s administrative rules allow the eligible authority or eligible governmental agency to submit an amendment to the plan on the Vehicle Accessibility Plan Update form in PTMS.

Act 51 requires each eligible entity requesting vehicles to establish an LAC with not less than fifty percent of its membership representing individuals 65 years of age or older and individuals with disabilities within the service area subject to the plan. Many of you may have formed the LAC based upon your local Coordination Committee. The Coordination Committee serves as an advisory body for the coordination and improvement of transportation services and should include all the interested stakeholders. The LAC,
however, may be a subset of the Coordination Committee. The MDOT Administrative Rules state: “Local advisory council members shall not be employees of the applicant and shall not be members of the applicant's executive committee or governing board.”

**Action Requested:** Each eligible entity jointly with the AAA shall approve at least one (1) or the equivalent of 12 percent of the membership of the LAC. The LAC must have an opportunity to review and comment on the plan or amendment/update before its submission to the department. When the plan updates are reviewed by the LAC, make sure at least three (3) of the following members are at the meeting: (1) one is or a representative of individuals who have disabilities, (1) one is or a representative of individuals who or are 65 years of age or older, and (1) one is jointly appointed by an AAA or a user of public transportation. A copy of the minutes from the meeting at which the plan or amendment/update was reviewed and discussed by the LAC should be signed by the LAC chairperson or an authorized substitute and attached in PTMS. The minutes must contain a list of members present at the meeting and should indicate that the LAC has reviewed and commented upon the plan or amendment/update. The minutes should also include comments received, if any, and the response to said comments from the applicant.

Complete and save the Vehicle Accessibility Plan Update form in PTMS.

**Note:** The quantity of vehicles should match your non-financial data in your budgeted OAR for the application year. You are not required to complete the update if your agency has no FTA/MDOT funded vehicle(s) or does not request revenue vehicles to be funded under the application and there are no changes in the current plan. The entire demand response fleet must be reported on the form, including locally funded vehicles.
V. APPENDIXES

A. MICHIGAN’S REGIONAL PLANNING AGENCIES/RURAL TASK FORCES CONTACTS

1. Kathleen Lomako, Executive Director
   Southeast Michigan Council of Governments
   1001 Woodward Avenue, Suite 1400
   Detroit, MI 48226
   313-961-4266 fax 313-961-4869
   lomako@semcog.org

2. Steve Duke, Executive Director
   Region II Planning Commission
   Jackson County Tower Building
   120 W. Michigan Ave., 9th Floor
   Jackson, MI 49201
   517-788-4426 fax 517-788-4635
   sduke@co.jackson.mi.us

3. Lee Adams, Director
   Southcentral Michigan Planning Council
   300 South Westnedge Ave
   Kalamazoo, MI 49007
   269-385-0409 fax 269-343-3308
   adams@upjohn.org
   http://smpcregion3.org/

4. K. John Egelhaaf, Executive Director
   Southwest Michigan Planning Commission
   376 West Main St., Suite 130
   Benton Harbor, MI 49022
   269-925-1137 fax 269-925-0288
   egelhaafj@swmpc.org
   www.swmpc.org

5. Derek Bradshaw, Executive Director
   GLS Region V Planning and Development
   1101 Beach St., Suite 223
   Flint, MI 48502
   810-257-3010 fax 810-257-3185
   dbradshaw@co.genesee.mi.us
6. Susan M. C. Pigg, Executive Director  
Tri-County Regional Planning Commission  
3135 Pine Tree Road, Suite 2C  
Lansing, MI 48911  
517-393-0342 fax 517-393-4424  
spigg@mitcrpc.org

7. Sue Fortune, Executive Director  
East Michigan Council of Governments  
3144 Davenport Ave., Suite 200  
Saginaw, MI 48602  
989-797-0800 fax 989-797-0896  
sfortune@emcog.org  
www.emcog.org

8. Dave Bee, Director  
West Michigan Regional Planning Commission  
1345 Monroe Avenue NW Suite 225  
Grand Rapids, MI 49505  
616-74-8400 fax 616-774-0808  
dbee@wmrpc.org  
www.wmrpc.org

9. Diane Rekowski, Executive Director  
Northeast Michigan Council of Governments  
80 Livingston Blvd, Suite U-108  
Gaylord, MI 49734  
989-732-3551 fax 989-732-5578  
drekowski@nemcog.org

10. Elaine Wood, Executive Director  
Networks Northwest  
PO Box 506  
Traverse City, MI 49685  
231-929-5000 fax 231-929-5012  
ewood@nwm.cog.mi.us  
www.nwm.org

11. Jeff Hagan, Executive Director  
Eastern U.P. Regional Planning & Development Commission  
125 Arlington St., Arlington Plaza, Suite 18, PO Box 520  
Sault Ste. Marie, MI 49783  
906 635-1581 fax 906-635-9582  
jshagan@eup-planning.org  
www.eup-planning.org
12. Joel Schultz, Executive Director
   Central U.P. Planning & Development Regional Commission
   2415 14th Avenue South
   Escanaba, MI 49829
   906-786-9234 fax 906-786-4442
   jschultz.cuppad@charterinternet.com
   www.cuppad.org

13. Kim Stoker, Executive Director
   Western U.P. Planning and Development Regional Commission
   PO Box 365
   Houghton, MI 49931
   906-482-7205 fax 906-482-9032
   kstoker@wuppdr.org
   www.wuppdr.org

14. Erin Kuhn, Executive Director
   West Michigan Shoreline Regional Development Commission
   316 Morris Ave., Suite 340
   Muskegon, MI 49440
   231-722-7878 fax 231-722-9362
   ekuhn@wmsrdc.org
B. METROPOLITAN PLANNING ORGANIZATIONS (MPO) MAP AND CONTACTS

For most current information, see http://www.michigan.gov/mdot/0,1607,7-151-9621_14807_14808-92943--.00.html
MPO CONTACTS

**Battle Creek Area Transportation Study (BCATS) (Battle Creek and six surrounding townships)**
Ms. Pat Karr, Executive Director
Springfield City Hall
601 Avenue A
Springfield, MI 49037-7799
Phone: 269-963-1158; Fax: 269-963-4951
E-mail: bcats@bcatsmpo.org
Web site: http://www.bcatsmpo.org/
MDOT’s MPO Program Manager:
Rick Fowler, 517-335-2641

**Grand Valley Metropolitan Council (GVMC) (Grand Rapids, Kent County and southeast Ottawa County)**
Mr. John Weiss, Executive Director
Grand Valley Metro Council
678 Front Avenue, NW, Suite 200
Grand Rapids, Michigan 49504
Phone: 616-776-3876; Fax: 616-774-9292
E-mail: john.weiss@gvmc.org
Web site: http://www.gvmc.org/
MDOT’s MPO Program Manager:
Open Position, 517-335-4166

**Bay County Transportation Planning Department (BAYCATS) (Bay City and six surrounding townships)**
Mr. Jay Anderson, Planner
Bay County Transportation Planning Department
515 Center Avenue, Suite 504
Bay City, MI 48708-5126
Phone: 989-895-4064; Fax: 989-895-4068
E-mail: andersonj@baycounty.net
Web site: http://www.baycounty-mi.gov/transportation/
MDOT’s MPO Program Manager:
Kris Welch, 517-335-4206

**Kalamazoo Area Transportation Study (KATS) (Kalamazoo and Kalamazoo County)**
Mr. Jonathan Start, Executive Director
5220 Lovers Lane, Suite 110
Portage, MI 49002
Phone: 269-343-0766; Fax: 269-381-1760
E-mail: jrstart@katsmpo.org
Web site: http://www.katsmpo.org/
MDOT’s MPO Program Manager:
Rick Fowler, 517-335-2641

**Genesee County Metropolitan Planning Commission (GCMPC) (Flint and Genesee County)**
Mr. Derek Bradshaw, Executive Director
1101 Beach Street, Room 223
Flint, MI 48502-1470
Phone: 810-257-3010; Fax: 810-257-3185
E-mail: dbradshaw@co.genesee.mi.us
Web site: http://www.gcmpc.org
MDOT’s MPO Program Manager:
James Koenig, 517-373-1881

**Macatawa Area Coordinating Council (MACC) (Holland and seven surrounding townships)**
Mr. Steve Bulthuis, Executive Director
301 Douglas Avenue
Holland, MI 49424
Phone: 616-395-2688; Fax: 616-395-9411
E-mail: sbulthuis@the-macc.org
Web site: http://www.the-macc.org/transportation/overview/
MDOT’s MPO Program Manager:
Open Position, 517-335-4166
**MIDLAND AREA TRANSPORTATION STUDY**
Ms. Maja Bolanowska, Director
220 West Ellsworth Street, Suite 326
Midland, MI 48640
E-mail: info@midlandmpo.com
Phone: 989-687-9060
MDOT’s MPO Program Manager:
Kris Welch, 517-335-4206

**REGION 2 PLANNING COMMISSION (R2PC)**
(Jackson and Jackson County)
Mr. Steve Duke, Executive Director
Jackson County Tower Building
120 W. Michigan Avenue, 9th Floor
Jackson, MI 49201
Phone: 517-788-4426; Fax: 517-788-4635
E-mail: sduke@co.jackson.mi.us
Web site: http://www.region2planning.com/
MDOT’s MPO Program Manager:
Rick Fowler, 517-335-2641

**TRI-COUNTY REGIONAL PLANNING COMMISSION (TCRPC)**
(Lansing and Clinton, Eaton and Ingham Counties)
Ms. Susan M. C. Pigg, Executive Director
3135 Pine Tree Road, Suite 2C
Lansing, MI 48911-4234
Phone: 517-393-0342; Fax: 517-393-4424
E-mail: spigg@mitcrpc.org
Web site: http://www.tri-co.org/
MDOT’s MPO Program Manager:
Tom Doyle, 517-335-2936

**SAGINAW METROPOLITAN AREA TRANSPORTATION STUDY (SMATS)**
(Saginaw and Saginaw County)
Mr. Doug Bell, Director
111 South Michigan Avenue, Lower Level
Saginaw, MI 48602
Phone: 989-797-6800; Fax: 989-797-6809
E-mail: dbell@saginawcounty.com
Web site:
http://www.saginawcounty.com/Planning/SMATS.aspx
MDOT’s MPO Program Manager:
James Koenig, 517 - 373-1881

**SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS**
DETROIT/ANN ARBOR/PORT HURON
(Livingston, Macomb, Monroe, Oakland, St. Clair, Washtenaw and Wayne Counties)
Ms. Kathleen Lomako, Executive Director
1001 Woodward Avenue, Suite 1400
Detroit, MI 48226-1904
Phone: 313-961-4266; Fax: 313-961-4869
Email: lomako@semcog.org
Website:
http://www.semco.org/Data/Apps/spoc/rrform.cfm
MDOT’s MPO Program Manager:
Olatunbosun Williams, 517-241-1237

**ST. CLAIR COUNTY METROPOLITAN PLANNING COMMISSION (Port Huron)**
Dave Struck, Planning Director
Lindsay Wallace, Senior Planner
200 Grand River Avenue, Suite 202
Port Huron, MI 48060
Phone: 810-989-6950; Fax: 810-987-5931
E-mail: dstruck@stclaircounty.org;
lwallace@stclaircounty.org
MDOT’s MPO Program Manager:
Olatunbosun Williams, 517-241-1237

**SOUTHWEST MICHIGAN PLANNING COMMISSION (SWMPC)**
NILES-BUCHANAN-CASS AREA TRANSPORTATION STUDY (NATS)
(Niles and six surrounding townships)
Twin Cities Area Transportation Study (TwinCATS) (Benton Harbor, St. Joseph and five surrounding townships)
Web site: http://www.swmpc.org/twincats.asp
Mr. K. John Egelhaaf, AICP,
Executive Director
376 West Main Street, Suite 130
Benton Harbor, MI 49022
Phone: 269-925-1137; Fax: 269-925-0288
E-mail: egelhaafj@swmpc.org
Continued from SOUTHWEST MICHIGAN PLANNING COMMISSION (SWMPC)
Web site: http://www.swmpc.org/
MDOT’s MPO Program Manager:
Matthew Galbraith, 517-335-2603

TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS
Mr. Anthony Reams, President
300 Dr. Martin Luther King Drive, Suite 300
Toledo, OH 43604
Phone: 419-241-9155; Fax: 419-241-9116
E-mail: reams@tmacog.org
MDOT’s MPO Program Manager:
Olatunbosun Williams, 517-241-1237

WASHTENAW AREA TRANSPORTATION STUDY (Ann Arbor/Ypsilanti)
Mr. Ryan Buck, Director
705 N. Zeeb Road
Ann Arbor, MI 48103
E-mail: buckr@miwats.org
Web site: http://www.miwats.org/
Phone: 734-994-3127; Fax: 734-994-3129
MDOT’s MPO Program Manager:
Olatunbosun Williams, 517-241-1237

WEST MICHIGAN SHORELINE REGIONAL DEVELOPMENT COMMISSION
(WESTPLAN)
(Muskegon County and northwest Ottawa County)
Ms. Erin Kuhn, Executive Director
316 Morris Avenue, Suite 340
PO Box 387
Muskegon, MI 49443-0387
Phone: 231-722-7878; Fax: 231-722-9362
E-mail: wmsrdc@wmsrdc.org
Web site: http://www.wmsrdc.org/
MDOT’s MPO Program Manager:
Open Position, 517-335-4166
C. REPLACEMENT SCHEDULE FOR CAPITAL ITEMS (Effective October 1, 2016)

1. New Assets:

   The following schedule should be used to determine the depreciable/useful life of a new asset. This schedule is not intended to be all inclusive. If the asset is not listed on the schedule, the TA should use one of the following methods to determine the useful life:
   1. Generally accepted accounting principles.
   2. Independent evaluation.
   3. Manufacturer’s estimated useful life.
   4. IRS Publication 946 (class life).
   5. Industry standards.
   6. Proven useful life developed at a Federal test facility.

<table>
<thead>
<tr>
<th>Asset Class:</th>
<th>Description:</th>
<th>Depreciable/Useful Life:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus: Small body on van cut-away</td>
<td>Light duty chassis - less than 30 feet</td>
<td>Delivered prior to 1/1/08: 5 years or 150,000 miles. Delivered on or after 1/1/08: Altoona testing</td>
</tr>
<tr>
<td>Bus: Medium body on truck chassis/trolleys</td>
<td>Medium duty chassis - less than 30 feet</td>
<td>Delivered prior to 1/1/08: 7 years or 200,000 miles. Delivered on or after 1/1/08: Altoona testing</td>
</tr>
<tr>
<td>Bus: Medium body on truck chassis/trolleys</td>
<td>Heavy duty chassis - 30 feet to 34 feet</td>
<td>Delivered prior to 1/1/08: 10 years or 350,000 miles. Delivered on or after 1/1/08: Altoona testing</td>
</tr>
<tr>
<td>Bus: Large</td>
<td>Heavy duty chassis - 35 feet to 60 feet</td>
<td>Delivered prior to 1/1/08: 12 years or 500,000 miles. Delivered on or after 1/1/08: Altoona testing</td>
</tr>
<tr>
<td>Cars, minivans, standard van, conversion van:</td>
<td>Under 13,000 lbs gross vehicle weight (g.v.w.)</td>
<td>4 years or 100,000 miles</td>
</tr>
<tr>
<td>Trucks</td>
<td>Light duty (under 13,000 lbs g.v.w.)</td>
<td>4 years</td>
</tr>
<tr>
<td>Trucks</td>
<td>Heavy duty (over 13,000 lbs g.v.w.)</td>
<td>6 years</td>
</tr>
<tr>
<td>Office furniture and fixtures</td>
<td>Desks, files, safes</td>
<td>10 years</td>
</tr>
<tr>
<td>Office equipment</td>
<td>Copiers, radios (digital/analog, 911, repeater, voice antenna, automatic vehicle locators), fax, phones</td>
<td>5 years</td>
</tr>
</tbody>
</table>
**REPLACEMENT SCHEDULE FOR CAPITAL ITEMS (cont.)**

<table>
<thead>
<tr>
<th>Computers and peripheral equipment:</th>
<th>Computers, card readers, card punches, high speed printers, mass storage units, data entry devices</th>
<th>6 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Software</td>
<td>Costs related to the purchase of the software should be capitalized. Costs of upgrades and enhancements that enable the software to perform tasks that it was previously incapable of performing should be capitalized. Fees paid for training, conversion costs and software maintenance are to be expensed.</td>
<td>3 years</td>
</tr>
<tr>
<td>Maintenance tools, equipment</td>
<td>Power/hand tools, lawn mowers, snow blowers</td>
<td>5 years</td>
</tr>
<tr>
<td>Maintenance equipment and fixtures</td>
<td>Vehicle hoist/lift (four/six post life, in-ground, drive-on, scissor lift-electric or hydraulic), transmission flush and exchange unit, floor sweeper/scrubber, pressure washer/steam cleaner (hot/cold)/parts cleaner/steamer - upholstery cleaner, portable/vehicle installed generator, brake lathes/milling machines/drill press/grinders, lubrication and fuel dispensing equipment, carbon monoxide detectors/fuel leak detectors, roller cabinets, portable tool stands, compressors, diagnostic equipment, tractors - utility, lawn and attachments (e.g. back blades, snow blowers, mower decks.)</td>
<td>12 years</td>
</tr>
<tr>
<td>Passenger bus shelter</td>
<td></td>
<td>10 - 15 years</td>
</tr>
</tbody>
</table>
REPLACEMENT SCHEDULE FOR CAPITAL ITEMS (cont.)

<table>
<thead>
<tr>
<th>Buildings</th>
<th>Administration, maintenance garages, cold storage building/bus shelter</th>
<th>40 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land</td>
<td>Cannot be depreciated</td>
<td>0 years</td>
</tr>
</tbody>
</table>

2. Used Assets:

If a used asset is purchased, the transit agency must determine a useful life based on such factors as: type of construction, nature of the equipment, past usage patterns, age, mileage, and technological developments. The asset class will remain the same as listed above under new assets. Acceptable methods to determine useful life include, but are not limited to:

- a: Transit agency’s independent auditor to recommend a useful life,
- b: Manufacturer’s estimated useful life,
- c: Internal Revenue Service guidelines (IRS Publication 946)
- d: Industry standards.

Note: A replacement request(s) for a used asset(s) will be handled on a case-by-case basis. Contact your MDOT project manager regarding this type of request.
### D. ESTIMATED VEHICLE PRICES (Effective October 1, 2016)

#### Minivan
(Minimum 4 years or 100,000 miles)

<table>
<thead>
<tr>
<th>Type</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-passenger accessible with ramp</td>
<td>$42,000</td>
</tr>
</tbody>
</table>

#### Purpose Built Chassis (Motor Vehicle (MV-1))
(Minimum 4 years or 100,000 miles)

<table>
<thead>
<tr>
<th>Type</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-passenger accessible with ramp</td>
<td>$50,000</td>
</tr>
</tbody>
</table>

#### Standard Van
(Minimum 4 years or 100,000 miles)

<table>
<thead>
<tr>
<th>Type</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-passenger with lift</td>
<td>$47,000</td>
</tr>
<tr>
<td>15-passenger</td>
<td>$44,000</td>
</tr>
</tbody>
</table>

#### Light-Duty, Small Bus
(Minimum 5 years or 150,000 miles)

<table>
<thead>
<tr>
<th>Type</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>138 in. wheelbase, without lift, gas engine</td>
<td>$55,000</td>
</tr>
<tr>
<td>138 in. wheelbase, with lift, gas engine</td>
<td>$58,000</td>
</tr>
<tr>
<td>138 in. wheelbase, without lift, diesel engine</td>
<td>$73,000</td>
</tr>
<tr>
<td>138 in. wheelbase, with lift, diesel engine</td>
<td>$77,000</td>
</tr>
</tbody>
</table>

#### Small Bus
(Minimum 7 years or 200,000 miles)

<table>
<thead>
<tr>
<th>Type</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>158 in. wheelbase, without lift, gas engine</td>
<td>$61,000</td>
</tr>
<tr>
<td>158 in. wheelbase, with lift, gas engine</td>
<td>$67,000</td>
</tr>
<tr>
<td>158 in. wheelbase, without lift, diesel engine</td>
<td>$79,000</td>
</tr>
<tr>
<td>158 in. wheelbase, with lift, diesel engine</td>
<td>$83,000</td>
</tr>
<tr>
<td>158 in. wheelbase, without lift, propane engine</td>
<td>$73,000</td>
</tr>
<tr>
<td>158 in. wheelbase, with lift, propane engine</td>
<td>$81,000</td>
</tr>
<tr>
<td>158 in. wheelbase, without lift, compressed natural gas engine</td>
<td>$79,000</td>
</tr>
<tr>
<td>158 in. wheelbase, with lift, compressed natural gas engine</td>
<td>$87,000</td>
</tr>
<tr>
<td>176 in. wheelbase, without lift, gas engine</td>
<td>$64,000</td>
</tr>
<tr>
<td>176 in. wheelbase, with lift, gas engine</td>
<td>$70,000</td>
</tr>
<tr>
<td>176 in. wheelbase, without lift, diesel engine</td>
<td>$81,000</td>
</tr>
<tr>
<td>176 in. wheelbase, with lift, diesel engine</td>
<td>$85,000</td>
</tr>
<tr>
<td>176 in. wheelbase, without lift, propane engine</td>
<td>$76,000</td>
</tr>
<tr>
<td>176 in. wheelbase, with lift, propane engine</td>
<td>$81,000</td>
</tr>
<tr>
<td>176 in. wheelbase, without lift, compressed natural gas engine</td>
<td>$83,000</td>
</tr>
<tr>
<td>176 in. wheelbase, with lift, compressed natural gas engine</td>
<td>$87,000</td>
</tr>
</tbody>
</table>
## ESTIMATED VEHICLE PRICES (cont.)

### Medium Duty Bus

(Minimum 7 years or 200,000 miles)

#### Class One (minimum 19,500 gross vehicle weight rating)

<table>
<thead>
<tr>
<th>Configuration</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>26 ft. without lift, gas engine</td>
<td>$78,000</td>
</tr>
<tr>
<td>26 ft. with lift, gas engine</td>
<td>$83,000</td>
</tr>
<tr>
<td>26 ft. without lift, diesel engine</td>
<td>$83,000</td>
</tr>
<tr>
<td>26 ft. with lift, diesel engine</td>
<td>$88,000</td>
</tr>
<tr>
<td>29 ft. without lift, gas engine</td>
<td>$80,000</td>
</tr>
<tr>
<td>29 ft. with lift, gas engine</td>
<td>$87,000</td>
</tr>
<tr>
<td>29 ft. without lift, diesel engine</td>
<td>$85,000</td>
</tr>
<tr>
<td>29 ft. with lift, diesel engine</td>
<td>$94,000</td>
</tr>
<tr>
<td>32 ft. without lift, gas engine</td>
<td>$83,000</td>
</tr>
<tr>
<td>32 ft. with lift, gas engine</td>
<td>$90,000</td>
</tr>
<tr>
<td>32 ft. without lift, diesel engine</td>
<td>$88,000</td>
</tr>
<tr>
<td>32 ft. with lift, diesel engine</td>
<td>$96,000</td>
</tr>
</tbody>
</table>

#### Class Two (Diesel Only, minimum 22,000 gross vehicle weight rating)

<table>
<thead>
<tr>
<th>Configuration</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>26 ft. without lift</td>
<td>$118,000</td>
</tr>
<tr>
<td>26 ft. with lift</td>
<td>$125,000</td>
</tr>
<tr>
<td>29 ft. without lift</td>
<td>$118,000</td>
</tr>
<tr>
<td>29 ft. with lift</td>
<td>$128,000</td>
</tr>
<tr>
<td>32 ft. without lift</td>
<td>$121,000</td>
</tr>
<tr>
<td>32 ft. with lift</td>
<td>$130,000</td>
</tr>
</tbody>
</table>

#### Medium Heavy Duty Bus (Diesel Only)

(Minimum 10 years or 350,000 miles)

<table>
<thead>
<tr>
<th>Configuration</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>27 ft. without lift</td>
<td>$138,000</td>
</tr>
<tr>
<td>27 ft. with lift</td>
<td>$142,000</td>
</tr>
<tr>
<td>33 ft. without lift</td>
<td>$142,000</td>
</tr>
<tr>
<td>33 ft. with lift</td>
<td>$144,000</td>
</tr>
<tr>
<td>37 ft. without lift</td>
<td>$145,000</td>
</tr>
<tr>
<td>37 ft. with lift</td>
<td>$151,000</td>
</tr>
<tr>
<td>40 ft. without lift</td>
<td>$147,000</td>
</tr>
<tr>
<td>40 ft. with lift</td>
<td>$155,000</td>
</tr>
</tbody>
</table>
### ESTIMATED VEHICLE PRICES (cont.)

**Heavy Duty Bus (Diesel Only, over 35 ft)**  
(Minimum 12 years or 500,000 miles)

<table>
<thead>
<tr>
<th>Type</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low floor with ramp</td>
<td>$416,000</td>
</tr>
<tr>
<td>Low floor hybrid with ramp</td>
<td>$601,000</td>
</tr>
</tbody>
</table>

**Heavy Duty Articulated Bus (Diesel Only)**  
(Minimum 12 years or 500,000 miles)

<table>
<thead>
<tr>
<th>Type</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low floor with ramp</td>
<td>$518,000</td>
</tr>
<tr>
<td>Low floor hybrid with ramp</td>
<td>$811,000</td>
</tr>
</tbody>
</table>

Note: Estimated bus prices are for base vehicles and do not include manufacturer options like air conditioning, auxiliary air heater systems, etc. Further information on manufacturer optional prices are available on OPT’s web page, at www.michigan.gov/mdotptd, under “Procurement,” “State Vehicle Contracts and Procurement” and then review each vehicle order packet.
E. ELIGIBLE PROJECTS UNDER THE NEW FREEDOM PROGRAM

Applicants are encouraged to submit projects that meet the transportation needs of people with disabilities for transportation to and from employment and also advance the principles of human services-transit coordination. Applicants are encouraged to develop innovative solutions to meet the needs of individuals with disabilities in their communities. Examples are:

a. New Public Transportation Services Beyond the ADA. The following activities are examples of eligible projects meeting the definition of new public transportation.

   (1) Enhancing paratransit beyond minimum requirements of the ADA. ADA complementary paratransit services can be eligible under New Freedom in several ways as long as the services provided meet the definition of “new:”

      (a) Expansion of paratransit service parameters beyond the three-fourths mile required by the ADA;

      (b) Expansion of current hours of operation for ADA paratransit services that are beyond those provided on the fixed-route services;

      (c) The incremental cost of providing same day service;

      (d) The incremental cost of making door-to-door service available to all eligible ADA paratransit riders, but not as a reasonable modification for individual riders in an otherwise curb-to-curb system;

      (e) Enhancement of the level of service by providing escorts or assisting riders through the door of their destination;

      (f) Acquisition of vehicles and equipment designed to accommodate mobility aids that exceed the dimensions and weight ratings established for common wheelchairs under the ADA and labor costs of aides to help drivers assist passengers with oversized wheelchairs. This would permit the acquisition of lifts with a larger capacity, as well as modifications to lifts with a 600 lb design load, and the acquisition of heavier-duty vehicles for paratransit and/or demand-response service; and

      (g) Installation of additional securement locations in public buses beyond what is required by the ADA.

   (2) Feeder services. New “feeder” service (transit service that provides access) to commuter rail, commuter bus, intercity rail, and intercity bus stations, for which

   (3) complementary paratransit service is not required under the ADA.

   (4) Making accessibility improvements to transit and intermodal stations not designated as key stations. Improvements for accessibility at existing transportation facilities that are not designated as key stations established under 49 CFR 37.47, 37.51, or 37.53, and
that are not required under 49 CFR 37.43 as part of an alteration or renovation to an existing station, so long as the projects are clearly intended to remove barriers that would otherwise have remained. New Freedom funds are eligible to be used for new accessibility enhancements that remove barriers to individuals with disabilities so they may access greater portions of public transportation systems, such as fixed-route bus service, commuter rail, light rail and rapid rail. This may include:

(a) Building an accessible path to a bus stop that is currently inaccessible, including curb cuts, sidewalks, accessible pedestrian signals or other accessible features.

(b) Adding an elevator or ramps, detectable warnings, or other accessibility improvements to a non-key station that are not otherwise required under the ADA,

(c) Improving signage, or way finding technology, or

(d) Implementation of other technology improvements that enhance accessibility for people with disabilities including ITS.

(5) Travel training. New training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.

b. New Public Transportation Alternatives Beyond the ADA. The following activities are examples of projects that are eligible as new public transportation alternatives beyond the ADA under the New Freedom Program:

(1) Purchasing vehicles to support new accessible taxi, ride sharing, and/or vanpooling programs. New Freedom funds can be used to purchase and operate accessible vehicles for use in taxi, ridesharing and/or van pool programs provided that the vehicle has the capacity to accommodate a passenger who uses a “common wheelchair” as defined under 49 CFR 37.3, at a minimum, while remaining in his/her personal mobility device inside the vehicle, and meeting the same requirements for lifts, ramps and securement systems specified in 49 CFR part 38, subpart B.

(2) Supporting the administration and expenses related to new voucher programs for transportation services offered by human service providers. This activity is intended to support and supplement existing transportation services by expanding the number of providers available or the number of passengers receiving transportation services. Only new voucher programs or expansion of existing programs are eligible under the New Freedom Program. Vouchers can be used as an administrative mechanism for payment of alternative transportation services to supplement available public transportation. The New Freedom Program can provide vouchers to individuals with disabilities to purchase rides, including: (a) mileage reimbursement as part of a volunteer driver program; (b) a taxi trip; or (c) trips provided by a human service agency. Providers of transportation can then submit the voucher for reimbursement to the recipient for payment based on pre-determined rates or contractual arrangements. Transit passes for
use on existing fixed route or ADA complementary paratransit service are not eligible. Vouchers are an operational expense which requires a 50/50 (Federal/local) match.

(4) **Supporting new volunteer driver and aide programs.** New volunteer driver programs are eligible and include support for costs associated with the administration, management of driver recruitment, safety, background checks, scheduling, coordination with passengers, and other related support functions, mileage reimbursement, and insurance associated with volunteer driver programs. The costs of new enhancements to increase capacity of existing volunteer driver programs are also eligible. FTA notes that any volunteer program supported by New Freedom must meet the requirements of both “new” and “beyond the ADA.” FTA encourages communities to offer consideration for utilizing all available funding resources as an integrated part of the design and delivery of any volunteer driver/aide program.

(5) **Supporting new mobility management and coordination programs among public transportation providers and other human service agencies providing transportation.** Mobility management is an eligible capital cost. Mobility management techniques may enhance transportation access for populations beyond those served by one agency or organization within a community. For example, a non-profit agency could receive New Freedom funding to support the administrative costs of sharing services it provides to its own clientele with other individuals with disabilities and coordinate usage of vehicles with other non-profits, but not the operating costs of the service. Mobility management is intended to build coordination among existing public transportation providers and other transportation service providers with the result of expanding the availability of service. Mobility management activities may include:

(a) The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, older adults, and low-income individuals;

(b) Support for short term management activities to plan and implement coordinated services;

(c) The support of State and local coordination policy bodies and councils;

(d) The operation of transportation brokerages to coordinate providers, funding agencies and customers;

(e) The provision of coordination services, including employer-oriented Transportation Management Organizations’ and Human Service Organizations’ customer-oriented travel navigator systems and neighborhood travel coordination activities such as coordinating individualized travel training and trip planning activities for customers;

(f) The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs; and
(g) Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of Geographic Information Systems mapping, Global Positioning System Technology, coordinated vehicle scheduling, dispatching and monitoring technologies as well as technologies to track costs and billing in a coordinated system and single smart customer payment systems (acquisition of technology is also eligible as a stand alone capital expense).

FTA has published a notice of policy statement for eligible New Freedom projects in the Federal Register (see 74 FR 19624, April 29, 2009). Under this statement, new or expanded fixed route service and new or expanded demand response service constitute new public transportation services beyond those required by the ADA that assist individuals with disabilities with transportation, and are therefore eligible for funding under the New Freedom program, provided that these services meet the other criteria listed.

Examples of such services would be a fixed route service that is open to the general public but that is extended to serve a congregate living facility or a workplace serving large numbers of individuals with disabilities, or demand response service that is available to the general public but whose service coverage or span of service is designed in response to mobility needs expressed by individuals with disabilities. FTA notes that expanded fixed route service may result in expanded ADA complementary paratransit service; since the ADA complementary paratransit service is required under the ADA, it would not be eligible for New Freedom funding. All new or expanded fixed route and demand responsive services funded under the New Freedom program will be subject to the requirements of the ADA and DOT ADA implementing regulations.
F. FREQUENTLY ASKED QUESTIONS

1. When can I start working on my application in PTMS?

   Instructions will be available by December 1 of each year. You can start your electronic application as soon as you are notified that the new application is available in PTMS, which should be December 1.

2. How do I make a change to vehicles in a capital request?

   The process to make changes to capital request depends on the status of the request.

   a. If the capital request is in Submitted/Eligible/Ineligible status: Open the capital request detail screen and click on “Edit/Modify Request”, make any necessary changes, and save the changes.

   b. If capital request is still in Pre-submit: Just enter changes in the capital request detail screen and save them.

   c. To delete a vehicle in Pre-submit status: Open the Capital Request List screen, check the request, then click the Delete button.

   d. To delete a vehicle in an already Submitted status: Contact your OPT project manager.

   e. To add more vehicles in Pre-submit status: Select a quantity from the additional vehicle forms drop-down list and click on the Add Vehicle Forms button, save changes.

   f. To change local purchase vehicle type or price in Pre-submit status: Delete all vehicle requests, add new forms, and save changes.

   (See Annual Application Help Guide for further instructions)

3. How do I fill out a capital request for annual lease payments on buses?

   Select the number of vehicles from the Duplicate Forms drop-down list for multiple vehicles. For bus leases, the price would be the annual payment; indicate the number of vehicles and payment year in the Justification field (e.g., “Fifth year of 12-year lease for 100 buses”).

4. I'm trying to do an operating budget for NF (or JARC), and the program isn't showing up under the Service Type. What should I do?

   Contact your project manager and ask them to have the Service Type added.
5. Can I update my vehicle inventory with different mileage-as-of dates for different vehicles?

When you update the inventory for the annual application, please use January 15 of the current fiscal year for all vehicles.

6. Do I need to include in the Public Notice both capital and operating requests for all funding programs that I apply for?

Yes. The public notice needs to include all federal and state funds being applied for. A sample can be found in the TA Forms portion of the application in PTMS and at OPT website at www.michigan.gov/mdotptd, under “Resources,” “Applications & Forms.”

7. When would I need to publish a revised public notice?

If there are significant changes to the amount and programs being applied for, you will need to publish another public notice. You will need to contact your local newspaper for assistance.

8. Do we need to set up a meeting for a public hearing if we don’t receive any comments or request for a public hearing within a 30-day comment period?

No.

9. What’s the difference between a Coordination Committee in the “Coordination Plan for Specialized Services” and a Local Advisory Council (LAC) in the “Vehicle Accessibility Plan Update?”

The Coordination Committee serves as an advisory body for the coordination and improvement of transportation services; it should include all the interested stakeholders. The LAC may be a subset of the Coordination Committee.

The LAC is defined in Act 51. The legal function of the LAC is to review and comment upon the applicant agency’s Vehicle Accessibility Plan and updates, as required by Act 51 and MDOT Administrative Rules. The applicant agency shall not be a member of the LAC in this process to avoid a conflict of interest, but it can provide administrative support. The Vehicle Accessibility Plan Update form in PTMS outlines the requirement of the composition of the LAC membership.

10. Should I list my agency as a member of the Coordination Committee in the “Coordination Plan for Specialized Services” while I exclude my agency as an LAC member?

Yes. The agency is and should list themselves as a member of the Coordination Committee. The MDOT Administrative Rules state: “Local advisory council members shall not be employees of the applicant and shall not be members of the applicant's executive committee or governing board.” Therefore, the agency shall not be a member of the LAC; however, it can provide administrative support to the LAC.
11. What funding program should be included in the Resolution of Intent?

The Resolution of Intent needs to be filled out only by the agencies that apply for state formula operating assistance (bus and marine services). The funds shown on the Resolution of Intent should include all operating funds and show a balanced budget.

12. Who should sign the Resolution of Intent?

It depends on the formation of the agency. If the agency is an Act 196, the secretary or the chair of the board can sign. If the agency is a department of a city or county, the clerk needs to sign and the document needs to be notarized and stamped with the city/county official seal.

13. On my 5310 General Information TA form, how do I know what the name of my MPO is?

Appendix B of the Instructions provides directions on how to access your MPO information and Urban Area Maps.