

**FY 2018**

**APPLICATION INSTRUCTIONS  
FOR  
INTERCITY BUS PROGRAM**

**ADMINISTERED BY  
OFFICE OF PASSENGER TRANSPORTATION**



**Effective October 1, 2017 – September 30, 2018**

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## I. PURPOSE AND COMPUTER PROGRAM REQUIREMENTS

The Office of Passenger Transportation (OPT) of the Michigan Department of Transportation (MDOT) distributes 5311(f) federal and state funds for the provision of Intercity Bus services. Funding is provided to support services that benefit Michigan's rural areas. This application is your gateway to those funds. In these application instructions you will find a description of who is eligible to apply and instructions for completing and submitting the application. OPT staff will review all applications based upon funding availability and selection criteria, and select projects for approval. A completed application does not guarantee funding approval. If your capital 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. Service Development projects selected for funding will be bid out to determine the service provider.

This Annual Application Instructions packet is for Fiscal Year (FY) 2018. The instructions packet and the required forms can be found on the OPT's web page, at <http://www.michigan.gov/mdotptd>, under "Resources," "Applications & Forms." The application forms are also available via the online system, Public Transportation Management System (PTMS). 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](http://www.michigan.gov/mdotptd), under PTMS.

**In order to complete your application in PTMS, you must use Internet Explorer 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.

Technical assistance in preparing intercity applications can be obtained by contacting:

Amy Nobach, Intercity Bus Project Manager  
Michigan Department of Transportation  
Office of Passenger Transportation  
P. O. Box 30050  
Lansing, Michigan 48909  
517-335-2572 or email [nobacha@michigan.gov](mailto:nobacha@michigan.gov)

## II. PROGRAM DESCRIPTION

In Federal Transit Administration (FTA) Circular 9040.1F the Section 5311(f) Intercity Bus Transportation is defined by FTA as:

*...regularly scheduled bus service for the general public that operates with limited stops over fixed routes connecting two or more urban areas not in close proximity, that has the capacity for transporting baggage carried by passengers, and that makes meaningful connections with scheduled intercity bus service to more distant points, if such service is available. Urban area is defined very broadly as “an area that includes a municipality or other built-up place that is appropriate for a local public transportation system to serve individuals in the locality.” Intercity bus projects may include package express service, if it is incidental to passenger transportation. The definition of intercity bus does not include commuter service (service designed primarily to provide daily work trips within the local commuting area). Intercity service is not limited by the size of the vehicle used or by the identity of the carrier. Intercity bus does not include air, water, and rail service.*

States are required to spend 15 percent of their Federal Section 5311 apportionment to carry out a program to develop and support intercity bus transportation. Each state is responsible for implementing the 5311(f) program. This requirement is in effect until the Governor certifies intercity bus service needs are adequately met. Most state intercity funds will be used to match federal funds, so proposed projects must adhere to federal program requirements.

### **III. FUNDING CATEGORIES**

#### **A. Capital**

Capital funding is granted directly to the applicant to support operations that benefit the rural areas of Michigan. Capital projects include:

1. Bus Procurement
2. Terminal Development
3. Equipment
4. Other

#### **B. Service Development (operations)**

Service development (operations) projects are not awarded based on an application submittal. Proposals for new state subsidized service/routes can be submitted at any time to OPT by contacting the Intercity Bus Project Manager. See Attachment A for important project criteria. You do not need to complete an application to propose a service development project.

Service proposals must include a description of the importance of the service requested to the state network (i.e., how it meets the state and federal objectives and fills a recognized gap in service) and indicate how the service will connect with the statewide/national intercity network; other intercity carriers; local transit; AMTRAK; and/or airports. Proposals will be evaluated based on their ability to meet program objectives. If the service is selected for funding and funding is available, the service will be listed on the [Bid4Michigan](#) website for a competitive bid. A partial list of criteria for eligible projects and bidders/providers can be found on Attachment A. The full project description and eligibility criteria will be fully detailed in the Request for Proposal issued via [Bid4Michigan](#).

#### **IV. NATIONAL PROGRAM OBJECTIVES**

- To support meaningful connections between rural areas and the regional or national system of intercity bus service.
- To support services to meet the intercity needs of residents in rural areas; and to support the infrastructure of the intercity bus network through operational and capital investment.

#### **V. MICHIGAN PROGRAM OBJECTIVES**

- To support the National Program Objectives described above, the Michigan Intercity Bus program will utilize both 5311(f) federal and state funds for projects that provide direct benefit to Michigan's rural areas. Priority will be given to those projects that:
  - Demonstrate coordination and connectivity with other transit providers or other modes of travel.
  - Maintain privately operated intercity bus service in Michigan.
  - Provide safe, accessible, up-to-date vehicles and terminals.
- To provide an opportunity for all licensed companies to compete for route subsidies.
- To secure federal funds to the extent possible to support the intercity bus program.
- To establish a process whereby annual applications for funding are submitted by February 15 of each year for the next fiscal year.

#### **VI. LAWS AND REGULATIONS**

- MDOT requires the applicant to follow MDOT's local purchase guidelines and the FTA's procurement guidelines for purchases. For details regarding local purchase guidelines, go to OPT's web page at <http://www.michigan.gov/mdotptd>, select "Procurement Guidelines" from the "Procurement" drop-down list. For local vehicle purchases, select "State Vehicle Contracts and Procurement" from the same drop-down list, then click on "Local Purchase" under "Guidelines." FTA's procurement guidelines can also be found at OPT's web page under "Resources," "Laws & Regulations," "FTA Circular 4220.1F, Third Party Contracting Guidance."
- MDOT requires that all buses purchased with state and/or federal intercity bus funds and driven commercially shall be subject to Public Act 432 of 1982, as amended (Act 432).
- MDOT requires that all buses purchased with state and/or federal funding must be accessible in conformance with the Americans with Disabilities Act of 1990, which can be accessed on OPT's web page at <http://michigan.gov/mdotptd>, under "Resources," "Laws & Regulations."

## VII. ELIGIBLE APPLICANTS

To be eligible to submit an application for funding under the Section 5311(f) program, the applicant must be one of the following (FTA Circular 9040.1F, Page III-5, Section 2):

- 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
- Indian tribes and groups

Private for-profit applicants must submit a document showing evidence of organization.

Private non-profit applicants are required to present proof of their non-profit status. A private non-profit applicant must also have the approval of its executive board and a resolution by the governing board must be submitted with the application.

Carriers must have operated a fixed route under a Certificate of Authority in accordance with Act 432, for a period of at least two years to be eligible to apply for a bus from the capital program.

A carrier in bankruptcy or court approved reorganization shall not be eligible to apply for funding under this program for a minimum of two years and until the company can exhibit financial stability and capability to meet the terms and conditions of this program. Any court ordered stipulations regarding a carrier must be followed. When a carrier is coming out of bankruptcy or court approved reorganization, MDOT may conduct a final review of the carrier's financial records to ensure that any liability or tax obligation has been met.

A carrier that has operated service under contractual agreement with MDOT must have done so with no penalties imposed. The carrier shall remain ineligible for two years from the date of such penalty being imposed.

## VIII. FUNDING AVAILABILITY

Projects must directly support the national and Michigan program objectives. Projects may be recommended for complete, partial or no funding, based on application content and/or funding availability. Projects are funded with a mix of federal, state, and local funds.

## IX. APPLICATION REVIEW PROCESS

OPT will review the applications to ensure that the applicant has met all the criteria and included all required forms, exhibits, and attachments. **If the applicant does not supply missing information/forms in the time-frame allotted by OPT, the applications will not be considered for funding.**

Complete applications will be reviewed by OPT staff with regard to the state and federal objectives and then ranked in order of importance. Funding will be allocated based on the order of rank and the amount of funds available.

Service development projects selected for funding will be posted for a competitive bid. Capital projects selected for funding will be awarded via a contract/project authorization between MDOT and the applicant.

## **X. APPLICATION REQUIREMENTS**

All applicants should carefully review the project criteria in Attachment A prior to filling out an application to ensure the criteria can be met.

Applicants with access to PTMS must submit their annual applications through 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>.*

Application Due Date:

- Capital (bus procurement, terminal development, equipment, other) - **due by February 15, 2017.**
- Service Development (operations) - proposals accepted any time.

Note: if you wish to submit a Service Development Proposal, please complete and save the Service Development Proposal form in PTMS and inform your MDOT Intercity Bus Project Manager of the proposal submittal. You may also access the Service Development Proposal form on our website at <http://www.michigan.gov/mdotptd>, under “Resources,” “Applications & Forms.”

*Applications submitted after the due date may not be considered for funding.*

If you are not a current recipient, mail your Service Development Proposal to the address below:

Amy Nobach, Intercity Bus Project Manager  
Michigan Department of Transportation  
Office of Passenger Transportation  
P. O. Box 30050  
Lansing, Michigan 48909

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

Completing the application on PTMS consists of the following:

**A. Updating Profile Screen**

Verify and update all of the information listed on the Profile screen, which includes Transit Agency Name, Legal Name, Agency ID, Federal ID, Data Universal Numbering System (DUNS) Number, Agency Name Associated with the 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 email). 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. The mileage for all assigned vehicles must be updated. 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. 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 Attachment B and that the disposal(s)/transfer(s) have prior written 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](http://www.michigan.gov/mdotptd) under "Resources," "Reference Manual for Transit Agencies," "Equipment - Facilities."

## C. **Creating and Completing the Application Module in PTMS**

The Intercity Application Module consists of capital request(s) and application forms. To create and complete the FY 2018 Application Module in PTMS, you must:

- Complete and save capital request(s).
- Complete and save the application forms (see Section a. below for details).
- Attach any Required Documents and signed Contract Clauses Certification (see Sections a. and b. below). You may attach up to 20 files for a total of ten megabytes. **You should only attach them as PDF files.**
- Submit and PIN the Application. You must “submit” the application using the “Submit <Fiscal Year> Annual Application” button on the “Transit Agency Application Listing” screen.

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 is a checklist 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.

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.**

## D. **Instructions for Forms and Related Requirements**

The following items are required in your application. There are checklists within the Application Module in PTMS to assist you in completing all appropriate components of the application.

### a. **Required Application Forms**

- 5333(b) Labor Warranty Form #3093 - This is a certification required by Federal Transit Law which protects intercity services 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.

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 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.

- ADA Complaint Information Form #3175 - 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.

Complete and save the form in PTMS.

- Contract Clauses Certification Form #3076 - Contract clauses certify compliance with federal requirements. It is an annual certification process, and the clauses are referenced in the MDOT project authorization but not attached.

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 "2018 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, scanned and attached in PTMS. 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.

- FTA Certifications and Assurances Form #3079 - A list of the certifications and assurances is available by clicking on the link at the top of the form or through accessing the OPT's website at <http://www.michigan.gov/mdotptd> under "Resources," "Applications &

Forms.” This list details the requirements of the FTA Section 5311(f) program.

Obtain and review the set of Certifications and Assurances for FTA Assistance, complete and save the form in PTMS.

- Title VI Information Form #3067 - 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, aid, or benefits;

- Provide a different service, aids, 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 the community or if service changes have been made.

Complete and save the form in PTMS.

Note: for information regarding LEP and EJ, see FTA Circular 4702.1B, “Title VI Requirements and Guidelines for Federal Transit Administration Recipients,” at [http://www.fta.dot.gov/documents/FTA Title VI FINAL.pdf](http://www.fta.dot.gov/documents/FTA%20Title%20VI%20FINAL.pdf), and FTA Circular 4703.1, “Environmental Justice Policy Guidance for Federal Transit Administration Recipients,” at [http://www.fta.dot.gov/documents/FTA EJ Circular 7.14-12 FINAL.pdf](http://www.fta.dot.gov/documents/FTA%20EJ%20Circular%207.14-12%20FINAL.pdf).

For related information, refer to the FTA’s Title VI Guidance page, at [http://www.fta.dot.gov/aboutFTA\\_11704.html](http://www.fta.dot.gov/aboutFTA_11704.html).

**b. Other Requirements**

- Authorizing Letter - A company letter signed by an authorized company representative that names an official representative of the applicant who is authorized to provide information that is required by MDOT (attach in PTMS).
- Proof of Public Notice - Evidence that public notice has been given to citizens affected by this transportation program. Proof of publication in a newspaper of general circulation will be accepted (attach in PTMS).
- Capital Requests with Justification - Provide the information described below in the Justification box in the Capital Request Details screen; mail to MDOT additional information on a separate sheet or use the application Attachment feature in PTMS if available; enter the total price only - OPT will determine the split between federal, state, and local funds.

1. Bus Procurement:

- a. A description of the service to be provided with the buses.
  - i. Service characteristics - days, route(s) and miles to be operated.
  - ii. Description of the utilization of the vehicle. (Description of vehicle usage and estimated monthly mileage.)
  - iii. If applicable, past experience of the route.
- b. For replacement requests, complete the Replacement Requested field in the Vehicle Inventory - Financial screen using the application year in which the vehicle was originally requested to be replaced.
- c. For expansion buses include a justification for the additional buses (why are more buses needed to meet the state and/or federal objectives).
- d. For replacement and expansion buses include company financials (expense/revenue) associated with each route on which the bus is to be used.

2. Terminals:

- a. Include the routes and counties served.
- b. Include all carriers or modes of transportation that will utilize the facility.

c. Further description/justification of project as deemed necessary.

3. Equipment (other):

- a. For replacement equipment include an inventory of item(s) to be replaced including the age of the equipment.
- b. Justification for project (why is it needed, how will it help meet state or federal objectives).

- Vehicle Maintenance Plan - A plan used by the carrier to ensure manufacturer and preventative maintenance requirements are being met. Vehicle applications only. (New applicants only. Mail to MDOT or use the application Attachment feature in PTMS.)
- TIP (for both urban and nonurban agencies in urbanized areas only) - Transportation Improvement Program (TIP) is a prioritized listing/program of transportation projects covering a period of four years that is developed and formally adopted by a Metropolitan Planning Organization (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 United States Code (USC) and Title 49 USC Chapter 53.

If you are in an urbanized area, you will need to contact your MPO for the inclusion of your proposed projects in the TIP. Ensure that the dollar amount and project descriptions are consistent between your application submittal and the TIP. Provide to your OPT Project Manager the TIP page(s) in which the projects are listed to assist with their review of your application. For contact information of your MPO, see Attachment C, MPO Map and Contacts.

**ATTACHMENT A**  
**PROGRAM CRITERIA**

Following is a description of key criteria for program eligibility.

**Service Development:**

- a. Carriers must have operated under a Certificate of Authority in accordance with Public Act 432 of 1982, as amended (Act 432), for a period of two years.
- b. A carrier in bankruptcy or court approved reorganization shall not be eligible to apply for funding under this program for a minimum of two years and until the company can exhibit financial stability and capability to meet the terms and conditions of this program.
- c. A carrier must have two years of regular-route experience based on either experienced personnel and/or past performance.
- d. A carrier that has operated service under contractual agreement with MDOT must have done so with no penalties imposed.
- e. Ability to connect with the statewide/national intercity network; other intercity carriers; local transit; AMTRAK; and/or airports.
- f. Projects must support intercity bus service in rural and small urban areas (rural areas are defined as containing a population of less than 50,000). Charter, commuter and tour services are not eligible for FTA assistance per 49 CFR Part 604.
- g. Services must operate at least five days per week and in excess of 150 miles per day and be designed to provide for a meaningful connection between rural areas and the national intercity bus network, including service to connecting points at times when passengers may make convenient connections. Services must be scheduled and fixed-route services must be open to the general public.
- h. Service must not conflict or directly compete with existing subsidized bus service. If route changes occur which create conflicts/competition, MDOT retains final decision making authority regarding new or continued provision of subsidies.
- i. Carriers will maintain an on-time delivery window with all connecting carriers of no later than 30 minutes past the arrival time as noted in the Russell's Guide.
- j. The carrier will notify MDOT within 24 hours of a cancelled schedule.

- k. The carrier must be able to provide MDOT a GPS generated electronic log of arrival and departure times upon request.
- l. All vehicles operated along routes by carriers receiving federal and or state subsidies shall comply with requirements within Act 432.

**Bus Procurement:**

Buses to be replaced must have met their useful life of 12 years of service or 500,000 miles by October 1, 2018. Unless otherwise approved by MDOT, no carrier is eligible for more than five buses per year. MDOT, at its discretion, may agree to supply one reserve or spare bus to the carrier's fleet.

- a. Buses purchased are subject to the final approval by MDOT.
- b. Carriers must have operated under a Certificate of Authority in accordance with Act 432, for a period of two years.
- c. MDOT requires that all buses purchased with state and/or federal funding must be accessible in conformance with the Americans with Disabilities Act of 1990.
- d. A carrier in bankruptcy or court approved reorganization shall not be eligible to apply for funding under this program for a minimum of two years and until the company can exhibit financial stability and capability to meet the terms and conditions of this program.
- e. A carrier must have two years of regular-route experience based on either experienced personnel and/or past performance.
- f. A carrier that has operated service under contractual agreement with MDOT must have done so with no penalties imposed.
- g. Buses must be used to connect rural areas with the statewide/national intercity network; other intercity carriers; local transit; AMTRAK; and/or airports.
- h. Buses purchased under this program must be used in regular route service that operates at least five days per week.
- i. Buses funded through this program are restricted to regular-route service that originates at, or is destined to, points in Michigan. Schedules outside of Michigan will be considered upon request and must have prior approval of MDOT. Out-of-state service must be completed within twenty-four hours. Requests for out of state service must contain a description of:
  - i. Service Characteristics – days, route(s) and miles to be operated.
  - ii. Description of the utilization of the vehicle. (Description of vehicle usage

- and estimated monthly mileage.)
- iii. If applicable, past experience of the route.
  - iv. Current scheduled route service
- j. Equipment maintenance locations, both in-state and out-of-state, will be specified by the capital equipment grant contract.
  - k. The use of intercity buses for charters, sightseeing tours, school bus, park and ride, or contract operations will not be permitted. In addition, airport or limousine services that are on-call, on-demand, or reservation actuated, are not eligible for intercity buses under this program.
  - l. The carrier shall be responsible for all operating costs such as license fees, regulatory costs or permit fees, maintenance, and insurance. Quarterly maintenance and mileage reports must be submitted to the MDOT using its maintenance program requirements. The insurance coverage, as required by state and federal law, shall indemnify and hold harmless the State, the State Transportation Commission (STC), the MDOT, and all officers, agents, and employees thereof. Required coverage shall also include risk for physical loss or damage to the buses.
  - m. All buses purchased under this program must include:
    - Global Positioning System (GPS) with the ability to provide the buses location, stop arrival and departure time.
    - Wi-Fi system installed allowing passenger's access to connect to network resources, such as the internet.
    - 110 volt plug in outlets.
  - n. Carriers will maintain the vehicles in good order and repair in accordance with the manufacturers and OPT's requirements.
  - o. Vehicles will be inspected by OPT yearly to assess the level of mechanical maintenance.
  - p. Vehicles will be inspected by OPT Intercity Bus project manager biannually to ensure that the carriers maintain the cleanliness of the vehicles to a level that represents the highest industry standards.
  - q. The carrier will correct any unsatisfactory items within seven days of written notice from OPT.
  - r. All bus purchases must be made in conformance with federal and state procurement guidelines.

- s. All vehicles operated along routes by carriers receiving federal and or state subsidies shall comply with requirements within Act 432.

**Terminals:**

- a. Project must enhance service provided for the direct or indirect connection of rural areas in Michigan to the national network.
- b. Project must assist in meeting a state or federal program goal.
- c. Projects that benefit more than one mode will be given priority consideration.

**Equipment (other):**

- a. The equipment must have met its useful life by October 1, 2018, for all capital equipment replacement requests.
- b. All requests must maintain or improve efficiency, effectiveness, and safety of the service provided to the general public.
- c. Requests must include a complete list of the proposed improvements or capital item(s), including related cost(s).
- d. Requests less than \$300 are ineligible.
- e. All equipment purchases must be made in conformance with federal and state procurement guidelines.

**Failure to meet the above criteria may result in the loss of eligibility in the Intercity Bus Program, resulting in the removal of vehicle(s) from the carrier, as well as a two year period where the applicant is no longer eligible for Intercity Program funding.**

## ATTACHMENT B

### REPLACEMENT SCHEDULE FOR CAPITAL ITEMS (Effective October 1, 2017)

#### 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:

- Generally accepted accounting principles.
- Independent evaluation.
- Manufacturer's estimated useful life.
- IRS Publication 946 (class life).
- Industry standards.
- Proven useful life developed at a Federal test facility.

Asset Class:	Description:	Depreciable/Useful Life:
Bus: Small body on van cut-away	Light duty chassis - less than 30 feet	Delivered prior to 1/1/08: 5 years or 150,000 miles. Delivered on or after 1/1/08: Altoona testing
Bus: Medium body on truck chassis/trolleys	Medium duty chassis - less than 30 feet	Delivered prior to 1/1/08: 7 years or 200,000 miles. Delivered on or after 1/1/08: Altoona testing
Bus: Medium body on truck chassis/trolleys	Heavy duty chassis - 30 feet to 34 feet	Delivered prior to 1/1/08: 10 years or 350,000 miles. Delivered on or after 1/1/08: Altoona testing
Bus: Large	Heavy duty chassis - 35 feet to 60 feet	Delivered prior to 1/1/08: 12 years or 500,000 miles. Delivered on or after 1/1/08: Altoona testing
Cars, minivans, standard van, conversion van:	Under 13,000 lbs gross vehicle weight (g.v.w.)	4 years or 100,000 miles
Trucks	Light duty (under 13,000 lbs g.v.w.)	4 years
Trucks	Heavy duty (over 13,000 lbs g.v.w.)	6 years
Office furniture and fixtures	Desks, files, safes	10 years

**REPLACEMENT SCHEDULE FOR CAPITAL ITEMS (cont.)**

<b>Asset Class:</b>	<b>Description:</b>	<b>Depreciable/Useful Life:</b>
Office equipment	Copiers, radios (digital/analog, 911, repeater, voice antenna, automatic vehicle locators), fax, phones	5 years
Computers and peripheral equipment:	Computers, card readers, card punches, high speed printers, mass storage units, data entry devices	6 years
Software	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.	3 years
Maintenance tools, equipment	Power/hand tools, lawn mowers, snow blowers	5 years
Maintenance equipment and fixtures	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.)	12 years

**REPLACEMENT SCHEDULE FOR CAPITAL ITEMS (cont.)**

Passenger bus shelter		10 - 15 years
Buildings	Administration, maintenance garages, cold storage building/bus shelter	40 years
Land	Cannot be depreciated	0 years

**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:

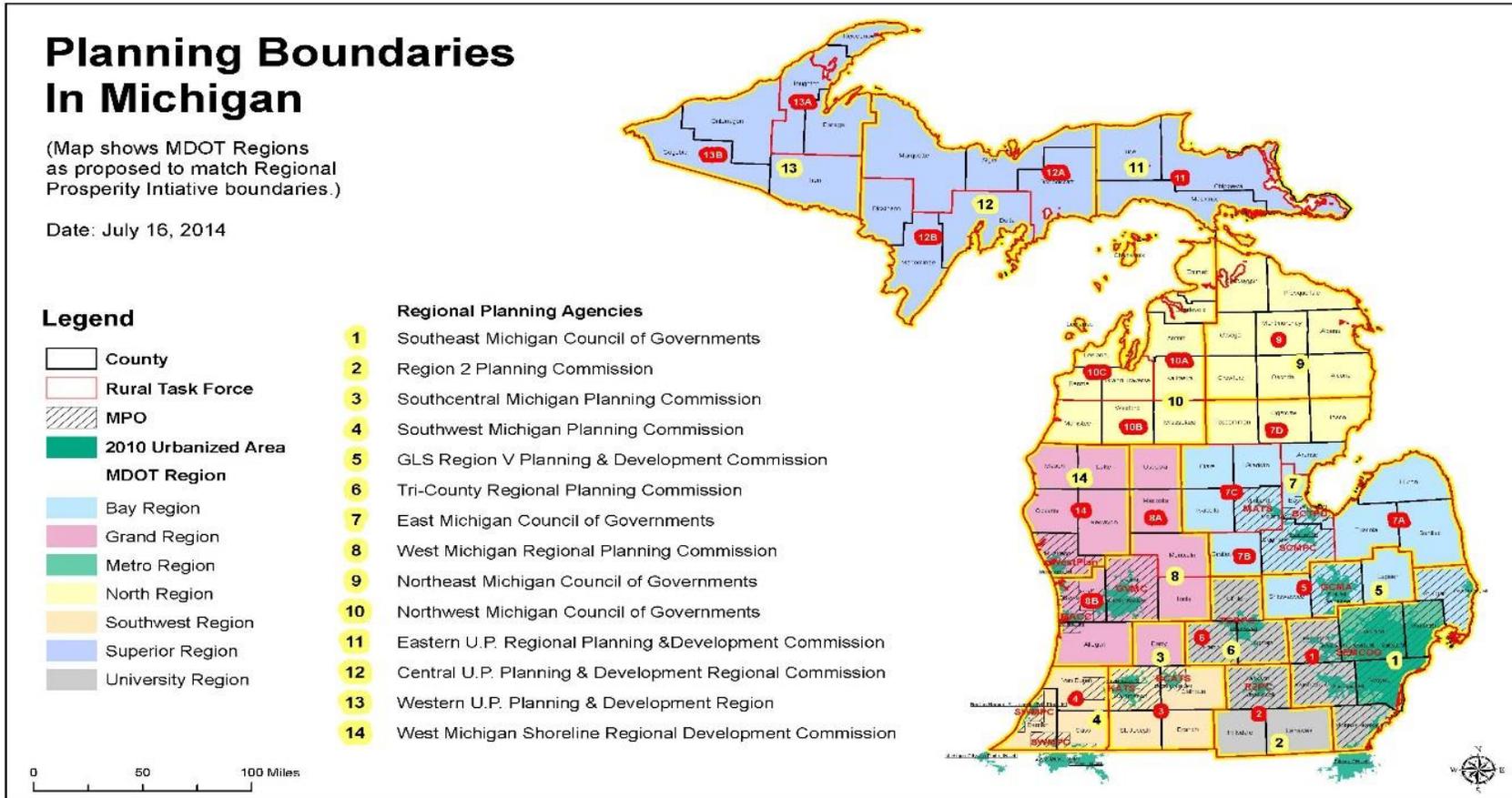
- a. Transit agency's independent auditor to recommend a useful life,
- b. Manufacturer's estimated useful life,
- c. Internal Revenue Service guidelines (IRS Publication 946).
- d. Industry standards.

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.

## ATTACHMENT C

### 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](http://www.michigan.gov/mdot/0,1607,7-151-9621_14807_14808-92943--,00.html)



## MPO CONTACTS

<p><b><u>BATTLE CREEK AREA TRANSPORTATION STUDY (BCATS) (Battle Creek and six surrounding townships)</u></b>  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: <a href="mailto:bcats@bcatsmpo.org">bcats@bcatsmpo.org</a>  Web site: <a href="http://www.bcatsmpo.org/">http://www.bcatsmpo.org/</a>  MDOT's MPO Program Manager:  Rick Fowler, 517-335-2641</p>	<p><b><u>SAGINAW METROPOLITAN AREA TRANSPORTATION STUDY (SMATS) (Saginaw and Saginaw County)</u></b>  Mr. Doug Bell, Director  111 South Michigan Avenue, Lower Level  Saginaw, MI 48602  Phone: 989-797-6800; Fax: 989-797-6809  E-mail: <a href="mailto:dbell@saginawcounty.com">dbell@saginawcounty.com</a>  Web site:  <a href="http://www.saginawcounty.com/Planning/SMATS.aspx">http://www.saginawcounty.com/Planning/SMATS.aspx</a>  MDOT's MPO Program Manager:  Matt Pitlock, 517 - 335-4206</p>
<p><b><u>BAY COUNTY TRANSPORTATION PLANNING DEPARTMENT) (BAYCATS) (Bay City and six surrounding townships)</u></b>  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: <a href="mailto:andersonj@baycounty.net">andersonj@baycounty.net</a>  Web site: <a href="http://www.baycounty-mi.gov/transportation/">http://www.baycounty-mi.gov/transportation/</a>  MDOT's MPO Program Manager:  Matt Pitlock, 517-335-4206</p>	<p><b><u>SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS</u></b>  <b>DETROIT/ANN ARBOR/PORT HURON (Livingston, Macomb, Monroe, Oakland, St. Clair, Washtenaw and Wayne Counties)</b>  Ms. Kathleen Lomako, Executive Director  1001 Woodward Avenue, Suite 1400  Detroit, MI 48226-1904  Phone: 313-961-4266; Fax: 313-961-4869  Email: <a href="mailto:lomako@semcog.org">lomako@semcog.org</a>  Website:  <a href="http://www.semcog.org/Data/Apps/spoc/rr.for m.cfm">http://www.semcog.org/Data/Apps/spoc/rr.for m.cfm</a>  MDOT's MPO Program Manager:  Heidi Phaneuf, 517-241-1237</p>
<p><b><u>GENESEE COUNTY METROPOLITAN PLANNING COMMISSION (GCMPC) (Flint and Genesee County)</u></b>  Mr. Derek Bradshaw, Executive Director  1101 Beach Street, Room 223  Flint, MI 48502-1470  Phone: 810-257-3010; Fax: 810-257-3185  E-mail: <a href="mailto:dbradshaw@co.genesee.mi.us">dbradshaw@co.genesee.mi.us</a>  Web site: <a href="http://www.gcmpc.org">http://www.gcmpc.org</a>  MDOT's MPO Program Manager:  Darrell Harden, 517-373-1881</p>	<p><b><u>ST. CLAIR COUNTY TRANSPORTATION STUDY (Port Huron)</u></b>  Mr. 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: <a href="mailto:dstruck@stclaircounty.org">dstruck@stclaircounty.org</a>; <a href="mailto:lwallace@stclaircounty.org">lwallace@stclaircounty.org</a>  Web site:  <a href="http://www.stclaircounty.org/offices/metro/">http://www.stclaircounty.org/offices/metro/</a>  MDOT's MPO Program Manager:  Heidi Phaneuf, 517-241-1237</p>

<p><b><u>GRAND VALLEY METROPOLITAN COUNCIL (GVMC) (Grand Rapids, Kent County and southeast Ottawa County)</u></b>  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: <a href="mailto:john.weiss@gvmc.org">john.weiss@gvmc.org</a>  Web site: <a href="http://www.gvmc.org/">http://www.gvmc.org/</a>  MDOT's MPO Program Manager:  Darrell Harden, 517-373-1881</p>	<p><b><u>SOUTHWEST MICHIGAN PLANNING COMMISSION (SWMPC)</u></b>  <b>NILES/BUCHANAN/CASS AREA TRANSPORTATION STUDY (NATS) (Niles and six surrounding townships)</b>  Web site: <a href="http://www.swmpc.org/nats.asp">http://www.swmpc.org/nats.asp</a>  <b>Twin Cities Area Transportation Study (TwinCATS) (Benton Harbor, St. Joseph and five surrounding townships)</b>  Web site: <a href="http://www.swmpc.org/twincats.asp">http://www.swmpc.org/twincats.asp</a>  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: <a href="mailto:egelhaafj@swmpc.org">egelhaafj@swmpc.org</a>  Web site: <a href="http://www.swmpc.org/">http://www.swmpc.org/</a>  MDOT's MPO Program Manager:  Jim Sturdevant, 517-335-2603</p>
<p><b><u>KALAMAZOO AREA TRANSPORTATION STUDY (KATS) (Kalamazoo and Kalamazoo County)</u></b>  Mr. Jonathan Start, Executive Director  5220 Lovers Lane, Suite 110  Portage, MI 49002  Phone: 269-343-0766; Fax: 269-381-1760  E-mail: <a href="mailto:jrstart@katsmpo.org">jrstart@katsmpo.org</a>  Web site: <a href="http://www.katsmpo.org/">http://www.katsmpo.org/</a>  MDOT's MPO Program Manager:  Rick Fowler, 517-335-2641</p>	<p><b><u>TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS</u></b>  Mr. Tim Brown, President  300 Dr. Martin Luther King Drive, Suite 300  Toledo, OH 43604  Phone: 419-241-9155; Fax: 419-241-9116  E-mail: <a href="mailto:brown@tmacog.org">brown@tmacog.org</a>  MDOT's MPO Program Manager:  Heidi Phaneuf, 517-241-1237</p>
<p><b><u>MACATAWA AREA COORDINATING COUNCIL (MACC) (Holland and seven surrounding townships)</u></b>  Mr. Steve Bulthuis, Executive Director  301 Douglas Avenue  Holland, MI 49424  Phone: 616-395-2688; Fax: 616-395-9411  E-mail: <a href="mailto:sbulthuis@the-macc.org">sbulthuis@the-macc.org</a>  Web site: <a href="http://www.the-macc.org/transportation/overview/">http://www.the-macc.org/transportation/overview/</a>  MDOT's MPO Program Manager:  David Fairchild, 517-335-1510</p>	<p><b><u>TRI-COUNTY REGIONAL PLANNING COMMISSION (TCRPC) (Lansing and Clinton, Eaton, and Ingham Counties)</u></b>  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: <a href="mailto:spigg@mitcrpc.org">spigg@mitcrpc.org</a> Web site:  <a href="http://www.tri-co.org/">http://www.tri-co.org/</a>  MDOT's MPO Program Manager:  Tom Doyle, 517-335-2936</p>

<p><b><u>MIDLAND AREA TRANSPORTATION STUDY</u></b>  Ms. Maja Bolanowska, Director  220 West Ellsworth Street, Suite 326  Midland, MI 48640  E-mail: <a href="mailto:info@midlandmpo.com">info@midlandmpo.com</a>  Phone: (989) 832-6333  MDOT's MPO Program Manager:  Matt Pitlock, 517-335-4206</p>	<p><b><u>WASHTENAW AREA TRANSPORTATION STUDY (Ann Arbor/Ypsilanti)</u></b>  Mr. Ryan Buck, Director  705 N. Zeeb Road  Ann Arbor, MI 48103  E-mail: <a href="mailto:buckr@miwats.org">buckr@miwats.org</a>  Web site: <a href="http://www.miwats.org/">http://www.miwats.org/</a>  Phone: 734-994-3127; Fax: 734-994-3129  MDOT's MPO Program Manager:  Heidi Phaneuf, 517-241-1237</p>
<p><b><u>REGION 2 PLANNING COMMISSION (R2PC) (Jackson and Jackson County)</u></b>  Mr. Steve Duke, Executive Director  Jackson County Tower Building  120 W. Michigan Avenue, 9<sup>th</sup> Floor  Jackson, MI 49201  Phone: 517-788-4426; Fax: 517-788-4635  E-mail: <a href="mailto:sduke@co.jackson.mi.us">sduke@co.jackson.mi.us</a>  Web site: <a href="http://www.region2planning.com/">http://www.region2planning.com/</a>  MDOT's MPO Program Manager:  Rick Fowler, 517-335-2641</p>	<p><b><u>WEST MICHIGAN SHORELINE REGIONAL DEVELOPMENT COMMISSION (WESTPLAN) (Muskegon County and northwest Ottawa County)</u></b>  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: <a href="mailto:EKuhn@wmsrdc.org">EKuhn@wmsrdc.org</a>  Web site: <a href="http://www.wmsrdc.org/">http://www.wmsrdc.org/</a>  MDOT's MPO Program Manager:  David Fairchild, 517-335-1510</p>