



STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

GRETCHEN WHITMER
GOVERNOR

PAUL C. AJEGBA
DIRECTOR

October 6, 2021

To: Baron's Bus Line, Greyhound Lines, Indian Trails, Inc., and Miller Transportation, Inc.; Public Transit Agencies; Michigan Tribal Governments

Subject: FY 2023 Application Instructions for Intercity Bus Program Administered by Office of Passenger Transportation (OPT)

The [FY 2023 Application Instructions for the Intercity Bus Program](http://www.Michigan.gov/MDOTOPT) is now available on our website at: www.Michigan.gov/MDOTOPT, "Resources," "Application & Forms." You may click on the desired content, and when finished you can use the back arrow button to return to the main content page. You may also click on the title to open the entire application instructions document.

The FY 2023 application modules in PTMS should be available on October 18, 2021.

Major changes between the FY 2022 application instructions and the FY 2023 instructions include:

Application Due Date Changed to February 1, 2022.

Internet Browser Requirements

In order to complete your application in PTMS, you must use the correct browser. **Microsoft Edge is required.** If you use Internet Explorer (IE), please note that Microsoft has announced the official end date of IE, June 15, 2022. This change can be found on P.1.

Updating Vehicle, Facility, and Equipment Inventories

This statement has been added on P.5, 2. Updating Vehicle, Facility, and Equipment Inventories section, item 1): "Update number of spare vehicles and vehicles required for peak service. The vehicle spare ratio rate will be automatically updated accordingly." Also, the numbering format has been used in the entire section and some language has been re-worded to improve clarity.

Required Forms and Related Requirements

Some changes have been made with more detailed descriptions given in this section to improve clarity.

20 Percent Spare Ratio and New Vehicle Replacement Process

The spare ratio definition has been provided in [Appendix A](#), Program Criteria table. Also, this statement has been added: “The number of spare vehicles in the fleet should not exceed 20 percent of the number of vehicles operated in peak service.”

Please also note the new vehicle replacement process in the same table: “Funds administered by MDOT will use 20 percent spare ratio unless justified based on capacity. One-to-one replacement, regardless of size of the vehicle, is acceptable. Replacing one vehicle with multiple smaller ones is allowed if revenue vehicle count during peak hours must increase by one vehicle and justification is provided based on capacity. This is determined at the time of the verification form submittal. Underutilized vehicles still count against the spare ratio.”

Agencies with access to PTMS must submit their Annual Application using PTMS on the website. Both PTMS and the PTMS Help Guide can be accessed on the OPT website, at www.Michigan.gov/MDOTOPT, under PTMS. The PTMS Help Guide is also available within PTMS. All application forms are accessible in PTMS.

We encourage you to read the instructions to help you understand the application requirements and process. If you have any questions or comments regarding the application instructions and process, please contact your OPT Intercity Bus project manager.

If you do not know who your project manager is, please contact Betsy Simon, at 517-335-4971 or SimonB5@michigan.gov.

Sincerely,

A handwritten signature in black ink that reads "Jean Ruestman". The signature is written in a cursive style with a long horizontal line extending to the right.

Jean Ruestman, Administrator
Office of Passenger Transportation