

## Frequently Asked Questions

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

Instructions will be available by Nov. 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 Nov. 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 dropdown list and click on the Add Vehicle Forms button, then 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 dropdown 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 enter Jan. 15 of the current year for all vehicles. This is the date used to determine the annual mileage for vehicles when calculating underutilization of 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/MDOTOPT](http://www.Michigan.gov/MDOTOPT), under "Resources," "Applications & Forms."

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

If there are significant changes to the budget and programs for which you are applying, you will need to publish another public notice. You will need to contact your local newspaper for assistance. If a project in a prior year's public notice was not funded and is being requested again in the current application, it should be included with the current public notice.

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. To avoid a conflict of interest in this process, the applicant agency shall not be a member of the LAC 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 or show the local funding source that will be used to balance the 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.