



STATE OF MICHIGAN  
DEPARTMENT OF TRANSPORTATION  
LANSING

GRETCHEN WHITMER  
GOVERNOR

PAUL AJEGBA  
DIRECTOR

October 6, 2021

To: Act 51 Transit Agencies and Michigan Tribal Governments

Subject: FY 2023 Application Instructions for Public Transit Programs Administered  
by the Office of Passenger Transportation (OPT)

The [FY 2023 Application Instructions for Public Transit Programs](#) is now available on our website at: [www.Michigan.gov/MDOTOPT](http://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:

#### **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.

#### **Application Due Date Changed to Feb. 1, 2022.**

#### **Updating Vehicle, Facility, and Equipment Inventories**

This statement has been added on P.4, B. 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.

### **Operating Assistance Program**

Percentages were updated to reflect FY 2023 estimates. When preparing your FY 2023 application, use **34.9854 percent** of total eligible expenses for rural areas and urbanized areas (UAs) with a population under 100,000 and **29.5143 percent** of total eligible expenses for UAs with a population over 100,000. See this update on P. 8.

### **20 Percent Spare Ratio and New Vehicle Replacement Process**

This language has been added on P.12: “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.”

### **Statement about Urban Agencies’ Capital Replacement Projects**

This statement is added on P. 10 under Capital Assistance Program “**Urban agencies:** if FTA approves the replacement projects, MDOT will provide match. While you are still required to submit all your capital requests, OPT will no longer review these requests for eligibility during the annual application process. Urban agencies must follow FTA’s guidelines when requesting federal funds for these projects.”

### **Other Requirements**

The following statements have been added on P.11 under “Other Requirements”:

- Ensure adequate time to schedule your board meeting so a signed copy of Resolution of Intent is attached by the application due date.
- Coordinate with your local RTF or MPO representative to ensure your RTF, Small Cities, or CMAQ funding request is listed on the S/TIP in JobNet. Ensure Forms [1481](#) or [1797](#) are completed and attached in JobNet by an urban area MPO or rural RPA respectively.”

Affidavit is added to the published public notice requirement throughout the instructions document:

- **Published** Public Notice (attach in PTMS the affidavit provided by the newspaper or a PDF of the actual published notice from the newspaper).

The following statements have been added on P.11 and P. 20 under “Other Requirements”:

- Comments via emails are acceptable due to COVID-19 pandemic.

### **New Freedom Expansion Activities**

Expansion activities will not be accepted for the 2023 application. The expansion activities are thus removed.

### **Estimated Vehicle Prices**

A note is added at the bottom of P.2 of the [Estimated Vehicle Prices](#): “The price is the base price for Extended (State) Purchase and is automatically populated when you select related fields for the type of vehicle you request in PTMS. You will need to add additional costs in the Additional Options field. For a Local Purchase or using RTF, Small Urban, or CMAQ funding that has a predetermined amount, you can use the local purchase radial button and enter the exact amount of funding that is allocated to your agency.”

### **Reminders:**

#### **Proper Utilization of Vehicles**

If requesting vehicles, 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. **In FY 2023 this requirement is being waived due to COVID-19 pandemic.** This is stated on P. 13, item d.

#### **LAC Meeting Minutes Signed by LAC Chairperson or Authorized Substitute**

As specified in Part IV, P. 12 of the [Instructions for TA Forms and Related Requirements](#) of the instructions document, “Ensure adequate time to schedule your LAC meeting before the application due date. A copy of the minutes from the meeting where 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.”

#### **Published Public Notice**

As specified in Part IV, P. 6 – P.7 of the [Instructions for TA Forms and Related Requirements](#), the public notice must be published in major newspapers of the applicant’s service area and must invite comment. All operating and capital funding requested in the current annual application needs to be included the public notice. It is recommended for agencies to send the public notice proof to their project manager for review before publication. **If there are significant changes to the budget and programs in which you are applying for, you will need to publish another public notice.**

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

To view the transit agency (TA) forms prior to FY 2019 applications in PTMS, Adobe Reader software is recommended, and IE is required. To download the Adobe Reader software, go to <https://helpx.adobe.com/reader/get-started.html>.

For Section 5310 and SDNT applicants without access to PTMS, the required application forms are available on OPT's website, at [www.Michigan.gov/MDOTOPT](http://www.Michigan.gov/MDOTOPT), under "Resources," "Applications & Forms." *You will need to have Internet Explorer 10 or 11 to open these PDF forms. If you wish to open these forms in Google Chrome and Microsoft Edge, follow [these steps](#).*

The FY 2023 Local Public Transit Revenue and Expense Manual (R&E Manual) is available to help you prepare your FY 2023 budgeted Operating Assistance Report(s). To view the R&E Manual, go to [www.Michigan.gov/MDOTOPT](http://www.Michigan.gov/MDOTOPT), "Resources," "Audit/Accounting Information."

If you do not have Internet access and would like a hard copy of the FY 2023 Application Instructions document, forms, or R&E manual, please contact Betsy Simon at 517-335-4971 or [SimonB5@Michigan.gov](mailto: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 flourish extending to the right.

Jean Ruestman, Administrator  
Office of Passenger Transportation