



SPECIALIZED SERVICES MANUAL

BUREAU OF PASSENGER TRANSPORTATION

State Transportation Commission: Ted B. Wahby Maureen Miller Brosnan
James S. Scalici Linda Miller Atkinson
James R. Rosendall

Director: Kirk T. Steudle

Chief Deputy Director Jacqueline G. Shinn

Promulgated: 06/01/07

EFFECTIVE as of 10/01/07

ACRONYMS/Definitions

Annual Application	Section 10(e)6-10 of Act 51 of Public Acts of 1951, as amended, requires the department to annually approve transportation services provided to elderly persons and persons with disabilities under Section 10(e)(4)(c)(i) of Act 51
CTF	Comprehensive Transportation Fund
Formula	Local Bus Operating Assistance
Transit Agency	A recipient of Local Bus Operating Assistance. Also referred to as formula agency and regular service
OAR	Operating Assistance Report submitted on the PTMS
BPT	Bureau of Passenger Transportation
PTMS	Public Transportation Management System
R&E Manual	Local Public Transit Revenue and Expense Manual, promulgated annually

SPECIALIZED SERVICES PROGRAM

The Specialized Services Program provides operating assistance for transportation services primarily for elderly persons and persons with disabilities. The service to be provided is based on an annual application approved by BPT. The Specialized Services providers are reimbursed per mile or per one-way passenger trip up to the contract maximum. The Specialized Services Program is funded with state and local funds, no federal funds.

This Manual is used to complete OARs required by the Specialized Services contract. Specialized Services OARs are required to be submitted through the PTMS. Quarterly OARs are due 40 days after the end of each quarter. Payment will be made upon the receipt and approval of the OAR. The quarters are based on the state's fiscal year which begins October 1st of each year.

ELIGIBILITY REQUIREMENT

Only the service provided in accordance with the service described on the annual application approved by BPT is eligible for reimbursement under this program.

Services specifically identified as being ineligible for reimbursement under this program are:

- Service that is not targeted to *all* elderly persons and persons with disabilities in the service area.
- Service not supported by the local coordinating committee and transit agency in a coordination plan.
- Service that duplicates or replaces existing services funded from other sources.
- Service outside of the legal service area without proper authority.

- Unidentified service.
- Service primarily for "Meals-on-Wheels."
- Escort Service.
- Service using personal cars (except for volunteer drivers).

Other activities specifically identified as being ineligible for reimbursement under this program are:

- Funding administrative costs of an organization acting as a pass through agency.
- Procuring capital items.

DIFFERENT TYPES OF SERVICE

Services can generally be classified as being: (1) agency personnel providing service with agency vehicles, (2) volunteer drivers providing service with agency vehicles, and/or (3) volunteer drivers providing service with personal vehicles.

Services utilizing volunteer drivers are eligible for reimbursement if the volunteer driver has:

- A valid driver's license.
- Been licensed for the past five years with no moving violations within the last two years.
- The ride provided is not for emergency medical reasons.

If the volunteer driver uses his/her own personal vehicle, the additional volunteer driver requirements are:

- The private car must be in a safe operating condition and owned by the volunteer driver.
- The driver has notified his/her insurance company that his/her vehicle will be used for this service.

REPORTING "PAID DRIVERS" VERSUS "VOLUNTEER DRIVERS"

The PTMS has two columns in which to report Specialized Services data. One column is labeled "Paid Drivers" and the other column is labeled "Volunteer Drivers." Service provided with agency vehicles should be reported in the "Paid Drivers" column, whether or not the driver is paid or volunteer. Only service provided using personal vehicles should be reported in the "Volunteer Drivers" column.

NONFINANCIAL PTMS CODES

610 Vehicle Hours, but not volunteer driver hours for service provided using the driver's personal vehicle. Total hours used to operate the Specialized Services Program (e.g., bus drivers' time behind the wheel, bus drivers' time doing pre-trip inspection, bus drivers' time driving deadhead miles). "Deadhead" is the travel time and mileage before the passenger is picked up and after the passenger is dropped off.

This code is only used by Transit Agencies that: (1) are required to report revenues and expenses in accordance with the R&E Manual, and (2) use Vehicle Hours to allocate its costs.

611 Vehicle Miles. Total miles traveled by vehicles for the Specialized Services Program including deadhead miles and miles associated with purchased transportation service.

615 Passengers - Regular. All passengers except those described in 616 - Elderly, 617 - Persons with Disabilities, and 618 - Elderly Persons with Disabilities.

616 Passengers - Elderly. Number of passengers 65 years of age or older. The age limit defining elderly may be lower under local option.

617 Passengers - Persons with Disabilities. Number of passengers not defined as 616 - Elderly and who have a physical or mental impairment that substantially limits one or more of the major life activities of the individual, a record of such an impairment, or being regarded as having such an impairment.

618 Passengers - Elderly Persons with Disabilities. Number of passengers who meet the definition of both 616 - Elderly and 617 - Persons with Disabilities. These passengers should only be counted under 618 and not counted under either 616 or 617.

620 Total Passengers is computer-generated by adding the number of passengers reported in 615 - Regular, 616 - Elderly, 617 - Persons with Disabilities, and 618 - Elderly Persons with Disabilities.

655 Total Demand-Response Vehicles. The number of agency owned vehicles purchased with MDOT and/or FTA funds used for the Specialized Services Program. Vehicles operated by other agencies through a purchase-of-service agreement or vehicles funded through other sources should not be included in this count.

Note: The number of vehicles in the PTMS vehicle inventory will not necessarily match the number of vehicles reported in 655 Total Demand-Response Vehicles.

656 Demand-Response Vehicles with Lifts. The number of vehicles included in 655 that are equipped with a lift or a ramp.

COST ALLOCATION REQUIREMENTS

A cost allocation plan (CAP) methodology may have to be submitted to MDOT/BPT for approval for: (A) agency personnel providing service with agency vehicles, and (B) volunteer drivers providing service with agency vehicles. No CAP methodology needs to be approved for volunteer drivers providing service with personal vehicles.

For (A) and (B) listed above, different types of CAPs are required depending upon various factors such as:

1. The type of agency (i.e., a Transit Agency and/or a Specialized Services Agency/provider),
2. Whether or not the agency: (i) provides the services, (ii) acts as a pass-through agency, and/or (iii) contracts the service out, and/or
3. The origin of the Specialized Services funds.

Generally, if funds are received: (1) directly from a Specialized Service grant or directly from a subrecipient of a specialized service grant, and (2) directly from other MDOT/BPT operating assistance programs, a CAP methodology must be submitted for approval to MDOT/BPT. Please use the following examples as a guide:

Example 1: A Transit Agency that: (1) receives Specialized Services funds directly from MDOT/BPT or from a subrecipient of MDOT/BPT, and (2) provides some, or all, of the service:

A CAP methodology must be submitted to BPT for approval and revenues and expenses must be allocated per the requirements of the R&E Manual. If the CAP methodology is based on hours, then hours must be reported in 610 Vehicle Hours.

Example 2: A Transit Agency that receives Specialized Services funds directly from MDOT/BPT and passes these funds through (pass-through) to another Specialized Service provider(s):

A CAP methodology must be submitted to BPT for approval that states: (1) whether or not the “pass-through” funds are expensed on the transit agency's books, and (2) that none of the program funds are used to pay for the administrative costs of the organization acting as a “pass-through” agency.

Example 3: A Specialized Services Provider that receives Specialized Services funds directly from MDOT/BPT and is not a Transit Agency:

A CAP methodology is NOT required by BPT. According to Rule 107 of the Michigan Department of Transportation, CTF Administrative Rules - effective May 10, 2000, Specialized Services agencies are not required to submit a cost allocation plan even if the Specialized Services agency receives funding from multiple sources.

Example 4: A Transit Agency that: (1) receives Specialized Services funds NOT directly from MDOT/BPT nor from a subrecipient of MDOT/BPT, and (2) provides the specialized services.

A CAP methodology is NOT required by BPT by either the Transit Agency or the Specialized Services Provider. Instead of allocating costs, the Transit Agency must subtract out the revenue received from the Specialized Service recipient as an ineligible expense in code 55004 Other Ineligible State Contracts on the Regular Service OAR (please refer to the R&E manual).

Most Important

If you are not sure whether or not you need a BPT approved cost allocation plan, please contact your BPT Project Manager.

And As Always

SEEK ASSISTANCE FROM BPT WHENEVER NECESSARY

If you have any questions please contact your BPT Project Manager or visit our website at <http://michigan.gov/mdotptd>.

If you have any problems connecting to the PTMS, please contact Kathy Urda at (517) 335-2575 or at urdak@michigan.gov.