

**FY 2007**

**APPLICATION INSTRUCTIONS**

**FOR**

**PUBLIC TRANSIT**

**PROGRAMS ADMINISTERED BY THE**

**PASSENGER TRANSPORTATION DIVISION**

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## **I. INTRODUCTION**

Section 10(e) 6 of Act 51 of Public Acts of 1951, as amended, directs the department to annually prepare and distribute by December 1, instructions to eligible governmental agencies, eligible authorities, and intercity carriers to enable the preparation of a local transportation program.

These annual Application Instructions are for Fiscal Year 2007. The application forms are contained in the electronic Passenger Transportation Management System (PTMS) module of the Transportation Management System database, created by the Michigan Department of Transportation. The instructions and application forms may also be obtained on the Division's web page, at <http://www.michigan.gov/mdotptd> and the Application Instructions can be obtained in alternative formats, such as braille, large print, or audio tape.

Passenger Transportation Division project managers, identified on the following page, can assist in completing the application and obtaining alternative formats.

**PASSENGER TRANSPORTATION DIVISION  
PROJECT MANAGERS BY COUNTY**

<u>County</u>	<u>Project Manager</u>	<u>County</u>	<u>Project Manager</u>
Alcona	Featherly	Keweenaw	Drury
Alger	Drury	Lake	Brush
Allegan	Peterson	Lapeer	Jackson
Alpena	Featherly	Leelanau	Brush
Antrim	Featherly	Lenawee	Luo
Arenac	Jackson	Livingston	Luo
Baraga	Drury	Luce	Drury
Barry	Peterson	Mackinac	Drury
Bay	Jackson	Macomb	Holoweiko
Benzie	Brush	Manistee	Brush
Berrien	Luo	Marquette	Drury
Branch	Luo	Mason	Brush
Calhoun	Luo	Mecosta	Brush
Cass	Luo	Menominee	Drury
Charlevoix	Drury	Midland	Jackson
Cheboygan	Featherly	Missaukee	Brush
Chippewa	Drury	Monroe	Holoweiko
Clare	Peterson	Montcalm	Peterson
Clinton	Holoweiko	Montmorency	Featherly
Crawford	Featherly	Muskegon	Peterson
Delta	Drury	Newaygo	Brush
Dickinson	Drury	Oakland	Holoweiko
Eaton	Holoweiko	Oceana	Brush
Emmet	Featherly	Ogemaw	Featherly
Genesee	Jackson	Ontonagon	Drury
Gladwin	Peterson	Osceola	Brush
Gogebic	Drury	Oscoda	Featherly
Grand Traverse	Brush	Otsego	Featherly
Gratiot	Peterson	Ottawa	Peterson
Hillsdale	Luo	Presque Isle	Featherly
Houghton	Drury	Roscommon	Featherly
Huron	Jackson	Saginaw	Jackson
Ingham	Holoweiko	Sanilac	Jackson
Ionia	Peterson	Schoolcraft	Drury
Iosco	Featherly	Shiawassee	Jackson
Iron	Drury	St. Clair	Holoweiko
Isabella	Peterson	St. Joseph	Luo
Jackson	Luo	Tuscola	Jackson
Kalamazoo	Luo	Van Buren	Luo
Kalkaska	Brush	Washtenaw	Jackson
Kent	Peterson	Wayne	Holoweiko
		Wexford	Brush

**Kim Johnson, Manager (517) 373-8796**

Norma Guevara, Secretary (517) 335-2560

**Wynell Brush, South Unit Supervisor (517) 335-2594**

**Jean Ruestman, North Unit Supervisor (517) 373-6625**

Fred Featherly (517) 373-0386  
 Janet Holoweiko (517) 373-7134  
 Tom Jackson (517) 335-2539  
 Forest Kraus (517) 335-2572 Intercity Operating/Facilities  
 Elaine Luo (517) 335-2552

Andy Brush (231) 775-3487  
 John Drury (231) 775-3487  
 Dean Peterson (517) 335-2544

## II. APPLICATION INFORMATION

### A. General Information

#### 1. Programs and Eligible Applicants

Eligible governmental agencies and authorities are those organized pursuant to any of the following acts:

Act No. 279 of the Public Acts of 1909, as amended;  
Act No. 94 of the Public Acts of 1933, as amended;  
Act No. 35 of the Public Acts of 1951, as amended;  
Act No. 55 of the Public Acts of 1963, as amended;  
Act No. 7 of the Public Acts of the Extra Session of 1967;  
Act No. 8 of the Public Acts of the Extra Session of 1967;  
Act No. 204 of the Public Acts of 1967, as amended;  
Act No. 196 of the Public Acts of 1986, as amended.

If there is not a public transit authority or governmental agency providing public transit in your area, the applications must be submitted through one of the other eligible program applicants listed below.

Eligible applicants for the programs in this application packet are:

<b><u>Program</u></b>	<b><u>Eligible Applicant(s)</u></b>
State Operating Assistance (including Marine)	Authorities or governmental agencies listed above.
Local Bus Capital (including Marine)	Authorities or governmental agencies listed above.
Nonurbanized Area Formula Program (Section 5311)	Authorities or governmental agencies listed above.
Regional Transportation Program	Authorities or governmental agencies listed above, private and public nonprofit providers, private for profit providers, metropolitan or regional planning organizations.
Service Development and New Technology Assistance Program	Authorities or governmental agencies listed above, specialized services, Section 5310 agencies, and metropolitan or regional planning organizations.

Specialized Services Operating Assistance Program

- (In order of preference)
1. Authorities or governmental agencies listed above.
  2. Other governmental agencies.
  3. Section 5310 agencies.
  4. Other organizations representing specialized services interests.

Elderly and Persons with Disabilities Program (Section 5310)

Private, nonprofit corporations or associations, and eligible public agencies.

## **2. Application Submittal**

Applications for all of the programs being applied for in any county or multi-county region are encouraged to be submitted in one package through one entity. The entity should be the public transit authority or governmental agency providing public transit in that area. This does not make that authority/agency solely responsible for preparing all of the documents required under the various programs. The applications must, however, be coordinated with, and transmitted to the Passenger Transportation Division by the authority/agency.

## **3. Fiscal Period**

For purposes of requesting state financial assistance under the provisions of Section 10, Act 51, the information contained in your application packet must cover the period beginning October 1, 2006, and extending through September 30, 2007.

## **4. Submittal Timetable**

The following timetable has been adopted:

- February 1    Deadline for the following to the Passenger Transportation Division:
1. State Operating Assistance.
  2. Local Bus Capital.
  3. Section 5311 requirements.
  4. Intercity Bus Capital Equipment and Intercity Service Development Program.
- March 1        Deadline for Passenger Transportation Division's comments on State Operating Assistance, Capital Program, and Intercity applications to applicants.
- March 1        Deadline for the following to the Passenger Transportation Division:
1. Specialized Services Operating Assistance.
  2. Section 5310, including public notice requirements.
  3. Marine Programs.
  4. Service Development and New Technology Assistance Program.

5. Regional Transportation Program applications.

- March 15 Deadline for applicant's comments on State Operating Assistance and Capital Program to Passenger Transportation Division.
- April 1 Deadline for Passenger Transportation Division's comments on Specialized Services, Section 5310, and Marine Programs.
- April 15 Deadline for applicant's comments on Specialized Services, Section 5310, and Marine Programs to Passenger Transportation Division.

**5. Submittal Address**

Address for the following project managers:

Fred Featherly  
Janet Holoweiko  
Elaine Luo  
Tom Jackson  
Dean Peterson

Transportation Services Section  
Passenger Transportation Division  
Multi-Modal Transportation Services Bureau  
P.O. Box 30050  
Lansing, Michigan 48909

Andy Brush  
Cadillac TSC  
100 E. Chapin  
Cadillac, MI 49601

John Drury  
Cadillac TSC  
100 E. Chapin  
Cadillac, MI 49601

## B. PTMS Information

All transit agencies with access must submit their annual applications through the Public Transportation Management System (PTMS). All documents required for a complete application can be found on PTMS and on the internet at <http://www.michigan.gov/mdotptd>. Completing the application via PTMS consists of the following elements:

1. Update Profile Screen: Verify that all of the information listed on the Profile screen is accurate. This information is used for all MDOT correspondence (both US Mail and E-mail).
2. Update the 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 current vehicles should be updated to January 1, 2006 (the "mileage" and "mileage as of" fields are found on the Characteristics screen for each vehicle). You should also fill in all blank fields including locally purchased vehicles.

Please note that there are two fields on the financial module for each vehicle - "Replacement Requested" and "Replacement Funded". **The "Replacement Requested" field must be completed with the application year the vehicle was originally requested to be replaced.** The "Replacement Funded" field will be filled in by MDOT 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 and Reporting" help guide, contact your project manager, or contact Matt Blackledge at (517) 335-2538 or E-mail: [blackledgem2@michigan.gov](mailto:blackledgem2@michigan.gov)

3. Create and complete the FY 2007 Application module using the instructions from the "PTMS Annual Application" help guide. This consists of capital requests, operating requests (budget) and TA Forms. The TA forms will open Adobe Acrobat fillable forms. The forms are also available on our website. There are checklists to assist you in completing all appropriate components of the application. On the Regular Service Checklist screen we have added a link to the FTA Charter Regulations as a reminder to do your annual charter posting if you intend to do any incidental charter service.
4. You must "submit" the application using the "Submit 2007 Annual Application" button on the "Transit Agency Application Listing" screen. You must also change the status of the budget to "submit."
5. Mail only those forms indicated on the PTMS checklist. There are some forms that must be submitted by paper copy to your project manager – these forms are listed on the PTMS Application Checklist(s) and are noted as having to be mailed to MDOT.

Applications will only be considered complete if the above instructions are followed. **Prime contractors are responsible to ensure that their subrecipient's information for completing the application is entered into PTMS.**

## **C. General Information and Information Requested**

### **1. Contract Clauses**

Contract clauses certify compliance with federal requirements. It is an annual certification process, and the clauses are referenced in the project authorizations but not attached.

Action Requested: Obtain and review the set of clauses from the PTD web site (<http://www.michigan.gov/mdotptd>). The “Contract Clauses Certification,” found in PTMS, must be signed by the person authorized to sign your Master Agreement and returned to MDOT.

Note: You don’t need to complete the certification if you are applying only for the Regional Transportation Program and/or the Specialized Services Operating Assistance Program.

### **2. State Certifications and Assurances**

The State Certifications and Assurances form certifies and assures the state that: 1) the organization has the necessary operational lifts on its vehicles; 2) the organization has proof of vehicle insurance on file; 3) the organization has published a Public Notice of Intent to apply for state and/or federal funds; and 4) the organization’s Coordination Committee has reviewed and approved the “Coordination Plan Update.”

Action Requested: Sign and return the State Certifications and Assurances form.

### **3. ADA Certification/Vehicle Accessibility Plan Update**

The Americans with Disabilities Act (ADA) requires that transit agencies that provide demand response services to individuals with disabilities, including persons 65 years of age or older and users of wheelchairs, must provide service equivalent to the level and quality of service offered to individuals without disabilities. Demand response service is service available to the general public.

Section 10e(18) of Act 51 of the Public Act, as amended, states: “A vehicle shall not be purchased, leased, or rented by an eligible authority or eligible governmental agency, after October 1, 1978, with funds made available under this act, which vehicle is used to provide demand actuated services unless the eligible authority or eligible governmental agency has submitted a plan to the state transportation department describing the service to be provided by the demand actuated service to persons 65 years of age or older and handicappers.” The department’s administrative rules allow the eligible authority or eligible governmental agency to submit an amendment to the plan on the ADA Certification/Vehicle Accessibility Plan Update form in PTMS.

Act 51 requires each eligible entity requesting vehicles to establish a Local Advisory Council (LAC) with not less than fifty percent of its membership representing persons 65 years of age or older and persons with disabilities within the service area subject to the plan. MDOT recognizes that the responsibilities of the Coordination committee (as explained in Section 4 of the Specialized Services Operating Assistance Program) and the LAC are similar. It is acceptable if the responsibilities rest within the same body. However, the applicant must take steps to ensure that the requirements and responsibilities assigned to both groups are met.

Action Requested: Each eligible entity jointly with the Area Agency on Aging shall approve at least one (1) or the equivalent of 12 percent of the membership of the LAC. The LAC must have an opportunity to review and comment upon the plan or amendment before its submission to the department. A copy of the minutes from the meeting at which the plan or amendment was reviewed by the LAC should be signed by the LAC and mailed to MDOT.

Note: If your agency has no FTA/MDOT funded vehicle(s), you are not required to complete the update.

#### **4. Title VI/Equal Employment Opportunity Compliance Application**

The Title VI Equal Employment Opportunity (EEO) Compliance Application can be accessed through PTMS and is provided on the Division's web page at <http://www.michigan.gov/mdotptd>. This form is required to indicate to the state that your agency is in compliance with Title VI/EEO requirements. If you have any questions concerning Title VI/EEO Compliance, please call the Office of Equal Opportunity at (517) 241-4427.

Action Requested: If you have not completed one in the past, please complete and return the Title VI/EEO Compliance Application.

Note: You also need to complete annually the federal Title VI information form in the Section 5310 and the Section 5311 applications, if applying for either of those programs.

#### **5. FTA Certifications and Assurances**

A list of the certifications and assurances is available in Appendix B and C. This information details the requirements for FTA Section 5310 and 5311 programs

Action Requested: Agencies applying for FTA Sections 5310 and/or 5311 assistance have to complete and return to MDOT the FY 2007 FTA Section 5310 and/or 5311 Certifications and Assurances form available in PTMS. Please complete all required items.

#### **6. Public Notice Requirement**

The application(s) must be made available to the public for review and comment. Multiple programs may be combined into one public notice as long as the public notice requirements are met for each program. The public notice must be shown in major area newspapers and must invite comment. A minimum of 30 days' response time must be provided.

A sample public notice is provided in PTMS and can be accessed through the application checklist as well as on the Division's web page at <http://www.michigan.gov/mdotptd>.

The public notice should include: applicant name, program name, funding amount, capital description, and information detailing how the public can review and comment on the application.

Complete the following list to ensure that the information requested is included in the public notice:

- a. Applicant name

Provide the name of the eligible authority or governmental entity making application to MDOT.

b. Program name

Identify the program(s) for which the applicant is submitting the application.

c. Funding amount

Identify *by program* the amount for which the applicant is submitting the application.

d. Capital description

Identify *by program* the capital items being requested.

e. Public review and comment

Indicate where the application(s) can be reviewed or how a copy may be obtained. Include the period of time the document(s) will be available for review and how comments may be submitted to the applicant.

f. Filing procedure

A copy of the public notice and the affidavit of publication of public notice must be kept on file by the applicant.

Action Requested: Send all comments received to MDOT.

## **7. Private Sector Involvement**

The Passenger Transportation Division encourages local transit agencies to involve the private sector in providing public transit services. The goal is to improve service while containing costs. There may be areas of your service that the private sector could provide more cost effectively.

Action Requested: Survey your service area to determine if there are private sector providers available. When feasible, contact private sector providers to evaluate possible areas where they could assist with the provision of public transit service.

## **8. Americans with Disabilities Act**

Title II Part A, of the Americans with Disabilities Act of 1990 (ADA) requires that state and local governments review their contracting process for compliance with employment and access requirements of the act. Services provided under this program must comply with the requirements of ADA, Title II, Parts A and B.

Action Requested: Review your agency's employment and service provision processes and correct any identified barriers to ensure full compliance with ADA. Document completion in your files.

## **9. Resolution of Intent**

A local **public** transportation applicant is required to annually enact a resolution of intent to participate in the comprehensive transportation fund.

Action Requested: Enact and mail to MDOT a resolution of intent to participate in the comprehensive transportation fund. The resolution shall provide for all of the following: (a) Indicate that the budget for the local transportation program is balanced (surplus) and specify the sources and amount of estimated revenues that support the proposed expenditures. (b) Name an official representative of the applicant for all public transportation matters who is authorized to provide such information as deemed necessary by the commission or department for its administration of the act. (c) Certify that changes in eligibility documentation have not occurred during the past state fiscal year.

### III. PROGRAM SPECIFIC INFORMATION

#### A. Regular Services Application

##### 1. Capital Assistance Programs

Agencies applying for capital assistance programs must include the projects on the Capital Request portion of the application in PTMS and designate the proposed funding sources. You must submit all capital requests for FY 2007, FY 2008, and FY 2009. The urbanized areas should include FY 2007 through FY 2009 in their local Transportation Improvement Programs (TIP). The nonurbanized requests will be included in the State Transportation Improvement Program after the annual application is submitted to the Passenger Transportation Division (PTD) and an approved program is developed.

**NOTE: PREVIOUSLY REQUESTED CAPITAL ITEMS ARE NOT AUTOMATICALLY CARRIED FORWARD TO THE FY 2007 CAPITAL PROGRAM. PLEASE SUBMIT ALL CAPITAL NEEDS.**

##### a. Federal Capital Assistance Programs

Requests for all capital programs should be listed on the Capital Request portion of the application in PTMS for the appropriate year. Requests should indicate which programs are being applied for and the needed match.

Transit agencies are potentially eligible for funding under the following programs:

- **Urbanized Area Formula Program (Section 5307).**  
Formula grant program for urbanized areas over 50,000 population. Funds are apportioned to urbanized areas utilizing a formula based on population, population density, and other factors associated with transit service and ridership.
- **Capital Discretionary Program (Section 5309).**  
Provides discretionary capital assistance for the establishment and improvement of rail or busways systems and the upgrading of bus systems (buses, bus related equipment, and facilities). Capital assistance grants are made to states and local agencies. If applying for Section 5309 funding, a copy of the request sent to your Congressional delegate must be given to your project manager.
- **Transportation Enhancement Program.**  
Enhancements to new or existing transit facilities (such as landscaping or the improvement of pedestrian access) would qualify for enhancement funds, as would any type of preservation, rehabilitation, and operation of legitimate historic transit facilities.
- **Congestion Mitigation and Air Quality Improvement Program (CMAQ).**  
Directs funds toward transportation projects in Clean Air Act nonattainment areas for ozone and carbon monoxide.

- **Urban Area Program.** Transportation Management Areas with a population over 200,000 are eligible for transit capital funding through TMA-Surface Transportation Program (STP) and Transportation Economic Development Fund (TEDF) Category C federal funds.

Agencies in a Small Metropolitan Planning Organization (MPO) with a population of 50,000 to 200,000 and small urban areas of 5,000 to 50,000 population are eligible to receive STP funds.

- **Rural Task Force.** The task force is composed of counties, cities, and unincorporated villages of less than 5,000 population, as well as transit operators and county road commissions. Transit capital is eligible for STP and TEDF Category D federal funds.
- **State Infrastructure Bank (SIB).** The SIB will provide low-interest loans and credit enhancements to state and local, public and private agencies for transportation improvements critical to the economic and social well-being of Michigan's urban and rural communities. The SIB can assist highway, transit, and intermodal projects at any stage of the development process.
- **Section 5311 (f) - Intercity Bus Capital Program.** MDOT is required to spend a portion of its Section 5311 apportionment "to carry out a program for the development and support of intercity bus transportation." The portion required for intercity bus transportation is not less than 15 percent. The requirement is in effect unless the Governor certifies that Michigan's intercity bus service needs are being adequately met. Assistance under Section 5311 (f) must support intercity bus service in nonurbanized areas.

**Eligibility.**

Eligible recipients may include state agencies, local public bodies and agencies thereof, private nonprofit organizations, Indian Tribes and groups, and operators of public transportation services. FTA required in the past that assistance to private for-profit operators of transportation service be in the form of third party contracts. For the purpose of Section 5311 (f) only, however, FTA permits states to pass through funds to private intercity bus providers in a subrecipient relationship. In some cases, certain intercity bus providers may be unwilling or unable to accept the federal and state terms and conditions that apply to subrecipients and may prefer to maintain a contractual relationship, in order to isolate the remainder of their operations from Federal requirements related to a grant. Either mechanism will be used to provide assistance to private operators.

**Eligible Activities.**

Funding is to support the connection between nonurbanized areas, and the larger regional or national system of intercity bus services; to support services to meet the intercity travel needs of residents in nonurbanized areas; and to support the infrastructure of the intercity bus network.

Intercity service is defined as regularly scheduled bus service for the general public which operates with limited stops over fixed routes connecting two or more urbanized areas not in close proximity, which has the capacity for transporting baggage carried by passengers, and which makes meaningful connections with scheduled intercity bus service to more distant points, if such service is available.

Assistance under Section 5311 (f) must support intercity bus service in nonurbanized areas. Eligible activities include: facility improvements for intercity bus use; intercity bus shelters; signage; vehicles or vehicle related equipment such as wheelchair lifts for use in intercity service. Other projects are not precluded.

**Requirements.**

When capital equipment or facilities are acquired, built, or improved for use by private entities, through a contractual agreement, provisions must be made to assure that a public body or eligible private nonprofit entity retains satisfactory continuing control. All capital equipment and facilities provided by this program must be made available for use on a reasonable, nondiscriminatory basis by other actual or potential service providers. Requests should reflect coordination efforts with the affected private entities.

Fund recipients must conform with all the requirements under Section 5311 including agreement in writing to the terms and conditions of the standard Section 5333(b) [former Section 13(c)] warranty for the Section 5311 program, or substitute arrangements approved by the U. S. Department of Labor.

## **b. State Capital Assistance Programs (Due February 1)**

Eligible authorities/governmental agencies may receive capital grants according to Section 10e(5) of Act 51 to match federal capital programs. State participation is contingent upon funding availability. In addition to the basic costs for eligible projects, engineering, direct program management, and design costs are also eligible. Capital equipment and construction items should be budgeted at anticipated market prices as of October 1, 2007.

The Capital Request portion of the application in PTMS from FY 2007 through FY 2009 must be completed. FY 2007 capital requests must include a justification narrative, explaining the need based on the capital needs criteria on this page. For replacement and expansion vehicles, justification is required for seating capacity and type of vehicle being requested along with any operational impact relative to miles and/or hours of passenger service provided.

### **Review Criteria**

Capital requests will be reviewed using the following criteria:

1. All requests for replacement need to meet the replacement criteria identified on the "Replacement Schedule for Capital Items."
2. Vehicles being requested for replacement must be identified in the justification field on the Capital Detail screen by specific local ID or VIN. You must also identify these vehicles within the PTMS Inventory by completing the Vehicle Replacement Requested field on the Financial Screen of each specific vehicle. The "Replacement Requested" field must be completed with the application year the vehicle was originally requested to be replaced.
3. The item is needed to maintain or improve the efficiency, effectiveness, and/or safety of the transit service provided to the general public.
4. Fleet size review will be based on peak-period fleet needs plus 20 percent.
5. Requests for items (such as tools or office furniture) must include a complete list of items with unit costs. Justification must identify the original purchase date.
6. Facility requests must be commensurate with the current level of service plus a reasonable factor for future expansion. Portions of the project not related to public transit services cannot be funded with CTF funds.
7. Items under \$300 are not eligible.

**Refer to the "Guidelines For Use Of State Bus Capital Funds As The Nonfederal Match For Federal Capital Funds" (Appendix A) to determine if state matching funds will be provided or if local funds are necessary for match.**

Vehicles and equipment must meet the following replacement schedule (either by years or miles) by October 1, 2007.

Revised 7-29-2005

## REPLACEMENT SCHEDULE FOR CAPITAL ITEMS

<b>Category</b>	<b>Useful Life</b>
<b><u>Buildings</u></b>	
Buildings – New	40 years *
<b><u>Office Furniture, Fixtures, &amp; Equipment</u></b>	
<b>Office Furniture &amp; Fixtures</b> Not structural components of the building (Ex. desks, files, safes, etc.).	12 years *
<b>Office Equipment</b> Computer equipment, telephone systems, radios, copy machines, data handling equipment, etc.	5 years *
<b><u>Maintenance Equipment, Fixtures, Tools, and Vehicles</u></b>	
<b>Maintenance Equipment &amp; Fixtures</b> Roller cabinets, portable tool stands, compressors, hoists, diagnostic equipment, lift truck, engine stands, brake lathes, bus washers, etc.	12 years *
<b>Maintenance Tools</b> Lawn mowers, snow blowers, power/hand tools, etc.	5 years *
<b>Maintenance Vehicles</b> Trucks – light duty (under 13,000 lbs. g.v.w.)	4 years
Trucks – Heavy duty (over 13,000 lbs. g.v.w.)	7 years
<b><u>Revenue Vehicles</u></b>	
<b>Car – Minivan – Maxivan – Van Conversion</b> (under 13, 000 lbs. g.v.w.)	4 years or 100,000 miles
<b>Buses – Small (Light duty chassis – less than 30 feet)</b> Body on van cutaway chassis	5 years or 150,000 miles
<b>Buses – Medium (Medium duty chassis – less than 30 feet)</b> Body on truck chassis.	7 years or 200,000 miles
<b>Buses – Medium (Heavy duty chassis – 30 feet to 34 feet)</b>	10 years or 350,000 miles
<b>Buses – Large (Heavy duty chassis – 35 feet to 60 feet)</b>	12 years or 500,000 miles

\* Useful life is obtained from the Alternative Depreciation System Recovery Periods according to IRS Publication 946.

## **2. Nonurbanized Area Formula Program (Section 5311) (Due February 1)**

Section 5311 is a formula assistance program used to provide federal funding to all legal bodies that provide general public transportation in nonurbanized areas of the state, including Indian Tribes and groups receiving funding from Section 10e(4)(a)(ii) of Act 51 of PA of 1951, as amended.

Program funds may be used for capital, operating, and administrative assistance. Michigan grants 85 percent of all allocated funds to nonurban public transportation providers currently receiving state funds under the State Operating Assistance program to further supplement their eligible operating expenses and for the purchase of eligible capital equipment. If you are receiving Section 5311 capital funds, you also need to complete the requirements for capital assistance.

The remaining 15 percent is granted to agencies supporting intercity bus service [see Section 5311(f) - Intercity Bus Capital Program, for a description of the program].

Nonurbanized Section 5311 operating funding estimate for FY 2006 is not known at this time. Please use the FY 2005 figure of 12.40 percent of your FY 2007 total eligible expenses as an estimate.

## **3. State Operating Assistance Program (Application due February 1)**

### **a. State Funding.**

The State Operating Assistance funds for FY 2007 will be distributed to eligible public transit agencies/authorities according to Act 51, Public Acts of 1951, as amended. The Local Public Transit Revenue and Expense Manual, which is enclosed with these application instructions, provides guidance for the development of an estimated budget based on eligible expenses. The Manual is also available on the Division's web page at <http://www.michigan.gov/mdotptd>.

Each eligible agency will receive one of the following:

#### **1. Legal Cap (maximum):**

- a. Up to 60 percent of eligible expenses for nonurbanized areas and urbanized areas under 100,000 population.
- b. Up to 50 percent of eligible expenses for urbanized areas over 100,000 population.

When preparing your application, use 39.25 percent for nonurbanized areas and urbanized areas under 100,000 and 33.14 percent for urbanized areas over 100,000 population. These are the percentages used for the budgeted FY 2006 distribution and are based on state of Michigan estimated revenue appropriations.

- 2. Floor (minimum):** is equivalent to the state funds received in FY 1997. This is contingent upon the level of local funds remaining the same. If the local funds are reduced, the state funds would be reduced proportionally.

**b. Federal Funding:** Nonurbanized agencies applying for Nonurbanized Area Formula Program (Section 5311) funding need to complete the 5311 Program application requirements. Nonurbanized Section 5311 operating funding estimate for FY 2006 is not known at this time. Please use the FY 2005 figure of 12.40 percent of your FY 2007 total eligible expenses as an estimate.

**Reauthorization:** On August 10, 2005, President Bush signed the Safe, Accountable, Flexible, and Efficient Transportation Equity Act - A Legacy for Users (SAFETEA-LU). There are some new programs and new provisions that may affect current programs. We will communicate them to you as we receive guidance from FTA.

## **B. SPECIALIZED SERVICES OPERATING ASSISTANCE PROGRAM (Due March 1)**

### **1. Program Description**

The Specialized Services Program was developed to improve Michigan's public transportation services to elderly persons and persons with disabilities. Section 10e(4)(c)(i) of Act 51, of the Public Acts of 1951, as amended, describes the program and establishes the legal requirements. It states that "proposals for coordinated specialized services assistance funding shall be jointly developed between existing eligible authorities or eligible governmental agencies that provide transportation services and the area agencies on aging or any other organization representing specialized services interest . . . ."

The program provides operating assistance for providing transportation services primarily for elderly persons and persons with disabilities based on the annual applications. Transportation providers are currently reimbursed \$1.20 per mile or \$4.07 per one-way passenger trip up to the contract amount.

Specialized Services also provides reimbursement to volunteer drivers using their personal vehicle to transport passengers for nonemergency medical trips provided it does not duplicate available service. This service is reimbursed at \$.29 per mile up to the contract amount.

**This application is for continuation of existing services as approved by your local coordination committee. The amount of funding you received in 2006 is the amount you should expect to receive in 2007.** If funds become available for expansion of services or implementation of new specialized services, applications will be requested at that time.

### **2. Applicant**

One coordinating agency per county or multicounty region representing transit interests of elderly persons and persons with disabilities is eligible to receive a grant. This agency shall be the applicant for all specialized services funding requests in that county or region, regardless of who actually provides the specialized transit services. In order of priority, the coordinating agency must be one of the following:

- a. A public transit agency; or if no public transit agency exists:
- b. A governmental agency; or,
- c. An existing Section 5310 agency; or,
- d. A non-profit corporation representing specialized services interest.

If more than one public transit agency exists in the county or multicounty region (as approved by the Department), selection of the applicant will be decided by the parties involved.

### **3. Eligible/Ineligible Applications**

Eligible - Applications must be for the continuation of transit services primarily for elderly persons and persons with disabilities within the applicant's service area.

Ineligibles - The following will cause an application or segment of an application to be ineligible.

- a. Service not targeted to all elderly persons and persons with disabilities in the service area.
- b. Method of providing service not identified.
- c. Using personal cars (except for volunteer drivers).
- d. Service is primarily for "Meals-on-Wheels."
- e. Requesting funds to purchase capital equipment.
- f. Local public transit agency does not support application.
- g. Providing trips outside of legal service area without proper authority.
- h. Replacing existing services funded from other sources.
- i. Escort service.

The use of volunteer drivers is eligible if the following requirements are met:

- a. Rides are provided for nonemergency medical trips and are available to any elderly person or person with disabilities.
- b. Local coordinating committee and local transit agency must support the proposed service.
- c. Service must be available to all elderly persons and persons with disabilities in the service area.
- d. The recipient must ensure that the private car is in safe, operating condition, and is owned by the volunteer driver.
- e. The driver must have had a valid driver's license for the past five consecutive years with no moving violations within the last two years.
- f. The driver has notified his/her insurance company that his/her vehicle will be used for this service.

#### **4. Coordination and Local Involvement**

Act 51 requires that proposals for coordinated Specialized Services assistance funding shall be developed jointly between existing eligible authorities or eligible governmental agencies that provide public transportation services and the area agencies on aging or any other organization representing specialized services interests. Local participants may include:

- Community Aging Organizations (Area Agency on Aging, Council on Aging, etc.)
- Community Disability Organizations (Community Mental Health, the ARC, Department of Career Development - Rehabilitation Services, Michigan Commission for the Blind/Family Independence Agency, etc.)
- Community Action Agencies (CAA)
- Michigan Department of Human Services
- Intermediate School Districts (ISD)
- Labor Community
- Local Advisory Council (LAC)
- Local Governments
- Michigan Works! Agency
- Regional Interagency Coordination Committees (RICC)
- Private Transportation Companies
- Public Transit Providers
- Regional Planning Agency
- Transit Users

At a minimum, elderly persons, persons with disabilities, public transit, and the Local Advisory Council must be represented. When transportation to work issues are discussed the Michigan Department of Human Services and the Michigan Works! Agency need to be represented. Each person can represent only one agency.

The Coordination Plan Update form in PTMS also requires a brief description of major accomplishments made during FY 2005 and planned activities for the upcoming year. The descriptions should identify basic responsibilities of the Coordinating Committee, any monitoring activities, and any special projects. Examples of the type of activities you may want to include in the description are: communication events; obtaining customer input; designated leadership roles; coordination of client rides; develop specific goals and objectives; clearinghouse; central dispatch; joint driver training programs; shared maintenance; review performance; and review and adjust budgets. The coordination plan should list the committee participants and the groups they represent. The Coordination Plan Update form can be found on PTMS as well as on the Division's web page at <http://www.michigan.gov/mdotptd>

#### **5. Funding**

Under Act 51, a minimum of \$3,600,100 in state funds is to be appropriated annually for the Specialized Services Operating Assistance Program.

## **6. Use of Funds**

- a. Specialized Services funds are for operating assistance. Funds may be used to purchase service and/or lease vehicles to provide service.
- b. Program funding shall not be used for capital items or to replace existing funds provided for transportation from any public or private source.
- c. Administrative costs of an organization acting as a pass through agency are not considered an eligible cost of this program.
- d. Grant funds will be based on a per mile or per passenger basis as specified in the project authorization.

## **C. ELDERLY AND PERSONS WITH DISABILITIES PROGRAM (SECTION 5310) (Due March 1)**

### **1. Program Description**

This program provides capital funds for transportation purposes to private, nonprofit corporations and associations, and public agencies for the specific purpose of assisting them in providing transportation services meeting the special needs of elderly persons and persons with disabilities. Public agencies are eligible to receive funding under this program if they have been approved by the state to coordinate services for elderly persons and persons with disabilities, and if they certify to the state that no non-profit corporations or associations are readily available in the area to provide service. For capital purchases, 80 percent is federally funded and the remaining 20 percent is state or local (see Appendix A, page 39).

Capital expenses may include vehicles, maintenance equipment, computers, and communication equipment. Vehicles will be purchased through either the state extended purchasing program, or local purchase (guidelines available on request). Any vehicle purchased will be subject to the provisions of Section 10e(18), of Act 51, of P.A. of 1951, as amended which states: The recipient of any vehicles must have an approved "ADA/Vehicle Accessibility Plan Update" prior to the procurement of the vehicle.

Please note that private, nonprofit corporations operating public transit agencies funded under the State Operating Assistance program are eligible for funding in the FY 2007 Section 5310 program after all other state and federal funding sources are exhausted (see page 10 for a list of potential funding sources).

For urban area agencies, any items included in your local 2005 Transportation Improvement Program (TIP) funded with STP and/or TEDF funds must be identified and included in this application.

### **2. Use of Vehicles**

Vehicles acquired under the Section 5310 program must be used primarily for elderly persons and persons with disabilities. **Services are to be provided only within the legal jurisdiction of the grantee.** Vehicles may be used only in the following ways:

- a. By the private, nonprofit organization or the public agency as described in its application;
- b. By private, nonprofit organizations or public agencies giving coordinated priority services for elderly persons and/or persons with disabilities. It is understood that, at a minimum, the service that was proposed by the private, nonprofit organization or the public agency in its approved grant application will be provided, and that the originally designated clientele will be served;
- c. By a private for-profit operator, by lease or other contractual agreement with the private, nonprofit organization or the public agency only for the services identified in the approved grant application. Vehicles acquired by nonprofit

agencies may be leased to private for-profit companies and public agencies where such companies could not otherwise provide required services and where such arrangements result in more efficient and effective service for elderly persons and persons with disabilities.

When vehicles or other equipment are operated by any agent other than the private, nonprofit organization/public agency in the grant application, control and responsibility for the operation of the vehicles or other equipment must remain with the private, nonprofit organization/public agency that was the original recipient unless transfer of the control and responsibility is to another eligible private, nonprofit organization/public agency and is authorized by the state.

### 3. Application Requirements

Please note the following:

- a. **Coordinating Agency.** Applications from the county or multicounty region must be submitted with the support of the local coordination committee. Applications must be submitted by one coordinating agency, which must be the public transit agency in urbanized areas. In order of priority the coordinating agency must be one of the following:
  1. A public transit agency; or if no public transit agency exists:
  2. A governmental agency; or,
  3. An existing 5310 agency; or,
  4. A nonprofit corporation representing specialized services interest.

Please contact the coordinating agency for your area if you intend to apply.

- b. **Vehicle Inventory.** A complete inventory of existing vehicles, including year, type, serial number, license number, odometer reading, lift equipment, and indication of vehicles to be replaced should be included. Indicate whether vehicles were purchased with 5310 funds, state capital program, or other funds.
- c. **Sign-offs/Public Notice.** Obtain individual sign-offs from each public and private transit and paratransit operator in your service area, stating that the services they are providing or are prepared to provide are not designed to meet the special needs of elderly persons and persons with disabilities within your service area, or proof of a good faith effort made in obtaining letters of support if an operator will not respond.

OR

Issue a public notice describing the capital equipment you are applying for, and the services you intend to offer in meeting the special needs of elderly persons

and persons with disabilities within the area. This notice must be shown in major area newspapers and must invite any interested public or private transit or paratransit operators within the service area to comment on the proposed service by sending a written response to the department and/or your agency. A minimum of 30 days' response time must be provided. Please note that you are not to invite comments on your application but on the services you intend to provide. Therefore, your application need not be completed before publishing the public notice.

- d. **TIP Inclusion.** For organizations serving urbanized areas, Section 5310 requests must be included in an approved Transportation Improvement Program (TIP) for that urbanized area. A list of Michigan's Metropolitan Planning Organizations is in Appendix E.
- e. **Coordination.** A Coordination Plan Update must be submitted with your application. Submit only one coordination plan update per county or multicounty region. Act 51 requires that proposals for coordinated Specialized Services assistance funding shall be developed jointly between existing eligible authorities or eligible governmental agencies that provide public transportation services and the area agencies on aging or any other organization representing specialized services interests. The Coordination Plan Update form can be found on PTMS and on PTD's web page at <http://www.michigan.gov/mdotptd>.

#### 4. Review Criteria

The state will review and evaluate all applications utilizing the following schedule:

- a. Vehicles and equipment must meet the following replacement schedule (either by years or miles) by October 1, 2007:

<b>CATEGORY</b>	<b>USEFUL LIFE</b>
COMMUNICATION EQUIPMENT	5 YEARS
COMPUTERS	5 YEARS
CAR- MINIVAN - MAXIVAN - VAN CONVERSION	4 YEARS OR 100,000 MILES
BUSES - SMALL (Light duty chassis-less than 30 feet) body on van cut-away	5 YEARS OR 150,000 MILES
BUSES - MEDIUM (Medium duty chassis-less than 30 feet) body on truck chassis	7 YEARS OR 200,000 MILES
BUSES - MEDIUM (Heavy duty chassis-30 feet to 34 feet)	10 YEARS OR 350,000 MILES
BUSES - LARGE (Heavy duty chassis-35 feet to 60 feet)	12 YEARS OR 500,000 MILES
MAINTENANCE EQUIPMENT	DEPARTMENT APPROVAL

- b. Financial commitments to assure operating funds are available.
- c. Degree to which the organization is meeting the transportation needs of elderly persons and persons with disabilities.
- d. Appropriateness of vehicles for meeting the special transportation needs of client population.
- e. Endorsements provided by local units of government, transit operators, and social service agencies.
- f. The degree to which the applicant documents coordination with present and long-range plans for public transportation and other social services in the service area. This should be presented in your Coordination Plan Update.
- g. Documentation of local initiative, organization, fiscal resources and management capability, equipment inventory, and overall technical capacity.
- h. Priority shall be placed on the funding of replacement vehicles prior to expansion vehicles. If there is insufficient funding available, vehicles<sup>1</sup> shall be included in the FTA Section 5310 program in the following order of priority:
  - 1. Agencies replacing vehicles previously funded under the FTA Section 5310 program. Two vehicles, but not more than one large bus, per agency until all approved requests for vehicles under this priority have been funded before proceeding to the next category.
  - 2. Private, nonprofit agencies operating public transportation systems funded under the State Operating Assistance Program (Sec. 10e(4)(a) financed from other funding sources and used for transportation of the elderly and persons with disabilities requesting replacement vehicles. Two vehicles, but not more than one large bus, per agency until all approved requests for vehicles under this priority have been funded before proceeding to the next category.
  - 3. Agencies funded under the existing Specialized Services Operating Assistance program replacing vehicles financed from other funding sources and used for transportation of the elderly and/or persons with disabilities. Two vehicles, but not more than one large bus, per agency until all approved requests for vehicles under this priority have been funded before proceeding to the next category. However, these agencies may apply only after all other federal and state funding sources are exhausted.

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<sup>1</sup> Includes communication equipment necessary to operate the vehicle.

4. Agencies not currently participating in this Specialized Services program requesting replacement vehicles financed from other funding sources and used for transportation of the elderly and/or persons with disabilities. Two vehicles, but not more than one large bus, per agency until all approved requests for vehicles under this priority have been funded before proceeding to the next category. However, these agencies may be considered only after all other federal and state funding sources are exhausted.
5. Agencies requesting expansion vehicles to provide new specialized transportation services in areas where no existing transportation services are available. Two vehicles, but not more than one large bus, per agency until all approved requests for vehicles under this priority have been funded before proceeding to the next category. However, these agencies may be considered only after all other federal and state funding sources are exhausted.
6. Agencies participating in the FTA Section 5310 program, requesting expansion vehicles. Two vehicles, but not more than one large bus, per agency until all approved requests for vehicles under this priority have been funded before proceeding to the next category. However, these agencies may apply only after all other federal and state funding sources are exhausted.
7. Agencies operating specialized services and currently participating in this Specialized Services program requesting expansion vehicles. Two vehicles, but not more than one large bus, per agency until all approved requests for vehicles under this priority have been funded before proceeding to the next category. However, these agencies may apply only after all other federal and state funding sources are exhausted.
8. Agencies not currently participating in this Specialized Services Operating Assistance program requesting expansion vehicles, who provide specialized transportation services in areas where transportation services are available. Two vehicles, but not more than one large bus, per agency until all approved requests for vehicles under this priority have been funded before proceeding to the next category. However, these agencies may apply only after all other federal and state funding sources are exhausted.
9. After all the above vehicle priorities have been met any remaining funds may be used to purchase other approved capital equipment.

**IMPORTANT!**

Points to remember when completing this application are:

1. The Section 5310 program does not provide operating funds.
2. Application must indicate coordination efforts that have been made with existing transportation service, both public and private, to ensure no duplication of service will exist. This includes completing the Coordination Plan Update.
3. Please use the vehicle sizes and estimated vehicle and communication equipment costs which have been provided in Appendix D.

## **D. SERVICE INITIATIVES**

Beginning in FY 2006, three old programs were combined into one new program in the appropriations bill. The new program is called Service Initiatives. The three old programs are the Regional Transportation Program, Service Development and New Technology Program, and Ridesharing. No CTF funding was provided for the new program in FY 2006. The type of projects that will be funded under the Service Initiatives category in FY 2007 will depend on the availability of state, federal, and local funding.

## **E. REGIONAL TRANSPORTATION PROGRAM (Due March 1)**

The regional program application is a two-part application. A regional coordination study is required prior to submitting an application for operating assistance and/or capital. As part of the study design, a regional coordination committee with at least one representative from each area affected must be formed. This committee is responsible for ensuring that coordination of existing public and private transportation service is included in the proposed regional service. The regional coordination committee has a continuing responsibility to monitor the regional service and provide direction to promote its efficiency and effectiveness.

### **1. Program Description**

Regional Transportation is defined as public transportation service that facilitates regional travel across multiple eligible agencies, as defined in Act 51, crossing one or more county lines into areas outside of current service areas, but not including charter or sightseeing service or transportation service that is not open to the public. Regional projects should focus on multi-county service and are not intended for the expansion of new services within areas already offering countywide service.

Service should be designed to provide regional transportation between communities within the state of Michigan. Although connection to the national bus system is permitted, the destination of the majority of riders utilizing this service should be to a nearby community, less than 150 miles away.

Applicable state and federal requirement certifications and/or documentation may be requested prior to grant award. Funding may include startup expense, capital equipment and facility modification, brokerage, and operating assistance. Requests for up to a three-year demonstration project can be accepted as long as three years worth of budget information is included. If a multi-year project is approved and during the demonstration period a change in service requires additional funding, a new application must be submitted.

**Note to Specialized Services Agencies:** Counties that only have specialized services are eligible to apply for regional funds for service that meets the above definition. Up to 20 percent of the proposed new service can be used to provide local service in addition to the

existing specialized service transportation. In those cases, if the regional program is successful, at the completion of the three-year demonstration period, the specialized services program would have to be “folded into” the countywide service being provided. This service would be eligible for formula funds and would have to be advertised, open door service available to the general public. Details of this possible eventual merger should be addressed in the regional coordination study.

## **2. Coordination Requirements**

Applications affecting existing public transportation agencies and/or other transportation providers (excluding pupil transportation providers) must include an endorsement for the regional service from those agencies. There should also be demonstrated support for the regional transportation project by the communities affected. This support should be provided from local units of government, human services agencies, citizen groups, and other interested parties affected by the project.

If an intercity bus carrier is providing service along a corridor included in the regional service being proposed, that carrier must be invited in writing to participate on the coordination committee. In the case of private regular route scheduled carriers, notice in writing shall be given to the carrier representatives listed below:

David L. Hetfield Director - Traffic Indian Trails, Inc. 109 East Comstock Street Owosso, MI 48867	Rex Kemp, General Manager – Resource Management Greyhound 15110 N. Dallas Parkway Dallas, TX 75248
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In the case of other private transportation services, notice in writing shall be given to those legal carriers licensed by the department, listed in the Yellow Pages directories for the proposed regional service area under the classification headings to include, but not limited to, “Bus Lines”; “Buses-Charter and Rental”; and “Limousines.”

As part of the coordination efforts, any new regional service has to include an opportunity for others to bid on providing the service. This requirement applies to regional service only and would not include the portion of any service that is considered expansion of specialized services to countywide.

The agency providing the service will be required to enter into an interlocal agreement with the appropriate agencies and/or be licensed under Public Act 432, the Motor Bus Transportation Act, to legally provide the regional service. If an application is approved for funding, a copy of the interlocal agreement and/or license must be provided to the department. Any agency providing fixed-route service must comply with the requirements of the American Disabilities Act of 1990 (ADA), Title II, Part B.

In the case of a brokerage, agreement to coordinate the service would be required. This would be accomplished through a “sign off” from the various providers indicating their willingness to participate in the brokerage of services and transport passengers between service areas.

### **3. Funding Eligibility**

One coordinating agency (eligible recipient) representing regional transportation interests is eligible to receive a grant. This agency will be the applicant for all regional transportation funding requests, regardless of who actually provides the regional transportation service. The coordinating agency (applicant) must be one of the following:

- C Transit Agency, MPO/Regional Planning Agency, or a governmental agency such as a city, county, township, or village; or
- C Private and Public Nonprofit Provider; or
- C Private For-Profit Provider.

Agencies receiving transit funding from other state of Michigan programs are also eligible recipients under this program. However, funding from this program will not replace existing funds provided for transportation from any public or private source.

Funding will be based on criteria and guidelines established by the department as follows:

#### **a. Coordination Studies**

Coordination studies will be funded at 100 percent. Requests for studies must identify specific objectives to implement service utilizing methods of coordinating and/or consolidating existing transportation services. Although completion of a coordination study is required for this program, efforts to utilize other state and federal funding sources for this purpose will be considered by PTD. Regional program funds will only be used for completion of studies after all other sources have been exhausted.

Upon completion of the coordination study, an application can be submitted requesting operating and/or capital assistance. The requirements of that request are noted below:

#### **b. Operating Assistance**

The amount of operating assistance will be subject to the level of need, the level of local coordination and commitment, funding availability, and legislative appropriation for the regional transportation program. Startup costs, prior to the initiation of actual regional services, are an eligible expense under this program and are reimbursed at 80 percent of cost. The budget submitted must be a balanced annual budget with federal, state, and local funds, including farebox revenues.

For areas that are “folding in” specialized services to expand to countywide service, up to 20 percent of the operating cost for that expansion can be included in the regional program budget. For areas requesting funds to implement a brokerage service, expenses to operate the brokerage from a service hub can be included in the regional budget.

Actual reimbursement will be based on a percent of annual eligible expenses, up to a maximum contract amount, as determined by the department and subject to the following:

Startup - up to 80 percent of eligible expenses for up to two months prior to service

First Year - up to 80 percent of eligible expenses

Second Year - up to 70 percent of eligible expenses

Third Year - up to 60 percent of eligible expenses

Fourth and Succeeding Years - Projects will be incorporated into the State Operating Assistance Program when applicable.

c. Capital Assistance

Applicants are eligible to apply for capital assistance under this program for the purpose of providing regional transportation services as described in the application and approved by the regional coordinating committee. Capital assistance includes vehicles, maintenance equipment, computers, communication equipment, and facility modifications. Capital will be reimbursed at 100 percent of eligible costs.

For areas that are folding the specialized services program into a countywide operation, the capital request can include equipment for that service expansion. Vehicles purchased under the federal Section 5310 program and used to provide the specialized services must be folded into this expanded service. Other vehicles requested under this program must be included in the regional coordination plan for the multi-county service.

All applicants must submit a balanced operating budget to support the capital equipment being requested. Vehicles funded under this program must be included in the ADA Certification/Vehicle Accessibility Plan.

Leasing of vehicles is an eligible capital expense and will be allowed as long as the applicant can demonstrate that leasing would be more cost effective than owning the vehicle.

d. Duration of Grant

Grants may be for a single year or up to three years.

e. Selection Criteria

Grants will be awarded on the following selection criteria (not in priority order) and available funding:

- C Meets the definition of regional transportation.
- C Has local financial support.
- C Has administrative commitment.
- C Enhances regional mobility.
- C Provides regional coordination of public and private transportation.

- C Improves the efficiency and effectiveness of public transportation.
- C Meets customer needs (increased use of public transportation).
- C Encourages coordination/consolidation through regional service mobility.
- C Promotes federal/state/local/private partnerships.
- C Provides timeliness of service implementation.
- C Provides employment opportunities.
- C Does not duplicate existing public and private transportation services.

#### **4. Application Instructions for Regional Program Coordination Studies**

##### a. Organization

1. Legal name and address of applicant.
2. List contact person, telephone number, fax number, and E-mail address.

b. Local Support - Provide verification of local support for a regional coordination study. This should include all public transit agencies and/or other transportation providers, private intercity bus carriers, local units of government, human services agencies, citizen groups, and other interested parties affected by the project. (Mail in written endorsements.)

c. Coordination Committee - List the agencies that will participate on the regional coordination committee. Applicants must provide proof of a "good faith effort" (such as meeting notices, copies of minutes) to include appropriate public agencies, private transportation providers, and other interested parties in the planning process.

d. Service Delivery Area - Provide a general description of the area to be included in the study and identify service delivery needs.

##### e. Time Frame and Budget

1. State the duration of the study and identify the fiscal quarter in which the study will be initiated.
2. Identify the estimated cost for the study.

#### **5. Application Instructions for Regional Service (Capital and/or Operating)**

##### a. Organization

1. Legal name and address of applicant.
2. List contact person, telephone number, fax number, and E-mail address.

##### b. Background Information

In narrative form, describe transportation needs of the service area that this application seeks to address. Also, describe trip generators, such as medical, shopping, industry or other employment opportunities, social, etc. Indicate the locations of these generators on a service area map.

For areas expanding specialized service into countywide service, include the method that will be used for the expansion and provide information describing how this service will be included in the overall regional services to be provided.

c. Existing Transportation Services

1. List all transportation providers and include the following information for each:

- a. Service area.
- b. Type of service.
- c. Numbers of passengers carried per year.
- d. Percentage mix of passengers served. (Elderly, disabled, general, etc.)
- e. Number of vehicles used.
- f. Existing scheduled public and private transportation services affected by this proposal.

d. Local Support - Public transit agencies, other transportation providers (excluding pupil transportation providers), and/or private intercity bus carriers affected by the project should include an endorsement for the regional service in the application. (Mail in written responses from those affected agencies.) Support letters from affected local units of government, human services agencies, citizen groups, and other interested parties should also be included. When applicable, these endorsements should identify any commitment of operating funds.

e. Coordination Committee - Provide a list of the coordination committee members. Also include a copy of the invitation letter; a list of invited individuals/agencies; and a summary of the meeting(s) held to develop the regional service application. (Minutes of the meeting(s) can be used to fulfill this request.)

**Note:** The Coordination Committee has a continued responsibility to monitor the regional service and provide direction to promote its efficiency and effectiveness for the duration of the grant.

f. Coordination of Services - Describe how the proposed project will be coordinated with existing transportation services and other essential community services in the proposed service area.

g. Description of Services to be Provided

1. Service Area - List counties included in this application. Describe proposed service area and governmental jurisdiction encompassed (include map).
2. Type of Service - Describe the type of service to be provided, such as demand-actuated, fixed-route, reservation, combinations, etc.
3. Service characteristics - days, hours of service, fare structure.
4. Projected annual ridership and vehicle miles - Explain the basis for estimate.

h. Capital Costs

1. Estimated capital needs. (Total equipment required to provide service.)
  - a. Existing equipment to be used for proposed service.
  - b. Additional equipment required, including radios. (If new equipment is granted, ADA Certification/Vehicle Accessibility Plan Update will be required.)
  - c. Estimated cost of new equipment.

i. Operating Expenses and Revenues

1. Estimated annual operating expenses for each year.
2. Estimated revenues for each participating agency for each year.

For more detailed revenue and expense categories, please refer to the enclosed Local Public Transit Revenue and Expense Manual.

- j. Public Notice - In compliance with Section 10(e)(6) of Act 51, transit agencies/ authorities must give public notice of their intent to apply for funds from the Comprehensive Transportation Fund to the residents of the counties, townships, villages, and cities affected by their Local Transportation Program and shall make their application available, for review, for a period of 30 days. All comments received by the transit agency/authority must be transmitted to MDOT in accordance with Section VIII of this application. A copy of the published public notice and a list of newspapers and publication dates also must be submitted to MDOT, unless the applicant has submitted the State Certifications and Assurances.

## **F. SERVICE DEVELOPMENT AND NEW TECHNOLOGY PROGRAM (SDNT) (Due March 1)**

### **1. Program Description**

The Service Development and New Technology Assistance program provides state matching funds for federal research, training/education, planning and coordination, and special operational and technical projects, including Michigan Transit Centers for Excellence (MTCE). Projects submitted under this application will be reviewed by MDOT. Projects recommended will be referred by MDOT to applicable federal funding programs, such as Federal Transit Act Section 5313 or Federal Highway Administration Statewide Planning and Research (SPR) programs.

### **2. Matching Requirements**

Federal Funding Assistance - Up to 80 percent federal, with the balance coming from state, local and/or private sources.

### **3. Eligible Projects**

Eligible projects include activities that support the following program goals:

- C Promote/evaluate new technology.
- C Improve safety for the public.
- C Improve the efficiency and effectiveness of public transit services.
- C Satisfy/identify customer needs (increased use of public transit).
- C Encourage coordination/consolidation/regional service/mobility.
- C Increase awareness/image of public transit.
- C Promote federal/state/local/private partnerships.
- C Provide a statewide application.

### **4. Duration of Grant**

Grants may be for single or multi-year projects.

### **5. Selection Criteria**

Grants will be awarded based on the selection criteria (Section E7) and on available funding.

### **6. FY 2007 SDNT Application Guidelines**

The following format must be used to submit projects for consideration:

Project Title: Give a concise title for the project.

Project Manager: List contact person, telephone number and name of agency submitting request.

Problem Statement: Describe the project background, the scope of the effort, the relationship of the project to operations or policy, if it is mandated by law, and the importance of the project to your agency or the public transit industry. Indicate if the project would be conducted in-house or by a private consultant.

Project Objective: State the objectives of the project.

Project Description: Give a brief summary of the project including benefits such as safety, methods, efficiency, coordination, and potential for statewide application. Describe how the project relates to the FTA emphasis areas contained in Section E7.

Products and Deliverables: Describe the end-products of the project, such as reports, manuals, models and operating procedures, and how they will resolve the problem. Provide information on how the deliverables would be implemented. **Note: A final report summarizing the project must be submitted to PTD. The report should include the project objectives, methodology, and results, including potential statewide application.** The report may be highlighted in the Trans Actions Newsletter and will be posted on the PTD website.

Time Frame: State duration of the project and the fiscal quarter in which the project would be initiated.

Project Support: List all transit agencies, local governmental units and/or coordination committee support provided within the geographical area affected by this project. Written verifications such as letters or committee/board meeting minutes supporting this project should be included with this request. **Support from local transit agencies and local coordination committees within the geographical area affected is required.**

Budget: List the major activities and capital item(s); identify estimated costs and federal, state, local, and private funding amounts. Identify the local and private sources of funds.

## 7. Selection Criteria for SDNT

### a. FTA Planning Emphasis Areas

- **Safety and Security in the Transportation Planning Process** – Integrate safety and facility security into all stages of the transportation planning process.
- **Linking the Planning and National Environmental Policy Act (NEPA) Processes** – Support the role of MPO and statewide planning in FHWA and FTA's NEPA decision-making.
- **Consideration of Management and Operations within the Planning Processes** – Focus on the need to improve the way transportation systems are managed and operated rather than on traditional capital programs for improving the movement of people and goods.

- **Enhancing the Technical Capacity of Planning Processes** – Devote resources to enhance and maintain staff capacity in the use of technical tools, data sources and forecasting models in decision making.
- **Applicants Consultation with Non-Metropolitan Local Officials** – Facilitate the input and involvement of rural local officials.
- **Coordination of Human Service Transportation** – Include Federal, State, and local agencies working together to ensure that transportation services are seamless, comprehensive, and accessible to all.

**b. Statewide Planning Process**

- **Service Coordination** - Coordination of service whenever possible.
- **Land Use Coordination** - Coordination of land use whenever possible.
- **Basic Mobility** - Emphasizing basic mobility for general public.
- **Preservation** - Emphasizing preservation of existing transit services.
- **Intermodalism** - Promote intermodal transportation.
- **Environment & Aesthetics** - Promote transit systems that are environmentally responsible and aesthetically pleasing.
- **Strengthening the State's Economy** - Promote infrastructure and services that strengthen the economy for the future.
- **Safety** – Promote safety and security of the transportation system for users, passengers, pedestrians, and motorized and non-motorized vehicles.

**c. Other Statewide Benefits**

- **Local Support** - Evidence of local support, including local funding.
- **State Department Cooperation** - Coordination of different departments in delivering basic statewide mobility.
- **Transportation Management System (TMS)** - Supports or promotes use of the PTMS/TMS database.
- **Training** - Serves as model for statewide use; provides training in transit impacts and basic mobility issues.

## **G. MARINE PASSENGER PROGRAM (Due March 1)**

### **1. Program Description**

The Marine Passenger Program was implemented under Act 51 to provide passenger ferry assistance to island residents whose primary form of essential transportation is provided by ferryboat. The Marine Program provides for capital improvements and operating support for publicly operated or owned ferry services that provide essential transportation services linking island communities to the mainland. Service provided must be the primary means of transport service for passengers and vehicles for employment, medical, school, shopping, and food and fuel supplies.

### **2. Applicant**

The applicant for the Marine Passenger Program must be one of the following:

- A public transit agency, or
- A governmental agency.

### **3. Funding**

Under Act 51, marine capital is funded based on a line item legislative appropriation. Operating assistance is provided at fifty percent of eligible operating expenses.

## **IV. APPENDIX**

### **A. GUIDELINES FOR USE OF STATE BUS CAPITAL FUNDS AS THE NONFEDERAL MATCH FOR FEDERAL CAPITAL FUNDS**

Under the federal transit capital program, a broad variety of capital equipment and related items are eligible for federal funds, including those items listed below, as well as other items not listed.

In the past, state funding has provided the entire 20 percent match required for federal funds. In FY 2007, state funding levels may require that local funds provide a portion of the 20 percent match.

State matching funds will be provided within the limits of available state funding. The following items are not in order of priority, except for replacement buses, which is the number one priority and the focus of state matching funding:

1. Replacement buses and rehabilitation of existing buses.
2. Replacement Communication Equipment - Mobile radios, base station, remote control console, portables, and a telephone system.
3. Maintenance equipment and parts.
4. Operational Support Equipment and Services - Equipment and services directly involving the daily provision of service, such as continuation of the capital cost of contracting, tire leases, bus leases, computers and computer leases, electronic devices (such as photocopy and fax machines), token and money sorting machines, shelters and pads, and service vehicles.
5. Dispatch monitoring systems.
6. ADA Related Activities - TDD communication equipment, ADA expansion buses, facility renovations, and nonbus equipment.
7. Expansion buses.
8. Planning (Section 5307), 10 percent state, and 10 percent local.
9. Preventive Maintenance.
10. Replacement Special-Type Transit Vehicles – Agencies must certify by letter to their project manager that the vehicles will be used in regular year-round service and will be accessible and conform with ADA.
11. New Operation/Maintenance Facilities, if none exists. All capital expenses associated with constructing and equipping the facility are included.

12. Environmental Modifications - UST removal and replacement, leak detection system, environmental cleaning station, vapor monitoring equipment, storm water runoff improvement, etc.
13. Facility Upkeep
  - Mechanical, electrical, and plumbing systems replacement.
  - Interior and exterior building upkeep, such as roof and garage door replacements, etc.
14. Facility Improvements
  - Maintenance area improvements - lube and air drops, exhaust fans, etc. (excluding tools).
  - Energy conservation, such as insulated doors, wall insulation, high efficiency furnace, etc.
  - Operational improvements, such as driver and dispatch area modifications.
  - Security equipment.
  - Intermodal facilities incorporating intercity bus or rail operations.
15. Other New Facilities, (transfer centers, etc.) if none exists, or consolidating to create joint use of intermodal facility. All capital expenses associated with constructing and equipping the facility are included.
16. Facility expansion, such as additional inside bus storage, expanded maintenance area, wash bay, additional outside parking, and fuel tank expansion.
17. New facilities replacing existing facilities.

## **B. CERTIFICATIONS AND ASSURANCES FOR FTA SECTION 5311 ASSISTANCE**

### **1. Authority of Applicant and Its Representative.**

The authorized representative of the Applicant who signs these certifications, assurances, and agreements attest that the Applicant has the required fiscal and managerial capability to implement and manage the proposed project and that both the Applicant and its authorized representative have adequate authority under state and local law and the by-laws or internal rules of the Applicant organization to:

- (1) Execute and file the application on behalf of the Applicant,
- (2) Execute and file the required certifications, assurances, and agreements on behalf of the Applicant binding the Applicant, and
- (3) Execute and contract with the state to carry out the proposed project.

### **2. Standard Assurances.**

The Applicant assures that it will comply with all applicable Federal statutes, regulations, executive orders, FTA circulars, and other Federal administrative requirements which relate to the applications made to and grants received from the Federal Transit Administration. The Applicant understands that Federal laws, regulations, policies, and administrative practices might be modified from time to time and affect the implementation of the project. The Applicant agrees that the most recent Federal requirements will apply to the project, unless FTA issues a written determination otherwise.

### **3. Nonprocurement Debarment and Suspension.**

As required by U.S. DOT regulations on Governmentwide Debarment and Suspension (Nonprocurement) at 49 CFR 29.510:

(1) The Applicant certifies to the best of its knowledge and belief, that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) transaction or contract under a public transaction; violation of Federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, state, or local) with commission of any of the offenses listed in paragraph (2) of this certification; and
- (d) Have not within a three-year period preceding this certification had one or more public transactions (Federal, state, or local) terminated for cause or default.

(2) The Applicant also certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to MDOT.

(3) If the Applicant (Primary Participant) is unable to certify to the statements within paragraphs (1) and (2) above, it shall indicate so on its Signature Page and provide a written explanation to MDOT.

#### **4. Nondiscrimination Assurance.**

As required by 49 U.S.C. 5332, Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d, and U.S. DOT regulations, "Nondiscrimination in Federally-Assisted Programs of the Department of Transportation -- Effectuation of Title VI of the Civil Rights Act," 49 CFR part 21 at 21.7, the Applicant assures that it will comply with all requirements of 49 CFR part 21; FTA Circular 4702.1, "Title VI Program Guidelines for Federal Transit Administration Recipients"; and other applicable directives, so that no person in the United States, on the basis of race, color, national origin, creed, sex, or age will be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity (particularly in the level and quality of transportation services and transportation-related benefits) for which the Applicant receives Federal assistance awarded by the U.S. DOT or FTA as follows:

(1) The Applicant assures that each project will be conducted, property acquisitions will be undertaken, and project facilities will be operated in accordance with all applicable requirements of 49 U.S.C. 5332 and 49 CFR part 21, and understands that this assurance extends to its entire facility and to facilities operated in connection with the project.

(2) The Applicant assures that it will take appropriate action to ensure that any transferee receiving property financed with Federal assistance derived from FTA will comply with the applicable requirements of 49 U.S.C. 5332 and 49 CFR part 21.

(3) The Applicant assures that it will promptly take the necessary actions to effectuate this assurance, including notifying the public that complaints of discrimination in the provision of transportation-related services or benefits may be filed with U.S. DOT or FTA. Upon request by U.S. DOT or FTA, the Applicant assures that it will submit the required information pertaining to its compliance with these requirements.

(4) The Applicant assures that it will make any changes in its 49 U.S.C. 5332 and Title VI implementing procedures as U.S. DOT or FTA may request.

(5) As required by 49 CFR 21.7(a)(2), the Applicant will include appropriate clauses in each third party contract or subagreement to impose the requirements of 49 CFR part 21 and 49 U.S.C. 5332, and include appropriate provisions imposing those requirements in deeds and instruments recording the transfer of real property, structures, improvements.

#### **5. Assurance of Nondiscrimination on the Basis of Disability.**

As required by U.S. DOT regulations, "Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance," at 49 CFR 27.9, implementing the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, the Applicant assures that, as a condition to the approval or

extension of any Federal assistance awarded by FTA to construct any facility, obtain any rolling stock or other equipment, undertake studies, conduct research, or to participate in or obtain any benefit from any program administered by FTA, no otherwise qualified person with a disability shall be, solely by reason of that disability, excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any program or activity receiving or benefiting from Federal assistance administered by the FTA or any entity within U.S. DOT. The Applicant assures that project implementation and operations so assisted will comply with all applicable requirements of U.S. DOT regulations implementing the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, and any later amendments thereto, at 49 CFR parts 27, 37, and 38, and any applicable regulations and directives issued by other Federal departments or agencies.

## **6. Procurement Compliance.**

The Applicant certifies that its procurements and procurement system will comply with all applicable requirements imposed by Federal laws, executive orders, or regulations and the requirements of FTA Circular 4220.1E, "Third Party Contracting Requirements," and other implementing guidance or manuals FTA may issue. The Applicant certifies that it will include in its contracts financed in whole or in part with FTA assistance all clauses required by Federal laws, executive orders, or regulations, and will ensure that each subrecipient and contractor will also include in its subagreements and contracts financed in whole or in part with FTA assistance all applicable clauses required by Federal laws, executive orders, or regulations.

## **7. Lobbying Certification.**

A. As required by U.S. DOT regulations, "New Restrictions on Lobbying," at 49 CFR 20.110, the Applicant's authorized representative certifies to the best of his or her knowledge and belief that for each application for a Federal assistance exceeding \$100,000: (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress pertaining to the award of any Federal assistance, or the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement; and (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any application to FTA for Federal assistance, the Applicant assures that it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," including the information required by the form's instructions.

B. The Applicant understands that this certification is a material representation of fact upon which reliance is placed and that submission of this certification is a prerequisite for providing Federal assistance for a transaction covered by 31 U.S.C. 1352. The Applicant also understands that any person who fails to file a required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## **8. Pre-Award and Post-Delivery Review Certification.**

As required by 49 U.S.C. 5323(l), and implementing FTA regulations at 49 CFR 663.7, the Applicant certifies that it will comply with the requirements of 49 CFR part 663, in the course of purchasing revenue service rolling stock. Among other things, the Applicant will conduct or cause to be conducted the prescribed pre-award and post-delivery reviews, and will maintain on file the certifications required by 49 CFR part 663, subparts B, C, and D.

## **9. Bus Testing Certification.**

As required by FTA regulations, "Bus Testing," at 49 CFR 665.7, the Applicant certifies that before expending any Federal assistance to acquire the first bus of any new bus model or any bus model with a new major change in configuration or components or authorizing final acceptance of that bus (as described in 49 CFR part 665):

- A. The model of the bus will have been tested at a bus testing facility approved by FTA; and
- B. It will have received a copy of the test report prepared on the bus model.

## **10. Charter Bus Agreement.**

A. As required by 49 U.S.C. 5323(d) and FTA regulations, "Charter Service," at 49 CFR 604.7, the Applicant agrees that it will: (1) provide charter service that uses equipment or facilities acquired with Federal assistance authorized for 49 U.S.C. 5307, 5309, or 5311 or Title 23 U.S.C., only to the extent that there are no private charter service operators willing and able to provide the charter service that it desires to provide, unless one or more of the exceptions in 49 CFR 604.9 applies, and (2) comply with the provisions of 49 CFR part 604 before they provide any charter service using equipment or facilities acquired with Federal assistance authorized for the above statutes.

B. The Applicant understands that the requirements of 49 CFR part 604 will apply to any charter service provided, the definitions in 49 CFR part 604 apply to this agreement, and violation of this agreement may require corrective measures and the imposition of penalties, including debarment from the receipt of further Federal assistance for transportation.

## **11. School Bus Agreement.**

A. As required by 49 U.S.C. 5323(f) and FTA regulations, "School Bus Operations," at 49 CFR 605.14, the Applicant agrees that it will: (1) engage in school bus operations in competition with private school bus operators only to the extent permitted by an exception provided by 49 U.S.C. 5323(f), and implementing regulations, and (2) comply with the requirements of 49 CFR part 605 before providing any school bus service using equipment or facilities acquired with Federal assistance authorized by 49 U.S.C. chapter 53 or Title 23 U.S.C. awarded by FTA for transportation projects.

B. The Applicant understands that the requirements of 49 CFR part 605 will apply to any school bus service it provides, the definitions of 49 CFR part 605 apply to this school bus agreement, and a violation of this agreement may require corrective measures and the

imposition of penalties, including debarment from the receipt of further Federal assistance for transportation.

## **12. Certification of Equivalent Service.**

As required by U.S. DOT regulations, "Transportation Services for Individuals with Disabilities (ADA)," at 49 CFR 37.77, the Applicant certifies that its demand responsive service offered to persons with disabilities, including persons who use wheelchairs, is equivalent to the level and quality of service offered to persons without disabilities. When viewed in its entirety, its service for persons with disabilities is provided in the most integrated setting feasible and is equivalent with respect to: (1) response time, (2) fares, (3) geographic service area, (4) hours and days of service, (5) restrictions on trip purpose, (6) availability of information and reservation capability, and (7) constraints on capacity or service availability.

## **13. Substance Abuse Certifications.**

### **A. Alcohol Testing Certification**

As required by FTA regulations, "Prevention of Alcohol Misuse in Transit Operations," at 49 CFR 654.83, the Applicant certifies that it has established and implemented an alcohol misuse prevention program complying with the requirements of 49 CFR part 654.

### **B. Anti-Drug Program Certification**

As required by FTA regulations, "Prevention of Prohibited Drug Use in Transit Operations," at 49 CFR 653.83, the Applicant certifies that it has established and implemented an anti-drug program and has conducted employee training complying with the requirements of 49 CFR part 653.

## **C. CERTIFICATIONS AND ASSURANCES FOR FTA SECTION 5310 ASSISTANCE**

### **1. Authority of Applicant and Its Representative.**

The authorized representative of the Applicant who signs these certifications, assurances, and agreements attest that the Applicant has the required fiscal and managerial capability to implement and manage the proposed project and that both the Applicant and its authorized representative have adequate authority under state and local law and the by-laws or internal rules of the Applicant organization to:

- (1) Execute and file the application on behalf of the Applicant,
- (2) Execute and file the required certifications, assurances, and agreements on behalf of the Applicant binding the Applicant, and
- (3) Execute and contract with the state to carry out the proposed project.

The Applicant, if a private nonprofit, has filed Articles of Incorporation with the Michigan Department of Consumer and Industry Services, and has been legally organized as a private, nonprofit organization.

### **2. Standard Assurances.**

The Applicant assures that it will comply with all applicable Federal statutes, regulations, executive orders, FTA circulars, and other Federal administrative requirements which relate to the applications made to and grants received from the Federal Transit Administration. The Applicant understands that Federal laws, regulations, policies, and administrative practices might be modified from time to time and affect the implementation of the project. The Applicant agrees that the most recent Federal requirements will apply to the project, unless FTA issues a written determination otherwise.

### **3. Nonprocurement Debarment and Suspension.**

As required by U.S. DOT regulations on Governmentwide Debarment and Suspension (Nonprocurement) at 49 CFR 29.510:

- (1) The Applicant certifies to the best of its knowledge and belief, that it and its principals:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) transaction or contract under a public transaction; violation of Federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, state, or local) with commission of any of the offenses listed in paragraph (2) of this certification; and
  - (d) Have not within a three-year period preceding this certification had one or more public transactions (Federal, state, or local) terminated for cause or default.

- (2) The Applicant also certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to MDOT.

(3) If the Applicant (Primary Participant) is unable to certify to the statements within paragraphs (1) and (2) above, it shall indicate so on its Signature Page and provide a written explanation to MDOT.

#### **4. Nondiscrimination Assurance.**

As required by 49 U.S.C. 5332, Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d, and U.S. DOT regulations, "Nondiscrimination in Federally-Assisted Programs of the Department of Transportation -- Effectuation of Title VI of the Civil Rights Act," 49 CFR part 21 at 21.7, the Applicant assures that it will comply with all requirements of 49 CFR part 21; FTA Circular 4702.1, "Title VI Program Guidelines for Federal Transit Administration Recipients"; and other applicable directives, so that no person in the United States, on the basis of race, color, national origin, creed, sex, or age will be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity (particularly in the level and quality of transportation services and transportation-related benefits) for which the Applicant receives Federal assistance awarded by the U.S. DOT or FTA as follows:

(1) The Applicant assures that each project will be conducted, property acquisitions will be undertaken, and project facilities will be operated in accordance with all applicable requirements of 49 U.S.C. 5332 and 49 CFR part 21, and understands that this assurance extends to its entire facility and to facilities operated in connection with the project.

(2) The Applicant assures that it will take appropriate action to ensure that any transferee receiving property financed with Federal assistance derived from FTA will comply with the applicable requirements of 49 U.S.C. 5332 and 49 CFR part 21.

(3) The Applicant assures that it will promptly take the necessary actions to effectuate this assurance, including notifying the public that complaints of discrimination in the provision of transportation-related services or benefits may be filed with U.S. DOT or FTA. Upon request by U.S. DOT or FTA, the Applicant assures that it will submit the required information pertaining to its compliance with these requirements.

(4) The Applicant assures that it will make any changes in its 49 U.S.C. 5332 and Title VI implementing procedures as U.S. DOT or FTA may request.

(5) As required by 49 CFR 21.7(a)(2), the Applicant will include appropriate clauses in each third party contract or subagreement to impose the requirements of 49 CFR part 21 and 49 U.S.C. 5332, and include appropriate provisions imposing those requirements in deeds and instruments recording the transfer of real property, structures, improvements.

#### **5. Assurance of Nondiscrimination on the Basis of Disability.**

As required by U.S. DOT regulations, "Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance," at 49 CFR 27.9, implementing the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, the Applicant assures that, as a condition to the approval or extension of any Federal assistance awarded by FTA to construct any facility, obtain any

rolling stock or other equipment, undertake studies, conduct research, or to participate in or obtain any benefit from any program administered by FTA, no otherwise qualified person with a disability shall be, solely by reason of that disability, excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any program or activity receiving or benefiting from Federal assistance administered by the FTA or any entity within U.S. DOT. The Applicant assures that project implementation and operations so assisted will comply with all applicable requirements of U.S. DOT regulations implementing the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, and any later amendments thereto, at 49 CFR parts 27, 37, and 38, and any applicable regulations and directives issued by other Federal departments or agencies.

## **6. Procurement Compliance.**

The Applicant certifies that its procurements and procurement system will comply with all applicable requirements imposed by Federal laws, executive orders, or regulations and the requirements of FTA Circular 4220.1E, "Third Party Contracting Requirements," and other implementing guidance or manuals FTA may issue. The Applicant certifies that it will include in its contracts financed in whole or in part with FTA assistance all clauses required by Federal laws, executive orders, or regulations, and will ensure that each subrecipient and contractor will also include in its subagreements and contracts financed in whole or in part with FTA assistance all applicable clauses required by Federal laws, executive orders, or regulations.

## **7. Lobbying Certification.**

A. As required by U.S. DOT regulations, "New Restrictions on Lobbying," at 49 CFR 20.110, the Applicant's authorized representative certifies to the best of his or her knowledge and belief that for each application for a Federal assistance exceeding \$100,000: (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress pertaining to the award of any Federal assistance, or the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement; and (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any application to FTA for Federal assistance, the Applicant assures that it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," including the information required by the form's instructions.

B. The Applicant understands that this certification is a material representation of fact upon which reliance is placed and that submission of this certification is a prerequisite for providing Federal assistance for a transaction covered by 31 U.S.C. 1352. The Applicant also understands that any person who fails to file a required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## **8. Pre-Award and Post-Delivery Review Certification.**

As required by 49 U.S.C. 5323(l), and implementing FTA regulations at 49 CFR 663.7, the Applicant certifies that it will comply with the requirements of 49 CFR part 663, in the course of purchasing revenue service rolling stock. Among other things, the Applicant will conduct or cause to be conducted the prescribed pre-award and post-delivery reviews, and will maintain on file the certifications required by 49 CFR part 663, subparts B, C, and D.

## **9. Bus Testing Certification.**

As required by FTA regulations, "Bus Testing," at 49 CFR 665.7, the Applicant certifies that before expending any Federal assistance to acquire the first bus of any new bus model or any bus model with a new major change in configuration or components or authorizing final acceptance of that bus(as described in 49 CFR part 665):

- A. The model of the bus will have been tested at a bus testing facility approved by FTA; and
- B. It will have received a copy of the test report prepared on the bus model.

## **10. School Bus Agreement.**

A. As required by 49 U.S.C. 5323(f) and FTA regulations, "School Bus Operations," at 49 CFR 605.14, the Applicant agrees that it will: (1) engage in school bus operations in competition with private school bus operators only to the extent permitted by an exception provided by 49 U.S.C. 5323(f), and implementing regulations, and (2) comply with the requirements of 49 CFR part 605 before providing any school bus service using equipment or facilities acquired with Federal assistance authorized by 49 U.S.C. chapter 53 or Title 23 U.S.C. awarded by FTA for transportation projects.

B. The Applicant understands that the requirements of 49 CFR part 605 will apply to any school bus service it provides, the definitions of 49 CFR part 605 apply to this school bus agreement, and a violation of this agreement may require corrective measures and the imposition of penalties, including debarment from the receipt of further Federal assistance for transportation.

## **11. Certification of Equivalent Service.**

As required by U.S. DOT regulations, "Transportation Services for Individuals with Disabilities (ADA)," at 49 CFR 37.77, the Applicant certifies that its demand responsive service offered to persons with disabilities, including persons who use wheelchairs, is equivalent to the level and quality of service offered to persons without disabilities. When viewed in its entirety, its service for persons with disabilities is provided in the most integrated setting feasible and is equivalent with respect to: (1) response time, (2) fares, (3) geographic service area, (4) hours and days of service, (5) restrictions on trip purpose, (6) availability of information and reservation capability, and (7) constraints on capacity or service availability.

## D. ESTIMATED VEHICLE AND RADIO EQUIPMENT PRICES (Revised 10/1/05)

### Minivan

7-passenger minivan with AC (4 years or 100,000 miles)	
a) Front wheel drive	\$19,000
a) Rear wheel drive	21,000

### Standard Van

15-passenger van with AC (4 years or 100,000 miles)	
a) Rear wheel drive	21,000

### Cutaway Van Conversion

Proposed/No contract established (5 years or 150,000 miles)	
Cutaway Van without lift, gas engine	40,000
Cutaway Van without lift, diesel engine	45,000
Cutaway Van with lift, gas engine	47,000
Cutaway Van with lift, diesel engine	52,000

### Cutaway Bus - Standard Body, 90" Interior Width

Proposed/No contract established (5 years or 150,000 miles)	
Cutaway bus, 90" interior without lift, gas engine	45,000
Cutaway bus, 90" interior without lift, diesel engine	50,000
Cutaway bus, 90" interior with lift, gas engine	52,000
Cutaway bus, 90" interior with lift, diesel engine	57,000
<b>Note:</b> Vehicle price includes AC and Auxiliary Heater	

### 26-Foot Medium Duty Bus (Diesel Only)

Proposed/No contract established (7 years or 200,000 miles)	
26-Foot Medium Duty bus without lift	72,000
26-Foot Medium Duty bus with lift	77,000
<b>Note:</b> Vehicle price includes AC, Auxiliary Heater, Limited Slip Differential, Air Ride Seat, Electric Driveline Retarder.	

**29-Foot Medium Duty Bus (Diesel Only)**

Proposed/No contract established (7 years or 200,000 miles)

29-Foot Medium Duty bus without lift	\$75,500
29-Foot Medium Duty bus with lift	80,000

**Note:** Vehicle price includes AC, Auxiliary Heater, Limited Slip Differential, Air Ride Seat, Electric Driveline Retarder.

**Medium Heavy Duty Bus – Less than 35-foot**

Proposed/No contract established (10 years or 350,000 miles)

Medium Heavy Duty bus with lift	270,000
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**Heavy Duty Bus – Over 35-foot**

Proposed/No contract established (12 years or 500,000 miles)

Heavy Duty bus with lift	330,000
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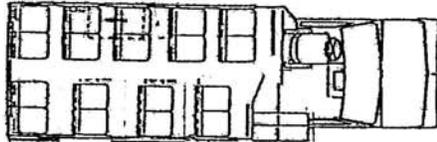
**ESTIMATED RADIO EQUIPMENT PRICES**

Base station	\$14,000
Base antenna system	10,000
Remote control console	2,000
Mobile radio	3,000
Portables	1,000
Tower structure	30,000-85,000+

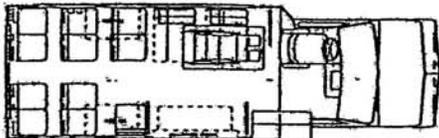
These prices include the cost for installation and in warranty service for a one-year period.

SMALL BUS FLOOR PLANS

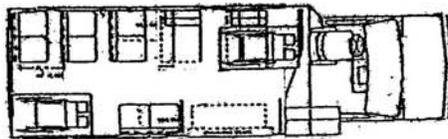
18-Passenger Nonlift Bus and Lift Bus with Alternate Seating



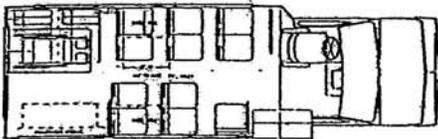
A. 18 Passenger w/o Lift



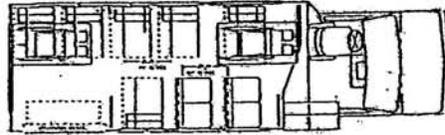
B. 11+1 Passenger with lift forward of rear axle



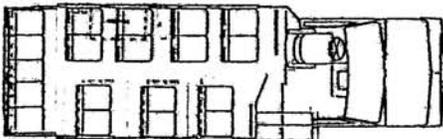
C. 8+2 Passenger with lift forward of rear axle



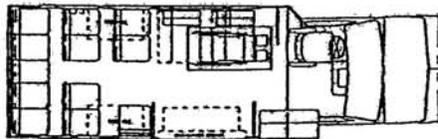
D. 11+1 Passenger with platform lift behind rear axle



E. 4+2 Passenger with platform lift behind rear axle

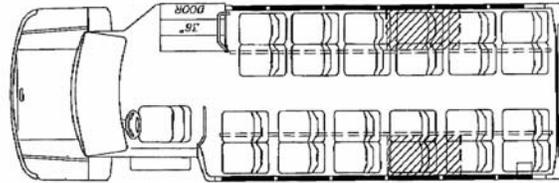


F. 19 Passenger w/o lift with five place rear seat option with rear exit window option

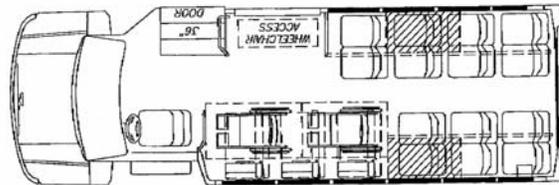


G. 12+1 Passenger with lift forward of rear axle with five place rear seat option with rear exit window option

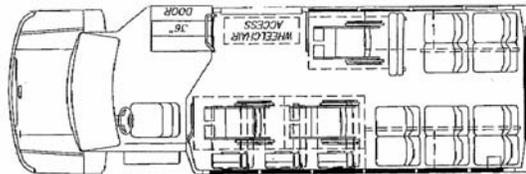
**BUS FLOOR PLANS**  
**26 Foot Medium Duty Bus**  
**Diesel Only**



**24 Passenger Bus w/o Lift**

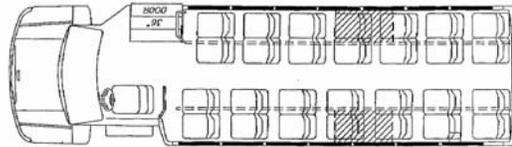


**14+2 Passenger Bus with Active Lift**

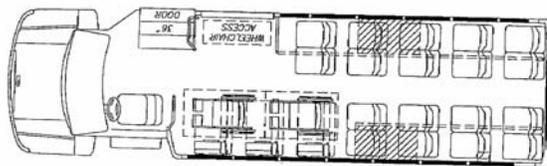


**10+3 Passenger Bus with Active Lift**

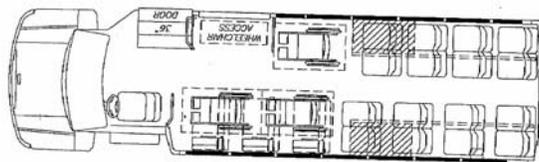
**BUS FLOOR PLANS**  
**29 Foot Medium Duty Bus**  
**Diesel Only**



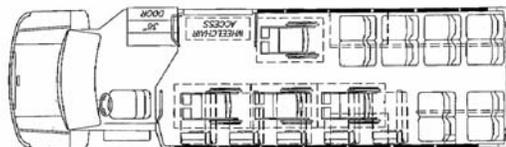
**28 Passenger Bus w/o Lift**



**18+2 Passenger Bus with Active Lift**



**16+3 Passenger Bus with Active Lift**



**12+4 Passenger Bus with Active Lift**



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\* (Monroe, MI 3C Area is part of the Toledo  
Urbanized Area, but is under the SEMCOG  
MPO)