



STATE OF MICHIGAN  
**DEPARTMENT OF TRANSPORTATION**  
LANSING

GRETCHEN WHITMER  
GOVERNOR

BRADLEY C. WIEFERICH, P.E.  
DIRECTOR

October 13, 2023

To: Act 51 Transit Agencies and Michigan Tribal Governments

Subject: FY 2025 Application Instructions for Public Transit Programs Administered  
by the Office of Passenger Transportation (OPT)

The [FY 2025 Application Instructions for Public Transit Programs](#) is now available on our website at: [Public Transportation \(michigan.gov\)](#), [Annual Application for Funding \(michigan.gov\)](#).

As applicable, major changes between the FY 2024 application instructions and the FY 2025 instructions include:

**Application Due Date Changed to Feb. 1, 2024.**

**Part II Requirements for a Complete Application**

- C. Creating and Completing Application Module, 1) “Complete Checklist (Optional)” has been changed to “Complete Checklist” with “Optional” removed.
- VRR has been spelled out to “Vehicle Replacement Requested” instead of “Replacement Requested” in Part II and throughout the Instructions document.
- This paragraph has been added: “In the months leading up to annual application renewal, you will receive an email from your OPT project manager with your vehicle inventory spreadsheet. This spreadsheet will include vehicles that will be eligible for replacement within the next four years due to years or miles. You should reference this spreadsheet when completing vehicle capital requests to ensure all vehicles that are or will become eligible will be requested in this year’s application.”

**Part III. Application Submittal by Program**

- Consistent wording for the requirements below has been used for all programs except for the Specialized Service Program and Section 5304 Program:
  - A signed or stamped copy of your agency's PTMS equipment inventory in PTMS (attach in PTMS).
  - Proof of facility insurance (including flood insurance if the facility is in a designated flood plain) (attach in PTMS).
- Specialized Service Program: this requirement remains unchanged:

- A signed or stamped copy of your agency's PTMS equipment inventory (attach in PTMS).
- A. Regular Services Program, A-I: Regular Services Program (Not Including JARC Activities):
  - When preparing your FY 2025 application, use **40.2993 percent** of total eligible expenses for rural areas and UAs with a population less than 100,000 and **33.8553 percent** of total eligible expenses for UAs with a population more than 100,000.
  - This **wording** has been added: “If your budget is 15 percent more than your resolution of intent or public notice, the resolution of intent will need to be re-approved by the board, **and re-attached in PTMS**, and the public notice will need to be re-published **and re-attached.**”
  - b. Federal Rural Area Formula Program (Section 5311): this statement “Use 18 percent of your FY 2025 total annual budgeted OAR eligible expenses as an estimate. You may choose to use your allocation for operating and/or capital.” has been changed to “Use **18** percent of your FY 2025 total annual budgeted OAR eligible expenses as the federal operating.”
- A. Regular Services Program and C-II. New Freedom Program, under the Matching Requirements section:

“Farebox” has been changed to “Farebox revenue” and a related statement has been added: “Farebox revenue refers to Passenger Fares collected from transportation service.”

The same changes have been added to the “**Note**” under Part IV, Certification of Local Match for Section 5310 NF Grant Application Form 3001.
- B. Specialized Services Operating Assistance Program: The reimbursement percentages have been changed:
  - Transportation providers are currently reimbursed **\$1.76** per mile or **\$5.08** per one-way passenger trip up to the contract amount.
  - Volunteer drivers using their personal vehicles to transport passengers for nonemergency medical trips provided will be reimbursed at **\$0.43** per mile up to the contract amount.

- D. “Service Development and New Technology Program (SDNT)” has been changed to “D. Metropolitan & Statewide Planning and NonMetropolitan Transportation Planning Program (Section 5304)” and the following examples have been added:

Examples of eligible Section 5304 Program planning activities/projects:

- Studies relating to management, planning, operations, capital requirements, and economic feasibility
  - Development of transportation plans and programs
  - Planning, design, and evaluation of public transportation projects
  - Technical studies related to public transportation
  - Safety, security, and emergency transportation and evacuation planning
  - Coordinated public transit human services transportation planning
  - Development of transportation plans, short-range transportation improvement programs (TIPs), and Unified Planning Work Program (UPWP)/Unified Work Program (UWP)
  - Systems planning and corridor-level alternative analysis
  - Research
  - Feasibility Studies (example: facility construction)
- SDNT has been changed to Section 5304 throughout the Instructions document.
  - F. Service Initiatives Program. This is a newly added section. This is state funding that provides funds to advance and improve mobility such as demonstration and implementation of new technology, innovative service models, regional services, research, training, planning and coordination.

Ad hoc applications may be submitted at any time during the year. MDOT may also issue calls for proposals or challenge grants seeking applications for projects to address specific state goals and objectives; those solicitations may have different requirements than what is outlined in these instructions.

All applicants with access to PTMS are required to complete the Service Initiatives Application form in PTMS and submit the application via PTMS. Applicants without access to PTMS should use the Service Initiatives Application form link at [Annual Application for Funding \(michigan.gov\)](https://www.michigan.gov/annual-application-for-funding) to complete the application.

For details, please refer to the “F. Service Initiatives Program” section.

#### **Part IV. Instructions for TA Forms and Related Requirements**

- a. Section 5333(b) Labor Warranty Form 3093: the “**Note**” has been changed from “Do not include school bus transportation providers and their unions on the Section 5333(b) Labor Warranty form.” to “Do not include school bus transportation providers, private transportation providers such as taxi, Uber, Lyft, etc. and their unions on the Section 5333(b) Labor Warranty form.”
  
- n. Public Notice:
  - The statement has been changed from “A minimum of 30 days response time must be provided.” to “A minimum of 30 days response time must be provided relative to the actual date of publication.”
  
  - Item No. 7) has been added as one of the required elements, “Provide a mailing address and an email address for public comments to be submitted to.” The six required elements have been updated to seven accordingly.
  
- r. SDNT Application Form 3072: “SDNT” has been changed to “Section 5304.”
  
- s. Service Initiatives Application Form has been added.

#### **Reminders:**

JARC and New Freedom expansion projects are not eligible.

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

As specified in subsection w. of [Part IV. Instructions for TA Forms and Related Requirements](#) of the instructions document, “Ensure adequate time to schedule your LAC meeting before the application due date. A copy of the minutes from the meeting where the plan or amendment/update was reviewed and discussed by the LAC should be signed by the LAC chairperson or an authorized substitute and attached in PTMS.”

#### **Published Public Notice**

As specified in subsection n. of [Part IV. Instructions for TA Forms and Related Requirements](#) of the instructions document the public notice must be published in major newspapers of the applicant’s nearest service area and must invite comment. A minimum of 30 days response time must be provided relative to the actual date of publication. All operating and capital funding requested in the current annual application including funding from Rural Task Force, Small Urban, and CMAQ needs to be included the public

notice. It is recommended that you send the public notice proof to your MDOT OPT project manager for review before publication. **If the budget and programs for which you are applying have increased by more than 15 percent of the currently approved budget when MDOT OPT allows budget revisions in late summer, you will need to publish an updated public notice. If a project in a prior year's public notice was not funded and is being requested again in the current application, it should be included with the current public notice.**

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

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

For applicants without access to PTMS applying for Section 5310, Section 5304, and/or Service Initiatives funds, the required application forms are available on OPT's website, at [Public Transportation \(michigan.gov\)](https://www.michigan.gov/public-transportation), [Annual Application for Funding \(michigan.gov\)](https://www.michigan.gov/annual-application),

The FY 2025 Local Public Transit Revenue and Expense Manual (R&E Manual) is available to help you prepare your FY 2025 budgeted Operating Assistance Report(s). To view the R&E Manual, go to [Public Transportation \(michigan.gov\)](https://www.michigan.gov/public-transportation), "Resources," "Audit and Accounting Information."

We encourage you to read through the FY 2025 Application Instructions to help you understand the application requirements and process. If you have any questions or comments regarding the application instructions and process, please contact your [OPT project manager](#).

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If you do not know who your project manager is or do not have internet access and would like a hard copy of the FY 2025 Application Instructions document, forms, or R&E manual, please contact [Michelle Wieferich](#), Executive Administrative Assistant, by email or by calling 517-335-2560.

Sincerely,

Jean Ruestman, Administrator  
Office of Passenger Transportation