



STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

GRETCHEN WHITMER
GOVERNOR

BRADLEY C. WIEFERICH, P.E.
DIRECTOR

October 13, 2023

To: Michigan Tribal Governments

From: Jean Ruestman, Administrator, Office of Passenger Transportation (OPT)

Subject: FY 2025 Application Instructions for Michigan Tribal Government Grant Program Administered by the Office of Passenger Transportation

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

A few major changes have been made between the FY 2025 application instructions and the FY 2024 instructions:

Under the “Required Application Forms” section:

- Certification of Local Match for Section 5311 Tribal Program Application – Form 3156: the “**Note**” has been changed from “Farebox cannot be used as local match.” to “Farebox revenue cannot be used as local match. Farebox revenue refers to Passenger Fare collected from transportation service.”

Under the “Required Application Forms for Federal Compliance” section:

- FTA Certification and Assurances - Form 3079: The word “**your**” is added to this statement: “Obtain and review the set of Certifications and Assurances for FTA Assistance, then complete and return the signed form to **your** MDOT OPT project manager.”
- 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.”

Under the “Other Requirements” section:

- Proof of Public Notice: The last 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.”
- Proof of Public Notice: The last bullet has been added, “Provide a mailing address and an email address for public comments to be submitted to.”

The FY 2025 Local Public Transit Revenue and Expense Manual (R&E Manual) is available to help you prepare your FY 2025 budgeted OAR Report(s). To view the R&E Manual, go to [Public Transportation \(michigan.gov\)](https://www.michigan.gov), "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](#).

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 Wiefelich](#), Executive Administrative Assistant, by email or by calling 517-335-2560.

Sincerely,

Jean Ruestman, Administrator
Office of Passenger Transportation