

FY 2025

**Application Instructions
for
Intercity Bus Program**

**Administered by
Office of Passenger Transportation**



Effective Oct. 1, 2024 – Sept. 30, 2025

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Purpose and Internet Browser Requirements

The Michigan Department of Transportation's (MDOT) Office of Passenger Transportation (OPT) distributes 5311(f) federal and state funds for the provision of Intercity Bus Services. Funding supports services that benefit Michigan's rural areas. This application is your gateway to those funds. These application instructions describe who is eligible to apply and instructions for completing and submitting the application.

This Annual Application Instructions (Instructions) packet is for Fiscal Year (FY) 2025. All documents required for a complete application can be found on the [Public Transportation Management System \(PTMS\)](#) and on OPT's website, [Annual Application for Funding \(michigan.gov\)](#). If needed, the Instructions may be made available in alternative formats such as braille, large print, audio tape, or compact disc. PTMS Help Guide is also available on both PTMS and on OPT's website at [Public Transportation \(michigan.gov\)](#), under PTMS.

In order to complete your application in PTMS, you must use the correct browser. **Microsoft Edge is required.**

To view 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 assistance in preparing applications and service development proposals, contact:

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Program Description

In Federal Transit Administration (FTA) Circular 9040.1G, [Formula Grants for Rural Areas: Program Guidance and Application Instructions](#), Section 5311(f), intercity bus service is defined as: "regularly scheduled bus service for the general public that operates with limited stops over fixed routes connecting two or more urban areas not in close proximity, that has the capacity for transporting baggage carried by passengers, and that makes meaningful connections with scheduled intercity bus service to more distant points, if such service is available." Urbanized area is defined as "an area encompassing a population of not less than fifty thousand people that has been defined and designated in the most recent decennial census as an 'urbanized area' by the secretary of Commerce." The definition of intercity bus does not include commuter service (service designed primarily to provide daily work trips within the local commuting area). Intercity service is not limited by the size of the vehicle used or by the identity of the carrier. Intercity bus does not include air, water, and rail service.

States are required to spend 15 percent of their Federal Section 5311 apportionment to develop and support intercity bus transportation. This requirement is in effect until the governor certifies the state's intercity bus service needs are adequately met. Most state intercity funds will be used to match federal funds, requiring proposed projects to adhere to federal program requirements.

National Program Objectives

- To support the connections between rural areas and the regional or national system of intercity bus service.
- To support services to meet the intercity travel needs of residents in rural areas.
- To support the infrastructure of the intercity bus network through planning and marketing assistance and capital investment in facilities.

Michigan Program Objectives

- The Michigan Intercity Bus Program will utilize both 5311(f) federal and state funds for projects that provide direct benefit to Michigan's rural areas. Priority will be given to those projects that:
 - Coordinate and connect with other transit providers or modes of travel.
 - Maintain privately operated intercity bus service in Michigan.
 - Provide safe, accessible, up-to-date vehicles and terminals.
- To provide an opportunity for all licensed companies to compete for route subsidies.
- To secure federal funds to the greatest extent possible to support the intercity bus program.

Funding Categories

A. Capital

Capital funding is granted directly to the applicant. Capital projects include:

1. Bus procurement
2. Terminal development
3. Equipment

B. Service Development (Operations)

Proposals for new state subsidized service/routes can be submitted at any time to the Intercity Bus Program Project Manager.

Service proposals must:

- Describe the importance of the service to the state network (i.e., how it meets the state and federal objectives and fills a recognized gap in service).
- Indicate how the service will connect with the statewide/national intercity network, other intercity carriers, local transit, Amtrak, and/or airports.

***Note:** The Service Development Proposal form can be saved and completed in PTMS. Notify your MDOT Intercity Bus Program Project Manager of the proposal. Applicants not in PTMS may access the Service Development Proposal form on the OPT website, under [Annual Application for Funding \(michigan.gov\)](https://www.michigan.gov/annual-application-for-funding).


If the service is selected and funding is available, the service will be listed in a request for proposal (RFP) on the [Bid4Michigan](https://www.bid4michigan.com) website for a competitive bid. A partial list of program criteria for projects can be found on Appendix A. The full project description and eligibility criteria will be detailed in the RFP.

Funding Availability

Projects may be recommended for complete, partial or no funding, based on application content and/or funding availability. Projects are funded fully or with a mix of federal, state, and local funds.

Laws and Regulations

Applicants are required to follow MDOT's local purchase and the FTA's procurement guidelines. Procurement guidelines can be found at [Public Transportation \(michigan.gov\)](https://www.michigan.gov/public-transportation):

[Procurement Guidelines](#) 
[State Vehicle Contracts and Procurement](#)
[MiDeal - 100% Local Funds Only](#)

FTA's guidelines can also be found in [FTA Circular 4220.1F, Third Party Contracting Guidance](#).

Eligible Applicants

Section 5311(f) program applicants must be one of the following (per FTA Circular 9040.1G, Page III-5, Section 2):

- A private, for-profit or nonprofit intercity carrier or provider.
- A local public transit provider providing or proposing feeder service to intercity carriers.
- A federally recognized Native American tribal government in Michigan.

Private for-profit applicants must submit a document showing evidence of organization.

Private nonprofit applicants are required to present proof of their nonprofit status, have the approval of its executive board, and submit a resolution by the governing board.

Application Requirements

Applications must be submitted by the following date:

- Capital - **due by Feb. 1, 2024.**
- Service Development - proposals accepted any time.

1. Update the Profile Screen

Verify and update all of the information listed on the Profile screen, which includes TA Name, Legal Name, Agency ID, Federal ID, UEI Number (Unique Entity Identifier), Agency Name Associated with UEI Number, Mr./Ms., Title, Profile, Service Hours, County, Address, Phone, Fax, E-mail, Agency Web Address, and Transit Agency Additional Contacts. Your agency's contact information and MDOT Correspondence Categories are used for all MDOT correspondence (both US mail and e-mail). Contact your MDOT project manager if the check boxes are not appropriately checked under the MDOT Correspondence Categories.

2. Updating Vehicle, Facility, and Equipment Inventories

- 1) Verify that all current revenue vehicles are listed and that all disposed vehicles have been removed from the list. Update number of spare vehicles and vehicles required for peak service. The vehicle spare ratio rate will be automatically updated accordingly.
- 2) Update mileage. The mileage for all assigned vehicles must be updated. Update the actual mileage of your agency's vehicles after Oct. 1 of the current year and enter the updated mileage in PTMS by **Oct. 15** of the current fiscal year (the "Current Miles" and "Miles As Of" fields are found on the Characteristics screen for each vehicle). This is the date used to determine the annual mileage for vehicles when calculating underutilization of vehicles.
- 3) Fill in all required fields on both Characteristics and Financial screens, including vehicles purchased with local funds. **It is important for you to enter the In-Service Date field on the Characteristics screen as this field is used to calculate the eligibility of your replacement vehicle.**

For transferred vehicles or vehicles purchased used that were originally used for public transit service, put the **original** useful life on the Financials screen and the **original** In-Service Day in the Characteristics screen; put the date transferred/current In-Service Date in the Comment field in the Characteristics screen.

- 4) Complete the VRR "Vehicle Replacement Requested" field. There are two drop-down fields on the Financial screen for each vehicle, VRR "Vehicle Replacement Requested" and VRF "Vehicle Replacement Funded" which indicate the year you are requesting replacement (VRR) of the ones that have been funded (VRF). If you were not awarded funding for the replacement requested, do not update the VRR field if you are requesting funding for it again, keep it at the original year you requested it. If it is the first time that you are requesting funding for replacement for a vehicle in this FY 2025 application year, fill out the VRR field for this year.

The "VRF" field will be filled in by the OPT program managers when you are awarded funding. If you need assistance correcting your vehicle inventory, please see the "PTMS Vehicle Inventory" Help Guide at both the OPT website and within PTMS or contact your OPT project manager.

- 5) Input new equipment/facility items and make any updates. To add items that were funded and/or purchased for over \$5K to your facility and equipment inventories, you will need to complete the required fields on the Equipment and Facilities screens in PTMS. To dispose of items, you need to make sure that each item has met the replacement criteria as identified in [Appendix B](#) and that the disposal(s)/transfer(s) have prior approval from your OPT Intercity Bus Program Project Manager.

For further instructions, see "[Local Disposal of Vehicles or Equipment](#)" procedures.

Related [PTMS Help Guide](#) links:

The sections below are also [available](#) in PTMS by clicking on "Help" on the right top of the screen.

[Vehicle Inventory](#)

[Equipment Inventory](#)

[Facility Inventory](#)

3. Create and Complete Application in PTMS

The application module consists of Checklist, Capital Request, Annual Budgeted OARs, TA Forms, and Attachments. To create and complete the FY 2025 Application Module, you must:

- 1) Complete and save capital request(s).
- 2) Complete and save the required forms.
- 3) Attach required documents, the signed Contract Clauses Certification form, and **published** public notice. You may attach up to 20 files and each file can be up to 10 megabytes. **Each attachment must be in a separate PDF file.** The file name must follow the "AgencyName ApplicationYear FileContent" format, e.g., "IndianTrails 2025 PublicNotice.pdf."
- 4) Complete Checklist (optional) for the Intercity Bus Program you are applying for. This checklist is provided for assistance in completing all required components.
- 5) Submit and PIN the application. You must "submit" the application using the "Submit <Fiscal Year> Annual Application" button on the "Transit Agency Application Listing" screen.

Once the application is submitted, you are required to enter your PIN in the application. By pinning the application, you are indicating that you will comply with all applicable federal and state regulations. You should have received your PIN in MDOT's letter to your agency dated Nov. 5, 2012, as applicable. If you have lost or cannot remember your PIN, contact your OPT Intercity Bus Program Project Manager.

Note: Previously requested capital items are not carried forward and will need to be applied for again.

You may copy the previous year's capital requests into the current year's application. For details, see the PTMS Help Guide, Annual Application, Create a New Capital Request section. **However, you will need to edit your capital requests to reflect any updated information.**

Additional assistance can be found in the "[PTMS Annual Application](#)" Help Guide online and within PTMS.

Related [PTMS Help Guide](#) links:

The sections below are also [available](#) in PTMS by clicking on “Help” on the right top of the screen.

[Annual Application Attachments and PIN Instructions](#)

4. Required Forms and Related Requirements

The following items are required in your application and can be found in PTMS:

- 5333(b) Labor Warranty Form 3093: This is a certification required by federal transit law that protects intercity services employees who may be affected by federal transit funding. The law requires employee protections be in place and certified by the Department of Labor before federal transit funds may be released to a transit provider.

Action Requested: Agencies applying Section 5311(f) must complete the 5333(b) Labor Warranty form in PTMS. Completion of the form requires a list of the unions representing your employees, the third-party transportation provider that you hire to perform public transportation services and their union representation, and a list of other public transit providers serving the general public, and their union representation within your jurisdictional service area. You may need to use resources such as the Internet to locate other providers and contact those providers for union information. Complete and save the form in PTMS.

Note: Do not include school bus transportation providers, private transportation providers such as taxi, Uber, Lyft, etc., and their unions on the 5333(b) Labor Warranty form.

- ADA Complaint Information Form 3175: Titles II and III of the Americans with Disabilities Act of 1990 provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility and the provision of service.

Action Requested: Complete and save the form in PTMS.

- Contract Clauses Certification Form 3076: Contract clauses certify compliance with federal requirements. It is an annual certification process and the clauses are referenced in the MDOT project authorizations but not attached.

Action Requested: Obtain and review the set of clauses from OPT’s website at www.Michigan.gov/MDOTOPT, under [Annual Application for Funding \(michigan.gov\)](#), or via the link in the Contract Clauses Certification form in PTMS,

“TA Forms” in the current Application module. Complete and save the form, and attach a signed copy in PTMS.

Note: if your agency has a master agreement with MDOT, the form must be signed by an authorized signer of your master agreement or an individual with legal authority to sign a project authorization for the organization. If the organization has a master agreement with MDOT, the organization name must match the name as it appears on the master agreement. Your agency can change, add or remove an authorized signer at any time by completing a signature resolution. Organizations with multiple master agreements must submit multiple contract clauses certifications. You do not need to complete the certification if you are only applying for the Specialized Services Operating Assistance Program or Marine Passenger Program assisted by state funds only.

- FTA Certifications and Assurances Form 3079: A list of the certifications and assurances is available from OPT’s website at www.Michigan.gov/MDOTOPT, under [Annual Application for Funding \(michigan.gov\)](http://www.Michigan.gov/MDOTOPT), or via the link in the FTA Certifications and Assurances form in PTMS, under 2025 Application, TA Forms. The list details the requirements of the FTA programs.

Action Requested: Obtain and review the set of Certifications and Assurances for FTA Assistance at the above-mentioned website. Complete, save, and attach the form in PTMS.

- Title VI Information Form 3067: Title VI of the Civil Rights Act of 1964 is the federal law that protects individuals from discrimination based on race, color, or national origin in programs and activities that receive federal financial assistance.

When operating a federally assisted program, a recipient cannot, based on race, color, or national origin, either directly or through contractual means:

- Deny program services, aid, or benefits.
- Provide a different service, aid, or benefit, or provide them in a manner different than they are provided to others.
- Segregate or separately treat individuals in any matter related to the receipt of any service, aid, or benefit.

Organizations must ensure that the level and quality of service will be provided without regard to race, color or national origin and that there is not a disparate impact on groups protected by Title VI of the Civil Rights Act of 1964 and related statutes and regulations. This is especially important if the same service has been provided for several years and demographic changes may have occurred in the community or if service changes have been made.

Action Requested: Complete and save the form in PTMS.

Note: Limited English Proficiency, Environmental Justice, and FTA’s Title VI

Guidance information can be found at:

- FTA Circular [4702.1B](#), “Title VI Requirements and Guidelines for Federal Transit Administration Recipients.”
- FTA Circular [4703.1](#), “Environmental Justice Policy Guidance for Federal Transit Administration Recipients.”
- FTA’s Title VI Guidance page: <https://www.transit.dot.gov/title6>.

Additional Requirements

- Authorization letter: A company letter signed by an authorized company representative that names an official representative of the applicant authorized to provide information required by MDOT.
- Proof of public notice: Evidence that public notice has been given to citizens affected by this transportation program. Proof of publication in a newspaper of general circulation will be accepted.
- Capital requests with justification: Provide the information described below in the Justification box in the Capital Request Details screen or use the application Attachment feature in PTMS; enter the total price (OPT will determine the split between federal, state, and local funds).
 - Bus procurement: A description of the service to be provided must include service characteristics - days, route(s) and miles.
 - Fleet utilization: A narrative description of the daily operation of each subsidized vehicle in the fleet.
 - If applicable, past experience of the route.
 - a. For replacement requests, complete the Replacement Requested field in the Vehicle Inventory - Financial screen using the application year in which the vehicle was originally requested to be replaced.
 - b. Provide justification for requests for additional/spare buses (why are they needed, how will it help meet the state and/or federal objectives). Provide company financials (expense/revenue) associated with routes on which the bus is to operate.
 - c. Vehicle maintenance plan: A plan used by the carrier to ensure vehicle manufacturer and preventive maintenance requirements are being met.
- Terminals (List):
 - a. Routes and counties served.
 - b. Carriers/transportation modes that will utilize the facility.
 - c. Additional description/justification of project (as required).

- Equipment/other (List):
 - a. Inventory to be replaced, including equipment age.
 - b. Justification for project (why needed, help meet state or federal objectives).

Applicants are responsible for ensuring that all information is complete and accurate when submitted or entered into PTMS.

Application Review Process

Applications will be reviewed by OPT staff and evaluated based upon their ability to meet national and Michigan program objectives, selection criteria, and funding availability.

Capital projects selected for funding will be awarded via a contract/project authorization between MDOT and the applicant.

OPT will provide notification, comments or recommendations to the applicant within 45 days after an application is received.

Applications will not be considered for funding if information is missing, incorrect, or not provided in the timeframe allotted by OPT.

A completed application does not guarantee funding approval.

Appendix A

Program Criteria

Terminals

Equipment

Appendix B

Replacement Schedule for Capital Items (Effective Oct. 1, 2024)

Appendix C

Metropolitan Planning Organizations (MPOs) and Contacts