



U.S. Department
of Transportation
**Federal Transit
Administration**

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May 16, 2023

Jean Ruestman, Administrator
Office of Passenger Transportation
Michigan Department of Transportation
P.O. Box 30050
Lansing, MI 48909

Via E-Mail

RE: FY 2023 Section 5304 Work Program Michigan Department of Transportation

Dear Ms. Ruestman:

The Michigan Department of Transportation's letter dated April 26, 2022 (signed May 2, 2023) requesting approval of the FY 2023 Michigan Department of Transportation (MDOT) Section 5304 Work Program to include two new projects and add funding for two existing projects from reallocated funds.

These projects will increase the safety and security of the transportation system for motorized and nonmotorized users; increase the accessibility, connectivity, and mobility of people; protect and enhance the environment; promote efficient system management and operation, including training; emphasize the preservation of the existing transportation systems; improve the resiliency and reliability of the transportation system; and provide evidence of local support.

The FY 2023 Section 5304 Work Program for MDOT is approved. If you have any questions concerning this action, please contact Susan Weber at susan.weber@dot.gov or (312) 353-3888.

Sincerely,

R. Stewart McKenzie, AICP
Director, Financial Management and Program Oversight

ecc: Michelle Weber-Currie, Michigan Department of Transportation

FY 2023 Section 5304 Work Program

Submitted by:
Michigan Department of Transportation
Office of Passenger Transportation

April 26, 2023

Budgets

Section 5304

RECIPIENT	MDOT PROJECT MANAGER	DESCRIPTION OF PROJECT	FEDERAL	TOTAL
Houghton, City of	Brian Kass	Houghton/Hancock Transit Consolidation Study	\$80,000	\$100,000
Michigan Public Transit Association (MPTA)	Marcele Edington	2024 Statewide Training	\$194,957	\$243,697
Michigan Department of Transportation (MDOT) - Office of Passenger Transportation (OPT)	Kevin Wassom	Drug & Alcohol Consortium and Training*	\$2,577	\$3,221
Michigan Public Transit Association (MPTA)	Marcele Edington	2023 Statewide Training*	\$80,000	\$100,000
			\$357,534	\$446,918

*Original job was approved in the MDOT's FY 2022 Section 5304 Work Program on May 10, 2022, and added into grant MI-2022-037-00 awarded on July 22, 2022. This project requires additional funding to complete the project.

Title	Houghton/Hancock Transit Consolidation Study
OPT Project Manager	Brian Kass
Project Submitted by	Houghton/Hancock Transit Consolidation Study
Problem Statement/Objective	<p>The City of Houghton Public Transit System is partnering with City of Hancock Transit System to jointly pursue funding for a Coordination and Consolidation Study. The project would identify a pathway to combine the two transit systems and position them to potentially serve a larger geographic area.</p> <p>As bordering cities, they independently operate separate transit systems. Each system operates within both cities, frequently transporting riders across the bridge that connects the two cities. The systems invest considerable resources to provide duplicative services. The services function effectively to transport riders to destinations within the cities, but services could be delivered more efficiently.</p> <p>Houghton and later Hancock were created after a previous countywide system dissolved decades ago. Since a large portion of local expenses are paid out of each city's general fund, the systems are focused primarily on meeting needs of the taxpayers and other residents of the cities.</p>
Description	<p>By eliminating duplication and by streamlining, a combined system could likely provide more diverse services, such as additional routes, potentially traversing both cities; expanded evening and weekend service; and a single administrator who would have flexibility and resources to implement new and innovative services.</p> <p>There is widespread recognition of a need for broader countywide service. Houghton and Hancock meet a great many needs for residents of the whole county including shopping, education, jobs, and healthcare. Mobility needs of Houghton County residents will only increase as the population ages and people move to outlying areas. It will be a challenge to establish service to areas outside of the cities, where only disparate services are currently provided by human service organizations. Counties of similar or smaller size and population have at least demand-response service and/or routes, throughout the county. Consolidation of services can be a starting point, such as by extending service to core areas of bordering townships.</p> <p>The selected consultant will evaluate the operations, service areas, ridership, infrastructure, finances, and other resources and elements of the existing service. It will then identify a new structure for jointly operated service including:</p> <ul style="list-style-type: none"> • Administrative structure

	<ul style="list-style-type: none"> • Ownership (example: whether one or both cities maintain ownership or a new entity is created) • Intergovernmental agreements • A menu of services the joint arrangement could provide, including service format, routes, headways, etc. <p>The second and third tiers are more difficult to envision and would rely heavily on the consultant’s previous experience with studies that have led to countywide or regional service expansions. It is critical that the tiered plan be logistically and financially feasible to implement and sustain beyond a pilot phase.</p> <p>The cities will provide all data relevant to past and current operations and studies. The cities will also support and participate in any public engagements that would be reliant on an existing joint city transit system. The goal will be to improve services that are available first to the city’s residents, and later to a more widespread population whose social and economic prosperity is heavily reliant on access to the two cities. This broader mobility will benefit not just outlying communities, but the cities themselves.</p>
Deliverables	<p>The proposed study will identify a tiered approach for reconfiguration and expansion of services. The tiers will be:</p> <ul style="list-style-type: none"> • Consolidation of city transit systems, followed by • Incremental expansion of service area • Countywide service. The cities can begin their transition through consolidation, building a strong base system for further development. If political leadership of both the cities so chooses, they can then begin to explore means to serve a larger area, and eventually, with sufficient political and financial support throughout the county, transition into a countywide system. <p>Following the study, the cities of Houghton and Hancock will review the advised changes and work together to implement the changes as opportunities present themselves.</p>
Time Frame	October 15, 2023 – September 30, 2024

Budget

Federal	State	Local	Total
\$80,000	\$20,000		\$100,000

Project Supports:

- Increase the accessibility and mobility of people and for freight
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight
- Promote efficient system management and operation, including training
- Improve the resiliency and reliability of the transportation system
- Provide evidence of local support, which may include local funding

Title	2024 Statewide Training
OPT Project Manager	Marcele Edington
Project Submitted by	Michigan Public Transit Association (MPTA)
Problem Statement/Objective	<p>Michigan has approximately 150 public transit and specialized transportation service agencies who receive funding and/or assistance through MDOT's public programs. These agencies employ a wide range of personnel - managers, supervisors, operators/drivers, dispatchers, trainers, mechanics, maintenance workers, and others. The transit agency staff requires training on various topics internally and periodic training efforts vary greatly among the transit service providers, there is a need for a federal/state sponsored training program.</p> <p>The objective of the training program is to supplement local training efforts; improve the quality of service of the transit and specialized services transportation systems; and increase the knowledge, skill and ability of transit employees and management; improve the efficiency and cost effectiveness of MDOT's current training efforts; and improve transit safety.</p>
Description	To provide training opportunities statewide to increase the knowledge, skills, and ability of local transit agencies and enhance efficiency in the workplace.
Deliverables	<p>The 2024 Statewide Training will provide the following:</p> <ul style="list-style-type: none"> • Statewide transit conference is geared toward advancing public transit in the State of Michigan. • Frontline training provides training for drivers, dispatchers, and supervisors. • Equipment seminar provides training for maintenance staff. • Bus Rodeo showcases small bus drivers' driving skills and knowledge. • Accounting training ensures that all transit agencies know and understand the laws governing the local bus reimbursement program related to financial management and implementing rules and accounting/audit guidelines. • Rural Transit Managers Workshop provides training specific to rural transit providers and specialized transit providers.
Time Frame	October 1, 2023 – September 30, 2024

Budget:

Federal	State	Local	Total
\$194,957	\$500	\$48,240	\$243,697

Project Supports:

- Increase the safety of the transportation system for motorized and nonmotorized users
- Increase the security of the transportation system for motorized and nonmotorized users
- Promote efficient system management and operation, including training
- Improve the resiliency and reliability of the transportation system

Title	Drug & Alcohol Consortium and Training*
OPT Project Manager	Kevin Wassom
Project Submitted by	Michigan DOT – Office of Passenger Transportation
Problem Statement/Objective	<p>This project was funded in FY 2022 in grant MI-2022-037-00 with a total budget of \$60,000 (\$48,000 Federal and \$12,000 State). The \$60,000 was an estimate and when the final consultant was selected, the contract was \$3,221 more. As the contract with the consultant (Vault Health, Inc.) is for \$63,221, a budget revision will be completed in FY 2023 to obtain the additional funding of \$3,221 (\$2,577 Federal and \$644 State) needed to complete the project.</p> <p>The Michigan public transit industry must comply with several pieces of legislation published by the United States Department of Transportation (USDOT). This legislation was enacted to prevent drug and alcohol misuse by the providers of public transportation nationwide and is critical to the safety of transportation in Michigan. These public transportation organizations require technical assistance and training to administer these compliance programs effectively and efficiently.</p>
Description	<p>This contract provides third-party administration of all necessary requirements (except policy formulation including drug and alcohol policy templates provided to new transit agencies as well as policy review and approval of new policies as well as existing transit policies) to ensure compliance with the USDOT (FTA and FMSCA) to comply with the federal regulations for drug and alcohol testing. This contract is available to any governmental agency or approved contractor within the State of Michigan. User agencies that are regulated by FTA and may include transit agencies such as independent and county operated transit systems, covered contractors, maintenance contractors whose employees perform safety-sensitive functions as defined by 49 CFR Part 655 and user agencies that are regulated by FMCSA may include transit agencies such as private nonprofit, covered contractors, maintenance contractors, whose employees perform safety-sensitive functions as defined by 49 CFR Part 382.</p>
Deliverables	<p>Services provided under this contract include complete drug and alcohol testing services including the collection of the specimen at a local facility, analysis of the specimen, initial and confirmation testing, Medical Review Officer services, random selection, technical assistance, and Substance Abuse Professional referral services. It is also understood that the contract per-test price per urine drug test (DOT and NON-DOT) and per breath alcohol test (DOT and NON-DOT) includes all services provided at approved collection facilities only. The Consortium program will be billed directly to the transit agencies (testing, collection site identification, MRO identification, etc.). The consultant will ensure policies for all rural agencies are in compliance with current regulations and</p>

	provide training to all rural agencies on the drug and alcohol program, including reasonable suspicion. These actions will result in the following: minimized compliance costs, simplified compliance procedures, identified and coordinated compliance resources, education/training, clarification, advice, and reduced state administration and involvement with program.
Time Frame	July 2022 – July 2027

Budget

Federal	State	Local	Total
\$2,577	\$644		\$3,221

Project Supports:

- Increase the safety of the transportation system for motorized and nonmotorized users
- Increase the security of the transportation system for motorized and nonmotorized users
- Promote efficient system management and operation, including training

Title	2023 Statewide Training*
OPT Project Manager	Marcele Edington
Project Submitted by	Michigan Public Transit Association (MPTA)
Problem Statement/Objective	<p>This project was funded in FY 2022 in grant MI-2022-037-00 with a total budget of \$219,014 (\$175,210 Federal, \$500 State and \$43,304 Local). Due to increases in costs associated with these numerous statewide trainings, a budget revision will be completed in FY 2023 to obtain the additional funding of \$100,000 (\$80,000 Federal and \$20,000 Local) needed to complete the project.</p> <p>Michigan has approximately 150 public transit and specialized transportation service agencies who receive funding and/or assistance through MDOT's public programs. These agencies employ a wide range of personnel - managers, supervisors, operators/drivers, dispatchers, trainers, mechanics, maintenance workers, and others. The transit agency staff requires training on various topics internally and periodic training efforts vary greatly among the transit service providers, there is a need for a federal/state sponsored training program.</p> <p>The objective of the training program is to supplement local training efforts; improve the quality of service of the transit and specialized services transportation systems; and increase the knowledge, skill and ability of transit employees and management; improve the efficiency and cost effectiveness of MDOT's current training efforts; and improve transit safety.</p>
Description	To provide training opportunities statewide to increase the knowledge, skills, and ability of local transit agencies and enhance efficiency in the workplace.
Deliverables	<p>The 2023 Statewide Training will provide the following:</p> <ul style="list-style-type: none"> • Statewide transit conference is geared toward advancing public transit in the State of Michigan. • Frontline training provides training for drivers, dispatchers, and supervisors. • Equipment seminar provides training for maintenance staff. • Bus Rodeo showcases small bus drivers' driving skills and knowledge. • Accounting training ensures that all transit agencies know and understand the laws governing the local bus reimbursement program related to financial management and implementing rules and accounting/audit guidelines. • Rural Transit Managers Workshop provides training specific to rural transit providers and specialized transit providers.
Time Frame	October 1, 2022 – September 30, 2023

Budget

Federal	State	Local	Total
\$80,000		\$20,000	\$100,00

Project Supports:

- Increase the safety of the transportation system for motorized and nonmotorized users
- Increase the security of the transportation system for motorized and nonmotorized users
- Promote efficient system management and operation, including training
- Improve the resiliency and reliability of the transportation system