Back to Basics Topics

- New staff
- State vs. Federal Mandates
- Annual Application
- PTMS
- Grant Status
- Training Plan
- RTAP
- Vehicle Contracts
- LBO Distributions
- State Management Review
- Upcoming Drug & Alcohol Audit
- Capital match
- 5311 funding
- Interlocal Agreements
NEW STAFF
New Staff and Staff Changes

- Tausha Drain, Project Manager
- Mary Pizzo, Project Manager
- Jeff Turner, Vehicle Analyst
- Lisa Lubahn, Unit Supervisor
- Kevin Wassom, Compliance Analyst
- Amy Nobach, Intercity Bus Project Manager
Federal vs. State vs. Local Mandates
Federal Requirements

- Circulars
  - 4220.1F (Procurement)
  - 4702.1B (Title VI)
  - 5010.1D (Grant Management)
  - 5300.1 (State of Good Repair)
  - 8100.1C (5303/5304)
  - 9040.1G (5311)
  - 9070.1G (5310)
Federal Requirements

- Regulations
  - 49 CFR Part 604 (Charter)
  - 49 CFR Part 605 (School bus)
  - 49 CFR Part 655 (Drug and alcohol)

- Federal Motor Carrier Safety Administration
State Requirements

- LAC
- ½ fare non-peak
- Seat belt law
- Medical card waiver
- Three quotes
Local Requirements

- Seat belt law
- Medical card waiver
Annual Applications
Timeline
Attachments
Applications due **February 1**

- Specialized Services Operating Assistance Program
- Federal Section 5310 – Enhanced Mobility of Seniors and Individuals with Disabilities Program
- Federal Section 5317 – New Freedom Program
- Service Development and New Technology Program (SDNT)
- Marine Passenger Program
Applications due **March 1**

Regular Service Program

- State Operating Assistance (FY 2016 operating budget)
- Federal Section 5311 Nonurbanized Formula Operating Assistance
- Local Bus Capital (Sections 5307, 5337, 5339, and flex funds)
- Operating and Capital for JARC Activities – Nonurban Continuation Only
Annual Applications Attachments

Required Attachments

- Signed Contract Clauses
- Official Resolution of Intent
- Signed LAC minutes
- Published Public Notice
- TIP pages, if applicable
PTMS

Help Guides
Profile Screen
Vehicle Inventory
Equipment Inventory
Facility Inventory
Canned Reports
Milestone Reporting
PTMS

- http://www.michigan.gov/mdotptms
PTMS Help Guides

PTMS - Statewide Transit Agency Listing

General Instructions
Click the following link to invoke PTMS General Instructions PDF Click here

Annual Application
Click the following link to invoke Annual Application Help PDF Click here

TA Forms and Related Documents Instructions
Click the following link to TA forms and related documents Help PDF Click here

Attachments and PIN Instructions
Click the following link to Attachments and PIN instructions Help PDF Click here

Operating Assistance Report
Click the following link to invoke OAR Help PDF Click here

Vehicle Inventory
Click the following link to invoke Vehicle Inventory Help PDF Click here

Equipment Inventory
Click the following link to invoke Equipment Inventory Help PDF Click here

Facility Inventory
Click the following link to invoke Facility Inventory Help PDF Click here

Reports Module
# PTMS Vehicle Inventory

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<tr>
<th>Vehicle ID</th>
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PTMS Vehicle Characteristic Screen
PTMS Vehicle Financial Screen

**Vehicle Financial Information**

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**Improvement History**

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*Indicates a required field*
# PTMS Equipment Inventory

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**Application**

**Vehicles**

- **Model No.**
- **Type**
- **Description**
- **Status**
- **Purchase Date RMA**

**Facilities**

- **Model No.**
- **Type**
- **Description**
- **Status**
- **Purchase Date RMA**

**All Operating Reports**

- **Model No.**
- **Type**
- **Description**
- **Status**
- **Purchase Date RMA**

**Milestone Reporting**

- **Model No.**
- **Type**
- **Description**
- **Status**
- **Purchase Date RMA**

**Stakehold Report List**

- **Model No.**
- **Type**
- **Description**
- **Status**
- **Purchase Date RMA**

**Fts**

- **Model No.**
- **Type**
- **Description**
- **Status**
- **Purchase Date RMA**

---

**Fts Equipment**

- **Model No.**
- **Type**
- **Description**
- **Status**
- **Purchase Date RMA**

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**Fts Capital Equipment**

- **Model No.**
- **Type**
- **Description**
- **Status**
- **Purchase Date RMA**

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**Fts Equipment**

- **Model No.**
- **Type**
- **Description**
- **Status**
- **Purchase Date RMA**
PTMS Facility Inventory

PTMS - Transit Agency Facility Characteristics

Facility Name: Allegan County Transit
Transit Agency Name: Allegan County - Transportation Services
Address: 
City, Zip Code: Allegan, MI 49010
Structure Type: Environment
Administrative: 
Square Footage: 1000
Square Footage: 1200
Maintenance:
Intermediate:
Operation/Dispatch:
Storage:
Other:

Land was purchased on 5-6-2001 for an amount of $21,022. 5.5 acres parcel # 51-036-013-00

Total Square Footage: 2270
Handicap Accessible: Yes
Ownership:
Original Purchase/Construction Cost: $21,022
Completion/Purchase date: 05/06/2001
Useful Life (in years): 40
RUL:
Disposal Information Date: 
Amount:

Federal Grant No: 
State Contract No: 

Federal Contract Number: 
State Contract Number: 2002-0003217
State Contract Number: 2007-0157027
State Contract Number: 2007-0157025
State Contract Number: 2007-0157024

Michigan.gov Home | PTMS Contacts | Help
Privacy Policy | User Policy | Security Policy
Copyright© 2001 - 2004 State of Michigan - Department of Transportation
<table>
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<th>Transit Agency - Allegan County - Transportation Services</th>
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**Legend**

- **Application**
- **Vehicles**
- **Equipment**
- **Facilities**
- **All Operating Reports**
- **Milestone Reporting**
- **Milestone Report List**
- **Statewide Vehicle**
- **Statewide Capital**
- **Requests**
- **Reports**
PTMS Reports

- Canned Reports
  - Performance Indicators
  - Revenue/Expense
  - Ridership
  - Vehicle Inventory
PTMS Canned Reports

### PTMS - Report Parameters

**Financial**
- Performance Indicators
- Capital Request

**Vehicle**
- Vehicle Inventory

**Agency**
- Agency Listing

### Report Types

- Transit Financial Reports require All Parameters, Capital Request and Year and Agency; Vehicle and Agency Reports require Agency & Service Type Only or select Statewide for Financial, Vehicle or Agency Reports

### Report Parameters

**Document Type**
- Quarterly 1
- Quarterly 2
- Quarterly 3
- Quarterly 4

**Report Year**
- All Report Years
- 2016
- 2015
- 2014
- 2013

**Statewide - All Types (Agency and Service) and all Transit Agencies**

- Transit Agency Selection Criteria
  - Agency Type
    - Select All Agency Types
      - Intercity Bus
      - Metropolitan Area
      - Metropolitan Transit
      - Urban Rural
      - Urban Rural
      - Urban Urban
      - Urban Urban
      - Urban Urban
  - Service Type
    - Select All Service Types
      - Fixed Service
      - On Demand Service
      - Rural Service
      - Non-Fixed2
      - Non-Fixed3
      - Project Zebra
      - Project Zebra
  
- Get Transit Agencies

- Transit Agency

- Get Report
- Close All
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<th>Total Eligible Expense</th>
<th>Total Miles</th>
<th>Total Vehicle Hours</th>
<th>Cost/Pass.</th>
<th>Cost/Mile</th>
<th>Cost/Hour</th>
<th>Pass./Veh/Hr.</th>
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1. Data Source: Michigan Department of Transportation - Public Transportation Management System Performance Indicators Report
Grant Status

- Section 5311 Operating (FY2015)
- Section 5310 Statewide Capital (FY2015)
- Section 5310 Flex (FY2014)
- Section 5310/5311 Flex (FY2015)
- 5339 (FY2015)
- FY2016 JARC
- FY2016 New Freedom
Training Plan
Training Plan

- Developing Best Practice and Minimum Training Standards

- Will be looking for people to sit on the committee

- Will be asking for transit agencies to demo at their system
Rural Transit Assistance Program (RTAP)
Rural Transit Assistance Program (RTAP)

- Who is eligible?
- What is eligible?
- How do you get reimbursed?
- National RTAP
  (http://webbuilder.nationalrtap.org)
Vehicle Contracts
Vehicle Contracts

- VEAT will meet April 21st

- RFP for the Accessible Passenger Vehicle (APV) is expected to be posted for bids by mid-April.

- Bay Metro Consortium
  - Responses for van purchases are being reviewed
  - Timeline for posting – Early May
# Vehicle Contracts Status

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<td>12/7/2012</td>
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<td>Eldorado</td>
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<tr>
<td>Van w/ lift - raised</td>
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<td>Mobility</td>
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*low bid
LBO – DISTRIBUTIONS
LBO Audited Distributions

- 2012 – has been completed
- 2013 – scheduled to be completed November 2015
Supplemental LBO for 50% Group

- Designated for large urban agencies in the “over 100,000 population” group

- Used in two ways:
  - FY2012 Preliminary reconciliation & final audit
  - FY2013 Distribution and reconciliation
2014 Preliminary Reconciliation

- Scheduled to be completed June 2015
- Will send email mid-May requesting TAs to review eligible expenses on reconciled OAR
- Funds will be redistributed based on these expenses
- Tips from this year’s review:
  - Make sure all necessary CAPs are approved and applied correctly
  - Make sure allocated expenses are backed out as ineligible (not the revenue!)
  - Consider your allocated expenses when setting the price for your services
State Management Review (SMR)
Corrective Actions
- Deviated Route Service
- Title VI Public Notice
- ADA Policy
- Incidental Use
- Coordinated Plan Updates
Upcoming Drug and Alcohol Audit
Drug & Alcohol Audit

- Getting Prepared
  - Updating plans
  - Mock collections
  - Testing randomness
CAPITAL MATCH
Capital Match Plan

- Different approach for rural agencies
- Statewide match plan mailed out last week
  - $103 million of federal funds
  - $25.5 million of state match – mostly cash and small amount of bond funds
- Need to get match under contract this fiscal year
## History of 5311 Funding

<table>
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<td>18,410,655</td>
<td>329,931</td>
<td>3,087,719</td>
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<td>2014</td>
<td>14,729,622***</td>
<td>972,100</td>
<td>3,096,961</td>
<td>17,859,033</td>
<td>335,126</td>
<td>2,018,567</td>
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<td>2015</td>
<td>16,922,020****</td>
<td>972,100</td>
<td>3,090,340</td>
<td>20,984,460</td>
<td>294,481</td>
<td>2,057,400*****</td>
</tr>
</tbody>
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*Includes $3,910,481 FY2011 surplus funds  
** Includes $5,274,652 FY 2010 and 2012 surplus funds  
*** Includes $6,566,527 FY2011 and FY2013 surplus funds  
****Includes $9,241,915 FY2014 surplus funds, Includes JARC activities  
*****Partial, waiting for remaining rural task force meetings to be held for final amount
ARRA Redistributions

- Remaining Rural Funds ($75,074)
  - Van Buren County (up to one bus)
    - Should be completed by June 1

- Remaining Intercity Funds ($44,194)
  - Facility Repair – Saginaw terminal
    - Should be completed by August 1
Interlocal Agreements
Interlocal Agreements

- What are they?
- Who needs one?
- Who is the appropriate person to sign?
Any Questions?