2019 Public Transit Grant Application

The CY 2019 Management Plan Application represents an opportunity to apply for Formula Grants for Rural Areas (Section 5311) funding, Urbanized Area Program (Section 5307) funding, and State of Minnesota funding as part of the Public Transit Participation Program. This grant program supports capital, planning and operations of transit systems in small, large urban areas, and in rural areas outside of the 7-county Twin Cities metropolitan area. This funding opportunity includes Federal Transit Administration funds awarded to the Minnesota Department of Transportation (MnDOT) Office of Transit and Active Transportation.

The Public Transit Participation Program provides financial assistance for public transit services. This includes both State of Minnesota and Federal Transit Administration (FTA) grant funding financial assistance administered by MnDOT.

Public Data

Pursuant to Minn. Stat. §13.599
- Names and addresses of grant applicants will be public data once responses are opened.
- All remaining data in proposed responses (except trade secret data as defined and classified in §13.37) will be public data after the evaluation process is completed (for the purposes of this grant, when all grant agreements have been fully executed).

All data created or maintained by the Minnesota Department of Transportation as part of the evaluation process (except trade secret data as defined and classified in §13.37) will be public data after the evaluation process is completed (for the purposes of this grant, when a grant agreements have been fully executed).

What Is the Application Process?

The MnDOT Office of Transit and Active Transportation (OTAT) annually solicits and awards grant funding to support the operating costs of transit systems in Greater MN. Your application will be submitted to MnDOT's Office of Transit and Active Transportation. Applications must be completed and submitted through the Black Cat system. Upon request, information is available in alternate formats by emailing ADArequest.dot@state.mn.us.

What is the Timeline?

May 7, 2018 – MnDOT releases application to transit system
July 27, 2018 – Application due from applicants to MnDOT OTAT
September 14, 2018 – OTAT provides notification of grant award to transit systems.

Who is Eligible to Apply?

Eligible applicants include local governments, non-profits (MN Statute 174.24), and Tribal governments. Private operators are eligible to apply for intercity funds through a separate application for this program. Aside from planning requests, all other new applicants must have a pre-award audit completed prior to application award.

To be eligible, transit systems must have a management plan and clearly describe their operating grant request in terms of "continuation funding" and "unmet needs." The content of the management plan is based on Minnesota Rules Chapter 8835.0260 and 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.

How Is the Award Determined?
Awards are determined based on allocation priorities, and the factors for determining financial assistance as established in Admin Rules 8835.0270. MnDOT evaluates the budget, service delivery and design, and administration of a public transit system. All applicants are required to contribute local share in accordance with state law and federal regulations.

When is this Application Due?

Applications are due July 27, 2018, and must be completed and submitted through the Black Cat system. See instructions on the following pages. Upon request, information is available in alternate formats by emailing ADArequest.dot@state.mn.us.

How are Public Transit Systems Notified about their Grants?

MnDOT anticipates provide notification of grant awards to transit systems via email on September 14, 2018. Award information may also be published on the MnDOT website after the evaluation process is completed.

Contacts

For questions regarding the contents of your application, contact your Transit Project Manager:

Darrell Washington
Implementation program supervisor
darrell.washington@state.mn.us
651-366-4183

Brien Konkol
Program coordinator
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651-366-4163

Kent Ehrenstrom
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Jean Meyer
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John Groothuis
Rural transit coordinator, TPM D8
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651-366-4187

Sue Siemers
RTCC coordinator, TPM D3
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320-223-6556

Jan Busse
Asset management coordinator, TPM D7
janice.busse@state.mn.us
507-831-8011

Tina Neary
Tribal transit coordinator, TPM D1
christine.neary@state.mn.us
320-223-7332

For questions regarding Black Cat, contact:

Chuck Morris
Data systems and tech. coordinator
charles.a.morris@state.mn.us
651-366-4178

For assistance with your Title VI Civil Rights program, contact:

Michael Johnson
Programs unit supervisor
michael.allan.johnson@state.mn.us
651-366-4199

For other items not described above, contact:

Tom Gottfried
Section director - Implementation and Finance
tom.gottfried@state.mn.us
651-366-4171

Checklist

The following items need to be submitted as part of this application:

Organizations
↳ Organizational Overview
>   ↳ *Organizational Details*
>   ↳ Organization Details
>   ↳ Mailing Address
>   ↳ Legislative Districts

↳ Service Levels
>   ↳ *Service Level Report*

↳ Title VI Civil Rights
↳ Coordination Activities
↳ Contacts
↳ Contract Management
↳ Certification
>   ↳ Certifications & Expirations
>   ↳ Certifications & Org Chart Upload
>   ↳ Certification of Data
>   ↳ Federal Funding Accountability and Transparency Act (FFATA)

Applications
>   ↳ *Grant Opportunity*
>> ↳ Application Forms
>> ↳ Resolution Documents
>> ↳ Projects
>> ↳ Application Budget
>> ↳ Additional Documents

Projects
↳ Project Overview
>   ↳ *Project Plans*
>   ↳ *Project Summary*

Submitting Application in the BlackCat Grant Management System

All applications must be submitted through BlackCat. To begin, sign in to your account and click on the Organizations tab. This will open up the Organization Overview screen. Click on the Edit button.

This will open the *Organization Details* screen. This collects Organization Details, Mailing Address and Legislative Districts. Review and update information as necessary. It is critical these identifiers are correct. Without this information, a grant contract cannot be executed.
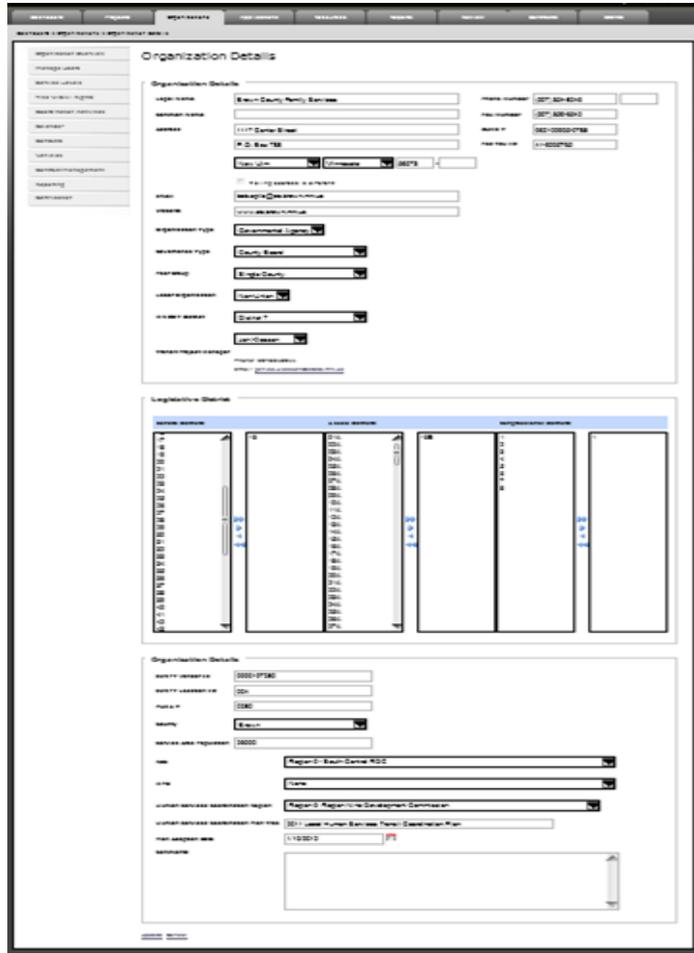
The DUNS (Data Universal Numbering System) number is a nine-digit number issued by Dun & Bradstreet (D&B). This number is assigned to each business location in the D&B database having a unique, separate, and distinct operation for the purpose of identifying them. The DUNS number supplements other identifiers, such as the EIN, and is required whether the application is made electronically or on paper. Your DUNS number is tied to your 9-digit zip code. Be sure to enter a 9 digit zip code to in the fields listed.

The SWIFT Vendor ID relates to the State of Minnesota accounting system. Without this information, no payments can be issued. The SWIFT Location ID signifies which account payments are to be made. If you need to update your Vendor Id or Location Id, please email Charles Morris.

Next, click on the Service Levels menu option. The service levels reflect your current your current service. Review your list of service segments and contact your MNDOT Transit Manager if you need to alter the service segments or are proposing new or unmet service.

In reviewing or adding service segments, pay special attention to the number of *passenger trips* and the *passenger fare*. If the there is more than one fare, or if there are various surcharges or discounts to the fare structure, calculate an *average passenger fare* and enter it into the box. You should also include average contract revenues for routes as appropriate. A calculation of trips and fares equals the average passenger revenue amount for the route.

The average *cost per hour* is calculated by creating the service level report. Near the top of the report, enter the rate per hour to calculate operating cost per route. Compare the total operating cost, now found on the service level tab, to the total operating cost as entered in your budget.

Then, click on Title VI Civil Rights in the menu to the left. These are the same documents submitted in previous years. Open each document, verify that the information is correct and update as necessary. NOTE: only one document upload is allowed for each item. If multiple items are needed, combine them into one document prior to uploading. Detailed information on completion of the Title VI Civil Rights program can be found by clicking on the Resources tab, and the Global Resources menu option.

Next, click on Coordination Activities in the menu on the left. Select each activity that you submitted last year to determine if it is still applicable. If it is not, delete. Modify activities as appropriate and add new ones.

Then, click on Contacts in menu to the left. Review and modify as necessary. Identify main

contacts who will be responsible for signing contracts, directing the transit system, and Authorized Agents. This will be important. The Contract Management Tab drop down menus are contingent on the contacts listed here.

Next, click Contract Management in menu to the left. Review and modify as needed. Accuracy is important in completing this step! It is critical that the TITLES of the Authorized Contract Signers, and Authorized Agent are accurate. If the titles do not match the submitted resolution, the contract cannot be executed.

Contract Management Info
Section 1. Authorized Contract Signers. The drop down menu gives options for only "AND" and only "OR". "And" requires that both persons must sign the contract or amendment. "Or" requires that either person may sign the contract of amendment.

Title No. 1: Using the drop down menu, enter the name of the person who is authorized to execute the contract. The title must match the title specified on the Resolution of the Governing Board.

Title No. 2: Using the drop down menu, enter the name of the person who is authorized to execute the contract from the drop down menu. The title must exactly match the title noted on the Resolution of the Governing Board.

Section 3. Authorized Agent You are required to select an Authorized Agent for your agency. Using the drop down menu, select the name of the authorized agent. If the Authorized Agent name does not appear, return to the Contacts button, open the form and insert the name of the agent. Review for accuracy and modify as required.

Section 3. Authorized RFF Submitters You are required to select Authorized Request For Funds (RFF) Submitters for your agency by selecting the name of the individual from your list of contacts in the drop down list. If the Authorized RFF Submitters names do not appear on the list, return to the Contacts button, open the form and insert the name of the submitter. Review for accuracy and modify as required.

Next, click Certification in menu to the left.

If your transit system is certified as a Special Transportation Services (STS) operator under Minnesota Statute §174.30, enter your certificate number and expiration date in the Certifications and Expirations section. If you are NOT certified, check the EXEMPT box.

Enter your state Work Certificate, formerly known as the Human Rights Certificate, expiration date. If you are NOT required to file a certification, check the EXEMPT box. The Work Force Certificate does not apply to public entities such as cities, counties, joint powers boards (JPBs), and school districts. The Work Force Certificate is good for four years. Detailed information for those required to obtain a Work Force Certificate is found in the Resources tab, in the menu under Global Resources.

An Affirmative Action Form is required of all subrecipients who are required to submit a Human Rights Certification. The Affirmative Action Form is a self-certification that is filed annually with the Management Plan Application. MnDOT is responsible for determining there is a valid Affirmative Action form on file. A copy of the instructions for completing the form and the form itself are in both .pdf and .docx format under the Resources tab, Global Resources menu option. This form should be uploaded under the Certifications and Org Chart Upload.

FTA Certifications and Assurances do not always coincide with the submission of your application and the execution of your contract. You will be notified when to download, review, sign and resubmit the documents.

Under Minnesota Rules Chapter 8835.0260 you are required to submit "a description of the organizational structure established to direct, control, review and implement the management plan." In order to comply with the requirement, upload a copy of the agency *Organization Chart* that clearly delineates the chain of command under the Certifications and Org Chart Upload. You must enter the active date of the document.

Your current insurance certificate, which must name MNDOT as an additional insured, need to be scanned and uploaded under the Certifications and Org Chart Upload. If your insurance certificate expires in the middle of the contract period, scan and upload the new certificate when you receive it.

Certification of Data is completed by the person who is responsible for preparing the application. Enter the year for which you are applying for funding, click the attestation box and click Save.

Federal Funding Accountability and Transparency Act (FFATA) Certification is required of all recipients of federal funds and must be done annually. FFATA of 2006 required OMB to create a searchable, no-cost, publicly accessible website (https://www.usaspending.gov/Pages/default.aspx) for each Federal award of $25,000 or more that includes basic information about the recipient and the project being funded.

Then, click on the Applications tab to open the *Grant Opportunity* screen. Under Application Forms view the documents from the prior year, download to your local drive and update as necessary. The documents must indicate the Last Updated/Reviewed. Upload your revised documents to your CY 2018 application. More information is provided below on each section.

Grant Opportunity

Public Transit Participation Grant Program - Operating (5311 - Operating)
Organization: Rainbow Rider Transit Board   **Application Deadline:** 8/15/2014 12:00:00 AM   **Status:** Approved   [Details]

Application Forms

Before you can submit this opportunity you would need to download and re-upload all necessary documents.

	Form	
	Download - Application Instructions	
⊘	Download - Cover Letter	View
⊘	Download - Application Checklist	View
⊘	Download - Resolution	View
⊘	Download - Driver Selection and Training Policies	View
⊘	Download - Fare Structure	View
⊘	Download - Internal Controls	View
⊘	Download - Marketing Activities	View
⊘	Download - Revenue & Expense Contracts	View
⊘	Download - 3rd Party Operating Contracts	View
⊘	Download - Vehicle Maintenance Plan	View
⊘	Download - Public Transit Volunteer Program	View
⊘	Download - Passenger Demographics	View

Resolution
Your resolution must be submitted on your organization's letterhead or other document that indicates its official status. The authorization for execution must match the position titles of the persons named in the under the Contract Management menu option under the Organizations tab. Once completed upload to Resolution Documents Section.

Cover Letter
You are required to submit a General Budget Narrative as stated in Minnesota Rules Chapter 8835.0260 subp. 2 C (1). You will need to provide written justification in the cover letter (or as an attachment) on why your budget is as you have presented.

Driver Selection and Training Policies
The purpose of the document is to describe driver hiring and training requirements in conformance with Minnesota Rules. The training and retention of other safety sensitive personnel is also addressed.

Fare Structure

The purpose of the document is to describe in general terms the base fares from which your annual revenues are calculated. Many transit systems operate in more than county or city and there may be variations in fares. Report the average fares.

Should you make a change in your fares during the grant period such as raising or lowering fares or introducing a new type of fare media, notify your Transit Project Manager, download the form, make the changes, update the Last Updated/Reviewed and upload.

Internal Controls
The purpose of the document is for you to describe the internal controls policy to ensure the integrity of the funds received and to ensure that they are properly credited to the transit system. A well-documented process assists the transit system in properly identifying discrepancies and making corrections.

Marketing Activities
The purpose of the document is to give a general overview of the type of activities that are used to promote transit usage in the system's service area. Marketing may include market research, direct marketing to a specific niche or general promotional activities. Samples of your marketing materials should be included with the Marketing Activities form so that they can be uploaded as one document. All the materials in the Marketing Activities section should be in the .pdf format.

Revenue and Expense Contracts
The purpose of the revenue and expense contract document is to catalog the formal relationship the transit system has with outside purchasers and vendors. Any agreement that results in the payment or receipt of a negotiated fee should be documented on the form. MnDOT requires grant recipients to list all revenue and expense contracts and have them available for inspection upon request.

Third Party Operating Contracts
A .pdf version of the active Third Party Operating Contracts is required to be uploaded each application period. Use your Transit Project Manager approval letter/e-mail as a cover sheet before scanning and uploading.

Vehicle Maintenance Plan
The vehicle maintenance plan demonstrates that the rolling stock assets of the transit system are systematically maintained in accordance with the manufacturers' specifications. The downloaded form allows you to provide a summary of your program. It is not necessary to reproduce the entire maintenance plan. However, transit systems are expected to have on hand, and available for inspection, a detailed maintenance plan for each type of vehicle operated by the transit system. This requirement applies to all vehicles regardless of funding source.

Public Transit Volunteer Program
The purpose of the Public Transit Volunteer Program document is to describe the conditions under which public transit service may be delivered by volunteers. A volunteer program administered by the public transit system, but not supported with federal or state funds is not to be included. A new form must be completed each year.

Passenger Demographics

Measurable Objectives

Minnesota Rules §8835.0260, Section J, requires that transit operators who apply for assistance through the Public Transit Assistance Program provide *"a description of measurable goals and objectives for the transit system, illustrating the benefits expected to be realized by the investment of state financial assistance."*

These measures should be meaningful and reasonably achievable. The measures do not have to be system-wide and may focus on one small element of your transit operation. For example, you may wish to increase ridership on a single route or service segment. Pick one or two routes or service segments on which to concentrate your efforts. Your weaker routes are the best candidates.

Legal Name:
Transit System Name:
Last Updated/Reviewed:

Measurable Objectives

Description of Measurable Objective	To be accomplished by	CY2015 Actual	CY2016 Projected	CY2017 Proposed
Increase ridership on Campus Connector by 20% over 2015 levels by intense marketing to incoming students through social media.	12/31/17	6.8 passengers per hour	6.3 passengers per hour	8.4 passengers per hour

You may have more than three measurable objectives. Feel free to add additional lines as appropriate. Describe the objective you are developing in the appropriate cell. This includes the methods you will use to achieve success in the objective.

Enter the actual number for CY 2016, a year to date number for CY 2017, your estimate for CY 2018.

Upload your approved Facility Maintenance Plan in the Additional Documents section at the bottom of the *Grant Opportunity* screen.

Additional Documents
Document Name
Select Document   Browse...
Upload
Document Name   Size   Modified

Click on the Projects tab. Click on *Project Plans*. Open your 10 year Capital Project Plan. The fields are already populated from CY 2018 to CY 2026. You will need to add whatever is necessary to CY 2027. To fill in the appropriate numbers for CY 2027 click the Add New button. Select the year you are requesting the project. In Project Details, click the FTA Line Item code Look up. Select the appropriate code, scroll to the bottom, and hit select code. The FTA line item code box and the description will be filled. The description box is editable. Please make a note in the description section that would further identify the project. Approved items in the CY 2018 capital budget will require an additional project to be added to the annual management plan application for the upcoming year.

10 Year Capital Project Plan

Select Agency | Isanti County

Cost Category	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
1711 - Vehicle Cost	$292,000	$152,000	$156,000	$160,000	$164,000	$168,000	$174,000	$180,000	$186,000	
1712 - Farebox(es)										
1713 - AVL/MDT										
1714 - Camera(s)										
1715 - Logos	$2,400	$2,400	$2,600	$2,600	$2,800	$2,800	$2,800	$3,000	$3,000	
1716 - Radio (Communication Equipment)										
1717 - Other Bus Related Equipment										
1720 - Lift, Ramp Expenses, etc.										
1730 - Radio Equipment Expenses										
1740 - Fare Box Expenses										
1750 - Other Capital Expenses (Specify in Request for Funds)										
Totals	$294,400	$154,400	$158,600	$162,600	$166,800	$170,800	$176,800	$183,000	$189,000	$0

Go back to the Projects tab. On the *Project Summary* screen click on Select. Click on Add New button. Choose the year for which you are applying from the dropdown menu. Click on the Lookup button to Choose Operating. The line item is **30.09.01**.

Once the code is chosen the screen will open and your budget line items will be available for input. Complete your annual operating expense budget, filling in the appropriate line codes according to the MnDOT guidance found in the appendix entitled "ANNUAL MANAGEMENT PLAN BUDGET DEVELOPMENT--LINE ITEM DESCRIPTIONS--Effective 01/01/2018."

Budget Request

Line Number	Line Item Name	Request Amount
1000	**Personnel**	
1010	Admin, Mgmt, & Supervisor Salaries	$45,148.00
Comments:	A percentage of the main dispatcher and Director salaries are in this line item.	
1020	Operators' Wages	$121,076.00
Comments:	This covers the drivers wages. Our average wage is $16.00 and hour. The average length of service is 7years. Drivers currently average 33 hours a week.	
1030	Vehicle Maintenance and Repair Wages	$0.00
Comments:		
1040	General Office Support Wages	$15,000.00
Comments:	Line item covers any dispatching hours by drivers. We have three drivers that are cross trained in the RouteMatch software.	
1050	Operations Support Wages	$53,000.00
Comments:	Wages for executing the operational duties. Dispatching, office management, reporting, and other duties.	

	Group Total	$38,750.00
1200	**Vehicle**	
1210	Fuel (Net)	$45,000.00
Comments:		
1220	Preventive Maintenance Costs	$6,800.00
Comments:		
1230	Corrective Maintenance Costs	$7,000.00
Comments:		
1240	Tires	$4,000.00
Comments:		

Return to the Organization tab and click on the Service Levels menu option. Under Service Level Quick View, click on *Service Level Report*. Enter the *average cost per hour* into the box provided on the upper left hand corner.

Service Level Report

Cost Per Hour: [_____] | Calculate | Reset | Apply | Export

Service Level Report for Pipestone County Transit

Type	Veh ID	Counties	From	To	Cities	Serv Type	Annual Pass Trips	Annual Rev Miles	Annual Rev Hours	Annual Op Cost	Annual Pass Rev	Pass Per Hr	Cost Per Pass	Co Per M
Weekly	Bus 1	Pipestone	Pipestone	Pipestone	Pipestone	Demand Response	11159.00	22200.00	2600.00	$127,088.00	$22,318.00	4	$11.39	$
Weekly	Bus 2	Pipestone	Pipestone	Pipestone	Pipestone	Demand Response	8945.00	20300.00	3050.00	$149,084.00	$17,890.00	3	$16.67	$
Weekly	County Bus # 3	Pipestone	Pipestone	Pipestone	Edgerton, Holland, Ihlen, Jasper, Pipestone, Ruthton, Trosky, Woodstock	Demand Response	5267.00	42000.00	2470.00	$120,733.60	$15,801.00	2	$22.92	$
Weekly	Bus #4	Pipestone	Pipestone	Pipestone	Pipestone	Demand Response	4629.00	9500.00	1250.00	$61,100.00	$13,887.00	4	$13.20	$
Totals							30,000.00	94,000.00	9,370.00	$458,005.60	$69,896.00	13.00	$64.18	$2

The *annual operating cost* for each route will automatically calculate. If the *Service Level Report* does not show *revenue per passenger* figures you must select each service segment and enter an average passenger fare. Click and save for the *revenue per passenger* amount to appear.

Compare the total *annual operating cost* to your total proposed Expense Budget. A variance up to 5% is not significant. However, if the Service Level Report shows costs much higher than that compared to the budget you will need to review your individual service segments.

This represents the completion of your Annual Management Plan application.

For questions regarding Black Cat, contact:

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