

# 2020-2021 Public Transportation Operating Grant Application

## Questions & Answers Webcast



DEPARTMENT OF  
TRANSPORTATION

Office of Transit & Active Transportation | [www.dot.state.mn.us/transit](http://www.dot.state.mn.us/transit), [www.dot.state.mn.us/peds](http://www.dot.state.mn.us/peds), [www.dot.state.mn.us/bike](http://www.dot.state.mn.us/bike)

# 2020-2021 Public Transit Operating Grant

- The 2020-2021 Public Transit **Operating Grant** provides financial assistance for public transit services throughout the state of Minnesota.
- This grant program supports planning and operations of public transit service for a **two year** period from January 1, 2020 through December 31, 2021.
- Operating Only
- No busses or facilities
- No expansion of service

# 2020-2021 Public Transit Operating Grant

- The statewide budget target: **\$226,000,000**
  - **\$187,000,000** State/Federal Share
  - **\$39,000,000** Local Share,

# Parts of the Application

- 2020-2021 Public Transit Operating Grant Application (Instructions)
- Cover Letter
- Management Plan Questionnaire **NEW**
- Revenue/Expense Contracts List
- Instructions for Management Plan Attachments
- Instructions for Management Plan Budget
- Resolution

- Cover Letter is the same as previous years

- This application is for 2 year period, (2020-2021)
- We **strongly encourage** applicants to use the sample resolution format/wording template provided.
- You may notice some language is underlined in the sample, underlined language is an addition from last year's sample resolution
- See your project manager if you have questions.

*(Organization Legal Name)*  
Resolution Number

Year 2020 -2021 *(Name of application or identify project)*

Resolved that the *Legal Name* enters into an Agreement with the State of Minnesota to *(identify activity related to Project such as purchase bus or provide public transit service.)*

Further resolved that the *Legal name* agrees to provide a local share of up to 15 percent of the total operating cost and up to 20 percent of the total capital costs.

Further resolved that the *Legal Name* agrees to provide 100 percent of the local share necessary for expenses that exceed funds available from the State.

Further resolved that the *Legal Name* authorizes the *Position Title* and/or *Position Title* to execute the aforementioned Agreement and any amendments thereto.

## CERTIFICATION

I hereby certify that the foregoing resolution is a true and correct copy of the resolution presented to and adopted by the *Legal Name* at a duly authorized meeting thereof held on *Date*.

\_\_\_\_\_  
Signature

Notary \_\_\_\_\_

# Management Plan Questionnaire



## 2020-2021 Public Transit Operating Grant Application

### Instructions for Application Questionnaire

Answers to the following questions must be submitted in the BlackCat Grants Management System as a required component of the application.

This completed questionnaire must be attached under Application Documents. The preferred document format is .pdf. Submit pdf by going to [BlackCat 2020-2021 Grant Application](#), scroll down to bottom section titled "Additional Documents". Document Name: 2020-2021 Questionnaire, choose the file from your computer, highlight, then click on Upload. You will see document in that section when complete.

Upon request, information for this application instructions is available in alternate formats by emailing [ADArequest.dot@state.mn.us](mailto:ADArequest.dot@state.mn.us).

### Internal Control Questions

#### *Fare Box Vault Access*

1. Who has the key to remove the vault from the fare box?
2. Who has the key to open the vault?
3. How often are vaults removed from fare boxes?
4. Who counts the contents of the vaults?
5. How many people are present during the counting of the contents of the vault?

# Revenue/Expense Contracts List

- No change from previous years.

# Management Plan Attachments

The following items documents must be attached uploaded submitted in BlackCat Grants Management System to complete your the application;

- Driver Selection and Training Policy
- Vehicle Maintenance Plan
- Facility Maintenance Plan
- Safety & Security Plan (if applicable)
- Procurement Policy
- Indirect Cost Rate/Cost Allocation Plan/Direct Cost Certification
- Insurance Certificate
- Title VI Plan
- Public Transit Single Audit (if Applicable)
- Third-Party Contracts
- Organizational Chart
- MDHR Workforce Certificate (if applicable)
- MDHR Equal Pay Certificate (if applicable)
- Most Recent Financial Statement
- Labor Agreement (if applicable)

# Management Plan Attachments

These attachments and information are likely already on file from previous years. New documents should be uploaded if the information has changed.

# Instructions for Management Plan Budget

- **New for 2020:** This budget is for a two-year period from January 1, 2020 and December 31, 2021. For each line item, include amounts for both years 2020 and 2021. Include in each line item narrative description, in addition to a description of the expense, list the budget amount for 2020, and the budget amount for 2021.
- **Example:** *Line 1050: Operations Support Wages – Yr. 2 system will hire a .50FTE (1000 hrs) Safety Coordinator at \$25,000. This is a new position to support the training of drivers and dispatchers and to schedule vehicle maintenance. CY 2020=\$25,000, CY 2021=\$26,000*
- *Line 1060 – Fringe Benefits – Yr. 2 – 27% costs for fringe on new Safety Coordinator. CY 2020=\$6,750, CY 2021=\$7,020*

# Instructions for Management Plan Budget

- Additional operating needs may be included in your budget
- Additional staffing (Lines 1010, 1040, 1050)
- \*Separate forms may be required for the following
  - Total Budget for 2020, and 2021
  - Total Estimated Revenues for 2020, and 2021
  - Details about New Staff

# Questions?

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# Thank You