Office of Transit and Active Transportation

Date: 05/29/2019

To: Greater Minnesota Public Transit Systems

From: Mike Johnson, Programs Unit Supervisor

RE: Timeline for 2020-2021 Public Transit Operating Grant Applications

This memo outlines the proposed operating grant application timeline for 2020 Public Transit, Section 5311 & 5307.

This is not a comprehensive list of all tasks required for grant contracts.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Transit Spring Workshop</td>
<td>May 7-8, 2019</td>
<td>Saint Cloud, MN</td>
</tr>
<tr>
<td>Public Transit Application Webinar</td>
<td>May 14, 2019</td>
<td>1:00-4:00pm Online</td>
</tr>
<tr>
<td>Application Release</td>
<td>Saturday, June 1, 2019</td>
<td></td>
</tr>
<tr>
<td>Application Due to Office of Transit</td>
<td>Monday, July 15, 2019</td>
<td></td>
</tr>
<tr>
<td>Notification of Grant Award</td>
<td>Thursday, August 15, 2019</td>
<td></td>
</tr>
</tbody>
</table>

Visit MnDOT’s Office of Transit and Active Transportation website for more information and updates.

www.mndot.gov/transit

If you have questions about this timeline, please contact:

Mike Johnson, Programs Unit Supervisor
Phone: 651-366-4199
Email: michael.allan.johnson@state.mn.us
2020-2021 Operating Budget Guidelines

When preparing a two year operating budget consider the following.

- Statewide budget targets assumes an annual inflation factor of 3.4%. Individual system needs will vary.
- In 2019 total operating contract = $105.60M (State/Federal Share $87.41M, Local Share $18.17M).
  In 2020 total operating contract = $109.19M (State/Federal Share $90.40M, Local Share $18.79M).
  In 2021 total operating contract = $112.90M (State/Federal Share $93.47M, Local Share $19.43M).

- Individual system budget expenses that significantly exceed statewide inflation factors will require additional detailed description. Eligible expenses include:
  - Addition of administrative staff.*
  - Third Party Contract Increases
  - Labor Contract Wage/Benefit Increases
  - Non Labor Contract Wage/Benefit Increase or new positions (Drivers/Mechanics)*
  - Non Labor Contract Wage/Benefit Increases (Administration)*
  - Capital expenses under $5,000.

  *budget expenses will highlight the staff description for direct public transit services and/or indirect staff services.

- Costs related to new service (increased hours of service) are not eligible for funding through this solicitation. New service will be addressed in a subsequent solicitation.

- Unless an application explicitly calls for a reduction in service, the overall total annual service hours for each of the budget years must be maintained.

- In addition to new service, vehicles, facilities (Administrative Offices -- Garage -- Vehicle Stalls: new purchase or construction, lease, rent), and non-facility capital will be addressed in future solicitations.