

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 documents in that section when complete.

Upon request, information for this application instructions is available in alternate formats by emailing 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?

Deposit of Receipts

1. Who prepares the bank deposit?
2. Who makes the deposit into the bank?

3. What happens to non-cash media?
4. How often are bank deposits made?
5. Are deposits generally made on the last business day of the month?

Reconciliation of Deposits with Trip Sheets

1. Who is responsible for reconciling amount of deposits with trip activity?
2. What is the tolerance for discrepancy?
3. What follow up action is taken when there is a discrepancy?

Pre-Award Risk Assessment Questions

Describe the type of system you use for transit accounting:

- Automated, manual or combination
- Name of accounting system
- Accrual or cash basis

Did your transit system/organization have one or more audit findings in their last single audit regarding **program non-compliance**? (yes/no)

If yes, attach documentation in the Certifications Tab in BlackCat, and indicate if there was more than one finding?

Did your transit system/organization have one or more audit findings in their last single audit regarding **internal control** deficiency? (yes/no)

If yes, attach documentation in the Certifications Tab in BlackCat, and indicate if there was more than one finding?

Did your transit system/organization suffer a loss of license or accreditation to operate program? (yes/no)

If yes, please provide a brief explanation.

Did your transit system/organization go through organizational restructuring in the past year? (yes/no)

If yes, please provide a brief explanation.

Does your organization have an adequate general ledger reporting system to segregate costs and revenues from other grant agreements? (yes/no)

If no, please describe how your organization segregate costs and revenues from other grant agreements.

Volunteer Driver Questions

Does your public transit service include volunteer drivers? (yes/no)

If yes, ensure that the volunteer services (In Public Service Only) are included as part of your Service Design, and include additional details Budget Line Item Description (1330 Mileage Reimbursement for Public Transit Service).

Volunteer Drivers/Vehicles used ONLY in Public Transit Service

Number of Volunteer Drivers:

Number of Personal Volunteer Driver Vehicles:

Number of Personal Volunteer Driver Vehicles used in Maximum Service (Day of maximum service during peak season.):

See Budget Instructions for further details.