# Facility and Capital > $5,000 Instructions

## 2024-2025 Public Transit Facilities, Large Capital, and Technology Grant Application

## Purpose

The 2024-2025 Public Transit Facilities, Large Capital, and Technology Grant provides financial assistance for public transit services throughout the state of Minnesota. This capital grant program supports public transit facilities and non-vehicle capital greater than $5,000 during a three year period from January 1, 2024 through December 31, 2025.

## Application Timeline

July 15, 2020 – MnDOT releases application

July 21, 2020 – Solicitation Assistance Webinar

September 15, 2020 – Application due from applicants to MnDOT

## Organization Eligibility

Eligible applicants include local governments, non-profits (MN Statute 174.24), and Tribal governments. New applicants must have a MnDOT pre-award audit completed prior to application award.

To be eligible, applicants must have a public transit management plan on file in Black Cat. 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.

## Eligible Projects

Eligible projects include;

- Capital projects to rehabilitate, purchase, construct, or lease bus-related facilities.
- Non-Facility capital projects in excess of $5,000.
- Technology projects in excess of $5,000.

## Application Process

Applications are completed online through a two-part process.

- Apply using the online forms linked below. Click the links to access the forms via Formstack.
  - Public Transit Capital Facilities Application Form
  - Public Transit Capital Non-Facilities Application Form
  - Public Transit Capital Technology Application Form
- Complete one online application form for each proposed project for 2024-2025.
- Before clicking submit, **save a PDF copy** of each completed application form for your own records.
- Click the Submit button at the bottom of the form to submit each application to MnDOT.

## Application Webinar

OTAT will host an Application Webinar (optional) on July 21, 2020 from 10:30 AM to 12:00 noon.

This meeting will be an overview and Q & A for the Replacement Vehicles, Facilities & Large Cap. and Technology Solicitation and Applications. Click Here to join the webinar via Skype.

## Funding

This grant funding opportunity includes both State of Minnesota and Federal Transit Administration (FTA) grant funding financial assistance administered by the Minnesota Department of Transportation (MnDOT) Office of Transit and Active Transportation. This application represents an opportunity to apply for Formula Grants for Rural Areas (Section 5311) funding, Urbanized Area Program (Section 5307) funding, Bus and Bus Facilities (Section 5339), and State of Minnesota funding as part of the Public Transit Participation Program. Match Requirements

## Match Requirements

For projects under this solicitation, the match is 20 percent local funds. For Bus-related Equipment and Facilities (such as recharging or refueling facilities, including clean fuel or alternative-fuel vehicle-related equipment), the match is 10 percent local funds.

Eligible sources of local match include the following:

- cash from non-Government sources other than revenues from providing public transportation services;

- revenues derived from the sale of advertising and concessions;
- amounts received under a service agreement with a State or local social service agency or private social service organization;
- revenues generated from value capture financing mechanisms; or funds from an undistributed cash surplus;
- replacement or depreciation cash fund or reserve.

## Scoring Criteria

Applications will be evaluated based on the quality and extent to which they demonstrate how the proposed project addresses:

1.  Improve customer experience

    There is a clear link between investment and customer experience/level of service and impact would be significant

2.  Improve operational efficiency

    There is a clear link between investment and operational efficiency and impact would be significant

3.  Improve public or employee safety

    There is a clear link between investment and public or employee safety and impact would be significant

4.  Mitigate environmental impacts

    There is a clear link between investment and environmental mitigation objective and impact would be significant

5.  Extend Useful Life/Improving Condition

    There is a clear link between investment and the extension of service life.

6.  Project Implementation Strategy

    The Project is ready to implement within a reasonable period of time and the applicant's proposed implementation plans are reasonable and complete.

7.  Planning and Local/Regional Prioritization;

    The proposed project will be consistent with local and regional long-range planning documents and local government priorities; including long-range transportation plans.

# Application Forms for Facilities, Large Capital, and Technology

There are separate forms for each project and for each type of project.

**Facilities 2024 – 2025:**

See Attached **"Application for Facilities"** Instructions are found at the top of the form.

**Non-Facilities > $5,000**

See Attached **"Application for Large Capital (Non Facilities)"** Instructions are found at the top of the form.

**Large Capital Technology**

See Attached **"Application for Large Capital (Technology)"** Instructions are found at the top of the form. For technology projects proposed, for large projects transit agencies are encouraged to complete the Technology Systems Analysis.

All transit systems need to work with the Facility Coordinator, Kent Ehrenstrom to complete all construction requirements prior to the contract being executed.

**Kent Ehrenstrom**

**Facility Coordinator and Transit Project Manager**

**kent.ehrenstrom@state.mn.us**

**218-755-6555**

Please contact your project manager if you need assistance with this application.

## Project Manager Contacts

**Darrell Washington**

**Implementation Unit Supervisor**

**darrell.washington@state.mn.us**

**651-366-4183**

# Project Manager Contacts

**John Groothuis**

**Rural Transit Coordinator and Transit Project Manager**

**john.groothuis@state.mn.us**

**651-366-4187**

**Brien Konkol**

**Program Coordinator**

**brien.konkol@state.mn.us**

**651-366-4163**

**Jean Meyer**

**Procurement Coordinator and Transit Project Manager**

**jean.meyer@state.mn.us**

**507-286-7596**

**Tina Neary**

**Tribal Transit Coordinator and Transit Project Manager**

**christine.neary@state.mn.us**

**320-223-7332**

**Melinda Estey**

**Transit Project Manager**

**Melinda.Estey@state.mn.us**

**651-366-4170**

# 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).

# Generally Accepted Accounting Practices (GAAP) and Audit

Generally accepted accounting principles (GAAP) refer to a common set of accepted accounting principles, standards, and procedures that a recipient, and any third party contractor, and their accountants must follow when they compile their financial statements.  The records must permit audit verification of transit cost allocations claimed during the contract period.  It is important to keep good records for all labor and material expenditures.  Only reasonable costs directly related to and necessary for conducting the business of the public transit system are allowed.  A cost is considered reasonable if, in its nature or amount, it does not exceed that which would be incurred by a prudent person as ordinary and necessary for the operations.

Regardless of when an expense invoice is received or paid by the transit system, the expense must be billed to MnDOT in the grant agreement period in which the expense was incurred.

The financial records of the recipient must be audited.   Audits occur by the MnDOT audit department and when applicable, as part of an independent audit (recipients that expend $750,000 or more of federal funds during the recipient's fiscal year must have a single or program specific audit for that year).  Audits conducted by MnDOT audit department must be based on the contract cost principles and procedures in the 2 Code of Federal Regulations (CFR), Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

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

www.mndot.gov/transit

## Application for Facilities

Use this form is to propose facility projects (cost greater than or equal to $5,000) for the next four years.  Projects identified for 2021 will be considered candidates for award through 2021 grant program.  The list of projects identified for years 2024 through 2025 will be recorded and maintained for consideration of future annual grant awards. **Please complete one form per project.**

Organization Legal Name*

Transit Agency Name*

Contact Name*

| First Name | Initial | Last Name |

Contact Title*

Contact Email*

Project Title*

Description of Project Including Location*

500/500

(eg replace HVAC system, construct new facility, purchase radio communication system etc.) Provide an overview of the tasks to be completed with this project. Estimate timeline to complete each objective.

## Application submitted to MPO for review and acknowledgement (5307's only)

☐ Yes

☐ No

## Blackcat UPIN Number (If project is set up in BlackCat).

## STIP Project Number (5307 systems only)

## System Priority ( Priority of projects for your system if submitting multiple projects)*

## Proposed Year of Project*

○ 2024

○ 2025

## Category of Proposed Project*

○ Rehablitation of Existing Facility

○ Facility expansion or new facilities to accommodate garaging of existing fleet

○ New Facilities to accommodate planned expansion of system or to improve operational efficiency

## Primary Objective of Proposed Project (Required For All Projects) *

○

Improve operational efficiency

○ Improve public or employee safety

○ Mitigate environmental impacts

○ Promote employee retention

Describe how project addresses primary objective (Required For All Projects)*

500/500

Cite specifically where the proposed project is referenced in a plan. (TAM, transit development plan, 5-year transit system plan, regional transportation plan, local human service-public transit coordination plan or other planning process)*

500/500

Independent Cost Estimate *

$ 0

Project Timeline (Please be as specific as possible)*

**Powered by Formstack**   Create your own form ›

Provide a detailed duration of project: start to finish timeline of project (insert a table that outlines timeline).

# For Proposed Construction

For new construction/renovation proposed, transit agencies will be required to complete the following development tasks *prior to MnDOT Agreement.*

## Site investigation & selection including:

- Site Boundary:  From a plat map or aerial photo, show site boundary in relation to surrounding property
- Building location & layout:  Show location of building and improvements on this site.
- Existing Development Plans/Zoning:  Describe zoning or development plans pertaining to this potential building site.
- Roadway access:  From plat map show and describe existing roadway access.
- Existing Utilities:  Describe location and availability of existing utilities.
- Phase 1 Environmental Site Assessment w/Borings:  Contract with environmental service to conduct ESA of proposed site.
- Independent Market Value Appraisal – (if purchase):  Conduct an appraisal if purchasing an existing facility or land for new construction.

## Architect/Engineer Conceptual Design:

- Architect develops a Conceptual Design of proposed facility (floor plan) and basic site improvements.
- Architect/Engineer provides a budget of this conceptually designed project based on estimated regional construction and design development costs.

Powered by Formstack   Create your own form  ›

- Complete and include pre-agreement Procurement documents specific to the type of solicitation proposed e.g. Request For Proposal (RFP) or Invitation For Bids (IFB)

Board Approval - Board resolution approving conceptual plans and cost.

Project Scope: Summary of current conditions, description of need, conceptual design/budget and project timeline.

### Facility Type (Expansion, Renovation or New Construction)*

☐ Administrative

☐ Maintenance

☐ Vehicle Storage

☐ Passenger and Parking (Park and Ride)

### Real Estate Status (Expansion, Renovation or New Construction)*

☐ Purchase

☐ Currently Own

☐ Currently Renting

☐ Other

### Design Based Budget (Expansion, Renovation or New construction)*

$ _____

Should be based on conceptual design.

### Estimated Square Footage of Improvement*

_____

### Year Originally Constructed or Previously Renovated - (Renovation Only)*

_____

### Estimated service life of improvement, new facility, or equipment *

Please **save a PDF copy** of this form for the transit systems records before clicking submit.

Thanks! OTAT

| Submit Form |
|---|

*Note: Any information that you provide is considered public data under the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13. This means that if someone, including the news media, requests this information we are obligated to provide it to them under the Minnesota Government Data Practices Act. See disclaimer.*

**Powered by Formstack**  Create your own form ›

**DEPARTMENT OF TRANSPORTATION**

## Application for Large Capital (Non Facilities)

Use this form is to propose large capital projects (cost greater than or equal to $5,000) for the next four years.  Projects identified for 2021 will be considered candidates for award through 2021 grant program.  The list of projects identified for years 2024 through 2025 will be recorded and maintained for consideration of future annual grant awards.  **Please complete one form per project.**

Organization Legal Name*

Transit Agency Name*

Contact Name*

| First Name | Initial | Last Name |
|---|---|---|

Contact Title*

Contact Email*

Project Title*

Description of Project Including Location*

500/500

(eg replace HVAC system, construct new facility, purchase radio communication system etc.) Provide an overview of the tasks to be completed with this project. Estimate timeline to complete each objective.

## Application submitted to MPO for review and acknowledgement (5307's only)

☐ Yes

☐ No

## Blackcat UPIN Number (If project is set up in BlackCat).

## STIP Project Number (5307 systems only)

## System Priority ( Priority of projects for your system if submitting multiple projects)*

## Proposed Year of Project*

○ 2024

○ 2025

## Primary Objective of Proposed Project (Required For All Projects) *

○ Improve customer experience

○ Improve operational efficiency

○ Improve public or employee safety

○ Mitigate environmental impacts

○ Promote employee retention

[                                                                    ]
                                                              500/500

Cite specifically where the proposed project is referenced in a plan. (TAM, transit development plan, 5-year transit system plan, regional transportation plan, local human service-public transit coordination plan or other planning process)*

[                                                                    ]
                                                              500/500

Independent Cost Estimate *

$ 0

Project Timeline (Please be as specific as possible)*

[                                                                    ]

Provide a detailed duration of project: start to finish timeline of project (insert a table that outlines timeline).

**Powered by Formstack**   Create your own form  >

Please **save a PDF copy** of this form for the transit systems records before clicking submit.

Thanks! OTAT

| Submit Form |
|---|

*Note: Any information that you provide is considered public data under the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13. This means that if someone, including the news media, requests this information we are obligated to provide it to them under the Minnesota Government Data Practices Act. See disclaimer.*

# DEPARTMENT OF TRANSPORTATION

## Application for Large Capital (Technology)

Use this form is to propose large capital technology projects (cost greater than or equal to $5,000) for the next four years.  Projects identified for 2021 will be considered candidates for award through 2021 grant program.  The list of projects identified for years 2024 through 2025 will be recorded and maintained for consideration of future annual grant awards.  **Please complete one form per project.**

Organization Legal Name*

Transit Agency Name*

Contact Name*

| First Name | Initial | Last Name |

Contact Title*

Contact Email*

Project Title*

For technology projects proposed, for large projects transit agencies are encouraged to complete the **Technology Systems Analysis**

It is divided into five sections. The sections include:

Part I.    Needs Assessment

Part II.   Technology Evaluation (Reviewing Products and Options)

Part III.  Cost Benefit Analysis

Part IV.  Project Planning

Part V.   Implementation, Deployment, and Final Evaluation

Description of Project Including Location*

500/500

(eg replace HVAC system, construct new facility, purchase radio communication system etc.) Provide an overview of the tasks to be completed with this project. Estimate timeline to complete each objective.

Type of Technology*

☐ Phone System

☐ Radio System

☐ Mobile Data Terminals

☐ Computer Hardware

☐ Computer Software

☐ Other

Blackcat UPIN Number (If project is set up in BlackCat).

[                    ]

Function of Software*

☐ Scheduling/Dispatching

☐ Reporting

☐ Maintenance

☐ Planning

☐ Other

Application submitted to MPO for review and acknowledgement (5307's only)

☐ Yes

☐ No

STIP Project Number (5307 systems only)

[                    ]

System Priority ( Priority of projects for your system if submitting multiple projects)*

[                    ]

Proposed Year of Project*

○ 2024

○ 2025

Primary Objective of Proposed Project (Required For All Projects) *

○ Improve customer experience

○ Improve operational efficiency

○ Improve public or employee safety

○ Mitigate environmental impacts

○ Promote employee retention

Describe how project addresses primary objective (Required For All Projects)*

[ text area ]

500/500

Cite specifically where the proposed project is referenced in a plan. (TAM, transit development plan, 5-year transit system plan, regional transportation plan, local human service-public transit coordination plan or other planning process)*

[ text area ]

500/500

Independent Cost Estimate *

$ 0

Project Timeline (Please be as specific as possible)*

[ text area ]

Provide a detailed duration of project: start to finish timeline of project (insert a table that outlines timeline).

Please **save a PDF copy** of this form for the transit systems records before clicking submit.

Thanks! OTAT

<div style="background-color:#0a2f5c; color:white; text-align:center; padding:10px;">Submit Form</div>

*Note: Any information that you provide is considered public data under the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13. This means that if someone, including the news media, requests this information we are obligated to provide it to them under the Minnesota Government Data Practices Act. See disclaimer.*

**Powered by Formstack**  Create your own form  ›