



Greater Minnesota Public Transit Participation Program CY2014 Application Materials

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Effective June 2013
for Management
Plans Commencing
January 1, 2014

Your Destination...Our Priority



CY2014 Annual Management Plan Instructions
Greater Minnesota Public Transit Systems

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The contents of the Annual Management Plan are governed by Minnesota Rules Chapter [8835.0260](#), Subpart 2.

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CY2014 Annual Management Plan Instructions for Greater Minnesota Public Transit Systems

ATTENTION—Updates for CY2014 are in red.

Transit Applicant Description

General Contract Information

The purpose of this section is to collect the legal identity information needed to complete a grant contract between the State of Minnesota and the applicant. Once the contract is developed, the *applicant* becomes the *recipient*.

Calendar Year:

Enter the upcoming grant year. You are applying for CY2014.

Legal Name:

This is the name of the organization with whom the State of Minnesota is creating a grant contract. The State will issue the grant contract only to the legally named entity that has been deemed to be an “eligible recipient” under Minnesota Statutes [§174.24](#), Subd. 2.

Type of Entity

Choose either “government unit,” “non-profit organization,” or “Indian tribe.”

Transit Manager Name:

Enter the name of the person who actively manages the transit system. This person’s name will appear in the Annual Transit Report.

Transit Manager Title:

Enter the title of the person who actively manages the transit system. This person’s title will appear in the Annual Transit Report.

Transit Manager E-Mail:

Enter the specific e-mail address for the manager. Do not use the e-mail that the general public uses to request information.

Transit Manager Phone Number:

Enter the specific telephone number for the manager. Do not use the number that the general public uses to request information.

Name of the Public Transit System:

This is the name that is generally recognized by the public and is the identifier on publicity materials.

Public Transit Phone Number

This is the telephone number that a member of the public will call when arranging for transit service. This is the number that is published in the Annual Transit Report.

Address 1, Address 2, City, State and Zip:

Enter the appropriate information.

Owner of the Transit System Assets, if other than the legal recipient:

Assets are vehicles, communications equipment (such as phones, two-way radios and cell phones), and other equipment, which could include maintenance equipment and computers.

STS Certification:

Transit systems that operate Special Transportation Service as described in Minnesota Statutes [§174.30](#) will enter the number of certificates and the date of expiration of the certificate currently in effect.

DUNS Number and Associated Address:

The DUNS number is a nine-digit number issued by Dun &Bradstreet 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.¹

The DUNS number provided by the grant applicant should reflect the subrecipient's Principal Place of Performance such as the transit system's headquarters, facility, or business location they operate from and associated with the use of the federal funds awarded.

ZIP+4 Principle Place of Performance

Enter the Zip Code plus four associated with the transit system's headquarters, facility or business location. It must be the code for the physical address, not the mailing address or a PO box. This is a federal requirement as all grants are tied to congressional districts. Zip+4 codes can be looked up on <https://www.usps.com>.

RTAP Training Contact Information

The purpose of this section is to identify the person who wishes to be regularly notified of training opportunities for transit staff that are supported by the Rural Transit Assistance Program. It may not be the same as the person who is responsible for contract execution or the general manager of the transit system.

RTAP/Training Contact Name

RTAP Contact Title

RTAP Phone Number

RTAP E-mail Address

Enter the appropriate information.

Contract Execution Information

The purpose of this section is to collect the specific information for contract execution purposes. This information will be inserted into the contract document. These persons may not be the same as transit management staff.

¹ http://en.wikipedia.org/wiki/Data_Universal_Numbering_System

Titles of the two persons authorized to execute contracts and amendments with the State of Minnesota. (These must match the titles of the Governing Body Resolution exactly):

Title No. 1

Enter only the **title** of the person who is authorized to execute the contract.

AND, OR or AND/OR

“And” requires that both persons must sign the contract or amendment. “Or” requires that either person may sign the contract of amendment. “And/Or” means that either both or only one signs the contract. **The Office of Transit encourages the “and/or” option. This allows flexibility in the contract process when unforeseen staffing changes occur.**

Title No. 2

Enter only the **title** of the person who is authorized to execute the contract.

Grant contracts without the exact match between this form and the Governing Body Resolution will be delayed in execution.

NOTE: If awarded, the Office of Transit will send the contract to the named transit manager via the e-mail address listed above. Occasionally the transit manager is not the direct organizational contact for contract development and execution. In this case, indicate the name and the e-mail address for the person who is the organizational contact. If you enter a Name of Alternate Recipient and associated e-mail address, the contract will not be sent to the Transit Manager.

Name of Alternate Recipient:

E-Mail Address of Alternate Recipient:

Enter the appropriate information.

Titles of the two persons authorized to submit Requests for Funds to the State of Minnesota. (If included in the Governing Body Resolution these titles must match):

These do not have to be the same people who are authorized to execute contracts and amendments.

Title No. 1

Enter only the **title** of the person who is authorized to sign the Request for Funds (RFF).

AND, OR or AND/OR

“And” requires that both persons must sign the Request for Funds. “Or” requires that either person may sign the Request for Funds. “And/Or” means that either both or only one signs the Request for Funds.

Title No. 2

Enter only the **title** of the person who is authorized to execute the Request for Funds.

Remit To Address

The “remit to” address box on the application must match the address in SWIFT, the State of Minnesota accounting and procurement system, which was implemented in July 2011.

Address 1
Address 2
City
Zip

Enter the appropriate information.

Recipient's Authorized Agent

When there is another person in the applicant organization who has overall responsibility for contract administration. If this is not the transit manager, please enter the appropriate information. The phrase "recipient's authorized agent" is specific language in the recipients' annual grant contract.

Add Transit Applicant Description	
General Contract Information	
Calendar Year	2013
Legal Name	Trailblazer Joint Powers Board
*Type of Entity	Non-Profit
**Transit Manager Name	Gary R. Ludwig
*Transit Manager Title	Director
Transit Manager E-mail	gludwig@trailblazertransit.com
*Transit Manager Phone Number	3208641000 EXTN:
Name of Public Transit System	Trailblazer Transit
Public Transit Phone Number	
*Address 1	207 West 11th Street
Address 2	
*City, State ZIP	Glencoe *State: MN *Zip: 55336
Owner of Transit System Assets if other than the Legal Applicant.	Vehicles <input type="text"/> Communication Equipment <input type="text"/> Other <input type="text"/>
STS Certification	Certificate Number <input type="text"/> Expiration Date <input type="text"/>
*DUNS Number	072643922
DUNS-associated Address	
RTAP Training Contact Information	
Check here if RTAP Contacts are same as Primary	<input type="checkbox"/>
*RTAP / Training Contact Name	Cindy Posivo
*RTAP Contact Title	Office Manager
*RTAP Phone Number	3208641000 EXTN:
RTAP E-mail Address	
Contract Information	
* Titles of the two persons authorized to execute contracts and amendments with the State of Minnesota. (These must exactly match the titles of the Governing Body Resolution.)	Title Director Title Chairperson <input type="checkbox"/> Both signatures are required
**Important Note: If awarded, Office of Transit will email the contract to the Transit Manager at the address listed above. If this is NOT the person who should receive the contract, please complete the next two lines.	
Name of Alternate Recipient (Indicates that Contract NOT be mailed to Transit Manager.)	
Email Address of Alternate Recipient	
* Titles of the two persons authorized to submit Requests for Funds (RFFs) to the State of Minnesota. (If included in the Governing Body Resolution these titles must match.)	Title Director Title Fiscal Manager <input type="checkbox"/> Both signatures are required
* Remit To Address (Must match the address of record in the State of Minnesota's accounting and procurement system, SWIFT.)	Addr 1 <input type="text"/> Addr 2 <input type="text"/> City <input type="text"/> Zip <input type="text"/>
Recipient's Authorized Agent (If not specified here, the Transit Manager will administer the grant contract.)	Name <input type="text"/> Title <input type="text"/> Address <input type="text"/> Phone <input type="text"/>
Checklist	<input type="text"/> Browse
Resolution	<input type="text"/> Browse
Cover Letter	<input type="text"/> Browse

NOTE: If the legal recipient contracts with a third party for part or all of transit operations in the transit service area, then third party information should be entered in the Revenue, Expense & 3rd Party Operator Contracts section of the PTA database.

Vehicle Procurement Contact Information

If the person responsible for vehicle procurement is different than the transit manager, please enter the name and contact information in the spaces provided.

INSTRUCTIONS FOR UPLOADING ATTACHMENTS:

When saving a file for upload through PTA, please rename the document with your transit system name or an acronym AND an acronym type. Save it as a .pdf. Upload.

Checklist

The copy of the application checklist must be signed by the recipient transit manager and the MnDOT district Transit Project Manager and saved in the .pdf format. Locate the copy of the checklist on the transit system's local drive using the Browse function. Save. When the annual application is submitted, the saved checklist will automatically be

attached.

Resolution

The signed official resolution by the governing body of the recipient transit system is to be saved in the .pdf format. Locate the copy of the resolution on the transit system's local drive using the Browse function. Save. When the annual application is submitted the saved checklist will automatically be attached. It is no longer necessary to mail a paper copy of the resolution to MnDOT.

Cover Letter

The signed cover letter sent by the recipient transit system manager to the Office of Transit Director is to be saved in the .pdf format. Locate the copy of the cover letter on the transit system's local drive using the Browse function. Save. When the annual application is submitted the saved cover letter will automatically be attached. It is no longer necessary to mail a paper copy of the cover letter to MnDOT.

NOTE TO NEW APPLICANTS: As the database is not yet available to you, please complete the accompanying Excel spreadsheet Recipient Description.xls in lieu of entering information into the database. New applicants should submit the checklist, cover letter and resolution via e-mail in .pdf format.

Service Levels

The purpose of these screens is to describe all the service provided by the transit system that is available to the general public. The opening Service Level screen is pre-populated with the service segments that the transit system entered in the previous grant period for *Weekly Service*, *Monthly Service* and *Episodic Service*.

Each service segment should be opened and reviewed for accuracy with the service that is actually to be delivered in the upcoming application year. To open the individual detail description click on the hyperlink.

Please keep in mind that the Service Levels forms are **a description** of the service you **intend** to provide during the upcoming year. For example, you may advertise a weekly trip from Little Town A to Regional Trade Center C by way of Little Town B. Some weeks the trip won't go for various reasons. Based on past experience you know that the trip will probably go 45 times per year. Enter all the data as if the trip were to be completed 45 times. Your totals for service hours **WILL NOT** perfectly balance with your budgeted service hours.

Your budget service hours which are entered into the Budget Request are based on your past experience and future intentions to offer public transit service. However, your Service Levels are essentially your operating authority do so.

Below is a sample of the opening screen for Service Levels that shows the various service segments.

Public Transit Application Version: 1.7.8
Screen: 7000
Logged in: (lenz1sar) | [Logout](#)

Organization	TPM Budget Adjustment	Budget	Mn/DOT Budget	Contract	OT Reports	PTA Help	
Transit System	Contact	Operating Statistics	Vehicle	Facility	Administration	Grant Tab	Grant Tab Admin

Service Level [Want to look at another Grant Tab?](#)

Note : Fields in yellow and marked with * are mandatory.
Fields in grey are read only.

Calendar Year : 2012
 Organization Legal Name : Rainbow Rider Transit Board
 Transit System Name : Rainbow Rider Transit
 Version No : 0

Weekly Service Details Show Schedule columns

<input type="checkbox"/> SILVER	DOUGLAS	ALEXANDRIA	ALEXANDRIA	NELSON ALEXANDRIA, NELSON, OSAKIS	Response Demand Response	07:15AM 05:15PM 10.0	1	07:15AM 05:15PM 10.0	1	07:15AM 05:15PM 10.0	1	07:15AM 05:15PM 10.0
<input type="checkbox"/> TAN	POPE	GLENWOOD	GLENWOOD	GLENWOOD	Demand Response	07:30AM 04:00PM 8.5	1	07:30AM 04:00PM 8.5	1	07:30AM 04:00PM 8.5	1	07:30AM 04:00PM 8.5
<input type="checkbox"/> TEAL	TODD , DOUGLAS	LONG PRAIRIE	GREY EAGLE	ALEXANDRIA, GREY EAGLE, LONG PRAIRIE, OSAKIS	Demand Response	07:30AM 04:30PM 9.0	1	07:30AM 04:30PM 9.0	1	07:30AM 04:30PM 9.0	1	07:30AM 04:30PM 9.0
<input type="checkbox"/> TURQUOISE	TODD , DOUGLAS	LONG PRAIRIE	OSAKIS	LONG PRAIRIE, OSAKIS, WEST UNION	Route Deviation	07:30AM 01:30PM 6.0	1	07:30AM 01:30PM 6.0	1	07:30AM 01:30PM 6.0	1	07:30AM 01:30PM 6.0
<input type="checkbox"/> WHITE	DOUGLAS	ALEXANDRIA	ALEXANDRIA	ALEXANDRIA,	Demand	07:00AM 05:00PM 10.0	1	07:00AM 05:00PM 10.0	1	07:00AM 05:00PM 10.0	1	07:00AM 05:00PM 10.0

[Add](#)

Monthly Service Details Show Schedule columns

NOTE TO NEW APPLICANTS: As the database is not yet available to you, please complete the accompanying Excel workbook Service Levels Workbook.xls in lieu of entering information into the database. The workbook will provide spreadsheets for weekly, monthly, episodic service and operating statistics in one file.

Weekly Service Details

The purpose of this screen is to describe weekly service in great detail. The detail represents service available to all members of the general public including agency clients, persons with disabilities, and those attending educational institutions. The service may be offered five days or fewer per week, but generally occurs on a weekly basis. The information that appears is pre-populated from the previous application period. Open each segment to update for the upcoming application period.

Vehicle ID/Route

Each service segment must have a discrete identifier even if the vehicle is used for different purposes throughout the day. For example, if there is an inbound morning trip to a regional trade center, then the bus is used to provide demand response service in the regional trade center, and then it makes an outbound trip, that is three service segments.

Routes that were previously funded under the Job Access Reverse Commute (JARC) program that have been transferred to the general public transit program should be included in the Service Levels document. Complete the information as is done for all other routes. You may want to add an identifier such as "old JARC" or "JARC

route" for the duration of CY2014. Guidance from FTA on how new JARC is to be tracked is not available at the time of this application.

Service From

Use the drop down menu to enter the point of origin for the first trip of the service segment. This is the point where the bus picks up the first passenger. If the name of the city does not appear on the menu, please contact the [ITS Coordinator](#) at the MnDOT Office of Transit.

Service To

Use the drop down menu to enter the ultimate destination of the trip of the service segment. If the name of the city does not appear on the menu, please contact the [ITS Coordinator](#) at the MnDOT Office of Transit.

Service Type

Use the drop down menu to identify the type of service provided. Refer to Transit Glossary for further detail on service types. For rural Section 5311 transit the choices are Route Deviation and Demand Response only. Note that fixed route is only used to refer to Section 5307 and Mankato programs.

No. of Service Days per Year

In general, five day a week service is provided 240 days per year [365 days – 104 weekend days = 251 days – approximately 11-12 holidays = 240 days of service.] Once a week service is provided approximately 52 days per year.

This feature allows you to describe weekly service that is only offered seasonally throughout the year. For example, service offered only during summer months for recreational activities or academic year service is entered with the appropriate number of days it is available.

Counties Served

Scroll the bar to choose the county/counties in which the service takes place. Add or remove as needed. Some single-county transit systems may provide service that travels outside the county of origin. Both counties should be included.

Service Schedules

Verify that the start times and end times are accurate. Modify as needed. If either the start or end times is changed, these will not automatically recalculate. The number of buses and revenue hours must be manually entered. However, the totals at the bottom of screen will automatically calculate.

Cities Served (By Way Of)

Verify the cities that are generally served in the service segment. Modify as needed. If the name of the city does not appear on the menu, please contact the ITS Coordinator at the MnDOT Office of Transit.

Annual Statistics

The following four categories are pre-populated with data from the previous application. Modify as needed in accordance with any changes in the service segment.

Keep in mind that you are entering data for all the proposed routes and service segments you plan to deliver. Use your best estimates, based on previous performance, for:

- Annual Passenger Trips
- Annual Revenue Miles

Using your prepared CY2014 budget proposal, use the standard hourly rate to calculate:

- Annual Operating Costs
- Annual Passenger Revenue

The following category is not automatically calculated. Enter the number of hours, under ideal conditions manually.

- Annual Revenue Hours

Below is a sample of the Edit Weekly Service Level Screen.

Add Weekly Service Level

Note : Fields in yellow and marked with * are mandatory. Fields in grey are read only.

Calendar Year : 2014
 Organization Legal Name : Arrowhead Economic Opportunity Agency, Inc. (AEOA)
 Transit System Name : Arrowhead Transit

* Vehicle Id / Route # :
 * Service From : -Select Any-
 * Service To : -Select Any-
 * Service Type : -Select Any-
 * No. of Service Days per Year :

* Counties Served
 -Select Any-
 AITKIN
 ANOKA
 BECKER
 BELTRAMI
 BENTON

* Cities Served (By Way Of)
 -Select Any-
 ADA
 ADAMS
 ADRIAN
 AFTON
 AITKIN

Service Schedules

Day	Start Time HH:MM AM/PM	No of Buses	Revenue Hours
Monday		0	0
Tuesday		0	0
Wednesday		0	0
Thursday		0	0
Friday		0	0
Saturday		0	0
Sunday		0	0
Totals			0

* Annual Statistics
 * Annual Passenger Trips :
 * Annual Revenue Miles :
 * Annual Operating Cost :
 * Annual Passenger Revenue :
 * Annual Revenue Hrs :

Save Exit

Monthly Service Details

Please keep in mind that Monthly Service details are also a **description** of the service you **intend** to provide during the upcoming year. For example, you may advertise a monthly trip from Little Town A to Regional Trade Center C by way of Little Town B. Some months the trip won't go for various reasons. Based on past experience you know that the trip will probably go 9 times per year. Enter all the

data as if the trip were to be completed 9 times. Your totals for service hours WILL NOT perfectly balance with your budgeted service hours. Since both the Monthly Service and Episodic Service screens behave similarly to the Weekly Service, there are no samples displayed.

The purpose of this screen is to describe monthly service in great detail. The detail represents service available to the general public. Monthly service is offered less often than weekly, but may be more than once a month. Monthly service often represents a long trip to a larger regional center outside the county. Accuracy is critical in order to show that monthly trips are not confused with charter trips.

- Vehicle ID/Route #**
- Service From**
- Service To**
- Service Type**
- Number of Weeks Per Year**
- Counties Served**
- Cities Service (By Way Of)**
- Annual Passenger Trips**
- Annual Revenue Miles**
- Annual Operating Cost**
- Annual Passenger Revenue**

All of these categories are pre-populated in the same manner as Weekly Service Details as explained above.

Volunteer Service

The purpose of the Volunteer Service Screen 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 transit funds is not to be included.

Add Volunteer Service

Open for editing. The forms will be pre-populated with the information submitted in the previous grant year.

Days of Service

Indicate on which days the volunteer service will deliver public transit service. Note that these must correspond with the days when public transit bus service is available as published in your system materials.

Operating Hours

Indicate the times when volunteer service public transit service is available. Note that these must correspond with the hours when public transit bus service is available as published in your system materials.

Mileage Reimbursement

Check the appropriate box.

Other Reimbursements

Check the appropriate boxes. Explain "Other" in the comment field below.

Below is a sample of the Volunteer Service screen.

Report only service to members of the general public during standard operating hours and within the approved service area. Service may not be limited to a specific type of passenger or offered only for a specific destination, unless specified below.			
Calendar Year		2012	
Legal Name		Western Community Action, Inc.	
Name of the Public Transit System		Community Transit	
Days of Service		Operating Hours	
Monday	<input checked="" type="checkbox"/>	Monday	5:00 a.m. to 9:00 p.m.
Tuesday	<input checked="" type="checkbox"/>	Tuesday	5:00 a.m. to 9:00 p.m.
Wednesday	<input checked="" type="checkbox"/>	Wednesday	5:00 a.m. to 9:00 p.m.
Thursday	<input checked="" type="checkbox"/>	Thursday	5:00 a.m. to 9:00 p.m.
Friday	<input checked="" type="checkbox"/>	Friday	5:00 a.m. to 9:00 p.m.
Saturday	<input type="checkbox"/>	Saturday	
Sunday	<input type="checkbox"/>	Sunday	
Mileage Reimbursement		Other Reimbursements	
Standard IRS Rate	<input checked="" type="checkbox"/>	Pick Up Fee (Minimum)	<input type="checkbox"/>
Other	<input type="checkbox"/>	Meals	<input checked="" type="checkbox"/>
		Other	<input type="checkbox"/>
Describe Other			
Comments		Other costs include authorized hotel, phone costs and parking costs.	

NOTE TO NEW APPLICANTS: As the database is not yet available to you, please complete the accompanying Excel spreadsheet Volunteer Service.xls in lieu of entering information into the database.

Unmet Needs

The Unmet Service Needs features two sections; a detailed description of the needs and the associated capital required to meet those needs. Open each element in each section to verify whether it continues to be an unmet need. The screen must be unlocked for you to delete or make changes. This can be done by a person with administrative rights.

The screens will open with pre-populated information from the previous grant year. Each service segment must be opened to either modify or eliminate. If the unmet service need has been addressed, regardless of the funding source, it should be eliminated. New needs are added only after all previous needs have been reviewed.

Below is a sample of the Unmet Service Needs section that shows where the information may be entered. It is very much like the screen for Service Levels and the process for entering the information is similar. At the bottom of the opening screen there is a **Comments** section where it should be noted the priority of the unmet needs.

Unmet Service Needs Want to look at another Grant Tab?

Note : Fields in yellow and marked with * are mandatory.
Fields in gray are read only.

Calendar Year :

Organization Legal Name :

Transit System Name :

Version No :

Unmet Weekly Service Needs Show Schedule columns

Community/ County Served	From	To	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	Operating Statistics			
			Daily Revenue Hours	Annual Revenue Trips	Annual Revenue Miles	Annual Revenue Hours	Annual Operating Passenger per Hour						
<input type="checkbox"/>	BAXTER	BRAINERD	3.5	3.5	3.5	3.5	3.5	0.0	0.0	6500.0	15600.0	34261.0	9750.0
<input type="checkbox"/>	BRAINERD	PEQUOT LAKES	3.0	3.0	3.0	3.0	3.0	0.0	0.0	3060.0	12500.0	29367.0	7650.0
<input type="checkbox"/>	BRAINERD	PILLAGER	6.0	0.0	0.0	0.0	6.0	0.0	0.0	1600.0	6600.0	23493.0	4000.0
<input type="checkbox"/>	BRAINERD	BAXTER	0.0	0.0	0.0	0.0	0.0	8.0	0.0	1560.0	4940.0	15662.0	2340.0

Additional Rolling Stock Required

Vehicle Class	Fuel Type	Conversion	Type of L/R	Number of A/B Seats	Number of W/C Positions	Hours Used Per Week	Est. Annual Mileage	Est. Capital Cost
---------------	-----------	------------	-------------	---------------------	-------------------------	---------------------	---------------------	-------------------

Edit Unmet Service Needs

If the unmet need continues to exist there will be different financial information for the upcoming grant year. Modify as needed. New unmet needs will require adding a new screen.

Counties Served

Add or remove counties as they relate to the unmet need.

Cities Served (By Way Of)

Add or remove cities as they relate to the unmet need.

Service From/Service To

The dropdown menus contain a list of cities in Minnesota. If the city you want to add is not in the list, contact the Office of Transit.

Service Schedules

Indicate the number of likely revenue hours in the box corresponding to the unmet need.

Annual Statistics

Estimate the annual trips, miles, costs and revenues for meeting the unmet need. If the unmet need is a holdover from the previous grant period, update the statistics.

Below is a sample of the screen where specific service design information about meeting unmet needs is entered.

Add (or Edit) Additional Rolling Stock Required

The purpose of the Additional Rolling Stock screen is to plan for the additional capital required to carry out the additional service should the new service be initiated.

Vehicle Class

For an explanation of vehicle class, visit the Office of Transit [Grants Program Home](#) webpage and click on [Attachment II: vehicle classification](#).

Fuel Type

Indicate if the vehicle is gas, diesel, hybrid or other.

Conversion

Indicate upon what type of chassis the vehicle is to be constructed.

Lift Type

Indicate lift manufacturer

Number of A/B Seats

This is the maximum number of seating positions for persons who are not using mobility devices. Flip up seats that create more space for wheelchair users are considered ambulatory seats.

Number of W/C Positions

This is the number of wheelchair positions exclusive of any flip up seat positions.

Hours Used Per Week

Estimate the number of hours per week the proposed vehicle will be in revenue service.

Annual Mileage

Estimate the annual mileage in revenue service for the proposed vehicle.

Capital Cost

Estimate the cost of the proposed vehicle. A chart with inflation adjusted prices is available from the Office of Transit.

Below is a sample of the Additional Rolling Stock Required screen.

Edit Additional Rolling Stock Required

Calendar Year : 2012
 Organization Legal Name : Kanabec County
 Transit System Name : Timber Trails Public Transit

* Vehicle Class : 500
 * Fuel Type : Gas
 * Conversion : Ford
 * Lift Type : Braun
 * Number of AB Seats : 23
 * Number of W/C Positions : 2
 * Hours Used Per Week : 20
 * Annual Mileage : 45000
 * Capital Cost : 114000

Save Exit

NOTE TO NEW APPLICANTS: As the database is not yet available to you, please complete the accompanying Excel workbook Unmet Service Needs Workbook.xls in lieu of entering information into the database. The workbook will provide spreadsheets for weekly, monthly, episodic service and operating statistics in one file.

Driver Selection and Training Policies

The purpose of this screen is to describe driver hiring and training requirements in conformance with Minnesota Rules [8835.0260, Subpart 2](#), Section M. The form is prepopulated with information entered during the prior application period. Review for accuracy and modified as needed.

Driver Selection

Describe the process used for driver recruitment, application, interviewing and selection in your transit system (if operations are subcontracted, is there a policy for the subcontractor’s process?)

Enter as much as possible in the box. If more space is required use a separate sheet and indicate that there is an addendum attached. Indicate whether there is a written policy by checking the box.

Describe the process used to perform background checks on driver applicants?

Enter as much as possible in the box. If more space is required use a separate sheet and indicate that there is an addendum attached. Indicate whether there is a written policy by checking the box.

Describe the process used to complete annual background checks on current drivers.

Enter as much as possible in the box. If more space is required use a separate sheet and indicate that there is an addendum attached. Indicate whether there is a written policy by checking the box.

Driver Training Requirements

Describe the driver training program including the training required prior to driving passengers, ongoing training and agency specific training.

Enter as much as possible in the box. If more space is required use a separate sheet and indicate that there is an addendum attached. Indicate whether there is a written policy by checking the box.

Other Safety Sensitive Personnel Training Requirements

Summarize the process used to hire non-driving safety sensitive personnel, (e.g., dispatchers, street supervisors, etc.)

Enter as much as possible in the box. Please indicate the job titles of the positions. If more space is required use a separate sheet and indicate that there is an addendum attached. Indicate whether there is a written policy by checking the box.

Below is a sample of a Driver Selection and Training Policies screen.

Calendar Year :	2012
Organization Legal Name :	Productive Alternatives Inc.
Transit System Name :	Transit Alternatives
Driver Selection and Training Policy Details	
DRIVER SELECTION Click here if there is a written policy	
1 Describe the process used for driver recruitment, application, interviewing and selection in your transit system (if transit operations are subcontracted, is there a policy for the subcontractor's process?)	Ads, Workforce Center, internal job postings. Interview applicants. Dispatcher picks top candidate and offers position. Background, MVR and drug checks are conducted. Position confirmed upon completion of checks. Have applicant attain
2 Describe the process used to perform background checks on driver applicants?	All new hires are required to have a criminal background check by the MN Department of Human Services. Employment is contingent on successful completion of this check. The check is submitted by the Human Resources Department.
3 Describe the process used to complete annual background checks on current drivers?	Annual motor vehicle records are checked. Every two years a background check is signed by each employee. Form is submitted to the MN DHS. Continuation of employment is based on successful completion of check. Refusal to submit to the
DRIVER TRAINING REQUIREMENTS Click here if there is a written policy	
1 Describe the driver training program including training required prior to driving passengers, ongoing training and agency specific training?	Newly hired drivers will have or acquire a CDL with a passenger endorsement before driving on their own. Drivers receive annual training on defensive driving, customer service, passenger assistance, First Aid and CPR. Other training is
OTHER SAFETY SENSITIVE PERSONNEL TRAINING REQUIREMENTS Click here if there is a written policy	
1 Summarize the process used to hire and non-driving safety sensitive personnel, (e.g., dispatchers, street supervisors, etc.)?	The same policy is used as with drivers. In addition, they will receive training specific to their positions as opportunities are available.
Revisions	
Created By/ Date :	darynt@paiff 07-28-2011
Modified By/ Date :	darynt@paiff 09-02-2011
<input type="button" value="Save"/> <input type="button" value="Exit"/>	

NOTE TO NEW APPLICANTS: As the database is not yet available to you, please complete the accompanying Excel spreadsheet Driver Selection and Training Policies.xls in lieu of entering information into the database.

Internal Controls

The purpose of developing, documenting and the following an internal controls policy is to ensure the integrity of the funds received and that they are properly credited to the transit system. A well-documented process assists the transit system in properly identifying discrepancies and making corrections. The form is prepopulated with information from the prior application period. Review for accuracy and modify as needed.

Fare Box Vault Access

Who has the key to remove the vault from the farebox?

Indicate the titles or type of employee who removes the vaults from the fareboxes in the buses.

Who has the key to open the vault?

Indicate the titles or type of employee who can open the vault once it is removed from the farebox in the bus.

How often are the vaults removed from fareboxes?

Indicate whether this is daily or weekly or less often. The time intervals may vary depending on the type of service provided.

Who counts the contents of the vault?

If this takes place outside of the transit offices, indicate the titles or types of employee who does this and what organization they represent.

How many people are present during the counting of the vault?

Self explanatory.

Deposit of Receipts

Who prepares the bank deposit?

If this takes place outside of the transit offices, indicate the titles or types of employee who does this and what organization they represent.

Who makes the deposit into the bank?

Indicate the titles or type of employee who makes the deposit into the bank.

What happens to the non-cash media?

Describe how non-cash media such as tickets, tokens, passes and the like are sold. Describe how the payment method is counted and deposited. Describe what happens to the non-cash medium once it is used for the fare.

How often are bank deposits made?

Indicate whether this is daily or weekly or less often. The time intervals may vary depending on the type of service provided.

Are deposits generally made on the last business day of the month?

Self explanatory.

Reconciliation of Deposits with Trip Sheets

Who is responsible for reconciling the amount of deposits with trip activity?

Indicate the titles or type of employee who carries out this activity.

What is the tolerance for discrepancy?

Describe by percentage or dollar amount, or combination, how large the variance can be before formal investigation takes place.

What follow up action is taken when there is a discrepancy?

Describe the normal process for follow up.

Below is a sample of the Internal Controls Details screen.

Edit Internal Controls

Want to look at another Grant Tab? * are mandatory. Fields in grey are read only.

Calendar Year : 2012
Organization Legal Name : Trailblazer Joint Powers Board
Transit System Name : Trailblazer Transit

Internal Controls Details

FARE BOX VAULT ACCESS		
1	Who has the key to remove the vault from the farebox?	Drivers, dispatchers, office manager, director.
2	Who has the key to open the vault?	Dispatchers, office manager, director.
3	How often are vaults removed from fareboxes?	At the end of service for each bus used each day.
4	Who counts the contents of the vaults?	Fiscal manager and office support personnel.
5	How many people are present during the counting of the contents of the vault?	2

DEPOSIT OF RECEIPTS		
1	Who prepares the bank deposit?	Fiscal manager and/or office support personnel.
2	Who makes the deposit into the bank?	Office support personnel.
3	What happens to non-cash media?	Drivers and dispatchers record a chain of custody.
4	How often are bank deposits made?	Weekly.
5	Are deposits generally made on the last business day of the month?	Deposits are organized by week and end of month.

RECONCILIATION OF DEPOSITS WITH TRIP SHEETS		
1	Who is responsible for reconciling amount of deposits with trip activity?	Dispatchers first, then managers review.
2	What is the tolerance for discrepancy?	None.
3	What follow up action is taken when there is a discrepancy?	Dispatchers and managers investigate.

Revisions

Created By/ Date : cposivio@tra 08-26-2011 Modified By/ Date : cposivio@tra 09-07-2011

NOTE TO NEW APPLICANTS: As the database is not yet available to you, please complete the accompanying Excel spreadsheet Internal Controls Details.xls in lieu of entering information into the database.

Fare Structure

The purpose of the fare structure screen is to describe in general terms the base fares off which your annual revenues are calculated. The base fare should be the same base fare that is reported for inclusion in the Annual Transit Report. Many systems operate in more than one county or city and there may be variations in fares. Report the average fares.

Public Transit Fare Structure

Base Fare:

This is the base fare that is generally charged to the average passenger during non-peak hours.

Premium (Check all that apply):

- Dial-A-Ride premiums are those charged when the passenger could ride a deviated route bus but prefers door-to-door service if available.
- Peak Hour premiums are those charged during morning and evening “rush” hours or other hours when demand is high and resources are less available.
- Express premiums are those charged for service that runs directly from the origin to destination with few or no stops in between. Commuter service is often classified as express service.
- Other premiums may be charged based on local considerations. Describe these if applicable.

Discount (Check all that apply):

- Aged-based discounts are generally applied to senior citizens and small children travelling with an adult.
- Student/youth discounts may be applied to both K-12 students as well as university students participating in U-pass type programs.
- Multiple trip discounts are sometimes applied to trips taken between the original pick up and ultimate return to the starting point.
- Other discounts may be charged based on local considerations. Describe these if applicable.

Distance Based Surcharge (Check all that apply):

If there is a rate based on zones or distances when travelling longer distances, describe this in the appropriate space.

Public Transit Fare Media

Cash:

Currency and coins deposited directly into the farebox by the passengers.

Coupons:

Coupons are purchased in advance for use at a future date. These are deposited in the farebox. Once used, coupons are destroyed.

Tokens:

Tokens are purchased in advance for use at future date. These are deposited in the farebox. Once a final reconciliation is made tokens may be used again for sale by the transit system.

Punch Card:

Punch cards are purchased in advance for use at a future date. The passenger presents the punch card to the driver for validation. Once all punches have been used the card is retained by the transit system for reconciliation.

Bill Out:

Some transit systems allow passengers or representatives of passengers to set up accounts for billing at the end of a specified time period.

Credit Card:

Rarely does a rural transit program have the capability of processing credit cards for single fares. If a credit card is used it is generally for coupons, tokens or punch

cards, or a smart card refill, for use at a future date. In these advance purchase cases, the fare medium is more accurately described in one of the other categories.

Smart Card:

Smart cards are electronically preloaded with a dollar amount that is then deducted automatically when the passenger passes it through a reading device.

Check:

Indicate whether passengers can pay an individual fare with a check. If checks are accepted only to pay for the pre-paid media noted above, then they are more accurately described in those other categories.

Other (Describe):

Describe any other methods for paying fares.

Public Transit Volunteer Fare Structure

Complete this only if volunteers are part of the public transit program.

Below is a sample Fare Structure Details screen.

Edit Fare Structure

Want to look at another Grant Tab? * are mandatory. Fields in grey are read only.

Calendar Year : 2012
 Organization Legal Name : Paul Bunyan Transit
 Transit System Name : Paul Bunyan Transit

Fare Structure Details

PUBLIC TRANSIT FARE STRUCTURE		
	Rate	Comments
1. Base Fare	1.50	Regular Fare
2. Premium: (Check if Apply)	<input type="checkbox"/>	
Dial-A-Ride		
Peak Hour		
Express		
Other: (Describe)		
3. Discount: (Check if Apply)	<input checked="" type="checkbox"/>	
Age-based		Age 3-9, fare is \$.75 if riding with an adult, Seniors can purchase 10 ride p
Student/Youth		
Multiple Trip	42.50	Monthly Work pass available to everyone commuting to work & home
4. Distance Based Surcharge:(Check if Apply)	<input type="checkbox"/>	
to Miles Rate (DBS1)		
to Miles (DBS2)		
to Miles (DBS3)		
to Miles (DBS4)		
PUBLIC TRANSIT FARE MEDIA		
	Check all that apply	Comments
1. Cash	<input checked="" type="checkbox"/>	
2. Coupons	<input type="checkbox"/>	
3. Tokens	<input checked="" type="checkbox"/>	Any amount of tokens maybe purchased
4. Punch Card	<input checked="" type="checkbox"/>	10 Ride Punch Pass \$15.00
5. Bill out	<input checked="" type="checkbox"/>	Agencies / companies can purchase tokens, passes and will be invoiced
6. Credit card	<input type="checkbox"/>	
7. Smart card	<input type="checkbox"/>	
8. Check	<input checked="" type="checkbox"/>	Checks accepted by driver or office for purchase of monthly passes, tokens
9. Other	<input type="checkbox"/>	
PUBLIC TRANSIT VOLUNTEER FARE STRUCTURE		
	Check all that apply	Comments
1. Same as farebox	<input type="checkbox"/>	
2. Mileage-based	<input type="checkbox"/>	
3. Other: (Describe)	<input checked="" type="checkbox"/>	\$35.00 for round-trip to Fargo from Bemidji

NOTE TO NEW APPLICANTS: As the database is not yet available to you, please complete the accompanying Excel spreadsheet Fare Structure.xls in lieu of entering information into the database.

Coordination Activities

The purpose of the coordination activities screen is to inventory the quantity and type of transportation coordination that already exists in Minnesota. It is often used for reporting purposes to the legislature and other bodies. This screen is for a description of relationships between the transit system and other non-public transit organizations.

There are three additional dropdown categories for CY2014. These are:

- **Veterans Programs**—enter any coordinated efforts with any veterans programs. Include the RideLink VTCLI program here or any programs affiliated with Disabled American Veterans.
- **K-12 School Transportation** for any students who are riding the public bus to and from a public or charter school on a regular basis. This includes routes where the parents or the children pay the fare or where the school pays the fare but where there is no written contract with the school. Relationships with schools where there is a written agreement should also be recorded in the Revenue Contract section.
- **NEMT**-If the transit system also coordinates non-emergency medical transportation on behalf of its county, regardless of whether it is bus or volunteer based, it should be noted here.

Add Rows

This button allows you to input as many types of coordination activities as there are in your transit operation. In some cases, there is both public and non-public transportation operated within the same organization. It is possible to document coordination activities between various sections of the same organization.

Activity

The drop down menu describes several organizations and types of organizations with which a transit system may engage in coordination.

Description

Explain as thoroughly as possible the activity taking place. There is a space limit.

Proposed Coordination Activities

Describe any activities that are not in place at the time the annual management plan is being compiled, but are expected to take place during the grant contract year.

Below is a sample of the Coordination Activities screen.

Coordination Activities

Note: Fields in yellow and marked with * are mandatory
Fields in grey are read only

Calendar Year : 2013
 Organization Legal Name : City of Brainerd
 Transit System Name : Brainerd/Crow Wing County Transit

Coordination Activities

Activity	Description
Other (Please describe)	Individuals looking for one on one services, medical, or free transportation are referred to the Medi-van, the Bay Lake
Other (Please describe)	Jefferson lines provides service through Brainerd. We make several trips a week to the local bus stop for individuals ar
Elder Day Care	We provide limited daily transportation to individuals using Breath of Life and the local Senior Center as part of normal
Taxi Service	We refer 2-4 calls a day to the local taxi provider from individuals looking for immediate, after hours or inter-city servi
Educational Institutes	daily transportation for Central Lakes Community College occupational skills students and continued work are parochia
DT & H (DAC)	We work with our local DT & H to eliminate duplicated services whenever possible. We regularly discuss opportunities
-Select Any- DT & H (DAC) Educational Institutes Elder Day Care Feeder Service Head Start HMO or PMAP Intercity Carrier (e.g. Greyhound, Jefferson) OTC(Occupational Training Centers) Other Public Transit Systems Other Social Services Preschool Retail Shopping & Service K-12 School Transportation Section 5310 - Elderly and Handicapped Program Senior Citizen Services (Community Center) Taxi Service Volunteer Driver Program Veterans Transportation Non-Emergency Medical Transportation Other (Please describe)	ublish information on intercity services, airport shuttles, l services. Assist callers to identify options related to outside of service area and hours.

2-07-17 Modified By/ Date : tjay@ci.brair 2012-08-17

NOTE TO NEW APPLICANTS: As the database is not yet available to you, please complete the accompanying Excel spreadsheet *Coordination Activities.xls* in lieu of entering information into the database.

Marketing Activities

The purpose of the marketing activities screen is to give a general overview of the type of activities that are used to promote transit usage in the system's service area. It may include market research, direct marketing to a specific niche, or general promotional activities.

Add Rows

This button allows you to input as many types of marketing activities as there are in your transit operation. In some cases, there is both public and non-public transportation operated within the same organization and promotional materials may include both types of transit.

Marketing Activities Details

Type of Activity

Explain in narrative format the method and media used to provide information to the market.

Target Market

Explain in narrative format the population to whom the activity is directed.

How is the target market determined and how does it relate to your transit system's goals and objectives?

Explain in narrative format the reasoning for the activity and why it is effective in reaching your audience. The statement should reflect how marketing activities relate to the organization's goals and objectives.

Below is a sample of the Marketing Activities screen.

Edit Marketing Activities

Want to look at another Grant Tab? mandatory. Fields in grey are read only.

Calendar Year : 2013
Organization Legal Name : Rainbow Rider Transit Board
Transit System Name : Rainbow Rider Transit
Website : www.rainbowriderbus.com

Marketing Activities Details Add Rows

Type of Activity	Target Market	How is the target market determined and how does it relate to your transit system's goals and objectives?
Using oportunities by having booths at local commu	Students, working parents with pre-school children,	Use TAC groups to gather information and surveys to determine client needs, with the goal to be available to as many clients as possible.
Cordinated activities by each county, ten promotion	Seniors and younger seniors	Each county is given ten promotional hours of service for andy new activity or new group.
Radio Pope, Douglas, Stevens, Traverse and Todd C	Students, working parents with pre-school children,	Use TAC groups to gather information and surveys to determine client needs, with the goal to be available to as many clients as possible.

Revisions
Created By/ Date : lenz1sar 05-31-2012
Modified By/ Date :

NOTE TO NEW APPLICANTS: As the database is not yet available to you, please complete the accompanying Excel spreadsheet Marketing Activities.xls in lieu of entering information into the database.

Vehicle Maintenance Expenses

Completion of this screen is voluntary. For transit systems not using any other method of collecting information on vehicles, this may continue to be a useful tool. If the decision is made to use the vehicle maintenance screen, instructions appear below the sample screen.

Edit Estimated Vehicle Maintenance Expenses Want to look at another Grant Tab?

Note : Fields in yellow and marked with * are mandatory.
Fields in grey are read only.

Calendar Year : 2012
 Legal Name : Pipestone County
 Name of the Public Transit System : Pipestone County Transit System

Link to Operating Budget Save Exit

VIN Number	Veh Id	1030 - Vehicle Maintenance Wages	1032 - Vehicle Repair Wages	1220 - Maintenance Parts & Material Expenses	1222 - Repair Parts & Material Expenses	1230 - Contract Maintenance Labor	1232 - Contract Maintenance Parts & Material Expenses	1234 - Contract Repair Labor	1236 - Contract Repair Parts & Materials Expense
1FDXE45S17DB03461	907	0.00	0.00	1103.00	0.00	1918.00	0.00	0.00	0.00
1FDXE45S37DB03462	1007	0.00	0.00	1103.00	0.00	1918.00	0.00	0.00	0.00
1GBJG31K681178068	1108	0.00	0.00	1103.00	0.00	2109.00	0.00	0.00	0.00
1FDXE45SX9DA91051	1209	0.00	0.00	1103.00	0.00	1809.00	0.00	0.00	0.00
Totals		\$0.00	\$0.00	\$4,412.00	\$0.00	\$7,754.00	\$0.00	\$0.00	\$0.00

The screen is pre-populated with the vehicle identification numbers in the transit system's fleet. It is also pre-populated with the data from the previous application period.

Vehicle ID

If applicable, enter the identification number used by the transit system do name the vehicle.

See Line Item Descriptions in a separate document to determine which lines items are continued from previous years and which will no longer be used in CY2012.

The following line items are retained:

- **1030 Vehicle Maintenance and Repair Wages**
- **1220 Maintenance and Repair Parts and Material Expenses**
- **1230 Contract Maintenance Labor Expense**

The following line items are discontinued. They will, however, be retained through CY2013 in order to provide year to year comparison.

- **1032 Vehicle Repair Wages**
- **1222 Repair Parts and Material Expenses**
- **1232 Contract Maintenance Parts and Material Expenses**
- **1234 Contract Repair Labor**
- **1236 Contract Repair Parts and Material s Expenses**

NOTE: There is no companion Excel spreadsheet.

Budget Request

The purpose of the operating budget screen is to develop a financial plan for the upcoming year. This includes expenses, revenues, capital purchases, special funding, and operating statistics. Budget categories are developed in compliance with Minnesota Rules [Chapter 8835](#).

A detailed description of each Line Item is found in a separate downloadable document entitled ANNUAL MANAGEMENT PLAN BUDGET DEVELOPMENT. Open this document to determine the correct placement of each expense, revenue, capital or special funding item and operational statistics.

Below is a sample of the opening screen for Operating Budgets. Organizations receiving funds through more than one FTA program will have multiple choices. Choose the budget for public transit operations.

Search Operating Budgets

Note: Fields in yellow and marked with * are mandatory. Fields in grey are read only.

* Calendar Year : 2012

* Organization Legal Name : Prairie Five CAC, Inc.

* Transit System Name : -Select Any-

Search Create New Exit

Operating Budget List

Organization Legal Name	Transit System Name	Calendar Year	Submitted Y/N	TDM Approved Y/N	Budget Created Y/N
Edit Prairie Five CAC, Inc.	Prairie Five RIDES	2012	Y	Y	Y

Public Transit Operating Expenses

Line Number and Line Item Name

These numbers match those descriptions in [Annual Management Plan Budget Development Line Item Descriptions](#) which is downloadable from the Office of Transit website. The line item names describe specific expense categories required by [Minnesota Rules Chapter 8835](#).

Previous Year

This field automatically populates for applicants who have received grants in previous years and reported their totals.

Current Year to Date

This field automatically populates with the amount of funds spent or received, or operational statistics already reported in the current grant year.

Current Year Projected Amount

This field automatically populates with the estimated year end amount expected to be spent by the end of the grant year. Because it is a simple equation multiplying an average monthly amount by 12 it projected amount may not properly reflect expenses that are incurred only once or twice per year such as insurance payments or months with three payrolls.

Next Year Amount

Enter the proposed amount for each line item based on the expected cost of providing public transit service for the upcoming year. Regardless of whether the transit program is fully funded in the contract, the actual expected amounts should be entered in the appropriate lines.

Comments

Provide a few words explaining any amounts not immediately self-evident by the line item description.

Public Transit Capital Expenses**Capital Expenses**

Previous year and current year figures will not automatically appear. Enter the Next Year Amounts for the appropriate line items.

Effective for CY2013, Federal Transit Administration requires that the costs for each element of a bus purchase be separated and budgeted individually. Therefore, new line items have been developed to describe each element. Refer to page 6 of [Annual Management Plan Budget Development Line Item Descriptions](#) for detailed instructions on how to complete this section of the operating budget.

Public Transit Operating Revenues**Operating Revenue**

Like the Operating Expenses, the Previous Year, Year to Date and Current Year Projected Amount fields will be pre-populated. Enter the proposed amounts for the upcoming grant year in each of the two categories.

Federal Grants (5307)

Recipients who are already pre-approved for a federal award complete this section.

Public Transit Operating Statistics**Passenger Trips**

Information reported through the PTA database will pre-populated in the appropriate columns. Keep in mind that this information is to be proposed in two different formats. The first format covers lines 2510 to 2514 and reflects the demographics of the passengers. The second format covers lines 2515 to 2518 and reflects the method of service delivery. The two totals MUST match.

Vehicle Hours

Information reported through the PTA database will be pre-populated in the appropriate columns. Enter the proposed number of hours for each service delivery type.

The number of hours entered on this form is based on past experience and future intentions. It will not necessarily balance with the number of hours totaled in the Service Levels form.

Vehicle Miles

Information reported through the PTA database will be pre-populated in the appropriate columns. Enter the proposed number of hours for each service delivery type.

Volunteer Operating Statistics

Volunteer statistics are segregated to enable easier separation of bus and volunteer car service. These statistics are to be reported only when delivered as part of public transit. Information reported through the PTA database in prior years will be pre-populated in the appropriate columns. Enter the proposed number of hours for each service delivery type.

Below is a partial sample of the Operating Budget screen.

Edit Operating Budget (Approved)

Note: Fields in yellow and marked with *
Want to look at another Grant Tab? Fields in grey

Calendar Year : 2012
 Organization Legal Name : Prairie Five CAC, Inc.
 Transit System Name : Prairie Five RIDEs
 Budget Name : Prairie Five RIDEs
 Project Number : TRF-1738-12
 Date Received : 07-19-2010
 Comments :

Line Number	Line Item Name	Previous Year	Current Year To Date	Current Year Projected Amount	Next Year Amount	Comments
Public Transit Operating Expenses						
Personnel						
1010	Admin, Mgmt. & Supervisor Salaries	34211.32	51714.64	51714.64	38505.00	Manager-21.25
1020	Operators' Wages	228315.36	238751.57	238751.57	219100.00	Drivers FT 12.25
1030	Vehicle Maintenance and Repair Wages	42506.02	32191.00	32191.00	38065.60	Maintenance FT
1032	Vehicle Repair Wages <i>Include this amount in 1030</i>	0.00	0.00	0.00	0.00	n/a
1040	General Office Support Wages	13250.73	19279.79	19279.79	19390.50	Admin persons
1050	Operations Support Wages	71398.22	61358.16	61358.16	66712.50	Dispatchers 2 F
1060	Fringe Benefits	126568.53	169942.91	169942.91	136520.99	Medical/ Work
	SubTotal of Personnel	516450.08	573238.07	573238.07	518294.59	
Administrative						
1110	Management Fees	0.00	0.00	0.00	0.00	
1120	Drug and Alcohol Testing & Administration Expenses	3702.50	4746.67	4746.66	5320.00	Drug and alcoh
1130	Advertising, Marketing, & Promotional Charges	3854.03	2319.10	2319.09	4160.00	advertising for
1140	Legal, Auditing & Other Professional Fees	1938.00	1374.75	1374.75	6150.00	
1150	Staff Development Costs	0.00	0.00	0.00	4470.00	staff developm
1160	Office Supplies	3018.99	4098.65	4098.65	4000.00	
1170	Leases/Rentals (Admin. Facil.) (Specify in Request for Funds)	1177.40	1207.90	1207.89	2160.00	Space rental
1180	Utilities	11321.75	11026.51	11026.51	12600.00	telephone and
1190	Leases/Rentals (Garages, Veh., etc.) (Specify in Request for Funds)	7161.10	9314.10	9314.10	9200.00	Garages we ren
1190	Other Operations Charges (Specify in Request for Funds)	0.00	0.00	0.00	0.00	
	SubTotal of Operations	90728.08	127662.59	127662.59	76910.00	
Insurance						
1410	Public Liability & Prop. Damage on Veh.	30101.64	20263.17	20263.17	27760.00	
1420	Public Liability & Prop. Damage - Other	7009.96	11938.55	11938.55	5240.00	
	SubTotal of Insurance	37111.60	32201.72	32201.72	33000.00	
Taxes and Fees						
1510	Vehicle Registration & Permit Fees	696.71	2143.52	2143.52	920.00	
1520	Federal Fuel & Lubricant Taxes	0.00	0.00	0.00	0.00	
1540	Other Taxes & Fees (Specify in Request for Funds)	0.00	0.00	0.00	0.00	
1500	SubTotal of Taxes and Fees	696.71	2143.52	2143.52	920.00	
Public Transit Refunds (These amounts will be deducted from Total Operating Expenses)						
1592	RTAP Refunds	0.00	0.00	0.00	1900.00	
1594	Fuel Tax Refunds	0.00	0.00	0.00	8000.00	
1596	Insurance Reimbursement	0.00	0.00	0.00	0.00	
1598	Other	0.00	0.00	0.00	0.00	
1590	SubTotal of Refunds	0.00	0.00	0.00	9900.00	
1600	Total Operating Expenses	769156.23	893223.73	893223.60	782731.59	
Public Transit Capital Expenses						
Capital Expenses						
1710	Vehicle Expenses	0.00	0.00	0.00	136000.00	
1720	Lift, Ramp Expenses, etc.	0.00	0.00	0.00	0.00	
1730	Radio Equipment Expenses	0.00	0.00	0.00	0.00	
1740	Fare Box Expenses	0.00	0.00	0.00	0.00	
1750	Other Capital Expenses (Specify in Request for Funds)	0.00	0.00	0.00	0.00	
1760	Facility Purchase and/or Construction Cost	0.00	0.00	0.00	0.00	
	SubTotal of Capital Expenses	0.00	0.00	0.00	136000.00	
Public Transit Operating Revenues						
Operating Revenue						
2010	Farebox Revenues	226444.70	77561.38	77561.38	46000.00	
2020	System Revenues	0.00	185871.71	185871.71	52000.00	
	SubTotal of Operating Revenue	226444.70	263433.09	263433.09	98000.00	
FEDERAL GRANTS (5307 and 5309 Recipients Only)						
2110	Federal Operating Grants 5307 only (Specify in Request for Funds)	0.00	0.00	0.00	0.00	
2120	Federal Capital Grants 5307 (Specify in Request for Funds)	0.00	0.00	0.00	0.00	
2130	Federal Capital Grants 5309 (Specify in Request for Funds)	0.00	0.00	0.00	0.00	
	SubTotal of FEDERAL GRANTS (5307 and 5309 Recipients Only)	0.00	0.00	0.00	0.00	
Public Transit Vehicle Hours						
2321	Total Fixed Route (Sec. 5307 and Makato Only) Hours	0.00	0.00	0.00	0.00	
2322	Total Demand Response Hours	15526.00	16232.50	16232.50	16000.00	
2324	Total Route Deviation Hours	0.00	0.00	0.00	0.00	
2326	Total Subscription Hours <i>Include this amount in 2322 or 2324</i>	0.00	0.00	0.00	0.00	
2328	Total Special Route Guarantee Hours <i>Include this amount in 2322 or 2324</i>	0.00	0.00	0.00	0.00	
2330	Total Vehicle Hours (Bus/Van Service)	15526.00	16232.50	16232.50	16000.00	
Public Transit Vehicle Miles						
2332	Total Fixed Route (Sec 5307 and Makato Only) Miles	0.00	0.00	0.00	0.00	
2333	Total Demand Response Miles	200556.00	219516.00	219516.00	220000.00	
2334	Total Route Deviation Miles	0.00	0.00	0.00	0.00	
2336	Total Subscription Miles <i>Include this amount in 2333 or 2334</i>	0.00	0.00	0.00	0.00	
2338	Total Special Route Guarantee Miles <i>Include this amount in 2333 or 2334</i>	0.00	0.00	0.00	0.00	
2340	Total Vehicle Miles (Bus/Van Service)	200556.00	219516.00	219516.00	220000.00	
Public Transit Volunteer Statistics						
2517	Total No. of Volunteer Driver Passengers	5038.00	7501.00	7500.99	5800.00	

NOTE TO NEW APPLICANTS: As the database is not yet available to you, please complete the accompanying Excel spreadsheet Operating Budget.xls in lieu of entering information into the database.

PLEASE NOTE: The pages for the Operating Budget in the Excel format are oriented for landscape printing.

Revenue, Expense and Third Party Operator Contracts (Approved)

The purpose of the revenue and expense contracts screen is to catalog the formal relationships the transit system has with outside purchasers and vendors. Any agreement that results in the payment or receipt of a negotiated fee should be listed here.

MnDOT requires grant recipients to submit copies of all revenue, expense and third party operator contracts. These should be submitted to the Transit Project Manager at the end of the contract year as part of the closeout process.

Below are samples of the overall Revenue, Expense and Third Party Operator Contracts Screen. See further detail for description of requirements for the individual sub screens.

Revenue & Expense Contracts (Approved) Want to look at another Grant Tab

Calendar Year : 2012
 Organization Legal Name : Martin County
 Transit System Name : Martin County Transit
 Version No : 1

Revenue Contracts

Contractor Name	Contractor/Address	From	To	Unit Description	Unit Price	Est. Total Cost	Per. Change from Prior Year
<input type="checkbox"/>	Various Advertisers lease ad space on outside bus (varies) Fairmont, MN, 56031	01-01-2011	12-31-2011	Have metal frames hold advertising sign	\$70 per side of bus	\$1500	0

Expense Contracts

Contractor Name	Contractor/Address	From	To	Unit Description	Unit Price	Est. Total Cost	Per. Change from Prior Year
<input type="checkbox"/>	Fairlakes Transportation, Inc 530 Kings Road Fairmont, MN, 56031	01-01-2010	12-31-2012	hour	22.5154	961,372	3%

Third Party Contracts

Contractor Name	Name of Manager	Title of / Manager	Address	Telephone #	Contract From	Contract To
<input type="checkbox"/>	Nancy Guether	Manager	530 Kings Road Fairmont, Mn, 56031	5072356154	01-01-2011	12-31-2011

Revenue Contracts

The purpose of the revenue contracts screen is to describe each formal arrangement the transit system has to provide public transit service to specific clientele of agencies or specific services to other agencies.

Below is a sample of a revenue contract screen.

NOTE TO NEW APPLICANTS: As the database is not yet available to you, please complete the accompanying Excel spreadsheet Revenue Contract.xls in lieu of entering information into the database.

Add Revenue Contract	
Calendar Year	2012
Legal Name	Martin County
Name of the Public Transit System	Martin County Transit
*Name of Contractor	Various Advertisers lease ad spi
*Address	(varies)
*City	Fairmont *State: MN *Zip: 56031
*Current Contract Term From	01-01-2011
*Current Contract Term To	12-31-2011
*Unit Description	Have metal frames hold advertis
*Unit Price	\$70 per side of bus
*Estimated Total Revenue	\$1500
Perc Change from Prior Year	0

Add Revenue Contract

Calendar year, legal name and system name are pre-populated with information from the previous year's Management Plan.

When adding a new contract, complete the appropriate identifying information for the organization purchasing the service from the transit system. Otherwise, make modifications if required to a current contract.

The current contract term may have started prior to the calendar year and may extend beyond the end of the calendar year of the proposed Management Plan.

Enter the unit description and unit price. For passenger transportation this may be described in trips, hours or a combination of both. Estimate the annual total revenue received from the contract. For non-passenger revenue contracts, such as advertising, complete the information in simple descriptive terms.

If you have a written agreement to provide public transit bus transportation to K-12 students enter the information here. Transporting students on the public bus where there is no written agreement should be noted in the Coordination section.

Expense Contracts

The purpose of the expense contracts screen is to describe each formal arrangement the transit system has to purchase goods or services from other agencies or product vendors.

Below is a sample of an expense contract screen.

NOTE TO NEW APPLICANTS: As the database is not yet available to you, please complete the accompanying Excel spreadsheet Expense Contract.xls in lieu of entering information into the database.

Add Expense Contract	
Calendar Year	2012
Legal Name	Tri-Valley Opportunity Council, Inc.
Name of the Public Transit System	Tri-Valley Heartland Express Bus
*Name of Contractor	Ada-Borup School Dist
*Address	604 West Thorpe Ave
*City	Crookston *State: MN *Zip: 560000
*Current Contract Term From	01-01-2012
*Current Contract Term To	12-31-2012
*Unit Description	Storage for 1 class 400 plus wa
*Unit Price	150 per mo
*Estimated Total Expense	1800 per yr
Perc Change from Prior Year	zero

Add Expense Contract

Calendar year, legal name and system name are pre-populated with information from the previous year's Management Plan.

When adding a new contract, complete the appropriate identifying information for the organization purchasing the service from the transit system. Otherwise, make modifications if required to a current contract.

The current contract term may have started prior to the calendar year and may extend beyond the end of the calendar year of the proposed Management Plan.

Enter the unit description and price of the product or service purchased.

Third party operating contracts must also be entered here as well as in the following section as they convey different types of information.

Third Party Contracts

The purpose of the edit third party contract screen is to describe the organization that actually provides passenger transportation services on behalf of the grant recipient.

Below is a sample of a third party contract screen.

NOTE TO NEW APPLICANTS: As the database is not yet available to you, please complete the accompanying Excel spreadsheet Third Party Contract.xls in lieu of entering information into the database.

Edit Third Party Contract	
Calendar Year	2012
Legal Name	AMCAT Joint Powers Board
Name of the Public Transit System	Austin-Mower County Area Transit
*Contract Name	Duren, Inc.
*Name of Manager	Kelly Joseph
*Title of Manager	Transit Coordinator
*Address	2801 Oakland Avenue West
*City	Austin *State: MN *Zip: 55912
*Telephone Number	5074349559
*Email Address	mctransit@qwestoffice.net
Owner of Transit System Assets	
*Vehicles	AMCAT Joint Powers Board
*Communication Equipment	AMCAT Joint Powers Board
*Other	AMCAT Joint Powers Board
Contract Term with Operator	
*Start Date	01-01-2011
*End Date	12-31-2012

Edit Third Party Contract

Calendar year, legal name and transit system name are pre-populated with information from the previous year's Management Plan.

Complete the appropriate identifying information about the organization providing the transportation services. Enter the contract term with the operator regardless of whether it precedes, extends beyond or expires in the middle of the year for which the Management Plan is proposed.

The owner of the transit system assets is often the grant recipient, although occasionally the subcontractor owns the communication system or additional vehicles. If these conditions exist enter both in the appropriate sections.

Fleet Inventory

The purpose of the fleet inventory screen is to track the public transit fleet to ensure an orderly progression in replacement. Replacement schedule is shown in the 10 Year Capital Plan screen. Click on the edit to open the Edit Fleet Inventory Details screen.

All fields are prepopulated with appropriate vehicle information. No action is required by the transit system unless a vehicle has been recently added to the inventory. For new vehicles the transit system must complete the information for the local Vehicle ID and the number of seating positions. Below is a sample of a Fleet Inventory screen.

Blanks can be completed by the transit system. To change information that is "locked," such as Vehicle Status or Average Annual Mileage, contact the transit District Project Manager.

NOTE: Vehicles in public transit service can only be classified as Active or Backup (see Transit Glossary for detailed definitions). A "disposed" vehicle is not supported by any state or federal funding.

Edit Fleet Inventory

Want to look at another Grant Tab? Fields with * are mandatory. Fields in grey are read only.

Calendar Year : 2012

Organization Legal Name : City of Montevideo

Transit System Name : Montevideo Transit

Fleet Inventory Details

Legal Name: City of Montevideo Show Vehicle and Inspection Details

State Unit Number	Veh Id	VIN Number	Vehicle Status	Vehicle Class	Fuel Type	Chassis Model Year	Vehicle Length	Body Model	Conversion W/C	Number of Positions	Date Last Reported	Last Mileage Reported	Average Annual Mileage	Number of Fixed Seats	Number of Flip Seats	Type of Lift	Hours Used Per Week	Projected Mileage At Yr End	Projected Date of Replacement YYYY	Projected Date of Disposal YYYY
B090113	16	1FDFE45S39DA67139	Active	400	Unleaded Gasoline	2009	EC II		3	122011	54371	21358	13		Ricon	50	52000	2018	2019	
L060003		1FDXE45S96DA25283	Active	400	Unleaded Gasoline	2006	Senator		3	122011	51390	9403								
B040126	15	1FDXE45S54HA96213	Active	400	Unleaded Gasoline	2004	240 Aerotech		2	122011	117368	16516	16		Ricon	35	121000	2015	2015	

NOTE TO NEW APPLICANTS: As there is no fleet to account for with a new application there is no accompanying Excel spreadsheet.

Ten Year Capital Plan

The purpose of the Ten year Capital Plan is to describe the capital needs for Greater Minnesota Public Transit over the near term and middle term planning horizon. It provides additional order to the STIP development process.

There are three sections to the Ten Year Capital Plan, one each for Advanced Technology (ITS), Facilities, and Vehicle Replacement Plans. Each year the first

year of the ten year plan will be the year for which the transit system is preparing the management plan. Information entered in prior years automatically stays in the appropriate column.

The amounts for approved capital projects for the upcoming application year will also appear in the Operating Budget.

Advanced Technology Plan

Provide brief summary information regarding the nature of the proposed project. The details will have been prepared separately and reviewed by Office of Transit staff.

Description

Write a very short description of the nature of the project.

Anticipated Total Project Cost

Insert the appropriate total amount of project cost, regardless of funding source, in the appropriate year.

Facilities Plan

Provide brief summary information regarding the nature of the proposed project. The details will have been prepared separately and reviewed by Office of Transit staff.

Upcoming Year (CY2014)

At the time the application is submitted if there is not an approved [National Environmental Policy Act \(NEPA\)](#) review; do not put your project in the application AT THIS TIME. FTA determines on a very brief scope and budget what kind of review is required. It can be amended in after the environmental review is approved. No capital contract will be issued until the NEPA review is authorized for both federal and state projects. The costs for the upcoming grant year should be based on a conceptual design and budget.

Subsequent Years

Projects should be based on an actual conceptual design and preliminary budget. Random insertions of possible funding for possible projects are discouraged. Major renovations and refurbishments on existing facilities that exceed \$20,000 should be entered into the appropriate year.

Description

Write a very short description of the nature of the project.

Anticipated Total Project Cost

Insert the appropriate total amount of project cost, regardless of funding source, in the appropriate year.

Transit Vehicles Capital Plan

Attention to detail is critical in developing the vehicle replacement plan as this information must correspond with the Fleet Inventory. Information from previous entries remains in the appropriate column; the prior year drops off, and the new tenth year is added.

Review the following columns for accuracy:

Vehicle VIN please use all 16 numbers

Vehicle Class

Replace/Expand

STIP Program Year

Anticipated Total Replacement Cost

Update the replacement costs in the appropriate year using the inflation chart supplied by the Office of Transit Vehicle Coordinator.

Below is a sample screen for the 10-Year Capital plan.

Ten Year Capital Plans
Want to look at another Grant Tab?

Note : Fields in yellow and marked with * are mandatory.
Fields in grey are read only.

Calendar Year : 2012

Organization Legal Name : Three Rivers Community Action Inc.

Transit System Name : Three Rivers Hiawathaland Transit

Advanced Technology Plan Add Rows

DESCRIPTION	ANTICIPATED TOTAL PROJECTED COST									
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Dispatching Softw										
Totals	0	0	0	0	0	0	0	0	0	0

Facility Plan Add Rows

DESCRIPTION	ANTICIPATED TOTAL PROJECTED COST									
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Dispatch/Call Cent	1000000									
Fairbault Service A						750000				
Wabasha Service			500000							
Totals	1000000	0	500000	0	0	750000	0	0	0	0

Transit Vehicles Capital Plan Add Rows

Vehicle VIN	Vehicle Class	Replace / Expand	STIP Program Year	ANTICIPATED TOTAL REPLACEMENT COST						
				2012	2013	2014	2015	2016	2017	2018
1FDXE45P36HAS	400	Replace	2012	68000						
1FDXE45P46DA9E	400	Replace	2012	68000						
1GBESV1207F40	500	Replace	2013		125000					
1FDWE35L17DB4	400	Replace	2013		70000					
1FDXEP06HA156	400	Replace	2013		70000					
1FDXE55S8DB23	400	Replace	2014			72000				

NOTE TO NEW APPLICANTS: As there are no capital assets to account for with a new application there is no accompanying Excel spreadsheet.

Vehicle Maintenance Plan

The purpose of the vehicle maintenance plan screen is to verify that the rolling stock assets of the transit system are systematically maintained in accordance with manufacturers' specifications. The input screen allows only a minimal amount of information to be entered. 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.

Preventive Maintenance Schedule

Describe in a few sentences the general maintenance plan for all vehicles in the fleet.

Defect Reporting Procedures

Describe in a few sentences the defect reporting procedures.

Below is a sample of the Edit Vehicle Maintenance Plan screen.

NOTE TO NEW APPLICANTS: As the database is not yet available to you, please complete the accompanying Excel spreadsheet Vehicle Maintenance Plan.xls in lieu of entering information into the database.

Title VI—Civil Rights Program Contents (Section 5311 Subrecipients Only)

The Federal Transit Administration issued revised guidance on October 1, 2012. The [Title VI Requirements and Guidelines for FTA Recipients](#) provides detailed information for both Section 5307 direct recipients and Section 5311 rural recipients who receive their federal funding through the State. The purpose of a Title VI program is to ensure that no person is excluded from or denied the benefits of any activity receiving Federal financial assistance.

MnDOT submits a Title VI plan to the Federal Transit Administration that provides details on how we oversee subrecipients' compliance. All subrecipients must be in compliance with the federal guidelines in order for the State to continue to pass through funding to any subrecipient.

The guidance document cited above has helpfully provided templates for all the requested information. You may want to open the document, go to pages 77-82 to

find the templates, copy them to your local drive and use them as a basis for making agency specific policies and forms.

The purpose of the Title VI screen is to collect and verify the subrecipients' programs so that they can be reviewed by the Federal Transit Administration during periodic state management reviews or upon request.

Edit Title VI - Civil Rights

Note : Fields Want to look at another Grant Tab?
Fields in grey are read only.

Organization Legal Name :

Transit System Name :

Title VI Program Contents	Upload / View Document	Date of Last Update
a) Notice to the Public	<input type="text"/>	<input type="text" value="09-22-2012"/>
b) Complaint Procedures and Complaint Form	<input type="text"/>	<input type="text"/>
c) List of Investigations, complaints and lawsuits pertaining to allegations of discrimination.	<input type="text"/>	<input type="text" value="09-22-2012"/>
d) Public Involvement Plan to engage minority and Limited English Proficiency populations.	<input type="text"/>	<input type="text" value="09-22-2012"/>
e) Language Assistance Plan.	<input type="text"/>	<input type="text"/>
f) Non-Elected Decision Maker Charts.	<input type="text"/>	<input type="text"/>

Uploading a new document replaces any existing document. To open a previously uploaded document, click on the 'View ...' link.

INSTRUCTIONS FOR UPLOADING ATTACHMENTS:

When saving a file for upload through PTA, please rename the document with your transit system name or an easily recognizable acronym AND a form name such as "T6ProceForm". Save it as a .pdf. Upload.

Notice to the Public

Upload a copy of the organization's Title VI Notice to the Public that indicates the recipient complies with Title VI, and informs members of the public of the protections against discrimination afforded to them by Title VI. Include a list of locations where the notice is posted.

The notice must be specific to the transit system. A sample notice to the public can be found in Appendix B (page 77) of the [Title VI Requirements and Guidelines for FTA Recipients](#). You will want insert an additional section that states how to contact MnDOT to make a civil rights complaint. The contact information for MnDOT is:

Minnesota Department of Transportation
 Office of Civil Rights, Mail Stop 170
 395 John Ireland Blvd.
 St. Paul, Minnesota 55155-1899
 Phone: (651) 366-3073
 Fax: (651) 366-3129

Complaint Procedure and Complaint Form

These two documents can be bundled as one file for the purpose of uploading to MnDOT.

A sample copy of a complaint **procedure** can be found in Appendix C (page 79) of [Title VI Requirements and Guidelines for FTA Recipients](#).

A sample copy of a complaint **form** can be found in Appendix D (page 81) of [Title VI Requirements and Guidelines for FTA Recipients](#).

MnDOT also has samples on its website:

Form can be found at

<http://www.dot.state.mn.us/civilrights/pdf/policy/titlevicomplaintform.pdf>

Procedure can be found at

<http://www.dot.state.mn.us/civilrights/pdf/policy/titlevicomplaintprocedure.pdf>

List of Investigations, Complaints and Lawsuits

MnDOT periodically requests a list of any public transportation-related Title VI investigations, complaints or lawsuits filed with the organization since the time of the last submission. The list should contain only those investigations, complaints, or lawsuits that pertain to allegations of discrimination on the basis of race, color, and/or national origin in transit-related activities and programs that pertain to the organization submitting the report, not the larger agency or department of which the transit system is part. The date of last submission will remain a populated field until the next submission.

Public Involvement Program

Upload a copy of the organization's Public Involvement Program. The plan should include an outreach plan to engage minority and limited English proficiency populations. The organization's targeted public participation plan for minority populations may be part of efforts that extend more broadly to include other constituencies that are traditionally underserved, such as people with disabilities, low-income populations, and others.

[Guidance on the Public Involvement Process](#) summarizes some of the key points made in the current FTA circular and provides some additional information on the value of Transit Advisory Committees.

Language Assistance Plan

The Language Assistance Plans submitted three years ago were based on census data for the year 2000. Since then, the 2010 census has been released and it reveals many demographic shifts within Minnesota and the US as a whole. MnDOT

will assist subrecipients in acquiring information regarding non-English proficient populations in their service areas.

Organizations are required to take reasonable steps to ensure meaningful access to benefits, services, information and other important portions of their programs and activities for individuals who are limited English proficient. Upload a copy of the organization's Language Assistance Plan for persons with limited English proficiency. All transit systems submitted a copy of their plans in December 2010.

Transit systems should commit to reviewing the plans annually and submitting updates to MnDOT. Further information on developing a communications plan for persons with limited English proficiency can be found on the FTA website at <http://www.fta.dot.gov/civilrights/12881.html> and clicking on Implementing the DOT LEP Guidance.

NEW FOR 2014!

Non-Elected Decision-Makers

Effective immediately the Federal Transit Administration will be monitoring state oversight of transit system efforts to include:

MINORITY REPRESENTATION ON PLANNING AND ADVISORY BODIES. Title 49 CFR Section 21.5(b)(1)(vii) states that a recipient may not, on the grounds of race, color, or national origin, “deny a person the opportunity to participate as a member of a planning, advisory, or similar body which is an integral part of the program.” Recipients that have transit-related, non-elected planning boards, advisory councils or committees, or similar committees, the membership of which is selected by the recipient, must provide a table depicting the racial breakdown of the membership of those committees, and a description of efforts made to encourage the participation of minorities on such committees.

Title VI Requirements and Guidelines for FTA Recipients (page 83) contains a sample of the format for the required chart.

Transit systems that are parts of governmental units with elected officials, such as county boards or city councilors must complete this form for any advisory committees.

For questions about the application process and general complaining, contact:

<p>Sue Siemers Sue.siemers@state.mn.us 320-223-6556</p> <ul style="list-style-type: none"> • Brainerd/Crow Wing County • City of Pine River • Chisago/Isanti Counties • RiverRider • Timber Trails Transit • Tri-County Action Program, Inc. • Wadena County Social Services 	<p>Bev Herfindahl Bev.herfindahl@state.mn.us 320-214-6361</p> <ul style="list-style-type: none"> • Ecumen/Augustana (Meeker County) • Becker County Transit • City of Benson • City of Granite Falls • City of Morris • Kandiyohi Area Transit JPB • Mahnommen County • Prairie Five • Productive Alternatives (Transit Alternatives) • Rainbow Rider Transit Board • Renville County • Trailblazer Joint Powers Board
<p>Don Mohawk Don.mohawk@state.mn.us 218-263-2979</p> <ul style="list-style-type: none"> • Arrowhead Transit • City of Hibbing • Boise Forte Band • Fond du Lac Band • Red Lake Band of Chippewa Indians • White Earth Band 	<p>Jean Meyer Jean.meyer@state.mn.us 507-286-7596</p> <ul style="list-style-type: none"> • AMCAT Joint Powers Board (Mower County) • Albert Lea Transit (Cedar Valley Services) • City of Stewartville • City of Winona • Semcac • Steele County • Three Rivers (Hiawathaland Transit)
<p>Jan Klassen Jan.klassen@state.mn.us 507-831-8011</p> <ul style="list-style-type: none"> • Brown County Family Services • City of LeSueur • City of St. Peter • Faribault County • Lincoln County • Martin County • Murray County • Pipestone County • Rock County • SMOG (Prairieland Transit) • Watonwan County • Western Community Action, Inc. 	<p>Kent Ehrenstrom Kent.ehrenstrom@state.mn.us 218-755-6555</p> <ul style="list-style-type: none"> • City of Fosston • Hubbard County • Mahnommen County • Paul Bunyan Transit • Roseau County COA (Far North) • Tri-Valley Opportunity Council
<p>Shaun Morrell Shaun.morrell@state.mn.us 651-366-4183</p> <ul style="list-style-type: none"> • City of East Grand Forks • City of La Crescent • City of Mankato • City of Moorhead • City of Rochester • Duluth Transit Authority • St. Cloud Metro Bus • Intercity Bus Programs 	

For even more questions about the application process, contact:

<p>Technical Issues with PTA (when you run amok, call) Chuck Morris Charles.a.morris@state.mn.us 651-366-4178</p>	<p>Applicant Description questions (What's my legal name? Question about my resolution?) Kelly Christenson Kelly.christenson@state.mn.us 651-366-4184</p>
<p>Trouble in Paradise Sarah Lenz Sb.lenz@state.mn.us 651-366-4177</p>	<p>If All Else Fails Tom Gottfried Tom.gottfried@state.mn.us 651-366-4171</p>

ANNUAL MANAGEMENT PLAN BUDGET DEVELOPMENT

LINE ITEM DESCRIPTIONS

Effective 01/01/2014

Line item categories for describing the costs of transit operations are governed by Minnesota Rules Chapter [8835.0280](#). These directions reflect these requirements and provide further instructions on what is to be included in each line item. The rules further provide information on [unallowable](#) expenses that will be described at the end of this document.

Grant applicants should adhere to an accounting system consistent with standards Generally Accepted Accounting Practices ([GAAP](#)). 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 does not exceed what an ordinarily prudent person in the conduct of a competitive business would incur. The Office of Transit and state and federal auditors do not permit the expenditure of public funds where propriety is questionable.

Regardless of when an expense invoice is received or paid by the transit system, the expense should be billed to Mn/DOT in the grant contract period in which the expense was incurred.

Audit requirements for recipients of federal financial assistance are outlined in OMB [Circular A-133](#) Audits of States, Local Governments, and Non-Profit Organizations (revised June 2010) or OMB [Circular A-110](#) Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations (revised February 2009), if applicable.

The following definitions are intended to provide a clear understanding of the data appropriate for each line item expense and revenue category:

OPERATING BUDGET LINE ITEM DESCRIPTIONS

Personnel Services

All wages must be supported by daily time distribution records. Employees of an organization who work in other departments in addition to transit must document their time through detailed time sheets. Alternatively, a cost allocation plan based on a documented history must be submitted to Mn/DOT for approval.

1010 Admin, Management & Supervisory Salaries

The amount paid to all employees of the transit system who are classified as managers, supervisors, coordinators, or administrators.

1020 Operator's Wages

Amount paid to all employees of the transit system who are classified as vehicle operators.

1030 Vehicle Maintenance and Repair Wages

Labor charges for the performance of routine maintenance and repair on vehicles and equipment required to operate the transit system. Only include wages of maintenance personnel employed by the transit system.

1032 Vehicle Repair Wages

This line item will continue to appear on the input screen but is locked against data entry. Enter any data relating to this category in Line 1030.

1040 General Office Support Wages

The amount paid to all employees of the transit system who are classified as General Office Support and provide less than half their time to operations support, e.g., clerical, bookkeepers, training and safety instructors.

1050 Operations Support Wages

The amount paid to all employees of the transit system who support the daily operations of the transit system, e.g., dispatchers or call takers.

1060 Fringe Benefits

The cost of providing fringe benefits for active and retired employees of the transit system, including pension benefits, vacation and sick leave benefits, social security taxes, worker's compensation insurance, unemployment insurance, life insurance, and first party medical coverage. *If the organization consolidates all fringe benefits and supplies a percentage of gross wages for each job category, supply that percentage in lieu of listing each type of benefit.*

1000 The total of personnel services expenses of lines 1010 thru 1060

Administrative Charges

1110 Management Fees

The amount paid for the professional services provided by a management service company engaged contractually to provide operating management to the transit system.

1120 Drug and Alcohol Testing and Administration Fee Expenses

Include all non-wage expenses associated with Drug and Alcohol Testing and Administration.

1130 Advertising, Marketing and Promotional Charges

This line includes the cost of advertising and promoting the transit system.

1140 Legal, Auditing, and Other Professional Fees

Includes attorney fees and expenses, court costs, witness fees, and fees for accounting and auditing services rendered by individuals or firms other than employees of the transit system for the purpose of maintaining continuing operations of the transit system, such as, accident claims, defending workers' compensation claims or other items directly related to the Management Plan. Also includes other professional fees such as fees paid for planning, engineering, or other consulting services necessary to the continuing operation of the transit system.

- 1150 Staff Development Costs
Include costs associated with the licensing and training of personnel, e.g., CDL license costs, class fees and conference fees and attendance costs not from wages. *RTAP reimbursements will be shown as a contra-expense in Line 1592.*
- 1160 Office Supplies
These are the cost of office supplies and materials and printing and photocopying charges, which are solely attributable to and necessary for the operation of the transit system.
- 1170 Leases and Rentals - Administrative Facilities
These are leases and rentals of such items as land, buildings, office equipment and furnishings that are used for performing the general administrative functions of the transit system.
- 1180 Utilities
Include the cost of utilities such as gas, electricity, water, trash collection, communication services and janitorial services performed by an outside organization.
- 1190 Other Direct Administrative Charges
Include other administrative charges necessary for the continuing operation of the transit system such as mileage reimbursement for transit support vehicles, physical examinations, and membership fees for transit associations and subscriptions to transit publications.
- 1100** The Total Administrative Expenses of line items 1110 thru 1190

Vehicle Charges

- 1210 Fuel
Include cost of gasoline, diesel fuel or alternative fuel used by revenue and service vehicles. Effective January 1, 1991, transit systems receiving financial assistance from Mn/DOT are exempt from paying state fuel tax as stated in Minnesota Statute 296.02, Subd. 1a.
Fuel tax will be shown as a contra-expense in Line Item 1594 Fuel Tax Refunds.
- 1220 Maintenance and Repair Parts and Material Expenses (Vehicles)
Include the cost of parts, materials, lubricants and supplies, with the exception of fuel, tires and tubes, used in maintenance and repair of transit service vehicles. Only include material costs of maintenance completed by personnel employed by the transit system.
- 1222 Repair Parts and Material Expenses
This line item will continue to appear on the input screen but will be locked against data entry. Enter any data relating to this category in Line **1220**.
- 1230 Contract Maintenance Labor Expense (Vehicles) The cost of labor for vehicle maintenance service provided by persons other than transit system employees.
- 1232 Contract Maintenance Parts & Material Expenses

This line item will continue to appear on the input screen but will be locked against data entry. Enter any data relating to this category in Line **1220**.

1234 Contract Repair Labor

This line item will continue to appear on the input screen but will be locked against data entry. Enter any data relating to this category in Line **1230**.

1236 Contract Repair Parts and Material Expenses

This line item will continue to appear on the input screen but will be locked against data entry. Enter any data relating to this category in Line **1220**.

1240 Tires

Includes all costs of tires and tubes used on revenue and service equipment, including the cost of recapping and the rental costs for tires and tubes.

1250 Other Vehicle Charges

Includes the cost of first aid equipment, fire extinguishers, and other emergency equipment required for vehicles, and the cost of non-capitalized vehicle improvements, which do not remake a vehicle or appreciably extend its useful life.

Logos applied to a new vehicle after delivery should be charged to this line item.

1200 The Total Vehicle Expenses of Line Items 1210 thru 1250

Operations Charges

1310 Purchase of Service

The cost of having a contractor operate the project service with the cost established through competitive procurement procedures, a negotiated contract with the prime contractor in bid situations when only one bid is received or through a negotiated subcontract in a no bid situation.

1330 Mileage Reimbursement for Public Transit Service

This includes volunteer driver mileage reimbursement for public transit services, mileage reimbursement for transit personnel using private vehicles for emergency replacement of passenger transport in the event of mechanical breakdown of transit vehicles.

1340 Repair and Maintenance of Other Property

Includes all material costs associated with the upkeep and repair of buildings, grounds, and non-revenue equipment owned or leased by the transit company, and miscellaneous expenses such as small tool replacement, supplies used for cleaning and for general shop and garage purposes.

1350 Leases and Rentals of Facilities or Equipment

Includes leases and rental of garages, depots, passenger vehicles, service vehicles, passenger stations, communication equipment, computers, etc. used in the operation of the transit system with allowability based on reasonableness of rates and evidence that the lease will not give rise to material equity in the property.

1360 Other Operations Charges

The cost of such things as the purchase, rental, or cleaning of uniforms, tools and equipment, sanding and snowplow operations, passenger amenities and station agents.

1300 The Total Operation expenses of line items 1310 thru 1360

Insurance Charges

1410 Public Liability and Property Damage on Vehicles

Includes premiums paid to insure the transit system against loss through damage to its own property and to indemnify the transit system and all financial and operational participants against loss from liability for its acts which cause damage to the person or property of others.

1420 Public Liability and Property Damage - Other than on Vehicles

Include charges other than on vehicles, including excess liability insurance, baggage and package express insurance and fire and theft insurance.

1400 The Total Insurance expenses of line items 1410 and 1420

Taxes and Fees

1510 Vehicle Registration and Permit Fees

Vehicle registration and permit fees on all transit system and service vehicles.

1520 Federal Fuel and Lubricant Taxes and Excise Taxes on Tires

Discuss this with your District Project Manager.

1540 Other Taxes and Fees

Include the transit share of any applicable real estate and property taxes and sales taxes.

1500 The Total Taxes and Fees expenses of line items 1510 thru 1540

Public Transit Refunds

1592 RTAP Refunds

Reimbursements received for participation in RTAP sponsored activities are to be accounted in this line item as a NEGATIVE number.

1594 Fuel Tax Refunds

Refunds for fuel tax refunds are to be accounted in this line item as a NEGATIVE number.

1596 Insurance Reimbursement

Any settlements received as the result of damage or loss to transit assets will be accounted for as a NEGATIVE expense in this line item.

Total Operating Expenses

1600 Total Operating Expenses

This total is obtained by adding the totals from Personnel Services (Line 1000), Administrative Charges (Line 1100), Vehicles Charges (Line 1200), Operations Charges (Line 1300), Insurance Charges (Line 1400) and Taxes and Fees (Line 1500).

CAPITAL BUDGET

All vehicle purchases are capital. Ancillary equipment, such as fare boxes, communication equipment and related items that are purchased to be installed in the vehicle are capital.

Software and computer purchases may be considered a capital expense only under the following circumstances:

When all of a transit system's computers and computer-related equipment are being replaced at the same time for the purpose of a wholesale system upgrade the expense may be considered capital when they have been pre-approved by the State.

Dispatching software purchases are considered capital when they take place as a planned advanced technology system installation or upgrade that has been pre-approved by the State.

Miscellaneous computer and software purchases, including annual maintenance agreements, are considered an operational cost and should be included on Line 1160 Office Supplies.

Facility construction or remodeling is a capital expense.

Note that the Capital Budget must be congruent with the 10 Year Capital Plan completed each year as part of the Annual Management Plan.

1710 Vehicle

This is the **total** cost of purchasing revenue-service vehicles. If the vehicle is equipped with a lift or ramp, farebox or other options when purchased, the total price is recorded under this category. The individual costs that make up the total delivered price are as follows:

- 1711 Cost of farebox(es)
- 1712 Cost of AVL/MDT(s)
- 1713 Cost of Camera(s)
- 1714 Cost of Logos (**See Line Item 1250 for further information**)
- 1715 Cost of Communication Equipment
- 1716 Cost of Other Vehicle Related Equipment

The following categories are to be used when the purchase is made separately from the acquisition of a new vehicle.

- 1720 Lift, Ramp, Etc.
Purchase of a lift or other accessibility equipment for a vehicle already owned by the transit system. This is used when there is a lift replacement or retrofit not part of the original bus purchase.
- 1730 Communication Equipment
Purchase of mobile and base station communication systems, cellular phones, mobile data terminals, and global positioning devices. This is used when the transit system is purchasing an entire communications system for the fleet.
- 1740 Farebox
Purchase of a farebox for a vehicle already owned by the transit system. This is used for replacement of original equipment and when a new fare collection system is installed for the whole fleet.
- 1750 Other Capital Expenses
Purchase of other capital equipment such as computers, office equipment, etc. (Specify). This is used as a catchall category for the procurement of transit-related capital equipment that is not necessarily part of a vehicle. Examples include maintenance equipment, computer systems (network), ITS improvements. The threshold for capital is generally greater than \$20,000.
- 1760 Facility Purchase and/or Construction Cost
Total project costs may include, but are not limited to:
 Vehicle storage/garage (cold and/or heated)
 Vehicle wash bay
 Vehicle maintenance bays
 Administrative/operation center offices
 Park and Ride Transit Hubs
 Transfer/Transit Hubs
- Use of this line item requires a special application for funding separate from annual operating and capital; however, the total facility cost should be included here. Please refer to the Application Instructions section entitled Ten Year Capital Plan – Facilities Plan for further information (page 33.)**
- 1700** The Total Capital expenses of line items 1710 thru 1760

REVENUES FROM OPERATIONS

- 2010 Farebox Revenues
Earned from transporting passengers on the public transit system including:
- Cash
 - Coupons
 - Tokens
 - Punch Cards
 - Bill Out
 - Credit Card
 - Smart Card
 - Check
 - Other (describe)

The revenue received from the advance purchase of non-cash fare media is reported in the period in which the transaction is made.

2020 System Operating Revenue

Revenue generated through the operation of the transit system including:

Contract revenue is received from a contract with a beneficiary of a specific transit service and includes an amount paid by an organization for a special route guarantee or for a ride given in regular transit service but paid for by an organization, such as a social services organization, for the benefit of the rider.

School revenue is earned from a service provided under contract with a school district, including the amount paid for transporting children on regularly scheduled service and the amount paid by a college or university for operating transit service on or between campuses.

Charter revenue provided all requirements of [49CFR Part 604](#) are met.

Auxiliary revenue is earned from an activity closely associated with the transit operation such as advertising and concessions, package delivery, vehicle or facility leasing or other revenues.

2000 Total Operating Revenues equals line items 2010 plus 2020.

Federal Grants

Federal Operating Grants

These are funds received directly from the Federal Transit Administration. Applicants are to use an accrual basis of accounting for these funds. Revenues will be recorded when earned, regardless of receipt purpose. Applicants are to report as "operating" funds according to a formula as identified by the Office of Transit.

Federal Capital Grants (Section 5307)

These are funds received directly from the Federal Transit Administration. Applicants are to use an accrual basis of accounting for these funds. Funds not applied as "operating" under the previous definition may be reported as "capital".

SYSTEM STATISTICS

Passenger Trips

A trip is one passenger making a one-way trip from origin to destination. For example, if a passenger travels from home to the store, then from the store to the library and then returns home, that is three trips. Trips should be counted regardless of whether an individual fare is collected for each leg of the travel.

Passenger trips may only be counted in one category. If a passenger falls in to more than one category, make a determination which one to use and be consistent throughout.

2510 Disabled

A passenger who has a physical or mental impairment that substantially limits one or more major life activities. (Include all disabled passengers regardless of age.)

2511 Elderly

Any person aged 60 years or older.

2512 Adult

Any person between the ages of 18 and 59 years.

2513 Student

Any person between the ages of 6 and 17 years. May be defined locally as long as it is consistent.

2514 Children

Any person younger than the "student" category cited above. May be defined locally as long as it is consistent. Children are to be counted as passengers regardless of whether a fare is paid.

2500 The total of lines 2510 through 2514

2515 Demand-Response

Non-fixed route service with passengers boarding and alighting at pre-arranged times at any location within the system's service area. Also known as Dial-A-Ride.

2516 Fixed Route (used by Sec. 5307's and Mankato Only) Service provided on a repetitive, fixed schedule basis along a specific route with vehicles stopping to pick up and deliver passengers to specific locations; each fixed route trip serves the same origins and destinations.

2518 Route Deviation

A hybrid of fixed-route and demand-response services where the bus stops at fixed points and keeps to a timetable but can deviate its course between two stops to go to a specific location for a pre-scheduled request.

The total of Lines 2515, 2516, 2517, and 2518 **must equal Line 2500.**

Service Hours

Service hours are the number of scheduled hours during which passenger service is provided. It does not include deadheading, layovers, vehicle inspections, or preparation time. This number should approximately match the number of hours reported in the Service Level form.

2521 Total Fixed Route Hours (Sec. 5307 and Mankato Only)

2522 Total Demand-Response Hours

2524 Total Route Deviation Hours

2526 Total Subscription Hours

This line item will continue to appear on the input screen but will be locked against data entry. Enter any data relating to this category in Lines 2522 or 2524.

2528 Total Special Route Guarantee Hours

This line item will continue to appear on the input screen but will be locked against data entry. Enter any data relating to this category in Lines 2522 or 2524.

2530 Total Vehicle Hours (Bus Only) is the total of Lines 2521, 2522, 2524.

Miles

These are the total number of miles traveled by all vehicles while they are available for public transit passenger service.

2532 Total Fixed Route Miles (Sec. 5307 and Mankato only)

2533 Total Demand-Response Miles

2534 Total Route Deviation Miles

2536 Total Subscription Miles

This line item will continue to appear on the input screen but will be locked against data entry. Enter any data relating to this category in Lines 2533 or 2534.

2538 Total Special Route Guarantee Miles

This line item will continue to appear on the input screen but will be locked against data entry. Enter any data relating to this category in Lines 2533 or 2534.

2540 Total Vehicle Miles (Bus Only) is the total of Lines 2532, 2533, 2534.

Public Transit Volunteer Statistics

2517 Volunteer Driver Passengers

Frequently used in rural areas where resources are scarce, persons needing transportation may live in remote areas where regular bus operations are not practical. Volunteer drivers are typically reimbursed on a mileage basis. Only trips offered as **public transportation** are counted.

2531 Volunteer Drivers Hours

The total of all volunteer driver hours providing public transit services.

2541 Volunteer Drivers

The total of all volunteer driver miles traveled in public passenger service.

UNALLOWABLE EXPENSES

General purpose equipment is that equipment used for other than transit purposes. Examples include office furnishings, air conditioning, and printing equipment.

Interest and other financial costs includes interest on borrowing, bond discounts, cost of financing and the legal and professional fees paid in connection with those costs.

Fines and penalties resulting from violation of or failure to comply with federal, state or local laws and regulations are unallowable.

Contingencies or similar provisions for unseen occurrences are unallowable. THIS IS NOT TO BE CONFUSED WITH THE [TRANSIT RESERVE ACCOUNT](#) which is described in the Rules.

Bad debts or losses arising from uncollectible accounts, other claims and related costs are unallowable.

Donations and entertainment expenses are unallowable.

Unrelated costs that are not directly related to the provision of public transit are not allowed.

Glossary of Transit Terms

Minnesota Specific (June 2012)

Accessible Vehicle – A public transportation revenue vehicle that does not restrict access, is usable, and provides allocated space and/or priority seating for individuals who use wheelchairs.

Active Vehicle—meets one or more of the following criteria:

- a. Provides regularly scheduled service on an average weekday/weekend.
- b. Provides access to remote rural areas; may not be operated daily, but at least one day per week.
- c. Used during peak hours only but used on a regular daily or weekly basis.

Americans with Disabilities Act (ADA) – The passage of the Americans with Disabilities Act in July 1991 gave direction to local transit agencies to ensure full access to transportation for persons with disabilities.

Backup Vehicle—Contingency vehicles that are operated only when an active vehicle is disabled.

Base Fare – The price charged to one adult for one transit ride; excludes transfer charges, zone charges, express service charges, peak period surcharges and reduced fares.

Bus Roadeo – A timed competition in which transit bus drivers demonstrate skills, such as emergency stops and maneuvers.

Capital Cost – The cost of equipment and facilities required to support transportation systems: vehicles, radios, shelters, etc.

Carpool – An arrangement where people share the use and cost of privately owned automobiles in traveling to and from pre-arranged destinations.

Charter Service – Transportation service offered to the public on an exclusive group basis. It is provided with a vehicle that is licensed to render charter service and engage at a specific price for the trip or a period of time, usually on a reservation or contractual basis.

Commercial Driver's License (CDL) – A special operating license for drivers of certain types of vehicles based on the weight and seating capacity.

Coordination – A cooperative arrangement among transportation providers and/or purchasers, which is aimed at realizing, increased benefits through the shared management and/or operation of one or more transportation related function.

Cost Effectiveness – The ratio of the cost of a transit system to the level of service provided. Various measures may be used to determine cost effectiveness, as an example, cost per passenger trip.

Dedicated Funding Source – A funding source, which by law, is available for use only to support a specific purpose, and cannot be diverted to other uses; e.g., the federal gasoline tax can only be used for highway investments and, since 1983, for transit capital projects.

Demand Response/Dial A Ride Service – A transportation service characterized by flexible routing and scheduling of smaller vehicles to provide door-to-door or point-to-point transportation at the user's request.

Elderly and Disabled Transportation – Transportation service to persons that are physically disabled and/or elderly and live in areas with a population over 50,000 (Section 5307).

Express Commuter Service – Transit service generally connecting residential areas and activity centers via a high speed, non-stop connection.

Fare – The payment for a ride on a passenger vehicle, whether cash, tokens, transfer or pass.

Fare box – A device that accepts coins, bills, tickets and tokens given by passengers as payment for rides.

Fare box Recovery Ratio – Total fare revenue divided by the total operating cost.

Federal Transit Administration (FTA) – A part of the United States Department of Transportation that administers the federal program of financial assistance to public transit.

Fixed-Route – Transportation service operated over a set route or network of routes on a regular time schedule. (Also known as Regular Route).

Flexible-Fixed Route – Transportation service that operates on a regular route, but will on demand change the route to meet the user's needs. (See Route Deviation).

Intercity Bus – (over -the-road coach) a large bus with luggage space, used primarily for transportation between cities.

Light Rail Transit (LRT) – A metropolitan electric railway system characterized by its ability to operate single cars or short trains along exclusive right-of-way at ground level, or aerial structures, in subways, or occasionally, in streets.

Marketing – A comprehensive process to induce greater usage of transportation services by determining the needs or demand of the community and potential customers, developing and implementing service on the basis of these needs, pricing the services, promoting the services, and evaluating the services as implemented in relation to customer needs and marketing goals.

Metro Mobility – The metropolitan-wide special transportation service of the Twin Cities.

Operating Cost – The recurring costs of providing transit service, i.e., wages, salaries, fuel, oil, taxes, maintenance, depreciation, insurance, marketing, etc.

Operating Deficit – Total-operating expenses minus total operating revenue.

Operating Revenue – The total revenue earned by a transit agency through its transit operations. It includes passenger fares, advertising and other revenue.

Opt-Out – Replacement service program in the Twin Cities metro area (see Minnesota Statutes Section 473.388).

Paratransit– Flexible forms of public transportation services that are not provided over a fixed-route e.g. demand responsive service. Required of all operators of urban fixed route service.

Park and Ride Facility – A common location (e.g. parking lot) for individuals to transfer from a low to a high occupancy travel mode.

Pass – A means of transit payment, usually a pre-paid card that carries some identification that is displayed to the driver in lieu of paying cash for the fare.

Passengers Per Mile – The total number of passenger trips provided by a transit system divided by the number of miles traveled.

Passenger Trip –The boarding of one transit vehicle in revenue service; also known as an unlinked passenger trip.

Peak Period – The hours when traffic or passenger demand is the greatest.

Point Deviation – Transportation service in which the transit vehicle is required to arrive at designated transit stops in accordance with a prearranged schedule but is not given a specific route to follow between these stops. It allows the vehicle to provide curbside service for those who request it.

Public Transportation – Transportation service that is available to any person upon payment of the fare either directly, subsidized by public policy, or through some contractual arrangement, and which cannot be reserved for the private or exclusive use of one individual or group. “Public” in this sense refers to the access to the service, not to the ownership of the system that provides the service.

Ridesharing – A form of transportation, other than public transit, in which more than one person shares in the use of the vehicle, such as a van or car, to make a trip.

Revenue Vehicle Miles – The total mileage incurred in scheduled service. Excludes non-service mileage (deadhead, training, etc.), charter mileage, exclusive service mileage, and mileage lost due to missed runs.

Revenue Hours – The total number of hours when the vehicle is in revenue service (e.g., the time when a vehicle is available to the general public and there is an expectation of carrying passengers). Excludes deadhead hours, but includes recovery/layover time.

Route Deviation – Transportation service on a non-exclusive basis, that operates along a public right-of-way, on a standard route, from which it may deviate from time to time, in response to a demand for its service or to take a passenger to a destination, after which it returns to its standard route.

Route Guarantee – An amount paid by an organization for a special route guarantee (e.g., guaranteed time of availability or pickup location)

RTAP (Rural Transit Assistance Program) – The section of the Federal Transit Act of 1991, as amended, that provides funds for training, technical assistance, research and other support services for rural transit providers.

Rural Area – A geographic area with a population of less than 2,500 (Section 5311).

Scheduled Maintenance and Repair – Maintenance and repair which is done at pre-determined inspection intervals. The intervals are usually determined by accumulated mileage, time or condition of a part.

Section 5307 (Urbanized Area Formula Program) – The section of the Federal Transit Act of 1991, as amended, that authorizes grants to public transit systems in urban areas over 50,000 populations for both capital and operating projects. Based on population and density figures, these funds are distributed directly to the transit agency from the FTA.

Section 5309 (Capital Program) – The section of the Federal Transit Act of 1991, as amended, that authorizes discretionary capital assistance for major capital needs, such as fleet replacement and construction of transit facilities.

Section 5310 (Elderly and Persons with Disabilities Program) – The section of the Federal Transit Act of 1991, as amended, that provides grant funds for the purchase of accessible vehicles and related support equipment for private non-profit organizations to serve elderly and/or disabled people, public bodies that coordinate services for elderly and disabled, or any public body that certifies to the State that non-profits in the area are not readily available to carry out the services.

Section 5311 (Non-urbanized Area Formula Program) – The section of the Federal Transit Act of 1991, as amended, that authorizes grants to public transit systems in non-urbanized areas (under 50,000 population). The funds initially go to the Governor of each state. In Minnesota, the Minnesota Department of Transportation administers these funds.

Section 5313 (State Planning and Research Program) – The section of the Federal Transit Act of 1991, as amended, that provides financial assistance to the States for purposes of planning, technical studies and assistance, demonstrations, management training, and cooperative research activities.

Service Area – The geographic area that coincides with a transit system's legal operating limits (i.e. urbanized area, city limits, or county boundary).

Service Span – The duration of time that service is made available or operated during the course of the service day e.g., 6 a.m. to 10 p.m.

Shared-Ride Taxi – A demand responsive service in which taxis carry several unrelated passengers with different origins and destinations.

Small Urban – A geographic area with a central city that has a population of between 2,500 and 50,000 (Section 5311).

Spare Ratio

A set percentage or number of vehicles based on fleet size held in reserve to be used to replace vehicles that are out of service. FTA guidelines for spare ratios are 2 vehicles for fleets of up to 10 vehicles; 20% for vehicle fleets of 11 and over. Spare ratios must include vehicles that are wheelchair-lift accessible.

Special Transportation Services (STS) - Transportation provided by a carrier on a regular basis designed to serve individuals who are elderly, handicapped, or disabled and are unable to use regular types of transportation. In Minnesota, carriers must be certified by the Office of Freight and Commercial Vehicle Operations before providing transportation. Terms and conditions for STS service are in the Minnesota Department of Transportation's Special Transportation Service Rules, parts 8840.5100 through 8840.6300.

State Public Transit Assistance – Funds appropriated by the Minnesota State legislature to be used to support the day-to-day operational costs of providing transit.

Subscription Service – Transportation service in which routes and schedules are prearranged to meet the needs of riders who sign up for the service in advance.

System Miles - The miles a transit vehicle travels from the time it goes into revenue service to the time it returns from revenue service. It is often called platform miles. It includes revenue miles and deadhead miles.

Total Operating Cost – The total of all operating costs incurred during the transit system calendar year, excluding expenses associated with capital grants.

Total Passengers – The total of all revenue passengers plus transfer passengers on second and successive rides, and free ride passengers.

Transit – Transportation by bus, rail, or other conveyance, either publicly or privately owned, which provides to the public, general or special service on a regular and continuing basis. Also known as "mass transportation," "mass transit" and "transit." The term includes fixed-route and Para transit services as well as ridesharing.

Transit Dependent – A person who does not have immediate access to a private vehicle, who often because of age, health or income does not drive and must rely on others for transportation.

Unscheduled Maintenance and Repair – Maintenance and repair that occurs after a mechanical failure or a loss of mechanical serviceability.

Urbanized Area – A geographic area with a central city that has a population of over 50,000 (Section 5307).

Vanpool – A paratransit service by a van on a scheduled or unscheduled basis with at least five persons as occupants.

Vehicles - Transit vehicles are classified according to the following guidelines:

- Class 300 Small, Light-Duty Cutaway Chassis Bus (Up to 150" Wheelbase) (Up to 12,500 GVWR)
- Class 400 Medium, Light-Duty Cutaway Chassis Bus (151" to 180" Wheelbase) 12,300 to 16,000 GVWR)
- Class 500 Medium-Duty Purpose Built Bus (17,000 – 24,000 GVWR)
- Class 600 Medium, Heavy-Duty Purpose Built Bus (21,000-32,000 GVWR)
- Class 700 Large, Heavy-Duty Purpose Built Bus (over 32,000 GVWR)

Volunteer Driver Program – Transportation service provided by persons who utilize their own personal vehicle and are compensated for miles traveled.

APPENDIX B**TITLE VI NOTICE TO THE PUBLIC (GENERAL REQUIREMENT)****Background**

A Title VI Notice to the Public must be displayed to inform a recipient's customers of their rights under Title VI. At a minimum, recipients must post the notice on the agency's website and in public areas of the agency's office(s), including the reception desk, meeting rooms, etc. Many agencies display their Title VI Notices in transit facilities (e.g., headquarters, transit shelters and stations, etc.), and on transit vehicles (e.g., buses, rail cars, etc.). The Title VI Notice is a vital document. If any of the Limited English Proficient (LEP) populations in your service area meet the Safe Harbor threshold (see Chapter III), then the Notice should be provided in English and in any other language(s) spoken by LEP populations that meet the Safe Harbor Threshold. At a minimum, this statement in the Notice—"If information is needed in another language, then contact [phone number]"—should be stated in English and in any other language(s) spoken by LEP populations that meet the Safe Harbor threshold.

The sample below is provided for the purposes of guidance only.

SAMPLE Title VI Notification to the Public

Notifying the Public of Rights Under Title VI
THE CITY OF USA

- The City of USA operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the City of USA.
- For more information on the City of USA's civil rights program, and the procedures to file a complaint, contact 800-555-1212, (TTY 800-555-1111); email title.vi.complaint@city.ca.us; or visit our administrative office at 1234 Center Street, City of USA, State 11111. For more information, visit www.city.ca.us
- A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590
- If information is needed in another language, contact 800-555-1212.
 - *MAKE SURE THE SENTENCE ABOVE IS ALSO PROVIDED IN ANY LANGUAGE(S) SPOKEN BY LEP POPULATIONS THAT MEET THE SAFE HARBOR THRESHOLD*

APPENDIX C**TITLE VI COMPLAINT PROCEDURE (GENERAL REQUIREMENT)****Background**

Recipients' Title VI Programs must include a copy of the agency's Title VI complaint procedure. The complaint procedure and complaint form shall be available on the recipient's website. The Title VI Complaint Procedure is a vital document. If any of the Limited English Proficient (LEP) populations in your service area meet the Safe Harbor threshold (see Chapter III), then the complaint procedure should be provided in English and in any other language(s) spoken by LEP populations that meet the Safe Harbor Threshold. At a minimum, the complaint procedure should include a notice—"If information is needed in another language, then contact [phone number]"—should be stated in English and in any other language(s) spoken by LEP populations that meet the Safe Harbor threshold.

The sample below is provided for the purposes of guidance only.

SAMPLE Title VI Complaint Procedure

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by the City of USA Transit Authority (hereinafter referred to as "the Authority") may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form. The City of USA Transit Authority investigates complaints received no more than 180 days after the alleged incident. The Authority will process complaints that are complete.

Once the complaint is received, the Authority will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

The Authority has XX days to investigate the complaint. If more information is needed to resolve the case, the Authority may contact the complainant. The complainant has XX business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within XX business days, the Authority can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur. If the complainant wishes to appeal the decision, she/he has XX days after the date of the letter or the LOF to do so.

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

SAMPLE TITLE VI COMPLAINT FORM (GENERAL REQUIREMENT)

Background

Recipients must create and make available a Title VI Complaint Form for use by customers who wish to file a Title VI complaint. The complaint form shall be available on the recipient’s website. A recipient’s Title VI Complaint Form shall specify the three classes protected by Title VI—race, color, and national origin—and allow the complainant to select one or more of those protected classes as the basis/bases for discrimination. The Title VI Complaint Form is a vital document. If any of the Limited English Proficient (LEP) populations in your service area meet the Safe Harbor threshold (see Chapter III), then the procedure should be provided in English *and* in any other language(s) spoken by LEP populations that meet the Safe Harbor Threshold.

The sample below is provided for the purposes of guidance only.

Section I:				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
Section II:				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party: _____				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
Section III:				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin				
Date of Alleged Discrimination (Month, Day, Year): _____				
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.				

Section IV		
Have you previously filed a Title VI complaint with this agency?	Yes	No
Section V		
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, check all that apply: <input type="checkbox"/> Federal Agency: _____ <input type="checkbox"/> Federal Court _____ <input type="checkbox"/> State Agency _____ <input type="checkbox"/> State Court _____ <input type="checkbox"/> Local Agency _____		
Please provide information about a contact person at the agency/court where the complaint was filed.		
Name: _____		
Title: _____		
Agency: _____		
Address: _____		
Telephone: _____		
Section VI		
Name of agency complaint is against: _____		
Contact person: _____		
Title: _____		
Telephone number: _____		

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below

Signature Date

Please submit this form in person at the address below, or mail this form to:
 City of USA Title VI Coordinator
 1234 Center Street
 City of USA, State 11111

APPENDIX E

LIST OF TRANSIT-RELATED TITLE VI INVESTIGATIONS, COMPLAINTS, AND LAWSUITS (GENERAL REQUIREMENT)

Background

All recipients shall prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin:

- Active investigations conducted by FTA and entities other than FTA;
- Lawsuits; and
- Complaints naming the recipient.

This list shall include the date that the transit-related Title VI investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response, or final findings related to the investigation, lawsuit, or complaint. This list shall be included in the Title VI Program submitted to FTA every three years.

The sample below is provided for the purposes of guidance only.

SAMPLE List of Investigations, Lawsuits and Complaints

	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
Investigations				
1.				
2.				
Lawsuits				
1.				
2.				
Complaints				
1.				
2.				

APPENDIX F**TABLE DEPICTING MINORITY REPRESENTATION ON COMMITTEES AND COUNCILS SELECTED BY THE RECIPIENT (GENERAL REQUIREMENT)****Background**

Recipients that have transit-related, non-elected planning boards, advisory councils or committees, or similar bodies, the membership of which is selected by the recipient, must provide a table depicting the membership of those committees broken down by race, and a description of efforts made to encourage the participation of minorities on such committees.

The sample below is provided for the purposes of guidance only.

SAMPLE Table Depicting Membership of Committees, Councils, Broken Down by Race

Body	Caucasian	Latino	African American	Asian American	Native American
Population	46%	28%	14%	8%	4%
Access Committee	60%	23%	10%	7%	0%
Citizens Advisory Council	40%	25%	20%	10%	5%
Bicycle Pedestrian Committee	45%	30%	15%	5%	5%

FTA Charter Registration Portal

[http://ftawebprod.fta.dot.gov/CharterRegistration/\(S\(cd1w4e55tugghg55nbmsl4jn\)\)/Default.aspx](http://ftawebprod.fta.dot.gov/CharterRegistration/(S(cd1w4e55tugghg55nbmsl4jn))/Default.aspx)

FTA Charter Registration Tool - Windows Internet Explorer

http://ftawebprod.fta.dot.gov/CharterRegistration/(S(cd1w4e55tugghg55nbmsl4jn))/Default.aspx

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Version 1.1.3

Welcome to FTA's Charter Registration Website!

This website is designed to provide the public and public transportation agencies with information regarding private charter operators serving their areas and was designed in consultation with public transportation agencies and private charter operators.

This website will allow you to:

- [Submit New Private Charter Operator Registration](#)
- [Submit New Qualified Human Service Organization Registration](#)
- [Search Existing Private Charter Operator Registrations](#)
- [Search Existing Qualified Human Service Organization Registrations](#)
- [Access Quarterly Reports through TEAM](#)

While FTA accepts submissions from private charter operators and qualified human service organizations, FTA does not verify the accuracy of the information submitted. Members of the public using this site should contact the private charter operators directly for more information regarding their services.

More information can be obtained in the [Help](#) and [Contact](#) FTA sections.

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File Edit View Favorites Tools Help

FTA Charter Registration: Legal Disclaimer

United States Department of Transportation
Federal Transit Administration

FTA Charter Registration

FTA Charter Registration Website

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U.S. Department of Transportation
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**FACT SHEET:
TRANSIT SAFETY & OVERSIGHT
SECTION 5329**

	FY 2013 (in thousands)	FY 2014 (in thousands)
State Safety Oversight Formula Grants	\$21,989	\$22,293

Purpose

MAP-21 grants FTA the authority to establish and enforce a new comprehensive framework to oversee the safety of public transportation throughout the United States as it pertains to heavy rail, light rail, buses, ferries, and streetcars. The law requires, among other things, that FTA update the State Safety Oversight (SSO) program to ensure that rail transit systems are meeting basic, common-sense safety requirements. The law also includes important new safety provisions for bus-only operators. FTA will implement the new law in consultation with the transit community and the U.S. Department of Transportation (DOT) Transit Rail Advisory Committee for Safety (TRACS), which has been working since September of 2010 to help guide this effort.



Background

Since 1964, FTA, which finances nearly half of the capital expenditures for transit systems nationwide, has been prohibited by law from issuing basic safety standards to protect rail transit passengers and rail workers. The result is a patchwork of state laws that do not provide seamless or consistent safety coverage. The transit safety provisions in MAP-21 will help to remedy these long-standing shortcomings. In December 2009, DOT formally transmitted to Congress a legislative proposal to establish and enforce minimum federal safety standards for rail transit systems. Many of the safety provisions included in MAP-21 are reflected in the Administration’s original proposal.

Statutory References

49 U.S.C. Section 5329 / MAP-21 Section 20021

Safety Performance Criteria

FTA must develop safety performance criteria for all modes of transportation.

Vehicle Safety Performance Standards

- FTA must develop minimum safety performance standards for transit vehicles not regulated by other modes in DOT or any other federal agency.
- The Bus Testing Program will be required to incorporate the new safety performance standards into a new Pass/Fail rating system.

Public Transportation Safety

Public Transportation Safety Certification Training Program for Federal and State Personnel

- FTA will develop a public transportation safety certification training program that applies to transit grantees regardless of mode. The program is for federal and state employees or other personnel who conduct audits as well as employees of public transportation agencies responsible for safety oversight.
- Section 5307 and 5311 recipients may use up to 0.5 percent of formula funds to pay for up to 80% of the cost to participate in the public transportation safety certification training program for SSO agency employees.

Transit Agency Safety Plans for all Federal Transit Recipients

- All recipients of FTA funding will develop an agency safety plan and certify that the plan meets FTA requirements. At a minimum, these plans must include:
 - Strategies for identifying risks and minimizing exposure to hazards.
 - An adequately trained safety officer to report directly to the general manager or equivalent.
 - Performance targets based on the safety performance criteria above.
 - Staff training program.
- For recipients receiving 5311 funds, the plan may be drafted and certified by the recipient or the state.
- For recipients receiving 5307 funds, FTA must issue a rule designating the small public transportation providers or systems that may have their safety plans drafted or certified by the state.

State Safety Oversight Program (for States with Rail Systems not Regulated by FRA)

Requirements

- Each state with rail systems not regulated by the Federal Railroad Administration (FRA) will meet requirements for an SSO program. At a minimum, this must include:
 - assuming responsibility for oversight of rail fixed-guideway public transportation safety;
 - enforcing federal law for rail fixed-guideway public transportation safety; and
 - establishing a State Safety Oversight agency.
- SSO programs must encompass an SSO agency's capacity, organizational structure, financing, and activities.
- FTA must approve state SSO programs.

Funding

- FTA will develop a formula for states that takes into account revenue miles, route miles, and passenger miles.
- Federal share is 80%.

Certification

- FTA will certify whether each state SSO is adequate and meets the requirements.
- FTA will oversee implementation of the SSO programs and audit each SSO agency at least triennially.

Additional Authorities

- FTA has the authority to inspect and audit all public transportation systems; to make reports and issue directives with respect to the safety of public transportation systems; to issue subpoenas and take depositions; to require the production of documents; to prescribe recordkeeping and reporting requirements; to investigate public transportation accidents and incidents; to enter and inspect equipment, rolling stock, operations and relevant records; and to issue regulations to carry out section 5329.
- FTA has enforcement authority, and is permitted to issue directives, require more frequent oversight, impose more frequent reporting requirements, and require that formula grant funds be spent to correct safety deficiencies before funds are spent on other projects.



U.S. Department of Transportation
Federal Transit Administration



**FACT SHEET:
ALCOHOL AND CONTROLLED SUBSTANCES TESTING
SECTION 5331**

Purpose

This program maintains authority for the U.S. Secretary of Transportation to establish a program that requires grantees to conduct pre-employment, reasonable suspicion, random, and post-accident testing of public transportation employees responsible for safety-sensitive functions.

Statutory References

49 U.S.C. Sections 5331 / MAP-21 Section 20022

What's New?

Adds a provision that gives FTA the ability to bar an entity from receiving federal transit assistance if that entity is not in compliance with FTA's drug and alcohol regulations.



