

## 2019 Greater Minnesota Regional Transportation Coordinating Councils Phase 2: Implementation Grant

The State of Minnesota provides a variety of transportation services for its citizens. These services come in many different forms and are administered by a wide range of organizations across the State. Unfortunately, understanding the availability and accessibility of these services is challenging. Inconsistent established connections among transportation providers result in gaps, redundancies and other system inefficiencies. Formalized and increased coordination between providers and service agencies will result in an efficient system of transportation options, which will provide customers easier access to services that meet their travel needs.

The Minnesota Department of Transportation (MnDOT) Office of Transit and Active Transportation (OTAT) will provide ongoing financial and technical support for the implementation of a statewide network of Regional Transportation Coordinating Councils (RTCC) throughout Greater Minnesota. Greater Minnesota is defined as the counties outside the seven county Twin Cities Metropolitan Area. The Regional Transportation Coordinating Council (RTCC) Implementation Grant Application represents an opportunity to apply for State of Minnesota funding for administrative support to implement coordination activities. This grant supports Regional Transportation Coordinating Council(s) that have completed Phase 1: Organizational Planning Grant task activities in Greater Minnesota regions outside the seven county Twin Cities metropolitan area.

Note: This document is available in alternative formats for persons with disabilities by calling Sue Siemers at 320-223-6556, or for persons who are hearing or speech impaired by calling the Minnesota Relay Services at 1-800-627-3529.

This solicitation does not obligate MnDOT Office of Transit and Active Transportation to award a grant or complete the project. The MnDOT Office of Transit and Active Transportation reserves the right to cancel the solicitation if it is considered to be in its best interest.

### Public Data

Responses to this solicitation will be public information under the [Minnesota Data Practices Act, Minnesota Statutes Chapter 13.](#)

### What is the Phase 2: Implementation Grant Process?

An Implementation Grant Application and Work Plan for each defined Task must be completed and submitted electronically via MnDOT Office of Transit and Active Transportation's BlackCat database. Upon request, information is available in alternate formats by emailing [ADArequest.dot@state.mn.us](mailto:ADArequest.dot@state.mn.us)

### What is the Timeline?

- February 15, 2019 MnDOT Office of Transit and Active Transportation releases Implementation Grant Application
- **April 12, 2019** **Phase 2: Implementation Grant Application and Work Plan Deadline**
- May 1, 2019 MnDOT Office of Transit and Active Transportation Provides Notification of Grant Award
- **June 25, 2019** **Regional Transportation Coordinating Council Phase 2: Implementation Grant Executed**

### **Who is Eligible to Apply?**

Eligible grant sub-recipients are those that have successfully completed the Regional Transportation Coordinating Council(s) Phase 1: Organizational Planning task activities or who have been identified as the entity to carry out the implementation as the Regional Transportation Coordinating Councils through the planning process.

### **How Is the Grant Award Determined?**

The MnDOT Office of Transit and Active Transportation staff along with other state department staff who comprise the Regional Transportation Coordinating Council project management team will evaluate the Implementation Grant Application, Work Plan and associated budget of the Regional Transportation Coordinating Council.

### **Can MnDOT Office of Transit and Active Transportation assist with the Work Plan?**

The Regional Transportation Coordinating Council (RTCC) Greater Minnesota Coordinator is available to provide guidance and technical assistance. Regional Transportation Coordinating Councils are encouraged to submit their Implementation Grant Application and Work Plan to the RTCC Coordinator by April 1, 2019, if not before, in order to receive the maximum level of technical assistance, including a detailed review to ensure Implementation Grant Application and Work Plans are complete prior to the final due date.

### **How are Regional Transportation Coordinating Councils Notified about their Grant Award?**

MnDOT Office of Transit and Active Transportation anticipates notification of the grant awards to the Regional Transportation Coordinating Councils via email on or before May 1, 2019. Award information may also be published on the MnDOT and Minnesota Council on Transportation Access websites after the evaluation process is completed.

### **Contacts**

Applicants who have questions regarding this Grant may contact:

Sue Siemers, MnDOT Office of Transit and Active Transportation

Greater Minnesota Mobility Management Program Coordinator

3725 12<sup>th</sup> Street North, St. Cloud, MN 55330 320-223-6556

[Susan.siemers@state.mn.us](mailto:Susan.siemers@state.mn.us)

For assistance with Title VI Civil Rights Program

Michael Johnson, MnDOT Office of Transit and Active Transportation

Programs Unit Supervisor

395 John Ireland Boulevard, Mail Stop 430, St. Paul, MN 55155-1899 651-366-4199

[Michael.allan.johnson@state.mn.us](mailto:Michael.allan.johnson@state.mn.us)

# Minnesota Regional Transportation Coordinating Council (RTCC) Implementation Emphasis Areas – Phase 2: Calendar Year 2019

Emphasis areas set implementation priorities, support the work of Minnesota Council on Transportation Access (MCOTA), and give importance to topic areas which Regional Transportation Coordinating Councils (RTCC) are encouraged to address as they develop their implementation programs.

Regional Transportation Coordinating Councils will be required to implement two of the three following emphasis areas when preparing their Implementation Grant Application and Work Plan for Calendar Year 2019. In addition, RTCC will include, at a minimum, two of their Region's 2017 Local Human Service Transit Coordination Plan projects as identified by the stakeholders.

## #1 Transportation Management Coordination Center (TMCC)

A TMCC serves as a one-call or one-click service for transportation providing customers with a single point of contact to learn about available transportation resources. This customer-friendly tool can empower travelers by providing information about, assistance with, and access to available services. To assist in the development of a one-call or one-click programs, a Toolkit was created with funding from the **Office of Disability Employment Policy, U.S. Department of Labor**, through a cooperative agreement between the **Community Transportation Association of America** and the **Federal Transit Administration**. This toolkit provides information for RTCCs interested in working together-whether locally, regionally or statewide – to develop a one-call or one-click service for transportation. RTCC can choose to start small, follow one of a number of different models, and develop technologically and functionally from information and referral to reservations, dispatching, and more. The toolkit will empower RTCC to select the right fit for their locally driven circumstances.

The Toolkit is a set of on-line tools, including.

- A guide for beginning one call-one click transportation services,
- Results from a survey of existing one-call services,
- Advice from the one-call services fields,
- Local profiles and videos, and
- Factsheets, a glossary, and links to more information.

Toolkit Link:

<https://nationalcenterformobilitymanagement.org/one-callone-click-training/>

Case Study Link:

[http://web1.ctaa.org/webmodules/webarticles/articlefiles/CaseStudy\\_LSCOG.pdf](http://web1.ctaa.org/webmodules/webarticles/articlefiles/CaseStudy_LSCOG.pdf)

RTCCs are encouraged to develop TMCCs in their region. A good case study example is the Lower Savannah Council of Governments

## #2 Volunteer Driver Program Committee

Volunteer drivers are a key component of human services transportation in Minnesota. They provide a low cost form of transportation for people that need services provided by these organizations in situations where other forms of transit would be less cost-effective and/or provide a lower level of service.

A wide variety of organizations utilize volunteer drivers. These include counties and other local governments, human service providers, public transit providers, faith-based organizations, and other non-profit organizations. Not surprisingly, given the wide variety of organizations, they also provide a wide variety of trips, ranging from non-emergency medical appointments to trips to work or school, to

general errands or other unspecified purposes. While most of the organizations that utilize volunteer drivers are located in small towns or rural areas where dedicated transit services do not exist, many are located in urban areas as well.

To support the volunteer driver programs Minnesota Council on Transportation Access (MCOTA) has studied the benefits and costs of the programs to the State and conducted a Volunteer Forum in early 2018 to share best practices and identify issues and solutions for maintaining this valuable network in Minnesota. One of the findings of the Volunteer Forum was the need for ongoing support at the local level in attempting to address many of the issues facing Volunteer Driver Programs. It was identified that the RTCC organizations can assist in this effort by convening the Volunteer Driver Programs to coordinate their efforts at maintaining and improving the vital networks. RTCCs will be required to organize and provide direction on statewide Volunteer Driver Program Guidelines for a seamless network of volunteer drivers.

MCOTA Reports:

[2018 Volunteer Driver Program Forum Summary \(PDF\)](#)

Summary and highlights from the May 2018 state-wide Volunteer Driver Program Forum, a day-long event that brought together those running volunteer driver programs and other stakeholders to share information to maintain and strengthen the programs.

[Cost-Benefit Analysis of Volunteer Driver Programs: Minnesota Case Studies \(PDF, 2017\)](#)

This study identified the economic benefits of volunteer driver programs in Minnesota, using six volunteer driver programs as case studies.

[Volunteer Driver Programs in Minnesota: Benefits and Barriers \(PDF, 2017\)](#)

This study surveyed organizations that use volunteer drivers and the challenges and opportunities they face.

### **#3 Vehicle Sharing**

Vehicle sharing generally refers to (a) one or more organizations operating the same vehicle at different times (time sharing) or (b) an human service provider using their vehicle to provide transportation for the clients of another organization (ride sharing). The aim of vehicle sharing is to maximize the use of available vehicles and drivers in order to save on transportation related costs and expand services.

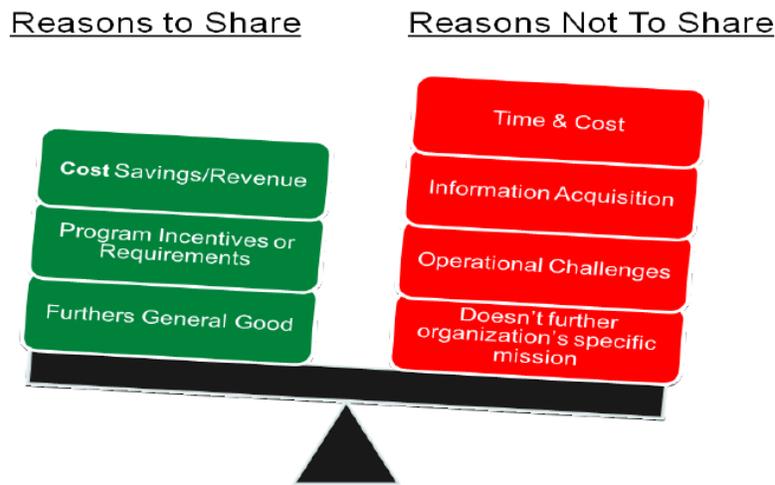
Increased vehicle sharing is an objective among the government agencies and private organizations that fund transportation. It is also an objective among transportation providers seeking to more efficiently use their resources, further their respective missions or increase funding opportunities outside of the current boundaries that are impacted by transportation movements between regions.

MCOTA Report:

[http://www.coordinatemntransit.org/MCOTA/documents/MCOTA\\_Vehicle\\_Sharing\\_Report\\_2013.pdf](http://www.coordinatemntransit.org/MCOTA/documents/MCOTA_Vehicle_Sharing_Report_2013.pdf)

The report includes several very specific recommendations to reduce the transaction cost.

**Figure 2. Cumulative Transaction Costs Outweigh Benefits of Vehicle Sharing**



RTCCs are encouraged to provide outreach and education focusing on the “how to” of vehicle sharing to reduce the informational acquisition cost. RTCCs are also encouraged to work with the MnDOT Office of Transit and Active Transportation FTA Section 5310 – Enhanced Mobility of Seniors & Individuals with Disabilities Program grant recipients to identify potential vehicle sharing partnerships.

**Project Goals**

RTCCs receiving funding under the Implementation Grant will develop a Work Plan for the Implementation Emphasis Areas determined to be undertaken during the 2019 Implementation Grant Agreement timeframe. The purpose of the grant funding is to support RTCCs administrative work throughout Greater Minnesota. The RTCCs Work Plan will be focused on three areas:

- Support and administration
- State Level Coordination Emphasis Areas
- Local Coordination Strategies (derived from Regions 2017 Local Human Service Transit Coordination Plan)

**Available Funding**

MnDOT Office of Transit and Active Transportation has committed to providing funding for Phase 2: Implementation. For the first year of Implementation MnDOT Office of Transit and Active Transportation will provide full funding for the Regional Transportation Coordinating Councils (RTCC) with a combination of state funds and FTA Section 5310 Transportation for Enhanced Mobility of Seniors & Individuals with Disabilities Program funds.

The total amount of the grant award will be dependent upon the RTCCs Implementation Grant Application and Work Plan and accompanying budget. For future Regional Transportation Coordinating Council Implementation Grant, the local match requirement will be reevaluated for each grant year to determine the amount of local share that will be required for eligible applicants.

- Applicant must provide a resolution demonstrating commitment to the RTCC Phase 2: Implementation

**Grant Application Submission**

Applicants should submit their Implementation Grant Application and Work Plan in MnDOT Office of Transit and Active Transportation BlackCat database. **All required documents must be received no later than 4:30pm Central Standard Time on or before April 12, 2019.** Applicants must adhere to all terms of the Implementation Grant Application and Work Plan.

Late submittals will not be considered. All costs incurred in responding to this Implementation Grant Application and Work Plan will be borne by the Applicant.

### **Proposal Certificates**

By submitting a Grant Application and Work Plan, Applicants warrant that the information provided is true, correct, and reliable for evaluation purposes and potential grant agreement award. The submission of inaccurate or misleading information may be grounds for disqualification from the grant award, and may subject the Applicant to suspension or debarment proceedings, as well as other remedies available to MnDOT by law.

### **Contingency Fees Prohibited**

Pursuant to [Minnesota Statutes §10A.06 Contingent Fees Prohibited](#). No person may act as or employ a lobbyist for compensation that is dependent upon the result or outcome of any legislation or administrative action.

### **Affidavit of Noncollusion**

Applicants must complete the attached "Affidavit of Noncollusion" and submit it as part of the Implementation Grant Application and Work Plan (Attachment C).

### **Cost Principal Requirements**

According to 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Award sub recipients are required to have a process in which costs can be identified and assigned to benefited activities on a reasonable basis.

This process can be completed by; direct rate classification, indirect rate classification, de Minimis, or Cost Allocation Plan with rate. The process together with supporting documentation must be submitted with the Implementation Grant Application and Work Plan.

MnDOT will either accept a certified plan or review and approve a proposed plan. Any plan and/or rate that is not certified by a federal cognizant agency will be recommended on a provisional basis. Provisional means a temporary indirect cost rate applicable to a specified period which is used for funding, interim reimbursement, and reporting indirect pending the establishment of a final rate for the period. At any time during the term of the Implementation Grant Agreement or the final audit, State may audit and adjust the indirect cost rate according to the cost principles in 2 CFR 200.

### **Worker's Compensation Insurance**

The successful Applicant upon the grant agreement award will be required to submit acceptable evidence of compliance with workers' compensation insurance coverage requirements prior to execution of the grant agreement.

### **Notice of Affidavit of Publication**

To ensure that the region is fully aware of Applicants intent to apply for Phase 2 – RTCC Implementation Grant funding every Applicant must publish a public notice 30 days prior to the Implementation Grant Application and Work Plan submittal. The Affidavit of Publication must be published in the most frequently published newspaper(s) in the proposed region.

- If the newspaper(s) is printed daily, the notice must appear for three (3) consecutive days;
- If the newspaper(s) is printed less than daily, only one (1) appearance is required

To ensure the Affidavit of Publication Notice is printed on time the Applicant should determine publishing deadlines for the regional newspaper(s) and be prepared to pay for publishing and for the Application of Publication.

The Affidavit of Publication should state the goals and objectives of the proposed RTCC Implementation Grant Application and Work Plan.

- Copy of the Affidavit of Publication Notice posting will be a required attachment (**Attachment A**) to the Implementation Grant Application and Work Plan submittal.

## Project Selection

Grant agreement will be awarded based on the RTCC Project Management Team's (PMT) evaluation of all Implementation Grant Applications and Work Plans received by the deadline. The PMT includes, but is not limited to, representatives of the Minnesota Department of Human Services, Aging and Adult Services, Disability Services, Health Care Administration, Adult Mental Health Divisions; the Minnesota Department of Transportation – Office of Transit and Active Transportation and the Minnesota Board on Aging. The criteria factors the PMT members will use in evaluating and making the final evaluation recommendation are outlined as follows:

- RTCC Organizational Structure
- Emphasis Area Selections
- 2017 Local Human Service Transit Coordination Plan Projects
- Proposed Estimated Budget
- Work Plan/Detailed Deliverables
- Local Stakeholder Support

## Appeal Process

If an Application is not funded based on PMT recommendations, the Applicant may appeal the outcome by initiating the following process:

- Applicant must submit a written appeal to:  
Minnesota Department of Transportation, 395 John Ireland Boulevard, MS430, St. Paul, MN 55155-1899
- A letter of appeal from the Applicant must clearly state the Applicants name, contact person, address, phone number, project description and grounds for appeal
- A letter of appeal must be postmarked no later than 14 calendar days from the postmarked date of MnDOT Office of Transit and Active Transportation's written notice of the Applicant's funding status.
- MnDOT Office of Transit and Active Transportation in consultation with Minnesota Council on Transportation Access will review the appeal and provide a written response within ten working days of receipt of the appeal.

## Grant Agreement Award

Approved Applicants will enter into a grant agreement with MnDOT Office of Transit and Active Transportation and should be prepared to abide by all applicable state and/or federal requirements regarding [procurements](#) and other requirements.

## Pre-Award Audit

Approved Grant Agreement RTCC may be required to undergo a pre-award audit from MnDOT's Office of Audit. The purpose of the audit is to determine the capability of the RTCC's general accounting practices for state grant agreement funds.

## Monthly Reporting and Reimbursement Requirements

If project is awarded, grant recipient will be required to maintain appropriate programmatic and financial records. Recipient will be required to submit monthly progress reports and monthly Requests for Funds (RFF) including all invoices. The monthly financial report must be completed and submitted within MnDOT Office of Transit and Active Transportation's BlackCat database for approval and is due on or before the 30th of the month following the end of the month.

RTCCs that do not submit required reporting on time are subject to payment withholding until the reporting requirements are fulfilled. Once the RFF is received and approved, MnDOT Office of Transit and Active Transportation will process the RFF and will reimburse the approved RTCC up to the allotted amount.

The following list is the type of information that will be included in the monthly progress report.

- Activities by Work Plan Task
- % of Work Completed by Task

Upon request, RTCC must allow authorized representatives from MnDOT Office of Transit and Active Transportation to examine documents and records associated with RTCC Phase 2 - Implementation.

### **Application Instructions**

All RTCC must complete the Implementation Grant Application and Work Plan Forms in Attachment D. Each task should be described on a separate Work Plan Form. Each task should pertain to one of the three following areas:

- Support and administration
- State Level Coordination Emphasis Areas
- Local Coordination Strategies (derived from Region's 2017 Local Human Service Transit Coordination Plan)

The deliverables for each task should be entered in the appropriate table, along with the estimated completion date.

The budget for the overall Implementation Grant Application and Work Plan should be completed per the budget instructions.

### **Resolution**

The governing body of the Applicant must adopt a resolution authorizing submission of an Implementation Grant Application and Work Plan for financial assistance and subsequent execution of a grant agreement and any amendments with the State of Minnesota. The resolution designates up to two persons (by title) who have authority to execute an agreement with MnDOT Office of Transit and Active Transportation on behalf of their organization.

An Implementation Grant Application and Work Plan submitted without an executed resolution will be disqualified if not provided at time of submittal.

**Attachment B: Regional Transportation Coordinating Council Line Item Detail Estimated Budget Form**

|  |        |
|--|--------|
| <b>1000 PERSONNEL SERVICES</b>   |        |
| 1010 Administrative, Management and Supervisory Services<br><i>(include breakdown of employees in description)</i> | \$0.00 |
| Description:   |        |
| 1020 General Office Support Wages<br><i>(include breakdown of employees in description)</i>                        | \$0.00 |
| Description:   |        |
| 1030 Fringe Benefits<br><i>(include breakdown of employees in description)</i>                                     | \$0.00 |
| Description:   |        |
| <b>1000 TOTAL PERSONNEL EXPENSES</b><br>(ADD LINES 1010 THROUGH 1030)  | \$0.00 |
| <b>1200 DIRECT COSTS</b>   |        |
| 1210 Public Outreach   | \$0.00 |
| Description:   |        |
| 1220 Office Supplies   | \$0.00 |
| Description:   |        |
| 1230 Leases and Rentals - Space  | \$0.00 |
| Description:   |        |
| 1250 Mileage Reimbursement for Staff Travel  | \$0.00 |
| Description:   |        |
| <b>1200 TOTAL DIRECT COST EXPENSES</b><br>(ADD LINES 1210 THROUGH 1250)  | \$0.00 |
| <b>TOTAL ORGANIZATIONAL BUDGET EXPENSES</b><br>(ADD LINES 1000 AND 1200)   | \$0.00 |

## **RTCC Budget Line Item Descriptions**

#1 Applications must specify dollar amounts in the categories provided in the budget document.

#2 The amount of the RTCC grant funds requested in each category must be specified on the Budget Line Item Form (Attachment B – entered in BlackCat).

#3 The description section of the proposed Budget Line Item must include details regarding each budget category following the guidance provided below:

### **PERSONNEL COSTS**

- Salaries should specify salary costs, number of staff, percent of staff time (i.e. percent of Full-Time Equivalent (FTE) staff; for example .60 FTE)
- Fringe benefits to carry out Implementation Application and Work Plan project activities. Specify how fringe is calculated (i.e. 20% of salary costs).

### **DIRECT COSTS**

- Meeting/training expenses may include the costs of holding focus groups, community forums, community education sessions, etc. The budget should specify number of meetings and types of meetings planned.
- Travel costs may cover staff travel for local project travel, including mileage, parking and related costs.
- Other direct costs may include office space rental/utilities (to be calculated based on personnel costs), telephone/internet monthly expenses, photocopying, printing, postage, projected related supplies, computer costs, marketing/medic/outreach costs, focus groups/survey costs (if applicable).

**Attachment C: Affidavit of Noncollusion**

**STATE OF MINNESOTA  
AFFIDAVIT OF NONCOLLUSION**

I swear (or affirm) under the penalty of perjury:

1. That I am the Applicant (if the Applicant is an individual), a partner in the company (if the Applicant is a partnership), or an office or employee of the responding corporation having authority to sign on its behalf (If the Applicant is a corporation);
2. That the attached Implementation Grant Application and Work Plan submitted is in response to the Regional Transportation Coordinating Council Phase 2 Implementation Grant has been arrived at by the Applicant independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other Applicant of materials, supplies, equipment or services described in the Regional Transportation Coordinating Council Phase 2 Implementation Grant, designed to limit fair and open competition;
3. That the contents of the Implementation Grant Application have not been communicated by the Applicant or its employees or agents to any person not an employee or agent of the Applicant and will not be communicated to any such persons prior to the official grant agreement award; and
4. That I am fully informed regarding the accuracy of the statements made in this affidavit.

Organization Name \_\_\_\_\_  
Authorized Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

Subscribed and sworn to me this \_\_\_\_ day of \_\_\_\_\_, 2019.

Notary Public: \_\_\_\_\_

My Commission \_\_\_\_\_

**Attachment D: Work Plan**

|                     |  |
|---------------------|--|
| <b>TASK NO:</b>     |  |
| <b>TASK NAME:</b>   |  |
| <b>DESCRIPTION</b>  |  |
|                     |  |
| <b>TIME FRAME:</b>  |  |
|                     |  |
| <b>END PRODUCT:</b> |  |
|                     |  |

**Deliverables:**

| <b>Task:</b> | <b>Deliverable(s):</b> |
|--------------|------------------------|
| 1.           |                        |
| 2.           |                        |
| 3.           |                        |
| 4.           |                        |

**Project Schedule**

**Task Durations:**

| <b>Months</b>     | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>6</b> | <b>7</b> | <b>8</b> | <b>9</b> | <b>10</b> | <b>11</b> | <b>12</b> |
|-------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-----------|-----------|
| Task 1: 12 Months |          |          |          |          |          |          |          |          |          |           |           |           |
| Task 2: 5 Months  |          |          |          |          |          |          |          |          |          |           |           |           |
| Task 3: 12 Months |          |          |          |          |          |          |          |          |          |           |           |           |
| Task 4: 12 Months |          |          |          |          |          |          |          |          |          |           |           |           |

**Estimated Task Completion Dates:**

| <b>Task:</b> | <b>Est. Completion Date:</b> |
|--------------|------------------------------|
| 1.           |                              |
| 2.           |                              |
| 3.           |                              |
| 4.           |                              |

