

Greater Minnesota Regional Transportation Coordinating Councils Phase 1: 2018 Application for Regional Transportation Coordinating Councils Organizational Planning Grant – 2nd Solicitation

Program Guide and Funding Grant Application

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 will provide financial and technical support for the creation of a statewide network of Regional Transportation Coordinating Councils (RTCC) throughout Greater Minnesota. The RTCCs will be consistent in their development but unique in their operations to meet the individual needs and characteristics of each region. Greater Minnesota is defined as the counties outside the seven county Twin Cities Metropolitan Area. There will be two grant phases for the creation of these RTCC's.

- ✓ Phase 1: Organizational Planning/Development; and
- ✓ Phase 2: Organizational Implementation

The timeline for this process will vary by region, but the opportunity for regions to begin operating under Phase 2 will follow completion of the one-year Phase 1: Organizational Planning/Development.

Note: This document is available in alternative formats for persons with disabilities by calling Sue Siemers at 320-223-6566, or for persons who are hearing or speech impaired by calling the Minnesota Relay Service 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.

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

Questions: Applicants who have any questions regarding this Application may contact:

[Sue Siemers](#)

Greater Minnesota Mobility Management Program Coordinator

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St. Cloud, MN 55330

320.223.6556

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Greater Minnesota Regional Transportation Coordinating Councils

Phase 1: 2018 Application for Regional Transportation Coordinating Councils

Organizational Planning Grant

Project Overview

The Minnesota Departments of Transportation and Human Services, in collaboration with other state agencies through the Minnesota Council on Transportation Access (MCOTA), are working with local governments and organizations to create Regional Transportation Coordinating Councils (RTCCs) as appropriate throughout Greater Minnesota. Coordination between transportation providers, service agents, and the private sector is a goal to fill transportation gaps, streamline access to transportation and provide individuals more options of where and when to travel.

The RTCCs will be responsible for coordinating transportation services through a network of existing public, private, and non-profit transportation providers.

What is an RTCC?

RTCCs consist of stakeholders interested in improving mobility for “transportation disadvantaged” – older adults, individuals with disabilities, individuals with low incomes, and/or military veterans. The most successful RTCC will include representatives from a wide range of agencies and interests. RTCC board membership will be diverse and as comprehensive as possible, and include representatives from the region’s county department of social services, Minnesota Area Agencies on Aging, Workforce Development, transportation providers, human services agencies, transportation and human services advocates, veteran service organizations, Minnesota Continuum of Care Coordinators, Centers for Independent Living and public and private funders of transportation services.

Project Goals

RTCCs that receive funding under the grant Application will develop a structure and operations plan for the implementation of an RTCC. The purpose of the grant funding is to establish formal RTCCs throughout Greater Minnesota. The RTCCs may be part of an umbrella organization, but must be autonomous in board structure and policy direction. In this case, formal means:

- ✓ Define the geographic region for the RTCC
- ✓ Commitments to participate in the RTCC from the counties included in the region
- ✓ Commitments to participate in the RTCC from transportation providers within the region

- ✓ An organizational structure including:
 - Council membership
 - Staffing
 - Articles of incorporation
 - By laws
 - Fiscal monitoring capabilities of budgeting and quality assurance methods

Eligibility

Eligible applicants include municipalities, counties, legislatively established transit commissions and authorities, regional development commissions, and potential vendors. (See Minn. Stat. 174.23, subd. 4.) This second solicitation is for interested applicants who did not receive an award during the first solicitation.

Available Funding

The MnDOT Office of Transit and Active Transportation has committed to providing state funds for Phase 1 for the RTCC organizational planning phase, not to exceed one year. The total amount of the award will be dependent upon an Application

criteria evaluation process and scoring as described under Project Selection. RTCC projects and agreement amounts for Phase 1 will range between \$50,000 and \$75,000.

- ✓ Grant award for Phase 1 – Planning for the organizational structure of the RTCC
- ✓ Phase 2 – Implementation funding will only be available to Applicants who successfully complete Phase 1 tasks and deliverables in the twelve (12) month timeframe

Important Program Policies

- ✓ The Application award timeframe will be up to twelve (12) months
- ✓ Grant Agreements will be identified and award selected June 2019
 - **Deadline for Application submittal is March 31, 2019**
- ✓ Applicant must provide a resolution demonstrating commitment to the RTCC organizational planning phase.

Letter of Intent and Application Submission

A Letter of Intent to apply shall be submitted electronically and will include the name of the lead agency, contact person, and any other interested coordinating partners. Intent should briefly provide overall concept and anticipated start date of Phase 1: Organizational Planning/Development. The Letter of Intent must be submitted to and received by [Sue Siemers](#), Greater Minnesota Mobility Management Program Coordinator by email. Letters of Intent and Applications must be submitted on or before:

- ✓ February 15, 2019

Applicants should submit their Application packet to MnDOT Office of Transit and Active Transportation Contract Administrator, Sue Siemers, by [email](#).

All Applications must be received no later than 4:30 p.m. Central Standard Time on or before March 31, 2019.

Responders must adhere to all terms of this solicitation.

Late submittals will not be considered. All costs incurred in responding to this solicitation will be borne by the responders.

Proposal Certificates

By submitting an Application, 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 responder 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 Application (Attachment C).

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 1 – RTCC Planning Funds every Applicant must publish a public notice 30 days prior to grant Application 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.

- ✓ Copy of the Affidavit of Publication Notice posting will be a required attachment (Attachment A) to the grant Application submittal.

Stakeholder Provider Contact List

Applicants are required to provide written notification to other agencies and/or transportation providers in the region of their intent to apply for the RTCC Phase 1 Planning Grant. In order to facilitate feedback, Applicants must invite comments and counter proposals for the proposed regional RTCC. The stakeholder provider contact list is the foundation for creating coordinated and cooperative stakeholder investment.

Applicant must compile a list of all the stakeholders in the proposed region, (e.g., county departments of social services, Minnesota Area Agencies on Aging, Workforce Development, transportation providers, human services agencies, transportation and human services advocates, veteran's service organizations, Minnesota Continuum of Care Coordinators, Centers for Independent Living and public and private funders of transportation services.) The Stakeholder Provider Contact List must be created and notification to stakeholders sent out 30 days prior to grant Application submittal.

- ✓ Copy of Stakeholder Provider Contact List along with any feedback comments will be a required attachment (Attachment B) to the grant Application submittal.

Project Selection

Grant agreement will be awarded based on the RTCC Project Management Team's (PMT) evaluation of all proposals 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. A 100-point percentage scale will be used to create the final evaluation recommendation. The factors and weighting on which proposals will be judged are broken down in the table below:

Applicant Rating Table

Rating Factor	Weight Percentage
Project Description	25%
Work Plan/Budget/Detailed Deliverables	25%
Local Stakeholder Support	25%
Background and Experience of Applicant	25%
<i>TOTAL Percentage</i> <i>(70% or above will be required to be eligible for funding)</i>	100%

Project may not be fully funded up to the dollar amount requested on the Application.

Financial Review Process

All Non-Governmental Organizations (NGOs) applying for grants in the state of Minnesota must undergo a financial review prior to a grant award made of \$25,000 and higher in order to comply with [Policy on the Financial Review of Nongovernmental Organizations](#).

Please submit one of the following documents with your Application, based on the following criteria:

- ✓ Grant Applicants with annual income of under \$50,000, or who have not been in existence long enough to have a completed IRS Form 990 or audit should submit their most recent board-reviewed financial statements
- ✓ Grant Applicants with total annual revenue of \$50,000 or more and less than \$750,000 should submit their most recent IRS Form 990
- ✓ Grant Applicants with total annual revenue of over \$750,000 should submit their most recent certified financial audit.

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, MS 430
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 in consultation with MCOTA 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 requirements regarding [procurements](#) and other requirements.

Pre-Award Audit

Approved grant agreement Applicants 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 Applicant'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 submitted electronically to the Greater Minnesota Mobility Management Program Coordinator for approval and is due on or before the 30th of the following month.

Grant recipients 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.

- ✓ Number of participants in coordination meetings
- ✓ Number of RTCC meetings held
- ✓ Number of meetings with decision makers
- ✓ Data collection activities and participation activities
- ✓ Number of publications distributed
- ✓ Number of formal partnership agreements established

Upon request, Recipient must allow authorized representatives from MnDOT Office of Transit and Active Transportation to examine documents and records associated with RTCC Phase 1 - Organizational Planning/Development.

Application Timeline

- ✓ November 1, 2018 – Application Available
- ✓ Letter of Intent – February 15, 2019
- ✓ Affidavit of Publication and Written Stakeholder letters – February 27, 2019
- ✓ RTCC Application Deadline Submittal – March 31, 2019
- ✓ Identify and award selected projects – June, 2019
- ✓ Executed Grant Agreement – July 2019

Greater Minnesota Regional Transportation Coordinating Councils

Phase 1: 2018 Application for Organizational Planning Grant

Application Instructions

All Applicants must complete the information **and must include the following Tasks and Deliverables:**

1. Project Description = 0-25 points

- ✓ Provide an overview of the goals and objectives of the proposed RTCC planning project
- ✓ Applicants will develop an operational implementation plan
- ✓ Applicants will be expected to work on planning functions, including developing the organization and identification of public participation strategies.
- ✓ Define how the RTCC planning fulfills and/or advances one or more of the strategies identified in the [2017 Local Human Service Transit Coordination Plan](#).
- ✓ Define the proposed geographic RTCC region by using the Minnesota Association of County Social Service Administrators Regions (MACSSA) (Attachment A). If the project consists of a region that does not match a MACSSA region, it must consist of at least 4 counties that are contiguous and Applicant must identify how the region will coordinate with neighboring regions. Attach a map (8.5 x11) depicting the region boundaries.

2. Project Stakeholder Support and Partnerships = 0-25 points

- ✓ Provide documentation including letters of support from organizations, community groups and/or individuals who support the RTCC and are able to identify the need.
- ✓ Identify how the partnerships with existing public entities and community groups are advocating for the RTCC.
- ✓ Clearly identify how partners and stakeholders will stay involved in the RTCC organization planning/development project.

3. Organizational Background = 0-25 points

Summarize Applicant's financial experience to demonstrate the Applicant's ability to effectively sustain the proposed RTCC organization planning/development project.

- ✓ Describe Applicants' history in managing programs similar to the proposed project.
- ✓ Describe organizational resources for the project
- ✓ Provide summary of project management and staff qualifications. Prove financial capacity and describe the applying entity's annual budget and other financial resources.
- ✓ Demonstrate organizational and fiscal capacity to deliver proposed project.

4. Project Readiness, Planning and Budget Proposal = 0-25 points

- ✓ Applicant demonstrates project budget is appropriate and well explained and defined.
- ✓ Applicant shows how the project will be carried out in a timely fashion.
- ✓ Applicant must complete the Line Item Detail Estimated Budget Form (Attachment B)

5. Resolution

The governing body of the Applicant must adopt a resolution authorizing submission of an Application 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 Application submitted without an executed resolution will be disqualified if not provided at time of submittal.



Greater Minnesota Regional Transportation Coordinating Councils Phase 1: 2018 Application for Organizational Planning Grant

Task 1 - Define the geographic RTCC Region

Refer to the Minnesota Association of County Social Services Administrators Regions (MACSSA) (Attachment A). Identify if the region coincides with a MACSSA region. If the organizational project consists of a region that does not match a MACSSA region, it must consist of at least 4 counties that are contiguous and Applicant must identify how the region will coordinate with neighboring regions. The state agencies ultimately plan that all areas of Minnesota outside of the Twin Cities metropolitan area will be served by an RTCC.

Task Deliverable(s): Identify Region

Deliverable due date(s): Within 180 days of grant agreement award

Task 2 - Prepare an Operational Implementation Plan

Applicant will be expected to provide the following:

1. Describe council membership
2. By laws
3. Continuing efforts of the Local Human Services – Public Transit Coordination Plans (identify specific needs and strategies)
4. Goals and objectives
5. Clearly identify how partners and stakeholders will stay involved in the RTCC implementation phase – Phase 2
6. Workplan of activities to be undertaken for the first two (2) years of implementation
7. Describe organizational resources for RTCC implementation
8. Provide budget proposal for the RTCC including how the 15% local match will be obtained

Task Deliverable(s): Operational Implementation Plan

Deliverable due date(s): “Draft” within 240 days of grant agreement award.

Task 3 Stakeholder Involvement Strategies for Implementation

Engaging key stakeholders and connecting communities located in the identified region through a public participation process that includes public meetings and an open decision-making process. Public participation should be a key undertaking during the first two years of RTCC Implementation.

Required components of the stakeholder involvement are as follows, but not limited to:

1. Public participation plan

Develop a public participation plan that includes public meetings, meetings with local public and tribal officials and staff, state agency staff, funders, transportation providers and other stakeholders.

2. Public meetings

At least four (4) public meetings that are widely publicized and designed to engage counties, Native American tribes, transportation users and representatives of transportation users, transportation providers, and other transportation stakeholders in the region, including state agency representatives, health care providers and education institutions.



3. Website

A website will be hosted and maintained by MCOTA for the duration of the grant agreement and beyond. Applicant will be responsible for providing site content to inform stakeholders, including the public, about the progress of RTCC development and obtaining public comment.

4. Limited English proficiency considerations

Applicant will make best efforts to provide information in languages other than English as appropriate for each region and obtain comments from stakeholders and users for whom English is not their native language.

5. Maintain a decision-making process open to the public

Applicant will provide information to the public through the website and other means at multiple stages of the organizational process so that the public and stakeholders can respond to proposed governance structure and coordination plans for the region.

Task Deliverable(s): Presentation materials and public participation plan

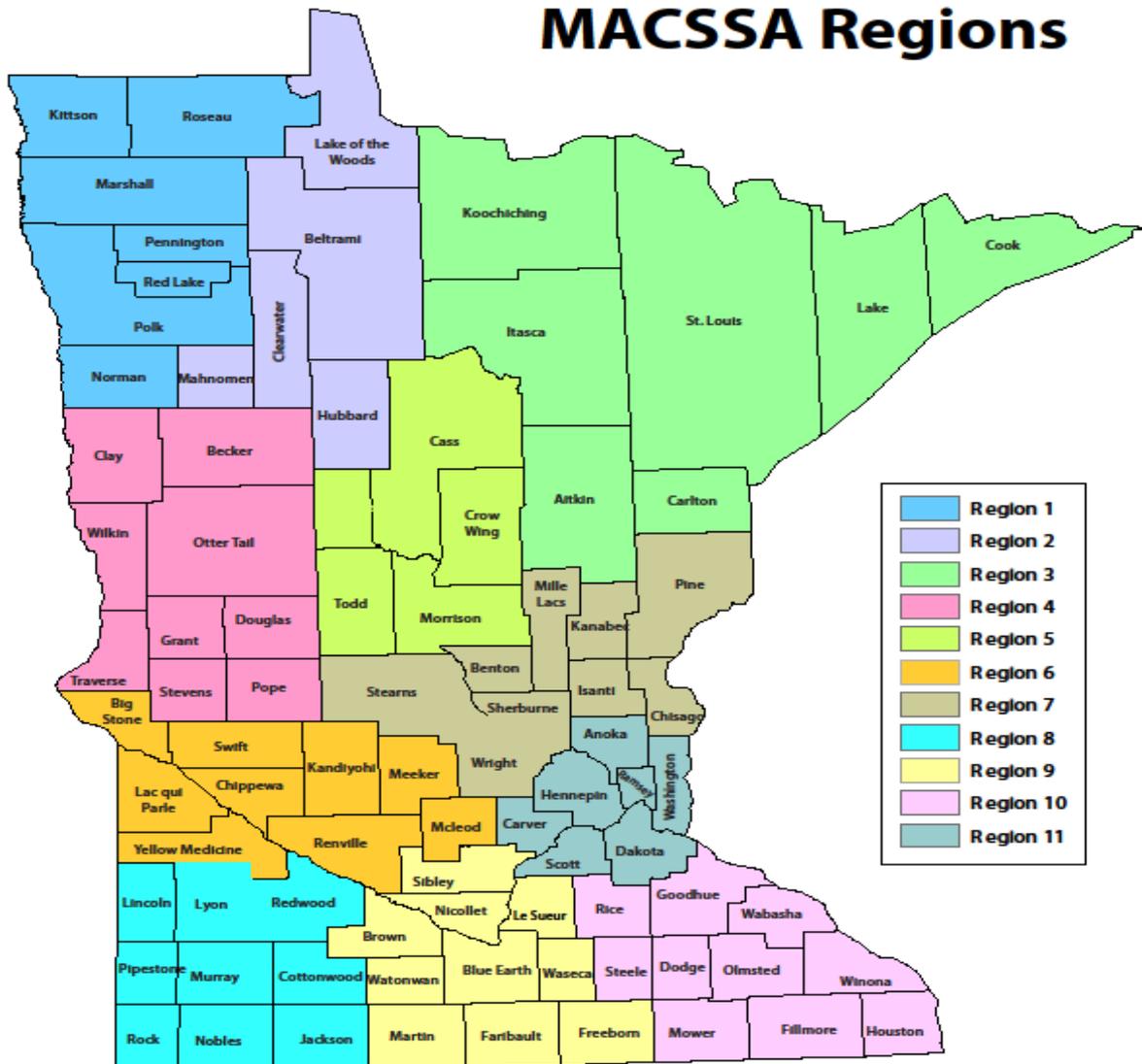
Deliverable due date(s): Submitted along with the RTCC Implementation Plan

**Greater Minnesota Regional Transportation Coordinating Councils
Phase 1: 2018 Application for Organizational Planning Grant**

Attachment A: Minnesota Association of County Social Services Administrators (MACSSA)

Minnesota Association of County Social Service Administrators

MACSSA Regions





**Greater Minnesota Regional Transportation Coordinating Councils
Phase 1: 2018 Application for Organizational Planning Grant**

Attachment B: Line Item Detail Estimated Budget Form

1000 PERSONNEL SERVICES	
1010 Administrative, Management and Supervisory Services <i>(include breakdown of employees in description)</i>	\$0.00
Description:	
1020 General Office Support Wages <i>(include breakdown of employees in description)</i>	\$0.00
Description:	
1030 Fringe Benefits <i>(include breakdown of employees in description)</i>	\$0.00
Description:	
1000 TOTAL PERSONNEL EXPENSES (ADD LINES 1010 THROUGH 1030)	\$0.00
1200 DIRECT COSTS	
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:	
1200 TOTAL DIRECT COST EXPENSES (ADD LINES 1210 THROUGH 1250)	\$0.00
TOTAL ORGANIZATIONAL BUDGET EXPENSES (ADD LINES 1000 AND 1200)	\$0.00

REGIONAL TRANSPORTATION COORDINATING COUNCILS

- 1) **BUDGET LINE ITEM DESCRIPTIONS** - Applications must specify dollar amounts in the categories provided in the budget document.
- 2) The amount of RTCC grant funds requested in each category must be specified on the Budget Line Item Form.
- 3) **Local Match is not required.** However, if the Applicant will contribute funds to the project, the amount of funds to be provided must be specified in the budget categories listed on the Budget Line Item Form.
- 4) The Description section of the budget must include detail 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 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 meeting 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 expense, photocopying, printing, postage, projected related supplies, computer costs, marketing/media/outreach costs, focus group/survey costs (if applicable).



**Greater Minnesota Regional Transportation Coordinating Councils
Phase 1: 2018 Application for Organizational Planning Grant**

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 Responder (if the Responder is an individual), a partner in the company (if the Responder is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Responder is a corporation);
2. That the attached proposal submitted in response to the _____ Request for Proposals has been arrived at by the Responder independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other Responder of materials, supplies, equipment or services described in the Request for Proposal, designed to limit fair and open competition;
3. That the contents of the proposal have not been communicated by the Responder or its employees or agents to any person not an employee or agent of the Responder and will not be communicated to any such persons prior to the official opening of the proposals; 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 _____
 (day) (month, year)

Notary Public: _____

My commission expires _____