



DOT



Office of Transit and
Active Transportation

Connecting MN, one ride, stride, and pedal at a time.

State Fiscal Year 2021 Greater Minnesota Regional Transportation Coordinating Councils Phase 3: 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 Federal Transit Administration (FTA) Section 5310 Transportation for Enhanced Mobility and Seniors & Individuals with Disabilities Program and the 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 and Phase 2: Implementation Grant 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 3: 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

What is the Timeline?

- February 14, 2020 MnDOT Office of Transit and Active Transportation releases Implementation Grant Application
- **April 15, 2020** **Phase 3: Implementation Grant Application and Work Plan Deadline**
- May 1, 2020 MnDOT Office of Transit and Active Transportation Provides Notification of Grant Award
- **June 26, 2020** **Regional Transportation Coordinating Council Phase 3: 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 and were awarded a Phase 2 Implementation Grant to carry out the implementation as the Regional Transportation Coordinating Council(s).

How Is the Grant Award Determined?

The MnDOT Office of Transit and Active Transportation staff along with Minnesota Council on Transportation Access RTCC/TCAP Work Team will evaluate the Implementation Grant Application, Work Plan and associated budget of the Regional Transportation Coordinating Council.

Grant agreement will be awarded based on the Minnesota Council on Transportation Access RTCC/TCAP Work Team evaluation of all Implementation Grant Applications and Work Plans received by the deadline.

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, 2020. 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 12th Street North, St. Cloud, MN 55330 320-223-6556

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

Minnesota Regional Transportation Coordinating Council (RTCC) Implementation Emphasis Areas – Phase 3: State Fiscal Year 2021

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 continue to develop their implementation programs.

Regional Transportation Coordinating Councils will be required to continue developing the emphasis areas currently working on from Phase 2: Implementation during the Work Plan for Calendar Year 2020-2021.

Project Goals

RTCCs receiving funding under the Implementation Grant will develop a Work Plan for the continuation of the Implementation Emphasis Areas during the 2020 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 is committed to providing Ninety Percent (90%) funding for Phase 3: Implementation. Funding for the Regional Transportation Coordinating Councils (RTCC) will be Eighty Percent (80%) FTA Section 5310 Transportation for Enhanced Mobility of Seniors & Individuals with Disabilities Program and Ten Percent (10%) State Funds with a local match requirement of Ten Percent (10%).

The total amount of the grant award will be dependent upon the RTCCs Implementation Grant Application and Work Plan and accompanying budget but not to exceed the capped funding availability.

- Applicant must provide a resolution demonstrating commitment to the RTCC Phase 3: 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 15, 2020.** 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 B).

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. Submitted plans and/or rates that are not certified by a federal cognizant agency will be reviewed by MnDOT at any time during the term of the 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.

Project Selection

Grant agreement(s) will be awarded based on the evaluation of all Implementation Grant Applications and Work Plans received by the deadline. The RTCC/TCAP Work team, but is not limited to, two to three representatives of the Minnesota Council on Transportation Access RTCC/TCAP Work team, and two to three Program Unit representatives from the Office of Transit and Active Transportation. The criteria factors used in evaluating and making the final evaluation recommendation are outlined as follows:

- 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.

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 and other supporting documentation of project expenses. 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 3 - Implementation.

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 and amendments 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 A: Regional Transportation Coordinating Council 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

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 B: 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 3 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 3 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 _____

Authorized Signature _____

Name _____

Title _____

Date _____, 2020

Subscribed and sworn to me this ____ day of _____, 2020.

Notary Public: _____

My Commission _____