

## Instructions to Applicants for Transitway Capital Grants

In preparing an application for Counties Transit Improvement Board ("Board") capital grant funds, applicants should be aware that this solicitation will be governed by the Transit Investment Framework, amended and restated on May 19, 2010. Applicants should become familiar with the details of the Framework and be prepared to provide details, within the application, regarding the application's consistency with the Framework. The 2010 Transit Investment Framework can be found on [www.mnrides.org](http://www.mnrides.org).

### Application Requirements

Each applicant must complete and submit the following:

1. A **cover letter** that provides:
  - A brief overview of the 2011 grant proposal;
  - Name of the grant project applicant and supporting agency(ies);
  - The amount requested; and
  - The signature of an individual authorized to submit the application.
2. Complete responses to each of the **Grant Application Submittal Requirements** (See Part 1: Sections I - VII):
  - Updated Transitway Brief;
  - Project Benchmarks and Timeline;
  - Capital Grant Worksheets;
  - Statement of Consistency with Grant Eligibility Criteria;
  - Risk Assessment, if applicable; and
  - Maps.
3. **Resolution of Support** from each county or county regional railroad authority in which the 2011 Grant project is located. (See Attachment 4, Grant Eligibility Criteria for 2011 #12)
4. A **2011 Capital Grant Application: Cover Sheet** (see Part 1: Section II)
  - The Cover Sheet is available as a Microsoft Word Form or Document on [www.mnrides.org/grants](http://www.mnrides.org/grants).

### Submittal of Application

#### Application Format

- Applicants should index the application and sequentially number all pages throughout or by section.
- The application should be clear and understandable when reproduced in black and white.

#### Applicants should submit:

- One (1) unbound original of the application;
- Forty-five (45) double-sided copies of the full application; and
- One (1) PDF file and Microsoft Windows compatible electronic version on CD.

### **Application Deadline: Friday, September 10, 2010 at 2:00 p.m.**

Submit applications to: Mary Richardson  
Counties Transit Improvement Board Administrator  
477 Selby Avenue, St. Paul, MN 55102

### Application Questions

**Questions regarding the application must be submitted no later than August 31, 2010.**

Submit questions, in writing, to Mary Richardson, Counties Transit Improvement Board Administrator:  
477 Selby Avenue, St. Paul, MN 55102, or [mrichardson@rranow.com](mailto:mrichardson@rranow.com).

# Part 1: Grant Application Submittal Requirements

## I. Updated Transitway Brief

The Board as part of its annual Financial Review and Capacity Estimate requires all potential grantees to develop a Transitway Brief. Each of the eligible grantees for 2011 Capital Grant funding has completed a Transitway Brief. The Financial Review and Capacity Estimate Report was adopted by the Board on June 16, 2010, and is posted on [www.mnrides.org](http://www.mnrides.org).

Application Requirement:

- Review and update the Transitway Brief.
- Include the most current information and map available on the transitway.
- Attach a narrative providing details on any changes since the last submittal to the Board.
- All details and maps provided should be consistent with the 2011 Capital Grant Application.

## II. 2011 Capital Grant Application: Cover Sheet (Attachment 1)

Application Requirement:

- Complete the grant application cover sheet as shown in Attachment 1.
  - The Cover Sheet is available as a Microsoft Word form or document on [www.mnrides.org/grants](http://www.mnrides.org/grants).

## III. Project Benchmarks and Timeline (Attachment 2)

Project benchmarks will be used to assess progress throughout the term of the grant.

Application Requirement:

- Using the included form (Attachment 2), provide five (5) to ten (10) significant 2011 Grant project benchmarks and a timeline addressing the following:
  - Anticipated bid solicitations and contract awards;
  - Key project deliverables;
  - Planned public events (examples: grand openings, celebrations, and ribbon cuttings); and
  - Other major milestones.

## IV. Capital Grant Worksheets (Attachment 3)

Application Requirement:

- Complete the following worksheets for the transitway project and 2011 Grant project, using the Standard Cost Categories for Capital Projects Definitions. (See Attachment 3: Capital Grant Worksheets.)

Please note:

- Electronic versions of the worksheets are available on [www.mnrides.org/grants](http://www.mnrides.org/grants).
- Worksheets 1 and 2 are for the entire transitway project.\*
- Worksheet 3 is for both the entire transitway project and the 2011 Grant Project.
- Worksheets 4, 5, and 6 are for the 2011 Grant Project only.

\*If the 2011 grant project is the same as the entire transitway project, complete only Worksheets 3 through 7.

**Transitway project** is defined as the entire transitway project from preliminary engineering through construction.

The **2011 Grant Project** is defined as the activities relating to the transitway project that are proposed to be funded in 2011.

## **A. Transitway Project Worksheets**

### 1. Worksheet 1: Transitway Project Description and Cost Estimates

Each potential grantee submitted Worksheet 1 in March 2010. *Note: Worksheet 1 requires cost estimates for the entire transitway project, not the 2011 Grant project.*

Application Requirement:

- Review Worksheet 1 as previously provided and update as needed.
- Attach a narrative providing details on any changes since the March submittal to the Board.

### 2. Worksheet 2: Projection of Future Transitway Project Capital Needs and Funding Sources

Worksheet 2 was also submitted as part of the Annual Financial Review Process.

*Note: Worksheet 2 requires cost estimates for the entire transitway project, not the 2011 Grant project.*

Application Requirement:

- Review Worksheet 2 as previously provided and update as needed.
- Attach a narrative providing details on any changes since the March submittal to the Board.

## **B. Transitway and 2011 Grant Project Worksheet**

### 1. Worksheet 3: Schedule for Transitway and for 2011 Grant Project

Application Requirement:

- Provide a detailed schedule for the transitway project for activities in 2011 through 2016.
- Provide a timeline for 2011 Grant activities.
- Grant activities should correspond to the key milestones and benchmarks identified in Part 1: Section III, above.

## **C. 2011 Grant Project Worksheets**

### 1. Worksheet 4: 2011 Grant Project Cost Estimates

Application Requirement:

- Using the Standard Cost Categories, provide detailed cost estimates specifically for the 2011 Grant project.

### 2. Worksheet 5: Funding Sources for 2011 Grant Project

Application Requirement:

- Using the Funding Sources (Worksheet 2) and the Standard Cost Categories (Worksheet 4), identify the 2011 Grant project funding needs by funding source.
- Highlight the use of any Counties Transit Improvement Board carryover funds from previous capital grants.

### 3. Worksheet 6: Funding Sources by Month for 2011 Grant Project

Worksheet 6 will be used as basis for the development of the disbursement schedule for any contract agreement, if awarded.

## **D. Transitway Operations Worksheet**

### 1. Worksheet 7: Sources of Funding for Transitway Operations

Worksheet 7 is statutorily required information for all grants awarded by the Board.

*Note: Worksheet 7 requires the identification of transitway funding sources for the entire transitway project, not just the 2011 Grant project.*

## **V. Statement of Consistency with Grant Eligibility Criteria (Attachment 4)**

The 2011 Grant Eligibility Criteria (Attachment 4) sets forth the criteria each transitway must meet in order to be eligible for a 2011 Capital Grant.

Application Requirement:

- For each criterion, provide a written narrative describing how the proposed Grant project meets that criterion.

## **VI. Risk Assessment**

Application Requirement, if applicable:

- If a grantee is requesting a Board's contribution of greater than 30 percent of the costs for an annual grant or project element/phase, include a statement addressing each of the following factors:
  - Benefits of proceeding;
  - Risks of delay;
  - External threats to project completion;
  - Risk allocation;
  - Other funding sources;
  - Impact on the Board's financial capacity; and
  - Impact on the Board's bonding/debt.
- Provide detailed information describing when the Board's overall financial contributions would be balanced at 30 percent.

## **VII. Maps**

Application Requirement:

- As appropriate, submit a transitway map(s) which identifies the location of the grant project.
- Map(s) should be submitted electronically as a JPG or PDF.

# Attachment 1: 2011 Capital Grant Application: Cover Sheet

<b>Date of Submittal:</b>		
<b>Applicant Information</b>		
<b>Legal Name of Applicant (County, County Regional Railroad Authority, or Metropolitan Council):</b>		
<b>Serving MTA County/Counties of:</b>		
<b>Contract Contact</b>		
<b>Contract Contact Person and Title:</b>		
<b>Phone No:</b>		
<b>Mailing Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Email Address:</b>		
<b>Application Contact</b>		
<b>Application Contact Person and Title:</b>		
<b>Phone No:</b>		
<b>Mailing Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Email Address:</b>		
<b>Transitway Information</b>		
<b>Transitways eligible for capital grants under Transit Investment Framework:</b> (Check applicable corridor for this application from list below)		
<input type="checkbox"/> Central Corridor Light Rail Transit	<input type="checkbox"/> Southwest Corridor Light Rail Transit	
<input type="checkbox"/> Cedar Avenue Bus Rapid Transit	<input type="checkbox"/> Washington County Guaranteed Grant	
<input type="checkbox"/> Northstar Corridor Commuter Rail: Ramsey Station		
<b>2011 Grant Activity Start Date:</b>	<b>2011 Grant Activity End Date:</b>	
<b>Grant Project Description:</b> Please provide a one paragraph description specifically on the 2011 grant project including: type of transitway improvement, transitway location (from termini city to terminus city), and transit mode. Note: This paragraph will be used exactly as provided in the grant agreement, if awarded, to describe the activities eligible for funding in the 2011 grant period.		

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<b>Funding Information</b>
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<b>2011 Grant Amount Requested: \$</b>	<b>Total 2011 Grant Project Cost: \$</b>
<b>Local Match Funds Provided: \$</b> (Minimum 10 percent required for capital projects)	<b>Local Match Source:</b>
<b>State Funds Provided: \$</b>	<b>State Fund Source:</b> (List Source and amount, if applicable)
<b>Counties Transit Improvement Board Carryover Grant Funds: \$</b>	
<b>Federal Funds Provided: \$</b>	<b>Federal Fund Source:</b> (List Source and amount, if applicable)

<p><b>Certification:</b> The undersigned certifies that he or she has the authority to sign this application on behalf of the applicant and that all of the information provided in the application is true and correct to the best of their knowledge.</p>
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<b>Signature:</b>	<b>Title:</b>
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<b>Date:</b>
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## Attachment 2: Project Benchmarks and Timeline

Project benchmarks will be used to assess progress throughout the term of the grant.

Using the form below provide five (5) to ten (10) significant 2011 Grant project benchmarks and a timeline addressing: anticipated bid solicitations and contract awards; key project deliverables; planned public events (examples: grand openings, celebrations, and ribbon cuttings); and other major milestones.

Add additional lines, as needed.

	<b>Project Benchmark/Milestone Description</b>	<b>Dates of Activity</b>	<b>Potential Issues</b>
1			
2			
3			
4			
5			

## Attachment 3: Capital Grant Worksheets

<b>Standard Cost Categories for Capital Projects DEFINITIONS</b>		<b>NOTE:</b> The SCC cost breakdown is based on a traditional Design Bid Build model. If your project is Design Build, to the best of your ability, separate construction costs from design, administration, testing, etc. Put all construction costs in 10 through 50. Put design, administration, testing, etc. in <i>80 Professional Services</i> .
<b>10 GUIDEWAY &amp; TRACK ELEMENTS (route miles)</b>		<p>Include guideway and track costs for all transit modes (Heavy rail, light rail, commuter rail, BRT, rapid bus, bus, monorail, cable car, etc.) The unit of measure is route miles of guideway, regardless of width. As associated with the guideway, include costs for rough grading, excavation, and concrete base for guideway where applicable. Include all construction materials and labor regardless of whom is performing the work.</p> <p>In your written description of the scope and in supporting graphic diagrams, indicate whether busway or rail track is single, double, triple, relocated, etc. Put guideway and track elements associated with yards in <i>30 Support Facilities</i> below.</p>
10.01	Guideway: At-grade exclusive right-of-way	
10.02	Guideway: At-grade semi-exclusive (allows cross-traffic)	
10.03	Guideway: At-grade in mixed traffic	
10.04	Guideway: Aerial structure	Include foundation excavation; guideway structures including caissons, columns, bridges, viaducts, cross-overs, fly-overs.
10.05	Guideway: Built-up fill	Include construction of earthen berms.
10.06	Guideway: Underground cut & cover	Include excavation, retaining walls, backfill, underground guideway structure and finishes.
10.07	Guideway: Underground tunnel	Include tunneling by means of a tunnel boring machine, drill blasting, mining, and immersed tube tunneling; tunnel structure and finishes.
10.08	Guideway: Retained cut or fill	Include excavation, retaining walls, backfill, underground guideway structure and finishes.
10.09	Track: Direct fixation	Include rails, connectors.
10.10	Track: Embedded	Include rails, ties, ballast where applicable.
10.11	Track: Ballasted	Include rails, ties and ballast.
10.12	Track: Special (switches, turnouts)	Include transitional curves.
10.13	Track: Vibration and noise dampening	Include upcharge for vib/noise dampening to any track condition above.
<b>20 STATIONS, STOPS, TERMINALS, INTERMODAL (number)</b>		As associated with stations, include costs for rough grading, excavation, station structures, enclosures, finishes, equipment; mechanical and electrical components including HVAC, ventilation shafts and equipment, station power, lighting, public address/customer information system, safety systems such as fire detection and prevention, security surveillance, access control, life safety systems, etc. Include all construction materials and labor regardless of whom is performing the work.
		Put guideway and track associated with stations in <i>10 Guideway &amp; Track Elements</i> above.
20.01	At-grade station, stop, shelter, mall, terminal, platform	
20.02	Aerial station, stop, shelter, mall, terminal, platform	Include station structures including caissons, columns, platforms, superstructures, etc.
20.03	Underground station, stop, shelter, mall, terminal, platform	Include retaining walls, backfill, structure.
20.04	Other stations, landings, terminals: Intermodal, ferry, trolley, etc.	
20.05	Joint development	Per FTA's Joint Development Guidance, "Joint development is any income-producing activity with a transit nexus related to a real estate asset in which FTA has an interest. . . Joint development projects are commercial, residential, industrial, or mixed-use developments that are induced by or enhance the effectiveness of transit projects. . ." See <a href="http://www.fta.dot.gov/17973_18027_ENG_HTML.htm">http://www.fta.dot.gov/17973_18027_ENG_HTML.htm</a>
20.06	Automobile parking multi-story structure	Include retaining walls, backfill, structure.
20.07	Elevators, escalators	
<b>30 SUPPORT FACILITIES: YARDS, SHOPS, ADMIN. BLDGS</b>		As associated with support facilities, include costs for rough grading, excavation, support structures, enclosures, finishes, equipment; mechanical and electrical components including HVAC, ventilation shafts and equipment, facility power, lighting, public address system, safety systems such as fire detection and prevention, security surveillance, access control, life safety systems, etc. Include fueling stations. Include all construction materials and labor regardless of whom is performing the work.
		Where a support facility shares the structure with a station, its cost may be included with station cost. Identify this with a note.
		Except for guideway and track associated with a yard, include all guideway and track costs associated with support facilities in <i>10 Guideway &amp; Track Elements</i> above.
30.01	Administration Building: Office, sales, storage, revenue counting	
30.02	Light Maintenance Facility	Include service, inspection, and storage facilities and equipment.
30.03	Heavy Maintenance Facility	Include heavy maintenance and overhaul facilities and equipment.
30.04	Storage or Maintenance of Way Building	
30.05	Yard and Yard Track	Include yard construction, guideway and track associated with yard.
<b>40 SITEWORK &amp; SPECIAL CONDITIONS</b>		Include all construction materials and labor regardless of whom is performing the work.
40.01	Demolition, Clearing, Earthwork	Include project-wide clearing, demolition and fine grading.
40.02	Site Utilities, Utility Relocation	Include all site utilities - storm, sewer, water, gas, electric.
40.03	Haz. mat'l, contam'd soil removal/mitigation, ground water treatments	Include underground storage tanks, fuel tanks, other hazardous materials and treatments, etc.
40.04	Environmental mitigation, e.g. wetlands, historic/archeological, parks	Include other environmental mitigation not listed.
40.05	Site structures including retaining walls, sound walls	
40.06	Pedestrian / bike access and accommodation, landscaping	Include sidewalks, paths, plazas, landscape, site and station furniture, site lighting, signage, public artwork, bike facilities, permanent fencing.
40.07	Automobile, bus, van accessways including roads, parking lots	Include all on-grade paving.

40.08	Temporary Facilities and other indirect costs during construction	As a general rule and to the extent possible, appropriately allocate indirect costs among the construction costs in Categories 10 through 50. Where that is not possible, include in 40.08 <i>Temporary Facilities</i> costs for mobilization, demobilization, phasing; time and temporary construction associated with weather (heat, rain, freezing, etc.); temporary power and facilities; temporary construction, easements, and barriers for storm water pollution prevention, temporary access and to mitigate construction impacts; project and construction supervision; general conditions, overhead, profit. <b>NOTE: Include contractor's general liability and other insurance related to construction such as builder's risk in Cats. 10 - 50, not in 80 Professional Services below.</b>
<b>50 SYSTEMS</b>		Include all construction materials and labor regardless of whom is performing the work.
50.01	Train control and signals	
50.02	Traffic signals and crossing protection	Include signal prioritization at intersections.
50.03	Traction power supply: substations	
50.04	Traction power distribution: catenary and third rail	
50.05	Communications	Include passenger information systems at stations and on vehicles (real time travel information; static maps and schedules). Include equipment to allow communications among vehicles and with central control.
50.06	Fare collection system and equipment	Include fare sales and swipe machines, fare counting equipment.
50.07	Central Control	
<b>Construction Subtotal (10 - 50)</b>		
<b>60 ROW, LAND, EXISTING IMPROVEMENTS</b>		<b>Include professional services associated with the real estate component of the project. These costs may include agency staff oversight and administration, real estate and relocation consultants, legal counsel, court expenses, insurance, etc.</b>
60.01	Purchase or lease of real estate	If the value of right-of-way, land, and existing improvements is to be used as local match to the Federal funding of the project, include the total cost on this line item. In backup documentation, separate cost for land from cost for improvements. Identify whether items are leased, purchased or acquired through payment or for free. Include the costs for permanent surface and subsurface easements, trackage rights, etc.
60.02	Relocation of existing households and businesses	In compliance with Uniform Relocation Act.
<b>70 VEHICLES (number)</b>		<b>Include professional services associated with the vehicle component of the project. These costs may include agency staff oversight and administration, vehicle consultants, design and manufacturing contractors, legal counsel, warranty and insurance costs, etc.</b>
70.01	Light Rail	Include light rail and streetcar rail using electric, diesel or other power supply.
70.02	Heavy Rail	
70.03	Commuter Rail	Include locomotives (diesel, electric, or other), trailer cars, self-propelled multiple units (EMU electric or DMU diesel, or other power supply)
70.04	Bus	Includes "rubber-tired" buses and trolleys including new, used, historic replica, articulated, using electric, diesel, dual-power, or other power supply.
70.05	Other	Include Vans, Sedan/Station Wagon, Cable Car, People Mover, Monorail, Car/Inclined Railway, Ferry Boat, Transferred Vehicle.
70.06	Non-revenue vehicles	
70.07	Spare parts	
<b>80 PROFESSIONAL SERVICES (applies to Cats. 10-50)</b>		Cat. 80 applies to Cats. 10-50. Cat. 80 includes all professional, technical and management services related to the design and construction of fixed infrastructure (Cats. 10 - 50) during the preliminary engineering, final design, and construction phases of the project. This includes environmental work, design, engineering and architectural services; specialty services such as safety or security analyses; value engineering, risk assessment, cost estimating, scheduling, Before and After studies, ridership modeling and analyses, auditing, legal services, administration and management, etc. by agency staff or outside consultants.
80.01	Preliminary Engineering	
80.02	Final Design	
80.03	Project Management for Design and Construction	
80.04	Construction Administration & Management	
80.05	Professional Liability and other Non-Construction Insurance	
80.06	Legal; Permits; Review Fees by other agencies, cities, etc.	
80.07	Surveys, Testing, Investigation, Inspection	
80.08	Start up	
<b>Subtotal (10 - 80)</b>		
<b>90 UNALLOCATED CONTINGENCY</b>		Includes unallocated contingency, project reserves. Document allocated contingencies for individual line items on the Main worksheets.
<b>Subtotal (10 - 90)</b>		
<b>100 FINANCE CHARGES</b>		Include finance charges expected to be paid by the project sponsor/grantee prior to either the completion of the project or the fulfillment of the New Starts funding commitment, whichever occurs later in time. Finance charges incurred after this date should not be included in Total Project Cost. (See FFGA Circular FTA C5200.1A Chapter III for additional information.)  Derive finance charges from the New Starts project's financial plan, based on an analysis of the sources and uses of funds. The amount and type of debt financing required and revenues available determine the finance charges. By year, compute finance charges in year-of-expenditure (YOE) dollars. On the Inflation Calculation to YOE worksheet enter the finance charges for the appropriate years.
<b>Total Project Cost (10 - 100)</b>		

## WORKSHEET 1: TRANSITWAY PROJECT DESCRIPTION AND COST ESTIMATES

Insert Grant Applicant's Legal Name Here  
 Insert Project Name and Location Here  
 Insert Current Phase Here (e.g. PE, Final Design, APP for FFGA, Construction, Operations)

Today's Date:

**Describe** the project elements to explain the costs shown on the Funding Source by Category Worksheet for the CTIB Grant Project. These rows should be expanded to fit your narrative. Do NOT delete unused categories. Do not included project elements that are outside of the scope of the current CTIB Grant Project.

Standard Cost Categories	Description	Total Cost Estimate for Grant Project
<b>10 GUIDEWAY &amp; TRACK ELEMENTS (route miles)</b>		
10.01 Guideway: At-grade exclusive right-of-way		
10.02 Guideway: At-grade semi-exclusive (allows cross-traffic)		
10.03 Guideway: At-grade in mixed traffic		
10.04 Guideway: Aerial structure		
10.05 Guideway: Built-up fill		
10.06 Guideway: Underground cut & cover		
10.07 Guideway: Underground tunnel		
10.08 Guideway: Retained cut or fill		
10.09 Track: Direct fixation		
10.10 Track: Embedded		
10.11 Track: Ballasted		
10.12 Track: Special (switches, turnouts)		
10.13 Track: Vibration and noise dampening		
<b>TOTAL COST BY STANDARD COST CATEGORY 10</b>		<b>\$0</b>
<b>20 STATIONS, STOPS, TERMINALS, INTERMODAL (number)</b>		
20.01 At-grade station, stop, shelter, mall, terminal, platform		
20.02 Aerial station, stop, shelter, mall, terminal, platform		
20.03 Underground station, stop, shelter, mall, terminal, platform		
20.04 Other stations, landings, terminals: Intermodal, ferry, trolley, etc.		
20.05 Joint development		
20.06 Automobile parking multi-story structure		
20.07 Elevators, escalators		
<b>TOTAL COST BY STANDARD COST CATEGORY 20</b>		<b>\$0</b>
<b>30 SUPPORT FACILITIES: YARDS, SHOPS, ADMIN. BLDGS</b>		
30.01 Administration Building: Office, sales, storage, revenue counting		
30.02 Light Maintenance Facility		
30.03 Heavy Maintenance Facility		
30.04 Storage or Maintenance of Way Building		
30.05 Yard and Yard Track		
<b>TOTAL COST BY STANDARD COST CATEGORY 30</b>		<b>\$0</b>
<b>40 SITEWORK &amp; SPECIAL CONDITIONS</b>		
40.01 Demolition, Clearing, Earthwork		
40.02 Site Utilities, Utility Relocation		
40.03 Haz. mat'l, contam'd soil removal/mitigation, ground water treatments		
40.04 Environmental mitigation, e.g. wetlands, historic/archeologic, parks		
40.05 Site structures including retaining walls, sound walls		
40.06 Pedestrian / bike access and accommodation, landscaping		
40.07 Automobile, bus, van accessways including roads, parking lots		
40.08 Temporary Facilities and other indirect costs during construction		
<b>TOTAL COST BY STANDARD COST CATEGORY 40</b>		<b>\$0</b>
<b>50 SYSTEMS</b>		
50.01 Train control and signals		
50.02 Traffic signals and crossing protection		
50.03 Traction power supply: substations		
50.04 Traction power distribution: catenary and third rail		
50.05 Communications		
50.06 Fare collection system and equipment		
50.07 Central Control		
<b>TOTAL COST BY STANDARD COST CATEGORY 50</b>		<b>\$0</b>
<b>Construction Subtotal (10 - 50)</b>		<b>\$0</b>
<b>60 ROW, LAND, EXISTING IMPROVEMENTS</b>		
60.01 Purchase or lease of real estate		
60.02 Relocation of existing households and businesses		
<b>TOTAL COST BY STANDARD COST CATEGORY 60</b>		<b>\$0</b>
<b>70 VEHICLES (number)</b>		
70.01 Light Rail		
70.02 Heavy Rail		
70.03 Commuter Rail		
70.04 Bus		
70.05 Other		
70.06 Non-revenue vehicles		
70.07 Spare parts		

Standard Cost Categories	Description	Total Cost Estimate for Grant Project
<b>TOTAL COST BY STANDARD COST CATEGORY 70</b>		<b>\$0</b>
<b>80 PROFESSIONAL SERVICES (applies to Cats. 10-50)</b>		
80.01 Preliminary Engineering 80.02 Final Design 80.03 Project Management for Design and Construction 80.04 Construction Administration & Management 80.05 Professional Liability and other Non-Construction Insurance 80.06 Legal; Permits; Review Fees by other agencies, cities, etc. 80.07 Surveys, Testing, Investigation, Inspection 80.08 Start up		
<b>TOTAL COST BY STANDARD COST CATEGORY 80</b>		<b>\$0</b>
<b>Subtotal (60 - 80)</b>		<b>\$0</b>
<b>Subtotal (10 - 80)</b>		<b>\$0</b>
<b>90 UNALLOCATED CONTINGENCY</b>		
<b>Subtotal (10 - 90)</b>		<b>\$0</b>
<b>100 FINANCE CHARGES</b>		
<b>Total Project Cost (10 - 100)</b>		<b>\$0</b>

## WORKSHEET 2: PROJECTION OF FUTURE TRANSITWAY PROJECT CAPITAL NEEDS AND FUNDING SOURCES

Insert Grant Applicant's Legal Name Here

Today's Date: 1/0/00

Insert Project Name and Location Here

Insert Current Phase Here (e.g. PE, Final Design, APP for FFGA, Construction, Operations)

**Fill in** the Year columns for each of the different Funding Source Categories. Double check to verify that the numbers that have been entered match the Cost by Source numbers that have been carried through from Worksheet 4.

Total Transitway Project Capital Cost Below insert funding sources and amounts for each calendar year.	Cost by Source	double check cost	Pre 2011 Expenditures	2011	2012	2013	2014	2015	2016	2017
Federal 5309 New Starts	\$0	0								
Federal Other	\$0	0								
State	\$0	0								
Metropolitan Council	\$0	0								
CTIB	\$0	0								
Local (Counties/RRAs)	\$0	0								
Local (Other)	\$0	0								
Private	\$0	0								
Other	\$0	0								
<b>Total Transitway Project Capital Cost (10 - 100)</b>	<b>\$0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Please provide details on proposed carryover funds



## WORKSHEET 4: 2011 GRANT PROJECT COST ESTIMATES

Insert Grant Applicant's Legal Name Here

Today's Date: 1/0/00

Insert Project Name and Location Here

Insert Current Phase Here (e.g. PE, Final Design, APP for FFGA, Construction, Operations)

Standard Cost Categories	Total Cost Estimate for Grant Project
<b>10 GUIDEWAY &amp; TRACK ELEMENTS (route miles)</b>	
10.01 Guideway: At-grade exclusive right-of-way	\$0
10.02 Guideway: At-grade semi-exclusive (allows cross-traffic)	\$0
10.03 Guideway: At-grade in mixed traffic	\$0
10.04 Guideway: Aerial structure	\$0
10.05 Guideway: Built-up fill	\$0
10.06 Guideway: Underground cut & cover	\$0
10.07 Guideway: Underground tunnel	\$0
10.08 Guideway: Retained cut or fill	\$0
10.09 Track: Direct fixation	\$0
10.10 Track: Embedded	\$0
10.11 Track: Ballasted	\$0
10.12 Track: Special (switches, turnouts)	\$0
10.13 Track: Vibration and noise dampening	\$0
<b>TOTAL COST BY STANDARD COST CATEGORY 10</b>	<b>\$0</b>
<b>20 STATIONS, STOPS, TERMINALS, INTERMODAL (number)</b>	
20.01 At-grade station, stop, shelter, mall, terminal, platform	\$0
20.02 Aerial station, stop, shelter, mall, terminal, platform	\$0
20.03 Underground station, stop, shelter, mall, terminal, platform	\$0
20.04 Other stations, landings, terminals: Intermodal, ferry, trolley, etc.	\$0
20.05 Joint development	\$0
20.06 Automobile parking multi-story structure	\$0
20.07 Elevators, escalators	\$0
<b>TOTAL COST BY STANDARD COST CATEGORY 20</b>	<b>\$0</b>
<b>30 SUPPORT FACILITIES: YARDS, SHOPS, ADMIN. BLDGS</b>	
30.01 Administration Building: Office, sales, storage, revenue counting	\$0
30.02 Light Maintenance Facility	\$0
30.03 Heavy Maintenance Facility	\$0
30.04 Storage or Maintenance of Way Building	\$0
30.05 Yard and Yard Track	\$0
<b>TOTAL COST BY STANDARD COST CATEGORY 30</b>	<b>\$0</b>
<b>40 SITEWORK &amp; SPECIAL CONDITIONS</b>	
40.01 Demolition, Clearing, Earthwork	\$0
40.02 Site Utilities, Utility Relocation	\$0
40.03 Haz. mat'l, contam'd soil removal/mitigation, ground water treatments	\$0
40.04 Environmental mitigation, e.g. wetlands, historic/archeologic, parks	\$0
40.05 Site structures including retaining walls, sound walls	\$0
40.06 Pedestrian / bike access and accommodation, landscaping	\$0
40.07 Automobile, bus, van accessways including roads, parking lots	\$0
40.08 Temporary Facilities and other indirect costs during construction	\$0
<b>TOTAL COST BY STANDARD COST CATEGORY 40</b>	<b>\$0</b>
<b>50 SYSTEMS</b>	
50.01 Train control and signals	\$0
50.02 Traffic signals and crossing protection	\$0
50.03 Traction power supply: substations	\$0
50.04 Traction power distribution: catenary and third rail	\$0
50.05 Communications	\$0
50.06 Fare collection system and equipment	\$0
50.07 Central Control	\$0
<b>TOTAL COST BY STANDARD COST CATEGORY 50</b>	<b>\$0</b>
<b>Construction Subtotal (10 - 50)</b>	<b>\$0</b>

Standard Cost Categories	Total Cost Estimate for Grant Project
<b>60 ROW, LAND, EXISTING IMPROVEMENTS</b>	
60.01 Purchase or lease of real estate	\$0
60.02 Relocation of existing households and businesses	\$0
<b>TOTAL COST BY STANDARD COST CATEGORY 60</b>	<b>\$0</b>
<b>70 VEHICLES (number)</b>	
70.01 Light Rail	\$0
70.02 Heavy Rail	\$0
70.03 Commuter Rail	\$0
70.04 Bus	\$0
70.05 Other	\$0
70.06 Non-revenue vehicles	\$0
70.07 Spare parts	\$0
<b>TOTAL COST BY STANDARD COST CATEGORY 70</b>	<b>\$0</b>
<b>80 PROFESSIONAL SERVICES (applies to Cats. 10-50)</b>	
80.01 Preliminary Engineering	\$0
80.02 Final Design	\$0
80.03 Project Management for Design and Construction	\$0
80.04 Construction Administration & Management	\$0
80.05 Professional Liability and other Non-Construction Insurance	\$0
80.06 Legal; Permits; Review Fees by other agencies, cities, etc.	\$0
80.07 Surveys, Testing, Investigation, Inspection	\$0
80.08 Start up	\$0
<b>TOTAL COST BY STANDARD COST CATEGORY 80</b>	<b>\$0</b>
<b>Subtotal (60 - 80)</b>	<b>\$0</b>
<b>Subtotal (10 - 80)</b>	<b>\$0</b>
<b>90 UNALLOCATED CONTINGENCY</b>	
<b>Subtotal (10 - 90)</b>	<b>\$0</b>
<b>100 FINANCE CHARGES</b>	
<b>110 WASHINGTON COUNTY ACTIVITIES &lt;Please provide details&gt;</b>	
110.01 Preliminary Engineering	
110.02 Final Design	
110.03 Project Management for Design and Construction	
110.04 Construction Administration & Management	
110.05 Professional Liability and other Non-Construction Insurance	
<b>TOTAL COST BY STANDARD COST CATEGORY 110</b>	<b>\$0</b>
<b>Total Project Cost (10 - 110)</b>	<b>\$0</b>

## WORKSHEET 5: FUNDING SOURCES FOR 2011 GRANT PROJECT

Insert Grant Applicant's Legal Name Here

Today's Date: 1/0/00

Insert Project Name and Location Here

Insert Current Phase Here (e.g. PE, Final Design, APP for FFGA, Construction, Operations)

**Fill in** the Funding Summary columns for each of the different Standard Cost Categories. .

Standard Cost Categories	Cost		Funding Summary								
	2011 Cost	Double-check cost	Federal 5309 New Starts	Federal Other Funds	State Funds	Met Council Funds	CTIB Funds	Local Funds (County / RRAs)	Local Funds (Other)	Private Funds	Other Funds
10 GUIDEWAY & TRACK ELEMENTS (route miles)	\$0	\$0									
20 STATIONS, STOPS, TERMINALS, INTERMODAL (number)	\$0	\$0									
30 SUPPORT FACILITIES: YARDS, SHOPS, ADMIN. BLDGS	\$0	\$0									
40 SITEWORK & SPECIAL CONDITIONS	\$0	\$0									
50 SYSTEMS	\$0	\$0									
60 ROW, LAND, EXISTING IMPROVEMENTS	\$0	\$0									
70 VEHICLES (number)	\$0	\$0									
80 PROFESSIONAL SERVICES (applies to Cats. 10-50)	\$0	\$0									
90 UNALLOCATED CONTINGENCY	\$0	\$0									
100 FINANCE CHARGES	\$0	\$0									
110 WASHINGTON COUNTY ACTIVITES	\$0	\$0									
<b>Total Project Cost (10 - 110)</b>	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Percentage of Total Project Cost	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

## WORKSHEET 6: FUNDING SOURCES BY MONTH FOR 2011 GRANT PROJECT

Insert Grant Applicant's Legal Name Here

Today's Date: 1/0/00

Insert Project Name and Location Here

Insert Current Phase Here (e.g. PE, Final Design, APP for FFGA, Construction, Operations)

**Fill in** the Month columns for each of the different Funding Source Categories. Double check to verify that the numbers that have been entered match the Cost by Source numbers that have been carried through from Worksheet 4.

Funding Source	Cost by Source	double check cost	Jan 2011	Feb 2011	Mar 2011	April 2011	May 2011	June 2011	July 2011	Aug 2011	Sept 2011	Oct 2011	Nov 2011	Dec 2011
Federal 5309 New Starts	\$0	0												
Federal Other	\$0	0												
State	\$0	0												
Metropolitan Council	\$0	0												
CTIB	\$0	0												
Local (Counties/RRAs)	\$0	0												
Local (Other)	\$0	0												
Private	\$0	0												
Other	\$0	0												
<b>Total Project Cost (10 - 100)</b>	<b>\$0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## WORKSHEET 7: SOURCES OF FUNDING FOR TRANSITWAY OPERATIONS

Insert Grant Applicant's Legal Name Here

Today's Date: 1/0/00

Insert Project Name and Location Here

Insert Current Phase Here (e.g. PE, Final Design, APP for FFGA, Construction, Operations)

Total Transitway Operating Cost Below insert funding sources and amounts for each calendar year.	2011		2012		2013		2014		2015		2016		2017	
	Dollars	%	Dollars	%	Dollars	%	Dollars	%	Dollars	%	Dollars	%	Dollars	%
Federal Funds: _____		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Federal Funds: _____		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
State		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Metropolitan Council		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Farebox Revenues		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Other Operating Revenues: _____		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
CTIB		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Local (Counties/RRAs)		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Local (Other)		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Private		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Other		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
<b>Total Transitway Operating Cost</b>	<b>\$0</b>	<b>#DIV/0!</b>	<b>\$0</b>	<b>#DIV/0!</b>	<b>\$0</b>	<b>#DIV/0!</b>	<b>\$0</b>	<b>#DIV/0!</b>	<b>\$0</b>	<b>#DIV/0!</b>	<b>\$0</b>	<b>#DIV/0!</b>	<b>\$0</b>	<b>#DIV/0!</b>

## Attachment 4: 2011 Grant Eligibility Criteria

Grant eligibility criteria are as follows:

1. Grant awards shall be consistent with the most recent version of the Transportation Policy Plan, adopted by the Metropolitan Council.
2. Grant awards shall maximize the availability and use of federal funds.
3. No grant award made to the Metropolitan Council may supplant operating or capital funding provided to the Metropolitan Council by the state.
4. No grant award made to the Metropolitan Council may supplant the 50 percent state share of the non-federal operating subsidy for light rail and commuter rail operations.
5. No grant award shall be made for operating costs of a transitway (except for the Hiawatha Light Rail Project, the Northstar Commuter Rail Project, Cedar Avenue Bus Rapid Transit Project, and the I-35W Bus Rapid Transit Project from downtown Minneapolis south) unless the Board has previously awarded a grant for the capital costs of the transitway project.
6. Any grant awards made to an eligible county that joins the Board after July 1, 2008, shall be made only for purposes of paying that eligible county's obligation set forth in Article II.4 of the Joint Powers Agreement, until such time as said obligation has been satisfied.
7. All grants for capital dollars require a local match of at least 10 percent of the total cost of the project for which grant funding is requested. The match must be a capital contribution and may include project related real property. If the applicant is a county, county regional railroad authority, or city, the match shall not include funds provided by Metropolitan Council, the State of Minnesota or the federal government. If the applicant is the Metropolitan Council, the match shall not include funds provided by the federal government or local government. Please attach resolution or resolutions identifying the 10 percent match.
8. In accordance with Joint Powers Agreement Article VII.2.H, each county shall be awarded annual grants of at least one percent of the estimated total sales tax proceeds for the calendar years 2009, 2010 and 2011. This type of grant shall be awarded only if a county does not receive a grant for transitway capital or operating costs in the amount of at least one percent of the estimated annual total sales tax proceeds. For the years of 2010 through 2013, Washington County shall be eligible for grants of at least three percent of estimated total annual sales tax proceeds. All grants awarded pursuant to this eligibility criterion are subject to the 10 percent local matching requirement set forth in criterion seven above. Additionally, such grants will receive priority funding, will be reviewed by the GEARS Committee, and must be consistent with the current Metropolitan Council Transportation Policy Plan. Notwithstanding the above listed eligibility criteria, a grant application submitted by a county pursuant to this paragraph must be for a transit purpose specified in Minnesota Statute §297A.992, subd. 6, and may include express bus service within the definition of transitways.
9. For member counties whose proportion of the annual sales tax revenue is less than or equal to three percent, grant awards for the years 2009, 2010 and 2011 shall be the greater of one percent of the total

estimated annual sales tax proceeds or the minimum guarantee amount of the amount of sales tax revenue collected in that county, as set forth in Minn. Statute §297A.992, subd. 6.

10. Grant funding will be available for the following types of projects:
  - a. Capital costs, including preliminary engineering, final design, right-of-way acquisition, rolling stock, equipment and construction of transitways.
  - b. Operating subsidies for transitways.
11. No grant will be awarded for studies, including alternative analyses. Projects undertaking preliminary engineering or final design will be eligible for a grant, provided an alternatives analysis has been completed for the transitway corridor.
12. For projects that cross jurisdictions, resolutions of project support from each county or county regional railroad authority is required to accompany the grant application. Please attach.
13. The following transitways will be eligible for a grant for operations:
  - a. Cedar Avenue Bus Rapid Transit
  - b. Hiawatha Light Rail Transit
  - c. Northstar Commuter Rail
  - d. I-35W South Bus Rapid Transit

A grant award for operating costs may be up to and no more than 50 percent of the operating subsidy.

Only new and expanded BRT transitway operations will be eligible for a 50 percent operating grant.

14. The following transitways will be eligible for a capital grant:
  - a. Central Corridor Light Rail Transit
  - b. Cedar Avenue Bus Rapid Transit
  - c. Southwest Corridor Light Rail Transit
  - d. Northstar Corridor Commuter Rail: Ramsey Station
15. Any grant seeking a contribution by the Board in excess of 30 percent will be contingent on a risk assessment and a determination by the Board of the appropriate allocation of risk.