

Instructions to Applicants for Transitway Operating Grants

In preparing an application for Counties Transit Improvement Board ("Board") operating 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.

Application Requirements

Each applicant must complete and submit the following:

1. A **cover letter** that provides:
 - A brief overview of the 2011 grant proposal;
 - Grant project supporting agency(ies);
 - The amount requested; and
 - The signature of an individual authorized to submit the application.
2. Complete responses to the questions listed in the **Grant Application Submittal Requirements** (See Part 1: Sections I - IV):
 - Project Benchmarks and Timeline;
 - Operating Project Worksheets;
 - Statement of Consistency with Grant Eligibility Criteria; and
 - Map.
3. A **2011 Operating Grant Application: Cover Sheet** (see Part 2)
 - The Cover Sheet is available as a Microsoft Word Form or Document.

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 Cover Sheet and attachments;
- 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.

Part 1: Grant Application Submittal Requirements

I. PROJECT BENCHMARKS AND TIMELINE

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

Application Requirement:

- Provide five (5) to ten (10) significant 2011 Grant project benchmarks and a timeline addressing the following:
 - Service characteristics, including ridership;
 - Award of contracts for service;
 - Key project deliverables;
 - Planned public events (examples: grand openings, celebrations, and ribbon cuttings); and
 - Other major milestones.

II. OPERATING GRANT WORKSHEETS (Attachment 1)

Application Requirement:

- Complete the following worksheets for the 2011 Grant project (See Attachment 1: Operating Grant Worksheets):
 - Worksheet 1: Service Characteristics of Grant Project
 - Worksheet 2: Detailed Summary of 2011 Operating Costs
 - Worksheet 3: 5-Year Total Transitway Operating Costs and Funding Sources

Note: Electronic versions of the worksheets are available on www.mnrider.org/grants.

III. STATEMENT OF CONSISTENCY WITH GRANT ELIGIBILITY CRITERIA (Attachment 2)

The 2011 Grant Eligibility Criteria (Attachment 2) sets forth the criteria each transitway must meet in order to be eligible for a 2011 Operating Grant.

Application Requirement:

- For each applicable criterion, provide a written narrative describing how the proposed 2011 Grant project meets that criterion.

IV. MAP

Application Requirement:

- Provide a map of the transitway, including termini, stations and connections.
- The map should be submitted electronically as a JPG or PDF.

Part 2: 2011 Operating Grant Application: Cover Sheet

Date of Submittal:		
Applicant Information		
Legal Name of Applicant (County, County Regional Railroad Authority, or Metropolitan Council):		
Serving MTA County/Counties of:		
Contract Contact		
Contract Contact Person and Title:		
Phone No:		
Mailing Address:		
City:	State:	Zip Code:
Email Address:		
Application Contact		
Application Contact Person and Title:		
Phone No:		
Mailing Address:		
City:	State:	Zip Code:
Email Address:		
Transitway Information		
Transitways eligible for operating grants under Transit Investment Framework:		
(Check applicable corridor for this application from list below)		
<input type="checkbox"/> Cedar Avenue Bus Rapid Transit	<input type="checkbox"/> I-35W South Bus Rapid Transit	
<input type="checkbox"/> Hiawatha Light Rail Transit	<input type="checkbox"/> Washington County Guaranteed Grant	
<input type="checkbox"/> Northstar Corridor Commuter Rail		
2011 Grant Activity Start Date:	2011 Grant Activity End Date:	
<p>Grant Project Description: Please provide a one paragraph description specifically on the 2011 grant project including: 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.</p>		

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Funding Information	
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Grant Amount Requested for 2011: \$	Total Transitway Operating Costs: \$
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State Funds Provided: \$	Other Funds: (List Source and amount, if applicable)
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Certification: 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.

Signature:	Title:
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Date:

Attachment 1: Operating Grant Worksheets

WORKSHEET 1: SERVICE CHARACTERISTICS OF GRANT PROJECT

Insert Grant Applicant's Legal Name
 Insert Project Name and Location

Today's Date:

Describe the service characteristics of the proposed CTIB Grant Project. These rows should be expanded to fit your narrative. Delete lines that are not needed. Do not include project elements that are outside of the scope of the current CTIB Grant Project.

1.0 Mode/Technology

- 1.01 LRT
- 1.02 Commuter Rail
- 1.03 BRT
- 1.04 Passenger Rail
- 1.05 Other (for 1% or statutorily required Metropolitan Council grant)

2.0 Service Characteristics

- 2.01 Trips per weekday
- 2.02 Peak Period Frequency of Service
- 2.03 Off-Peak Frequency of Service
- 2.04 Weekend Service
- 2.05 Special Event Service
- 2.06 Hours of Service (Weekday and Weekend)
- 2.07 Number of Stations Served
- 2.08 List each station separately, including the number of park and ride spaces at each and whether structured or surface parking
- 2.09 List each station with major transfer facilities to other modes
- 2.10 Number of vehicles/rolling stock
- 2.11 Length of Transitway (Miles)

3.0 Ridership

- 3.01 Daily Average (Weekday)
- 3.02 Daily Average (Weekend)
- 3.03 Annual Total

WORKSHEET 2: DETAILED SUMMARY OF 2011 OPERATING COSTS

Insert Grant Applicant's Legal Name
 Insert Project Name and Location

Today's Date:

Complete this spreadsheet summarizing the estimated annual operating costs for the Grant Project for calendar year 2011. **IN ADDITION:** attach one or more spreadsheets with a detailed breakdown for each of the cost components listed below.

OPERATING COST COMPONENTS	ESTIMATED ANNUAL COSTS
1.0 Labor and Benefits	
1.01 Labor	
1.02 Benefits	
1.03 Other: _____	
Subtotal Labor and Benefits	\$0
2.0 Contracted Services	
2.01 Professional and Technical Services	
2.02 Operations	
2.03 Maintenance	
2.04 Snowplowing	
2.05 Security	
2.06 Other: _____	
Subtotal Contracted Services	\$0
3.0 Materials, Parts and Supplies	
3.01 Fuel	
3.02 Repair parts	
3.03 Office equipment and supplies	
3.04 Other: _____	
Subtotal Materials, Parts and Supplies	\$0
4.0 Other Expenses	
4.01 Utilities	
4.02 Insurance	
4.03 Insurance Retention	
4.03 Leases and Rentals	
4.04 Advertising	
4.05 Training	
4.06 Travel	
4.07 Other: _____	
Subtotal Other Expenses	\$0
5.0 Allocated Expenses	
5.01 Modal Allocation	
5.02 A-87 Allocation	
5.03 Metropolitan Council Allocation	
5.04 Other: _____	
Subtotal Allocated Expenses	\$0
TOTAL ESTIMATED OPERATING EXPENSES FOR 2011	\$0

WORKSHEET 3: 5-YEAR TOTAL TRANSITWAY OPERATING COSTS AND FUNDING SOURCES

Insert Grant Applicant's Legal Name
 Insert Project Name and Location

Today's Date:

	2011		2012		2013		2014		2015		2016		2018	
Total Transitway Operating Costs and Revenues Insert funding sources and amounts for each calendar year.	Dollars	%	Dollars	%	Dollars	%	Dollars	%	Dollars	%	Dollars	%	Dollars	%
Total Transitway Operating Costs		N/A		N/A		N/A		N/A		N/A		N/A		N/A
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 / MVST		#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!
Total Transitway Operating Revenues	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!

Attachment 2: 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.
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.
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.