

**State Transit Funding Allocation**

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Dept. Responsible: Fiscal Services	Effective Date: 01/01/2018
Special Note:	Last Revision Date: 12/13/2017
	Last Review Date:
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**I. Policy**

The Metropolitan Council shall allocate funds it receives from the State of Minnesota for metropolitan area transit operations to Council activities and replacement service municipalities established under Minnesota Statutes (MS) Section 473.388.

**II. Procedure**

**A. State General Fund Appropriations**

The State of Minnesota provides the Council with appropriations from the general fund for the transit system operations in the metropolitan area. They are allocated as follows:

1. As directed in law, then
2. Blue Line, Green Line, Northstar and Metro Mobility operations required to meet federal and state mandates, then
3. Service providers in the same manner as under paragraph II-B-2

**B. Motor Vehicle Sales Tax**

MS Section 297B.09 allocates 36% of the Motor Vehicle Sales Tax collected under MS Section 16A.88 to the metropolitan area transit account. The money in the account is appropriated to the Metropolitan Council for the funding of the transit system within the metropolitan area.

- 1) 21.5% of the Motor Vehicle Sales Tax collected under Section 16A.88 is allocated to service providers as follows:

Metropolitan Council      82.844444%

Replacement service municipalities as defined under MS Section 473.388 and calculated under subdivision 4 (c):

Apple Valley	1.337329%
Burnsville	2.256314%
Chanhassen	0.727583%
Chaska	0.428965%
Eagan	2.554785%
Eden Prairie	3.036682%
Maple Grove	1.776217%
Plymouth	2.631990%
Prior Lake	0.491638%

Rosemount	0.680534%
Savage	0.545304%
Shakopee	<u>0.688215%</u>
Total	17.155556%

2) 14.5% of Motor Vehicle Sales Tax collected under Section 16A.88 is allocated to service providers as follows:

- a. Preservation of service required to meet federal and state mandates, then
- b. Service providers who meet reporting requirements under Section III. Payments to providers not in compliance will be held back.

Metropolitan Council 95.7%

Replacement service municipalities as defined under MS Section 473.388:

Apple Valley	0.447185%
Burnsville	0.754481%
Chanhassen	0.201413%
Chaska	0.118748%
Eagan	0.854286%
Eden Prairie	0.840630%
Maple Grove	0.113900%
Plymouth	0.164926%
Prior Lake	0.164397%
Rosemount	0.227562%
Savage	0.182342%
Shakopee	<u>0.230130%</u>
Total	4.3%

For the period between January 1, 2018 and June 30, 2019, the minimum discretionary financial assistance to be allocated to replacement service municipalities is defined in MS Section 473.388 Subdivision 4a as 0.35 percent of the total state revenues generated from taxes imposed under MS Chapter 297B.

### III. Reporting Requirements

Council will:

- Communicate all known reporting requirements and anticipated deadlines By January 15th of each calendar year.
- Send a specific detailed data request for each report and provide at least a 30-day notice for any material changes to the reporting requirements and anticipated deadlines unless unable to do so due to lack of notice by the State or Federal government.

Transit providers will:

- Provide all financial and operational, including route level, data as requested by Council for completion of required regional, state, and federal reports and audits.
- Provide data in a format as requested by the Council (e.g., in excel document rather than PDF).

- Provide any additional follow-up information reasonably requested by the Council to meet the Council’s Regional, State, or Federal reporting requirements.

Exclusions

- Reporting requirements identified in contractual agreements between the Metropolitan Council and Transit Providers are bound by the requirements in the contract and are not part of this policy. Examples of these agreements include Master Lease Agreements and Subrecipient Grant Agreements.

Draft Report/Data List

<b>REPORT</b>	<b>REQUIREMENT SOURCE</b>	<b>Date Information is Required by Providers</b>	<b>Primary Point of Contact</b>
<b>Metropolitan Area Transit Investment Report</b>	State (473.4485) ‘Local units of government must provide assistance and information in a timely manner as requested by the commissioner or council for completion of the report.’	Anticipated May 2018 for 3 years of data (2015-2017).	Cole Hiniker
<b>Regional Route Performance Analysis</b>	State (473.4485) and Transportation Policy Plan.  Requirement for Metropolitan Area Transit Investment Report.	Anticipated May 2018.	John Harper
<b>Federal Asset Management (TAM Plan Reporting)</b>	49. U.S.C 5326(c)(3)(B)	2019 Annual Performance Target (March 2018)  Transit Asset Management Plan (April 2018) Others as determined by FTA	Hahn Tran

<b>Federal Safety Reporting</b>	FTA	Unknown	Unknown
<b>Guideway Status Report</b>	State	Determined by MnDOT	Mary Robison
<b>AASHTO Annual Report</b>	State	Determined by MnDOT  Anticipated Q2/Q3	Mary Robison
<b>MnDOT Transit Report</b>	State	Determined by MnDOT  Anticipated Q2/Q3	Mary Robison
<b>State Audits</b>	State	Determined by State Auditor	Heather Aagesen-Huebner
<b>FTA Audits</b>	FTA	Determined by FTA  Anticipated May	Heather Aagesen-Huebner
<b>Drug and Alcohol</b>	FTA (specific elements noted below)  MIS Reports  Random Testing Charts and lab reports  Updated Drug and Alcohol Policies and Annual Certificate of Compliance  Service agent certifications (Medical Review Officers, Substance Abuse Professionals, collection site agreements and collection site staff certifications.	  Due Annually to Council staff in February for review. Final submission due to FTA in March  Due Bi-Annually (January 31 and July 31)  Due annually on January 31  Due when certifications and agreements are renewed	Sheila Williams

Specific Data Needs (examples)

- CAFR / Financial Statements / Annual Audits
- Route Level data including but, not limited to, costs, ridership, farebox revenue, miles and hours of service
- Final National Transit Database (NTD) report
- Title VI Plans
- Budget Documents: Annual Operating Budget, Annual Capital Budget, CIP
- Asset Management Plans
- Asset Tracking and Reconciliation Reports
- Facility Maintenance Plans
- Drug and alcohol: random and preemployment tests (samples), MIS Reports, Random Testing Charts and lab reports. Updated Drug and Alcohol Policies, Annual Certificate of Compliance, Service agent certifications (Medical Review Officers, Substance Abuse Professionals, collection site agreements and collection site staff certifications.
- Policies and Procedures (as needed for grant monitoring)

**IV. Roles and Responsibilities**

Metropolitan Council is responsible for development of an allocation model that implements the procedure. The Council shall publish the State Transit Funding Allocation policy, implementing procedures, financial information and reporting requirements on the Council’s website.

Allocation of supplemental financial assistance between individual replacement service municipalities under II-B-2 shall be in the manner determined by agreement of the replacement service municipalities. The allocation methodology may specify eligibility based on a municipality’s transit service operating reserve. Absent an agreement between the replacement service municipalities, the Regional Administrator shall determine the amount to be allocated to a replacement service municipality.

Transit providers are responsible for providing the information in accordance with Section III in a timely and accurate manner.

Links:

*Revision/Review Tracking*

Date	Revision No.	Review Only – No changes
	1	