



# Web Moves Forward

## From Piles of Paper to Electronic Grant Application, Contracting and Reporting

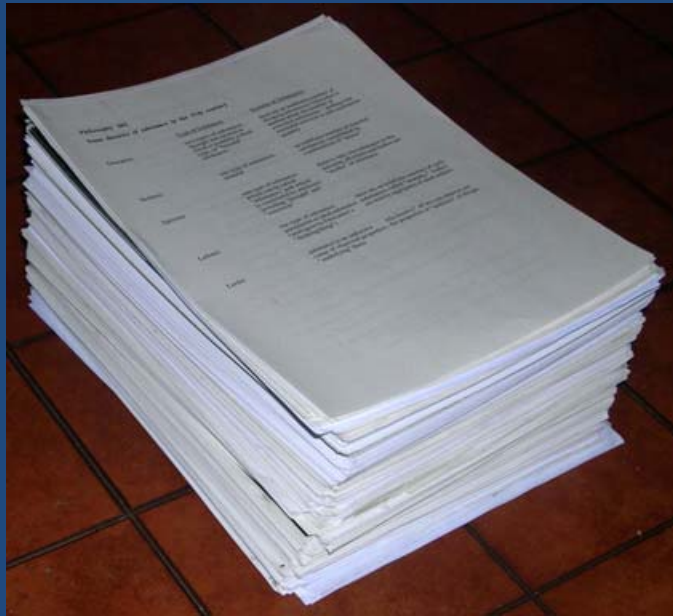
19<sup>th</sup> Rural Public and Intercity Bus Conference  
October 26<sup>th</sup>, 2010



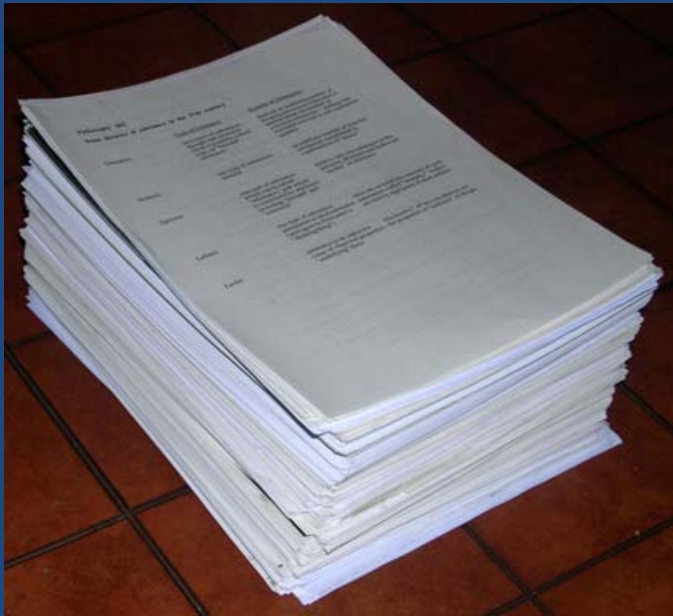
# 1992 and before



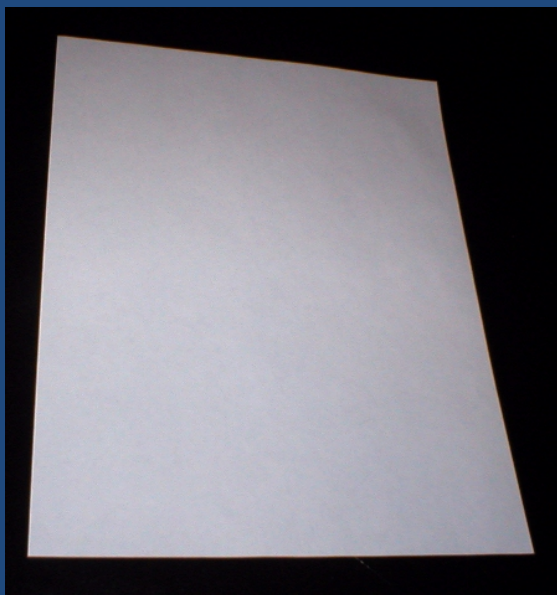
# 1993 to 2000



# 2001 to 2008



2009



# 2010



# The Process

- Annual Application
- Management Plan
- Contract
- Reporting
- Remitting

# Contract Contents

- Contract Document
- Exhibit I – money
- Exhibit II – Management Plan
- Resolution??
- Exhibits III—V – Certs & Assurances plus other federal stuff




# Subrecipient Screens

**Public Transit Application**

Version: 1.6.3  
Screen: 2000  
Logged in: (sb.lenz@state.mn.us) | [Logout](#)

[Operating Statistics](#) [Vehicle](#) [External Transit Reports](#) [Change Password](#) [Grant Application](#) [Grant Tab](#) [PTA Help](#)

## Welcome to Mn/DOT's Grant application and Reporting system



**Office of Transit**

**Mn/DOT's Grant application and reporting system for Minnesota Transit Organizations funded by the Office of Transit.**

# Required Items

The screenshot shows a web browser window titled "Public Transit Application - Grant Tab - Windows Internet Explorer". The address bar contains the URL: <https://dotapp7.dot.state.mn.us/transit/administrationSearch.do?method=prepContinue&modType=Grant>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page title is "Public Transit Application - Grant Tab".

The application header features the title "Public Transit Application" in bold. To the right, it displays "Version: 1.6.3", "Screen: 16000", and "Logged in: (sb.lenz@state.mn.us) | [Logout](#)". Below the title is a navigation menu with buttons for "Operating Statistics", "Vehicle", "External Transit Reports", "Change Password", "Grant Application", "Grant Tab" (which is highlighted), and "PTA Help".

The main content area is titled "Grant Tabs" in blue. A note on the right states: "Note : Fields marked with \* are mandatory." Below this, there is a form element labeled "\* Select Module:" with a dropdown menu. The dropdown is open, showing a list of modules: "Recipient Description", "Service Levels", "Volunteer Service", "Unmet Service Needs", "Driver Selection And Training Policies", "Internal Controls", "Fare Structure", "Coordination Activities", "Marketing Activities", "Vehicle Maintenance Expenses", "Operating Budget", "Revenue & Expense Contracts", "Fleet Inventory", "10 Years Capital Plans", and "Vehicle Maintenance Plan". The "Recipient Description" option is currently selected and highlighted in blue.

The browser's status bar at the bottom shows "Internet" and a zoom level of "100%".

# Service Levels

Public Transit Application - Service Levels - Windows Internet Explorer

https://dotapp7.dot.state.mn.us/transit/ServiceLevel.vm

File Edit View Favorites Tools Help

Public Transit Application - Service Levels

Statistics Transit Reports Password Application Tab Help

## Service Level

Note : Fields in yellow and marked with \* are mandatory.  
Fields in grey are read only.

Calendar Year : 2011

Organization Legal Name : Productive Alternatives Inc.

Transit System Name : Transit Alternatives

Version No : 0

**Weekly Service Details** Show Schedule columns

Vehicle ID Route #	Counties Served	From	To	Cities Served	Service Type	MONDAY				TUESDAY				WEDNESDAY			
						Start Time	End Time	Revenue Hours	No of Buses	Start Time	End Time	Revenue Hours	No of Buses	Start Time	End Time	Revenue Hours	No of Buses
<input type="checkbox"/> <a href="#">10,25,30,35,50,75,85</a>	OTTER TAIL	FERGUS FALLS	FERGUS FALLS	BATTLE LAKE, CLITHERALL, FERGUS FALLS, HENNING, VINING, ELIZABETH	Demand Response	07:00AM	03:30PM	8.5	5	07:00AM	03:00PM	8.0	5	07:00AM	03:30PM	8.5	5
<input type="checkbox"/> <a href="#">110</a>	BECKER , CLAY	MOORHEAD	MOORHEAD	DETROIT LAKES, AUDUBON, HAWLEY,	Route Deviation	06:00AM	11:30AM	5.5	1	06:00AM	11:30AM	5.5	1	06:00AM	11:30AM	5.5	1

Add

**Monthly Service Details** Show Schedule columns

Vehicle ID Route #	Counties Served	From	To	Cities Served	Service Type	MONDAY				TUESDAY				WEDNESDAY				THURSDAY				FRIDAY												
						Week No	Start Time	End Time	Revenue Hours	No of Buses	Week No	Start Time	End Time	Revenue Hours	No of Buses	Week No	Start Time	End Time	Revenue Hours	No of Buses	Week No	Start Time	End Time	Revenue Hours	No of Buses	Week No	Start Time	End Time	Revenue Hours	No of Buses				
<b>Totals</b>						0				0				0				0				0				0				0				

Done Internet 90%

# Operating Budget

Public Transit Application - Edit Operating Budget - Windows Internet Explorer

https://dotapp7.dot.state.mn.us/transit/EditOperatingBudget.vtm

File Edit View Favorites Tools Help

Public Transit Application - Edit Operating ...

Line Number	Line Item Name	Previous Year	Current Year To Date	Current Year Projected Amount	Next Year Amount	Comments
<b>Personnel</b>						
1010	Admin, Mgmt. & Supervisor Salaries	82876.31	66527.61	99791.41	109000.00	
1020	Operators' Wages	245228.42	219395.00	329092.50	340000.00	
1030	Vehicle Maintenance Wages	13518.49	11076.28	16614.42	18000.00	
1032	Vehicle Repair Wages	0.00	0.00	0.00	2150.00	
1040	General Office Support Wages	21728.27	12513.48	18770.22	20000.00	
1050	Operations Support Wages	43477.54	30720.61	46080.91	48000.00	
1060	Fringe Benefits	112258.16	96797.53	145196.29	156000.00	
	<b>SubTotal of Personnel</b>	<b>519087.19</b>	<b>437030.51</b>	<b>655545.75</b>	<b>693150.00</b>	
<b>Administrative</b>						
1110	Management Fees	0.00	0.00	0.00	0.00	
1120	Drug and Alcohol Testing & Administration Expenses	2254.26	1637.20	2455.80	3200.00	
1130	Advertising, Marketing, & Promotional Charges	25039.69	13299.06	19948.59	25000.00	
1140	Legal, Auditing & Other Professional Fees	2544.17	0.00	0.00	3000.00	
1150	Staff Development Costs (Net)	757.56	3997.30	5995.95	1000.00	
1160	Office Supplies	4891.48	2326.28	3489.42	3500.00	
1170	Leases/Rentals (Admin. Facil.) (Specify in Request for Funds)	0.00	1308.60	1962.90	0.00	
1180	Utilities	15707.96	10230.57	15345.85	17250.00	
1190	Other Direct Admin. Charges (Specify in Request for Funds)	0.00	124.99	187.48	0.00	
	<b>SubTotal of Administrative</b>	<b>51195.12</b>	<b>32924.00</b>	<b>49385.99</b>	<b>52950.00</b>	
<b>Vehicle</b>						
1210	Fuel (Net)	99964.84	57128.23	85692.34	78500.00	
1220	Maintenance Parts & Material	6764.56	4734.77	5507.65	4650.00	

Done Internet 90%

# Administrator Screens

Public Transit Application - Welcome - Windows Internet Explorer

https://dotapp7.dot.state.mn.us/transit/index.vm


File Edit View Favorites Tools Help

Public Transit Application - Welcome

Version: 1.6.3  
Screen: 2000  
Logged in: (lenz1sar) | [Logout](#)

Organization	Mn/DOT Budget Adjustment	Budget	Mn/DOT Budget	Contract	OT Reports	PTA Help
Transit System	Contact	Operating Statistics	Vehicle	Facility	Administration	Grant Tab

**Welcome to Mn/DOT's Grant application and Reporting system**



**Office of Transit**

**Mn/DOT's Grant application and reporting system for Minnesota Transit Organizations funded by the Office of Transit.**

Internet 90%

# Creating the Contract

PTA PROD Reports - Windows Internet Explorer

http://webreports/pta/ReportsMulti.asp?FolderID=9020191

File Edit View Favorites Tools Help

Public Transit Applicati... PTA PROD Reports

## Grant Tab Reports

- 10 Year Capital Plan Report
- Coordination Activities Report
- Driver Selection and Training Policies Report
- Fare Structure Report
- Fleet Inventory Report
- Internal Controls Report
- Marketing Activities Report
- Operating Budget Report
- Recipient Description Report
- Revenue and Expense Contract Report
- Service Level Report
- Service Level Report (11x17)
- Transit Management Plan
- **Transit Management Plan - Landscape**
- **Transit Management Plan - Portrait**
- Unmet Service Needs Report
- Unmet Service Needs Report-Day List
- Vehicle Maintenance Expense Report
- Vehicle Maintenance Plan Report
- Volunteer Service Report

Back Log out of system

Minnesota Government links: [Northstar](#) | [Governor's Office](#)  
[Search Internal Web Site](#) | [Mn/DOT External Web site](#)

Done Local intranet 100%

# Mimicking the "Paper" Contract

Paul Bunyan Man Plan.pdf - Adobe Acrobat Professional

File Edit View Document Comments Forms Tools Advanced Window Help

Create PDF Combine Files Export Start Meeting Secure Sign Forms Review & Comment

2 / 26 66.7% Find

**Pages**

Options

6

7

8

9

**Recipient Description Report**

Calendar Year	2011		
Recipient Manager Name	Gregory O. Negard		
Recipient Manager Title	Executive Director		
Legal Name of Recipient	Paul Bunyan Transit		
Name of Public Transit System	Paul Bunyan Transit		
Address 1	P.O. Box 1773		
Address 2	706 Railroad St. SE		
City	Bemidji		
State	MN	Zip	56619
Recipient Manager Phone Number	2184449520	Ext	8
Fax Number	2184449521		
E-mail Address	pbtrans@paulbunyan.net		

Titles of the two persons authorized to execute contracts and amendments with the State of Minnesota (These must exactly match the titles of the Governing Body Resolution).

Title	Executive Director
Title	President

Titles of the two persons authorized to submit Requests for Funds to the State of Minnesota. If included in the Governing Body Resolution these titles must match.

Title	Executive Director
Title	Financial Manager

Owner of Transit System Assesses if other than the legal recipient.

Vehicles	
Comm Equip	
Other	

STS Certification

Cert Number	
Expire Date	

Comments

Revision History

Created By / Date:	pbtrans@paulbunyan.net 08/03/2010
Modified By / Date:	ehre1ken 08/30/2010
Version:	0
Submitted:	Yes
Approved:	Yes

Clipboard Font Paragraph Styles Editing

Times New Roman 12 A A

B I U abc x x' Aa ab A

AaBbCcI AaBbCcI B. AaBb

¶ Caption ¶ Heading 1 ¶ Heading 2

Find Replace Select

MN/DOT CONTRACT NUMBER, «CONTRACT\_NUMBER»

**2010 Public Transit Participation Program Grant Contract**  
**CFDA Number 20.509; FTA Grant #MN-18-X055**

This Grant Contract is made by and between the state of Minnesota, acting by and through its Commissioner of Transportation ("STATE") and «Legal\_Name\_Contract», a «Entity» ("RECIPIENT").

**BACKGROUND**

The purpose of this Grant Contract is to administer the Public Transit Participation Program under Minnesota Statutes Section 174.24 and Federal Transit Administration funds under Title 49 of the United States Code **Section 5311** for calendar year 2010.

**NOW therefore, it is agreed:**

**I. TERM OF GRANT CONTRACT**

This Grant Contract is effective upon execution by STATE and RECIPIENT officials for work performed under this Grant Contract during the period from January 1, 2010 through December 31, 2010.

**II. RESPONSIBILITIES OF RECIPIENT**

**A. Public Transit**

RECIPIENT will operate a public transit system in accordance with all applicable federal, state, and local laws, rules, and regulations, including:

1. Minnesota Statutes, Sections 174.21 to 174.24;
2. Minnesota Rules, Chapter 8835, *Public Transit*;



# Still Need Paper For:

Resolution of Governing  
Body (submitted with  
application)

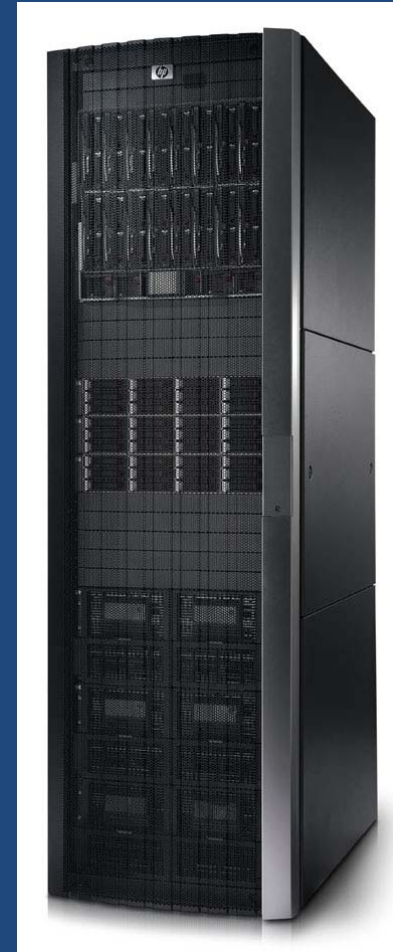


Signature on Federal  
Certifications and  
Assurances



Signature for contract  
execution if subrecipient  
does not have electronic  
method available

**E**lectronic  
**D**ata  
**M**anagement  
**S**ystem



# Reporting

- Approve monthly expenditures
- Trend analysis
- Performance measures
- Individual and aggregate

# Administrative Uses

Public Transit Application - Welcome - Windows Internet Explorer

https://dotapp7.dot.state.mn.us/transit/index.vm


File Edit View Favorites Tools Help

Public Transit Application

Version: 1.6.3  
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Logged in: (lenz1s) | [Logout](#)

Organization	TPM Budget Adjustment	Budget	Mn/DOT Budget	Contract	OT Reports	FTA Help
Transit System	Contact	Operating Statistics	Vehicle	Facility	Administration	Grant Tab

**Welcome to Mn/DOT's Grant application and Reporting system**



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Internet 100%

**iHUB**  
Office of Transit

Contact Us

Department Links

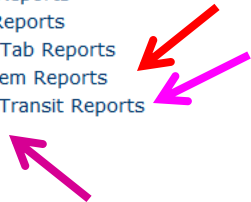
iHUB  
Mn/DOT Home  
Northstar

Search iHUB:  go

MINNESOTA HIGHWAY DEPARTMENT OF TRANSPORTATION

### Report Categories

- 5310 Reports
- Contract Reports
- Fiscal Reports
- Fleet Reports
- Grant Tab Reports
- Line Item Reports
- Public Transit Reports
- Tools



[Back](#)

[Log out of system](#)

Minnesota Government links: [Northstar](#) | [Governor's Office](#)  
[Search Internal Web Site](#) | [Mn/DOT External Web site](#)  
General questions: [info.dot@state.mn.us](mailto:info.dot@state.mn.us) | [Feedback / Suggestions](#)

### 2010 Line Item Detail Report

#### Operating Expenses

		01 January	02 February	03 March	04 April	05 May	06 June	07 July	08 August	Total	
Operating Expenses - [1600]	1000	1010 Admin, Mgmt.	\$2,636.74	\$4,874.30	\$4,768.30	\$7,347.78	\$4,758.26	\$5,061.52	\$4,823.62	\$5,523.89	\$39,794.41
		1020 Operators' Wa	\$11,372.83	\$20,651.21	\$21,249.55	\$31,593.48	\$21,282.54	\$19,699.81	\$20,925.61	\$19,727.65	\$166,502.68
		1030 Vehicle Mainte	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		1032 Vehicle Repair	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		1040 General Office	\$1,040.08	\$1,587.07	\$1,242.06	\$2,128.64	\$1,338.24	\$4,730.13	-\$1,764.04	\$1,446.97	\$11,749.15
		1050 Operations Sup	\$1,995.48	\$4,168.75	\$3,459.70	\$6,920.23	\$3,630.32	\$1,638.30	\$5,873.48	\$3,166.35	\$30,852.61
		1060 Fringe Benefits	\$2,525.23	\$6,565.51	\$8,415.80	\$10,500.65	\$5,854.55	\$6,605.54	\$5,420.87	\$20,100.49	\$65,988.64
		<b>Total</b>	<b>\$19,570.36</b>	<b>\$37,846.84</b>	<b>\$39,135.41</b>	<b>\$58,490.78</b>	<b>\$36,863.91</b>	<b>\$37,735.30</b>	<b>\$35,279.54</b>	<b>\$49,965.35</b>	<b>\$314,887.49</b>
	1100	1110 Management F	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		1120 Drug and Alcoh	\$0.00	\$189.50	\$113.00	\$196.50	\$101.50	\$235.50	\$163.50	\$40.00	\$1,039.50
1130 Advertising, Ma		\$0.00	\$1,767.10	\$406.40	\$80.00	\$100.00	\$821.60	\$7,894.10	\$343.34	\$11,412.54	
1140 Legal, Auditing		\$148.00	\$0.00	\$0.00	\$15,355.00	\$1,875.00	\$1,687.50	\$0.00	\$5,150.25	\$24,215.75	
1150 Staff Developm		\$0.00	\$98.16	\$38.11	\$119.74	\$144.37	\$837.46	\$182.41	\$0.00	\$1,420.25	
1160 Office Supplies		\$68.97	\$1,294.48	\$159.31	\$615.43	\$183.79	\$217.74	\$997.60	\$78.88	\$3,616.20	
1170 Leases/Rentals		\$94.00	\$0.00	\$0.00	\$0.00	\$734.00	\$0.00	\$1,625.00	\$2,250.00	\$4,703.00	
1180 Utilities		\$874.74	\$1,563.45	\$896.72	\$1,957.80	\$966.34	\$791.39	\$891.17	\$461.21	\$8,402.82	
1190 Other Direct Ad		\$0.00	\$1,134.00	\$64.00	\$793.50	\$104.00	\$261.50	\$636.00	\$643.45	\$3,636.45	
		<b>Total</b>	<b>\$1,185.71</b>	<b>\$6,046.69</b>	<b>\$1,677.54</b>	<b>\$19,117.97</b>	<b>\$4,209.00</b>	<b>\$4,852.69</b>	<b>\$12,389.78</b>	<b>\$8,967.13</b>	<b>\$58,446.51</b>
1200	1210 Fuel (Net)	\$0.00	\$7,867.22	\$7,973.47	\$8,023.16	\$8,399.80	\$6,385.75	\$5,879.10	\$8,343.21	\$52,871.71	
	1220 Maintenance P	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	1222 Repair Parts &	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	1230 Contract Maint	\$65.00	\$225.12	\$115.20	\$80.32	\$170.16	\$20.08	\$225.12	\$135.16	\$1,036.16	
	1232 Contract Maint	\$27.52	\$211.91	\$219.49	\$266.49	\$196.20	\$58.84	\$187.08	\$330.04	\$1,497.57	
	1234 Contract Repair	\$630.00	\$977.50	\$1,038.92	\$596.00	\$2,076.25	\$1,031.55	\$585.00	\$1,709.14	\$8,644.36	
	1236 Contract Repair	\$163.40	\$1,321.85	\$1,176.22	\$461.52	\$2,469.13	\$1,155.65	\$1,357.83	\$1,929.06	\$10,034.66	
	1240 Tires	\$0.00	\$56.50	\$35.00	\$20.00	\$0.00	\$20.00	\$159.00	\$14,148.77	\$14,439.27	

### Public Transit CY 2010 Service Analysis Report

	Expenses	Revenue	Passengers	Hours	Miles	Exp/ Pass Ratio	Rev/ Pass Ratio	Pass/ Hour Ratio	Pass/ Mile Ratio	Exp/ Mile Ratio	Exp/ Hour Ratio	Rev/ Exp Percent
<b>Paul Bunyan Transit</b>			<b>Cont# 95793</b>	<b>Cont Year 2010</b>								
<b>Paul Bunyan Transit</b>												
January	\$46,400.81	\$5,447.85	7,948	1,406.00	20,764	5.84	0.69	5.65	0.38	2.23	33.00	11.74 %
February	\$55,983.90	\$15,793.48	7,993	1,439.00	21,196	7.00	1.98	5.55	0.38	2.64	38.90	28.21 %
March	\$52,603.25	\$15,326.43	8,936	1,654.75	24,461	5.89	1.72	5.40	0.37	2.15	31.79	29.14 %
April	\$88,143.19	\$18,572.52	8,104	1,597.00	22,779	10.88	2.29	5.07	0.36	3.87	55.19	21.07 %
May	\$59,224.00	\$18,230.50	7,053	1,287.00	18,651	8.40	2.58	5.48	0.38	3.18	46.02	30.78 %
June	\$53,303.58	\$18,148.87	7,829	1,359.75	22,165	6.81	2.32	5.76	0.35	2.40	39.20	34.05 %
July	\$57,940.35	\$16,821.92	7,772	1,314.00	22,008	7.46	2.16	5.91	0.35	2.63	44.09	29.03 %
August	\$111,060.27	\$17,089.47	8,247	1,459.75	23,336	13.47	2.07	5.65	0.35	4.76	76.08	15.39 %
September												%
October												%
November												%
December												%
Totals YTD:	<b>\$524,659.35</b>	<b>\$125,431.04</b>	<b>63,882</b>	<b>11,517.25</b>	<b>175,360</b>	<b>8.21</b>	<b>1.96</b>	<b>5.55</b>	<b>0.36</b>	<b>2.99</b>	<b>45.55</b>	<b>23.91 %</b>
Projected:	<b>\$786,989.03</b>	<b>\$188,146.56</b>	<b>95,823</b>	<b>17,275.88</b>	<b>263,040</b>	<b>8.21</b>	<b>1.96</b>	<b>5.55</b>	<b>0.36</b>	<b>2.99</b>	<b>45.55</b>	<b>23.91 %</b>

2010 Monthly Report Status - Operating Statistics

		January	February	March	April	May	June	July	August	September
ABC Works	<i>ABC Works 5310</i>	1/22/09								
AMCAT Joint Powers Board	<i>Austin-Mower County Area</i>	2/10/10 Approved	3/12/10 Approved	4/15/10 Approved	5/14/10 Approved	6/11/10 Approved	7/13/10 Approved	8/18/10 Approved	9/16/10	
Arrowhead Economic Opportunity Agency, Inc. (AEOA)	<i>Arrowhead JARC M/M</i>	3/1/10 Approved	3/31/10 Approved	4/27/10 Approved	5/24/10 Approved	6/29/10 Approved	7/27/10 Approved	8/26/10 Approved	9/27/10 Approved	
	<i>Arrowhead JARC OP</i>	3/1/10 Approved	3/31/10 Approved	4/27/10 Approved	5/24/10 Approved	6/29/10 Approved	7/27/10 Approved	8/26/10 Approved	9/27/10 Approved	
	<i>Arrowhead Transit</i>	3/1/10 Approved	3/24/10 Approved	4/27/10 Approved	5/24/10 Approved	6/29/10 Approved	7/28/10 Approved	8/26/10 Approved	9/27/10 Approved	
Becker County Transit	<i>Becker County Transit</i>	4/2/10 Approved	4/2/10 Approved	4/21/10 Approved	5/12/10 Approved	6/22/10 Approved	7/14/10 Approved	8/5/10 Approved	9/16/10 Approved	10/7/10
Brown County Family Services	<i>Brown County Heartland</i>	2/26/10 Approved	3/15/10 Approved	4/27/10 Approved	5/24/10 Approved	6/28/10 Approved	7/19/10 Approved	8/19/10 Approved	9/20/10	
Cedar Valley Services, Inc.	<i>Albert Lea Transit</i>	2/25/10 Approved	3/16/10 Approved	4/16/10 Approved	5/26/10 Approved	6/14/10 Approved	7/21/10 Approved	8/26/10 Approved	9/14/10	10/11/10
City of Benson	<i>Benson Heartland</i>	3/2/10 Approved	3/24/10 Approved	4/15/10 Approved	5/18/10 Approved	6/21/10 Approved	7/19/10 Approved	8/18/10 Approved	9/20/10 Approved	
City of Brainerd	<i>Brainerd/Crow Wing County</i>	2/19/10 Approved	3/18/10 Approved	4/12/10 Approved	5/21/10 Approved	6/22/10 Approved	7/27/10 Approved	8/18/10 Approved	9/23/10 Approved	
City of Dawson	<i>Dawson Heartland</i>	2/23/10 Approved	3/22/10 Approved	5/3/10 Approved	5/20/10 Approved	6/22/10 Approved	7/28/10 Approved	8/19/10 Approved	9/13/10 Approved	
City of East Grand Forks	<i>East Grand Forks (RR)</i>	3/4/10 Approved	4/9/10 Approved	4/29/10 Approved	6/4/10 Approved	7/2/10 Approved	8/4/10 Approved	8/16/10 Approved		
	<i>East Grand Forks DAR</i>	3/4/10 Approved	4/9/10 Approved	4/29/10 Approved	6/4/10 Approved	7/2/10 Approved	7/16/10 Approved	8/16/10 Approved	10/5/10	



# Remitting



**2010 Request For Funds**  
OFFICE OF TRANSIT  
PUBLIC TRANSIT ASSISTANCE PROGRAM

GRANT RECIPIENT COMPLETE THE FOLLOWING

Legal Name:	Contract Number:
Address:	For the Month of:
Recipient Phone:	E-mail Address:

TYPE OF REQUEST: Please choose either operating or capital.

If both expenses are needed to report, complete one form for operating and a separate one for capital, marketing or other.

OPERATING	CAPITAL, MARKETING OR OTHER ELIGIBLE EXPENSE	RESERVE ACCOUNT STATUS
<input type="checkbox"/> Partial <input type="checkbox"/> Final	<input type="checkbox"/> Partial <input type="checkbox"/> Final	
Expenses:	Expenses:	Beginning Balance: \$
Revenues:	Local Share:	Changes +/- \$
Balance (Deficit):	State Share:	Ending Balance: \$
	Federal Share:	

Incident Reporting: To be completed by 5311 Transit Systems Only:

Date	Number	Major Incident	Injuries	Fatalities	Non-Major Incident

(Signature of Authorized Recipient Individual) \_\_\_\_\_ (Date) \_\_\_\_\_ DBE Report Complete

FOR DEPARTMENT USE ONLY		P-1 Coding Block Accounting Component		
1. Date of Record		2. Accounting Period		3. Budget FY
4. New		5. Mod		
6. Vendor Code		7. Document Total		
8. Name				
9. Line #				
10. Fund		15. Object/Sub		18. Amount
179				
11. Agency				
12. Org/Sub		16. Rept. Category		19. Partial/Final
13. Appropriation		17. Job Number		20. Occur Date
14. Activity		21. Prompt Payment		
60M				
This request is approved in the amount of:		I hereby certify that the goods or materials covered by this claim have been inspected and received or the services have been performed and are in accordance with specifications and are in proper form, kind, amount and quality, and payment therefore is hereby recommended.		
		Reference PO #		
		Document ID#		
		Department Authorized Signature		

(Signature of Project Manager for Payment) \_\_\_\_\_ (Date) \_\_\_\_\_

Funds transferred to subrecipient by EFT

Requires wet signature until further notice



# Please call us with questions:

- Sarah Brodt Lenz
  - ◆ Greater Minnesota Public Transit Coordinator
  - ◆ 651-366-4177 or [sb.lenz@state.mn.us](mailto:sb.lenz@state.mn.us)
- Chuck Morris
  - ◆ Transit IT Coordinator
  - ◆ 651-366-4178 or [charles.a.morris@state.mn.us](mailto:charles.a.morris@state.mn.us)

*Your Destination... Our Priority*

