

8835.0260 MANAGEMENT PLAN.

Subpart 1. **Submission in application.** An applicant shall submit a management plan as part of its application for financial assistance.

Subp. 2. **Contents.** The management plan must include the following information:

A. a service plan that describes the levels of service to be provided during the contract period, including a discussion of service area and general population, type or types of service, vehicle descriptions, days and hours of service, service schedules, contract services, and route maps;

B. a description of unmet service needs;

C. a financial plan, including:

(1) a general narrative that supports and explains the budget;

(2) a detailed narrative for each line item in the budget, including increases;

(3) actual statistics on operating expenses and operating revenues for the most recent calendar years;

(4) anticipated statistics on operating expenses and operating revenues for the new contract period;

(5) actual statistics on miles and hours of service and passenger trips for the most recent calendar year; and

(6) anticipated statistics on miles and hours of service and passenger trips for the new contract period;

D. a coordination and marketing plan, including costs and benefits of major elements;

E. a capital plan that describes the major capital assets of the transit system with an outline of how they will be maintained, improved, or replaced;

F. a description of revenue-producing contracts relating to the transit services provided by or for the applicant;

G. a description of expense contracts for services and goods procured by the transit system;

H. a description of the participating public transit system's vehicle maintenance program for the period of financial assistance;

I. a description of the organizational structure established to direct, control, review, and implement the management plan;

J. a description of measurable goals and objectives for the transit system, illustrating the benefits expected to be realized by the investment of state financial assistance;

K. a description of the fare structure of the public transit system;

L. a listing of transit and paratransit systems and their union affiliations currently operating in the applicant's area, and a description of existing or potential coordination with these systems;

M. a description of the transit system's safety and training policies, including its driver selection process;

N. a description of the proposed insurance carrier and the limits of coverage;

O. a description of the internal controls policy for the collection and deposit of fares;

P. a copy of the transit system's most recent drug and alcohol policy as approved by the local recipient's governing body;

Q. all third party contracts relating to transit operations; and

R. a copy of the governing body's third-party contract procurement policy.

Subp. 3. **Incorporation into contract.** The department shall incorporate an approved management plan into the financial assistance contract between the department and the recipient, as provided in part 8835.0330. The department shall approve a management plan after it determines the financial assistance according to part 8835.0270.

Statutory Authority: *MS s 174.23; 174.24; 174.25*

History: *8 SR 2113; 25 SR 61*

Published Electronically: *October 2, 2007*