



## *Community Development Department*

**DATE:** March 10, 2020

**FROM:** Ben Ehreth, Community Development Director

**ITEM:** Review of FY2020 5307 Transit Operations Grant Application

### **REQUEST**

Bis-Man Transit requests that the Bismarck Board of City Commissioners consider the attached grant application for approval.

Please place this item on the March 24, 2020 City Commission meeting agenda.

### **BACKGROUND INFORMATION**

The 2020 Transit Operations Grant is funded under the Federal Transit Administration's 5307 program. The purpose of this grant is to secure funding for Bis-Man Transit's yearly operating expenses and capital procurement needs. The total grant request is for \$1,919,712.25. The Federal award is \$1,330,565 and the local match is \$589,156.25, which will be supplied by Bis-Man Transit.

The grant has successfully passed the City's grant application review process.

### **RECOMMENDED CITY COMMISSION ACTION**

Consider approval of the attached grant application. Following Commission approval, the grant will be pursued by the Bismarck-Mandan MPO on behalf of Bis-Man Transit.

### **STAFF CONTACT INFORMATION**

Rachel Drewlow, MPO Transportation Planner, 355-1852 or [rdrewlow@bismarcknd.gov](mailto:rdrewlow@bismarcknd.gov)

# GRANT REVIEW

**DEPARTMENT**

Attach supporting documentation

APPLICATION

AWARD

3<sup>RD</sup> PARTY AGREEMENT

Granting Agency: \_\_\_\_\_ Federal Transit Administration \_\_\_\_\_

Description and Purpose of Grant: \_\_\_ Section 5307 grant for Bis-Man Transit Operations, Preventive Maintenance, Security Enhancements and Capital Cost of Contracting \_\_\_\_\_

Grant Amount: \_\_\_\_\_ \$1,330,565 \_\_\_\_\_ Grant Match: \_\_\_\_\_ \$589,156.25 \_\_\_\_\_

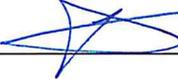
Grant Period: \_\_\_ December 2018 – August 2019 \_\_\_ FTE Requirements (new or existing): \_\_\_ N/A \_\_\_\_\_

Funding Source: \_\_\_\_\_ 49 USC 5307 Section 5307-2A CFDA 20507 \_\_\_\_\_

Requirements & Ongoing Cost of Phase-Out: \_\_\_\_\_ N/A \_\_\_\_\_

Project Code: (Prepared by Fiscal after award received) \_\_\_\_\_

Comments: A full allocation is available for award. Currently, the Federal share is divided into Operations (\$342,020), Preventive Maintenance (\$15,239), Security Enhancements (\$13,306) and Capital Cost of Contracting (\$960,000). The local share is divided into Operations (\$342,020), Preventive Maintenance (\$3,809.75), Security Enhancements (\$3,326.50) and Capital Cost of Contracting (\$240,000). Grand award will primarily pay for expenses incurred December 2018 to August 2019. Though, Security may not be spent until 2021. \_\_\_

Department Signature: \_\_\_\_\_  \_\_\_\_\_ Date: 2/27/2020

Return Completed Review to: Rachel Drewlow, MPO

Risk Assessment attached + Cheri Giesen  
**GRANTS COORDINATOR**

Comments: Bis-Man Transit will be a subrecipient of federal funds from the City. They are considered high risk and will be monitored appropriately.

Grants Coordinator Signature: Cheri Giesen Date: 3/3/2020

Forward as a Contract Review

**CITY ATTORNEY**

Comments: Need to correct federal rpt to Kelly Armstrong but otherwise OK

City Attorney Signature: Jannelle Cook Date: 3/5/2020

**FINANCE**

Comments: OK - need to address high risk determination in future.

Director of Finance Signature:  Date: 03/05/20

**ADMINISTRATION**

City Administrator Signature: Jerry Hines Date: 3-5-20

Route Completed Grant Contract to Mayor for Signature. (2015 Revised)



**Subrecipient Risk Assessment**  
City of Bismarck, North Dakota

**SUMMARY OF RISK ASSESSMENT CATEGORIES**

Subrecipient Name: BisMan Transit - 537 Operating Grant \$1.3 million

Assessment Completed by: Cheri Giesen Date: \_\_\_\_\_

Category	High	Medium	Low
GENERAL ASSESSMENT:	✓		
LEGAL ASSESSMENT:		✓	
MONITORING/AUDIT:		✓	
FINANCIAL SYSTEM:			✓
OVERALL FISCAL:			✓
FINANCIAL STABILITY:	✓		

**THE CUMULATIVE RISK LEVEL DETERMINES THE LEVEL OF REVIEW:**

- High Risk** – Detailed compliance review and site visit
- Moderate Risk** – Detailed compliance review, site visit discretionary based on prior compliance reviews.
- Low Risk** – Compliance review optional with written justification.

ASSESSED RISK (HIGH, MEDIUM OR LOW): High Risk

**ACTION PLAN BASED ON RISK:**

Each reimbursement request will be thoroughly reviewed for allowable expenditures and categorized appropriately. MPO attends the monthly board meeting and will keep informed of the financial stability of BisMan Transit.