



Community Development Department

DATE: January 9, 2024

FROM: Ben Ehreth, Community Development Director

ITEM: MPO TrAMS and User Manager Privileges Request

REQUEST: The Bismarck-Mandan Metropolitan Planning Organization requests consideration and approval of the following items:

1. Updated Resolution for Granting Signature Authority for Federal Transit Administration (FTA) electronic transit grant making process for the City of Bismarck;
2. Updated Designation of Signature Authority for the Transit Asset Management System (TrAMS), and
3. Approval of Rachel Lukaszewski, MPO Principal Transportation Planner/Executive D and Paulette Jacobsen, MPO Transportation Planner, as TrAMS User Managers.

BACKGROUND INFORMATION:

The Federal Transit Administration uses an electronic platform (TrAMS) for grant management and financial management purposes related to grant award distribution. Only individuals with the appropriate authorization are able to access the necessary modules within TrAMS to perform the necessary actions to administer the grant management process. Currently, Rachel Lukaszewski's account is being updated for a name change. Paulette Jacobsen is a new MPO staff member whose primary duties will involve performing these actions on behalf of the City of Bismarck for FTA grants awarded to the City for Bis-Man Transit.

The Bismarck Board of City Commissioners approved these requests in September; however, FTA has since requested the documentation be updated. These updated documents will grant Rachel Lukaszewski and Paulette Jacobsen authority to use a PIN (Personal Identification Number) for the FTA's grant management system (TrAMS) and will allow them to perform functions on behalf of Mayor Michael Schmitz for grant management purposes. The documents are required by FTA and will be provided to FTA upon approval by the Bismarck Board of City Commissioners.

Attached are updated documents including the Resolution for Granting Signature Authority, the Designation of Signature Authority, and the forms that assign User Manager authority to Rachel Lukaszewski and Paulette Jacobsen.

RECOMMENDED CITY COMMISSION ACTION:

Staff recommends approval of the updated Resolution for Granting Signature Authority, Designation of Signature Authority, and the assignment for designating Rachel Lukaszewski and Paulette Jacobsen as User Managers in TrAMS.

STAFF CONTACT INFORMATION:

Ben Ehreth, Community Development Director, 701-355-1372, behreth@bismarcknd.gov

ATTACHMENTS:

1. CD - MPO TrAMS and User Manager Privileges Request

AUTHORIZING RESOLUTION FOR THE FILING OF APPLICATIONS WITH THE FEDERAL TRANSIT ADMINISTRATION

Resolution authorizing the filing of applications with the Federal Transit Administration, an operating administration of the United States Department of Transportation, for federal transportation assistance authorized by 49 U.S.C. Chapter 53; title 23, United States Code, or other federal statutes administered by the Federal Transit Administration.

WHEREAS, the Federal Transit Administrator has been delegated authority to award federal financial assistance for a transportation project;

WHEREAS, the grant or cooperative agreement for federal financial assistance will impose certain obligations upon the applicant, and may require the applicant to provide the local share of the project cost;

WHEREAS, the applicant has or will provide all annual certifications and assurances to the Federal Transit Administration required for the project;

NOW, THEREFORE, BE IT RESOLVED BY the Bismarck Board of City Commissioners

1. That Michael T. Schmitz, Mayor of Bismarck, or his designee Paulette Jacobsen, Transportation Planner, is authorized to execute and file an application for federal assistance on behalf of City of Bismarck with the Federal Transit Administration for federal assistance authorized by 49 U.S.C. Chapter 53, title 23, United States Code, or other federal statutes authorizing a project administered by the Federal Transit Administration.
2. City of Bismarck is the designated recipient, as defined by 49 U.S.C. 5307(a)(2), of Urbanized Area Formula Program assistance authorized by 49 U.S.C. 5307, either alone or in addition to other federal assistance administered by the Federal Transit Administration.
3. That Michael T. Schmitz, Mayor of Bismarck, or his designee, Paulette Jacobsen, Transportation Planner, is authorized to execute and file with its applications the annual certifications and assurances and other documents the Federal Transportation Administration requires before awarding a federal assistance grant or cooperative agreement.
4. That Michael T. Schmitz, Mayor of Bismarck, or his designee, Paulette Jacobsen, Transportation Planner, is authorized to execute grant and cooperative agreements with the Federal Transit Administration on behalf of City of Bismarck.

CERTIFICATION

The undersigned duly qualified President, Bismarck Board of City Commissioners, acting on behalf of the City of Bismarck, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Bismarck Board of City Commissioners held on January 9, 2024.

City of Bismarck

Michael T. Schmitz
President
Board of City Commissioners

Attest: _____
Jason Tomanek
Assistant City Administrator
City of Bismarck

AUTHORIZING RESOLUTION FOR THE FILING OF APPLICATIONS WITH THE FEDERAL TRANSIT ADMINISTRATION

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NOW, THEREFORE, BE IT RESOLVED BY the Bismarck Board of City Commissioners

1. That Michael T. Schmitz, Mayor of Bismarck, or his designee Rachel Lukaszewski, Principal Transportation Planner, is authorized to execute and file an application for federal assistance on behalf of City of Bismarck with the Federal Transit Administration for federal assistance authorized by 49 U.S.C. Chapter 53, title 23, United States Code, or other federal statutes authorizing a project administered by the Federal Transit Administration.
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3. That Michael T. Schmitz, Mayor of Bismarck, or his designee, Rachel Lukaszewski, Principal Transportation Planner, is authorized to execute and file with its applications the annual certifications and assurances and other documents the Federal Transportation Administration requires before awarding a federal assistance grant or cooperative agreement.
4. That Michael T. Schmitz, Mayor of Bismarck, or his designee, Rachel Lukaszewski, Principal Transportation Planner, is authorized to execute grant and cooperative agreements with the Federal Transit Administration on behalf of City of Bismarck.

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City of Bismarck

Michael T. Schmitz
President
Board of City Commissioners

Attest: _____
Jason Tomanek
Assistant City Administrator
City of Bismarck



DESIGNATION OF SIGNATURE AUTHORITY
for the
TRANSIT AWARD MANAGEMENT SYSTEM
(TrAMS)

The City of Bismarck hereby authorizes;

Transportation/Transit Planner Paulette Jacobsen to be assigned and use of a Personal Identification Number (PIN) for the following TrAMS functions:

Execution of Annual Certification and Assurances issued by the Federal Transit Administration (FTA) and/or execute FTA grant applications as **Official**;

Transportation/Transit Planner Paulette Jacobsen to be assigned and use of a Personal Identification Number (PIN) for the following TrAMS functions:

Submit FTA grant application as **Submitter**,

Transportation/Transit Planner Paulette Jacobsen to be assigned and use of a Personal Identification Number (PIN) for the following TrAMS functions:

Execution of Annual Certification and Assurances issued by the FTA as **Attorney**;

on behalf of the officials below, for the FTA's TrAMS.

This Designation of Signature Authority serves only to authorize the above-referenced person to take actions in TrAMS; original Certifications and Assurances and original FTA grant agreements must be executed by the Recipient's Designated Official, identified in its Authorizing Resolution, and its legal counsel, unless otherwise delegated in accordance with the Recipient's internal procedures.

Michael T. Schmitz
President, Bismarck Board of City Commissioners

Janelle Combs
City Attorney, City of Bismarck





Designation of Authority for FTA Systems User Manager

January 9, 2024

Dear Federal Transit Administration/NTD

FTA Recipient Organization:	City of Bismarck
Agency Acronym:	COB
TRAMS Recipient ID:	1155
NTD ID:	n/a

Has identified the following individual(s) to serve as User Managers

	<u>User Manager 1</u>	<u>User Manager 2</u> <i>(If applicable)</i>
Full Name:	Ms. Paulette Jacobsen	Ms. Rachel Lukaszewski
Title:	Transportation/Transit Planner	Principal Transportation Planner
Email Address:	pjacobsen@bismarcknd.gov	rlukaszewski@bismarcknd.gov
Phone:	701-355-1473	701-355-1852
Applicable FTA Systems	TrAMS: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	TrAMS: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	NTD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	NTD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Authority is granted to create, modify, and deactivate accounts for employees of City of Bismarck to the individual(s) listed above.

Sincerely,

Signature

Michael T. Schmitz
President, Bismarck Board of City Commissioners

