



# Bis-Man Transit Board Meeting

November 16, 2023, 11:30 AM

<https://us02web.zoom.us/j/83471633238>

Call in: +1 312 626 6799; Meeting ID: 834 7163 3238

## Welcome & Introductions

## Approval of Agenda

## Consent Agenda

1. Previous Month's Minutes
  - a. Attachment A – 2023/10/26 Regular Meeting
  - b. Attachment B – 2023/11/13 CTIC Meeting
  - c. Attachment C – 2023/11/13 Finance Committee Meeting
2. Financial Report
  - a. Attachment D
3. Ride Stats
  - a. Attachment E

## Public Comment

## New Business

1. Ticket/Pass Refund Policy
  - a. Attachment F
2. 5310 Grant Application Approval
  - a. Attachment G
3. 5339 Grant Application Approval
  - a. Attachment H
4. Stuff the Bus
5. 2024 Budget Approval
  - a. Attachment I

## Executive Director Report

1. No Show & Rider Drop-off Update
2. Red Route Revision Update
3. Ridership Update

## Operations Report

## Other Business

## Adjourn

- The next Board Meeting will be held on December 21, 2023, at 11:30 am. •



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Bismarck, ND 58501



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**A**

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## **Bis-Man Transit Board Meeting**

October 26, 2023, 11:30 AM

Via Zoom & In-person at  
3750 E Rosser Ave Bismarck, ND 58501

**Attending:**

**Lynn Wolf, President**

**DeNae Kautzmann, Secretary/Treasurer**

**Lacey Long, Vice President**

**Helen Baumgartner**

**Karel Sovak**

**Glenn Lauinger**

**Royce Schultze**

**Andrew Stromme**

**Commissioner Rohr**

**Not Attending:**

**Commissioner Connelly**

**Staff:**

**Deidre Hughes**

**Taylor Kitzan**

**Mike Mundahl**

**Craig Thomas**

**Danae Thiery**

**Tom Reisenauer**

**Guests:**

**Rachel Lukazewski**

**Paulette Jacobsen**

**Susan Dingle**

**Meeting was called to order at 11:30 A.M.**

**Approval of Agenda:** Lynn moved the Unfinished Business item “Transit Development Plan Final Presentation” to Other Business. Karel moved to approve the Agenda with the change. Steve seconded the motion. Motion carried unanimously.

**Consent Agenda:** Karel moved to approve the Consent Agenda. Lacey seconded the motion. Motion carried unanimously.

**Public Comment:** N/A

**Unfinished Business**

1. Funding Update: Deidre discussed that the funding request to City of Mandan for the year 1 request was approved at the City Commission meeting. The City Commission was supportive and Deidre was pleased with how the meeting went. Deidre asked if a Future Funding Committee was of interest to get started by the Board. Lynn asked the Board if there were any Board Members that would be willing to serve on that Committee. Andrew answered that he would be interested. Deidre explained that she will ask CTIC members and other advocates that were involved in the funding request discussions to serve as well. Karel answered that he would be able to serve on the Committee as he is able.

**New Business**

1. Procurement Policy Update: Deidre explained that there were no major changes to the Procurement Policy. The only change made was the addition of forms that were recommended by members attending the DTA conference. Karel moved to approve the Procurement Policy as presented. Andrew seconded the motion. Motion carried unanimously. Karel commended Deidre on her work put into the Procurement Policy, as it is very detailed.

**Executive Director Report**

1. Fall Projects: Deidre explained that the following:
  - NDDOT released 5310 and 5339 grants and need to be submitted by the end of November. The grant applications will be presented for approval at the November Board Meeting.
  - 2024 Budget and will work with the Finance Committee to have it presented at the November Board Meeting as well.
  - Part of On-Time Performance issue is because there are riders that drivers are waiting at least 17 minutes for staff to be present for drop offs. No shows are also high. Danae will help to work through these issues.
  - The new AVL software, Passio, is now live. There was good media coverage of the new software to the public.
  - Mike has presented to the Men of Faith Group as well as at Touchmark.



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- U-Mary Ride Day - Decorated the CAT bus on green route and made a trip planner for students to ride to Walmart and back to campus. This was very successful.
  - National Express is still working in the CDL repayment plan. Legal is still working on logistics of the plan.
2. Ridership Update: Deidre stated that we are already over 9,000 trips so far for the month of October. Reporting from Passio is more accurate and can be trusted. U-Mary pickups are at 383 trips so far this month and that's a record.

**Operations Report:** Danae discussed that since the last Board meeting, 3 driver trainees have completed training. A new training class starts on November 6th with one trainee so far, and 5 upcoming interviews. Danae explained that per policy, rides must be cancelled at least 30 minutes prior to the scheduled pickup time, otherwise the ride will be considered a late cancellation no-show. Late cancellations cause rerouting and scheduling changes. Without proper notice, a bus could be in route to the pick-up destination and must be redirected, which in turn takes time away from picking up the other rides on-time. No-shows at pick-ups are different than late cancellation no-shows because we have to wait at least 5 minutes at the pick-up location before we can consider it a no-show per federal law. This also takes time away from picking up other rides on time and it takes up bus capacity that could have been given to someone else. Another on-going issue is waiting for staff at drop-off destinations for riders that can't be left alone. These are mostly day-program riders, and we have waited up to 25 minutes for staff to show up at drop-off destinations. Danae calculated that in Q3 of this year, drivers have spent roughly 63 hours waiting at locations either for no-shows or riders' staff. Bis-Man has a policy in place to suspend riders for certain periods of time depending on the number of no-show violations, but that doesn't seem to deter riders from continuing to do so. Danae hopes by bringing this concern to the public, riders understand why these policies and procedures are in place and the impact they have on the system as a whole. Danae mentioned that winter weather may cause detours and delays, so Operations asks for patience and understanding during this time.

Royce asked what the 63 hours' time period was. Danae answered Quarter 3, which is July, August, and September 2023. Lynn asked Danae to explain what "waiting for staff members" means. Danae answered that some agencies are responsible for riders at day programs and job coaching, and an example of that would be HIT staff. The other agencies would be in-home care that help riders at their residence.

### Other Business

1. Transit Development Plan Final Presentation (*Bill Troe, SRF Consulting*): Bill Troe presented on the Final TDP which included the following:
  - Short-term and long-term funding options
  - Service Changes/Reductions if that funding is not obtained
  - The option of becoming a Transit Authority in the future



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Susan Dingle asked Bill to clarify if putting Transit under the City of Bismarck or creating a Transit Authority would be more expensive than how the service is running currently. Bill answered yes, but decision making would become more streamlined.

Glenn commented that it was one of the best plans he has seen completed in all his years of serving on the Board and complimented Bill on the excellent work he did on the plan.

Lacey moved to adjourn the meeting. Karel seconded the motion. Motion carried unanimously.

**Meeting adjourned at 12:37 P.M.**



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## Community Transportation Input Committee Meeting Minutes

November 13, 2023, 2:00 PM

Attending:

Glenn Lauinger

Andrew Stromme

Helen Baumgartner

Susan Dingle

Randee Sailer

Jeannie Pedersen

Not Attending:

Trevor Vannett

Staff:

Deidre Hughes

Taylor Kitzan

Mike Mundahl

Meeting was called to order at 2:00 P.M.

## Regular Agenda

1. **Ticket/Pass Refund Policy:** Deidre said previously Bis-Man Transit has not had an established ticket refund policy. With more diminishing balance accounts set up now, more people are inquiring about refunds. The policy that will be presented to the Board states there are no refunds on CAT tickets, and clarifies that if there is damage to a CAT pass, it is at the administrative team's discretion on whether it will be replaced. With paratransit tickets and diminishing balances, the policy states that refunds will be offered in the event of death or relocation of the rider.
2. **5310/5339 Grant Application:** Deidre said within the 5310 grant application, Bis-Man Transit is requesting funding for four replacement cutaways, and 50% operating funds for non-ADA services. Within the 5339 grant application, Bis-Man Transit is requesting funds to update some things around the facility. Projects include concrete curbing repairs, replacing exterior signs, and painting the facility.
3. **Stuff the Bus:** Bis-Man Transit has been holding "Stuff the Bus" events since 2018. This year, Deidre proposes collecting for the Abused Adult Resource Center. Deidre has been in touch with their Executive Director, who has sent a list of needed items. The proposed dates will be the week of December 11<sup>th</sup> – 15<sup>th</sup>. If approved, it will be promoted through various channels.
4. **No Show and Rider Drop-off Update:** Deidre provided an update on an issue with rider drop-offs. There are some riders that require a care attendant or staff member be present when they are dropped off. There are situations where the care attendant or staff member is not there to accept the rider, and the driver must wait for 20-30 minutes for someone to accept the passenger. Deidre had reached out to the FTA for recommendations. One recommendation provided by the FTA, was to require an emergency contact within a couple miles of the drop-off location that could be contacted to accept the passenger. Deidre said there is no change to the no-show policy, which is a standard policy. Andrew asked if it would go into effect immediately and apply to all paratransit riders. Deidre said it would apply to individuals that require staff, and is working with other agencies in the state to see if there are similar policies in place. Glenn asked about charging the service providers in those situations to recover the money Bis-Man Transit is losing by waiting for staff. Deidre will reach out to the FTA to see if that is something that could be possible.
5. **Red Route Revision:** Red route currently runs from 43<sup>rd</sup> Avenue up to Lasalle Dr. on Ottawa St. There is no safe place for people to walk in the area of Lasalle Drive and



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Highway 83, and there are no pick ups or drop offs there. Red route is also the tightest route for time, and is usually running right up to the hour, or behind, causing delays for other routes. Deidre will propose changing Red route to bypass Ottawa and Lasalle Dr, and to instead stay on 43<sup>rd</sup> Avenue to Highway 83, and then taking Highway 83 to Skyline Boulevard. The other proposed change is to have Red route travel Northbound on Centennial Road from Century Aveue, and Southbound on Yorktown from Saratoga Avenue to Century Avenue. Riders would be given at least a one-week notice of the changes. Helen suggested also looking at Purple route, and questioned why Purple route goes to Fort Lincoln school each way. Deidre will talk to Craig about it to see if any changes should be made to the Purple route also.

Meeting adjourned at 2:24 P.M.



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# Bis-Man Transit Finance Committee Meeting Minutes

November 13, 2023, 10:30 AM  
Via Zoom

**Attending:**

DeNae Kautzmann, Chair      Lynn Wolf  
Glenn Lauinger

**Staff:**

Deidre Hughes      Taylor Kitzan

Meeting called to order at 10:28 A.M.

The refund of ticket policy and form was reviewed. DeNae had pointed out inconsistent language and the use of antiquated terms prior to the meeting. Deidre presented an updated version. It was suggested that since refunds are only made for paratransit when person relocates or dies that a check box is used for the reason the request is made. Information regarding where the ticket was purchased was deleted as the person requesting the deceased may not know. However, if it's helpful to staff it should remain on the form to be used when a rider is relocating. The committee recommends the policy and form be approved by the Board as discussed.

Contract with the State Developmental Disabilities Council was discussed. There are areas of concern including insurance, indemnity, use of training materials developed, reference to Israel, and number of trainings required. Lynn wondered if the language regarding not boycotting Israel is due to legislative requirements and commented that it has nothing to do with the service being provided. Deidre will work with DeNae and the Executive Director of the DD Council.

The 2024 budget was reviewed. Glenn posed questions prior to the meeting and budget changes reflect discussion with Deidre. With regard to revenue; paratransit rides have decreased since 2022, and due to that fact 2023 numbers were used for farebox revenue, the City of Bismarck contribution of \$230,335 was included in the budget as it was approved but not the City of Mandan's 2024 contribution as it hasn't been formally approved, and West River rent was short by \$400 and it was corrected. Expenses showed a decrease in garbage pickup, which is due to a new vendor who charges less. Shop equipment was listed under insurance, and that's been corrected; paratransit rides are estimated, and paratransit hours were increased by 5% due to a low number this year because of staff shortage, salaries were left blank.

DeNae informed Deidre that the Administrative Committee contacted Finance regarding her increase. Their recommendation was for a 5% increase, which Finance agreed with on Oct. 28th. Deidre will complete the salary section. She has authority regarding staff increases anywhere from 3-5%. Finance Committee recommends the Board accept the budget. It was noted by Glenn that the deficit is \$600,000 approximately which is much lower than the \$1.5 million we had anticipated.

Meeting adjourned at 10:58 A.M.



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# October 2023

## MONTHLY REPORT

|  | Month      | YTD            | PY Month | PY YTD       | % INC/DEC<br>OVR PYM | % INC/DEC<br>OVR PYTD          |        |
|--|------------|----------------|----------|--------------|----------------------|--------------------------------|--------|
| <b>RIDERSHIP</b>                               |            |                |          |              |                      |                                |        |
| FIXED ROUTE                                    | 10,756     | 83,225         | 7,822    | 62,312       | 37.51%               | 33.56%                         |        |
| PARATRANSIT                                    | 7,616      | 74,513         | 7,809    | 77,655       | -2.47%               | -4.05%                         |        |
| Total  | 18,372     | 157,738        | 15,631   | 139,967      | 17.54%               | 12.70%                         |        |
| FR AVG. DAILY BOARDINGS                        | 413.692308 |                |          |              |                      |                                |        |
| DR AVG. DAILY BOARDINGS                        | 245.677419 |                |          |              |                      |                                |        |
| <b>Pass./Hour</b>                              |            |                |          |              |                      |                                |        |
|  | Month      | YTD            | Month    | YTD          | PY YTD               | PY YTD                         |        |
| <b>REVENUE HOURS</b>                           |            |                |          |              |                      | <b>% INC/DEC<br/>OVR PYTD</b>  |        |
| FIXED ROUTE                                    | 1,798.33   | 17,445.24      | 5.98     | 4.77         | 3.48                 | 17,891.3                       | -2.49% |
| PARATRANSIT                                    | 2,592.60   | 26,242.24      | 2.94     | 2.84         | 3.06                 | 25,379.9                       | 3.40%  |
| Total  | 4,390.93   | 43,687.48      | 4.18     | 3.61         | 3.2                  | 43,271.2                       |        |
| <b>Pass./Mile</b>                              |            |                |          |              |                      |                                |        |
|  | Month      | YTD            | Month    | YTD          | PY YTD               |                                |        |
| <b>REVENUE MILES</b>                           |            |                |          |              |                      | <b>% INC/DEC<br/>OVR PYTD</b>  |        |
| FIXED ROUTE                                    | 28,833     | 280,003        | 0.37     | 0.30         | 284,074              | -1.43%                         |        |
| PARATRANSIT                                    | 37,152.86  | 364,798.50     | 0.20     | 0.20         | 362,430              | 0.65%                          |        |
| Total  | 65,986.26  | 644,801.00     | 0.58     | 0.50         | 646,504              | -0.26%                         |        |
| <b>ON TIME PERFORMANCE</b>                     |            |                |          |              |                      |                                |        |
|  | Month      | YTD            | PY Month | PY YTD       | % INC/DEC<br>OVR PYM | % INC/DEC<br>OVR PYTD          |        |
| FIXED ROUTE                                    | 81.00%     | 84.00%         | 79.00%   | 84.00%       | 2.53%                | 0.00%                          |        |
| PARATRANSIT                                    | 84.51%     | 91.65%         | 86.00%   | 92.10%       | -1.73%               | -0.49%                         |        |
| <b>RIDERSHIP PER ROUTE</b>                     |            |                |          |              |                      |                                |        |
|  | Month      | YTD            |          | PY Month     |                      | % INC/DEC<br><u>0.42212217</u> |        |
| ROUTE  |            |                |          |              |                      |                                |        |
| BLACK  | 2249       | 19199          |          | 1603         |                      | 40.3%                          |        |
| BLUE   | 870        | 6979           |          | 848          |                      | 2.6%                           |        |
| GREEN  | 2481       | 16750          |          | 1431         |                      | 73.4%                          |        |
| RED  | 1381       | 9774           |          | 804          |                      | 71.8%                          |        |
| ORANGE   | 2238       | 17483          |          | 1858         |                      | 20.5%                          |        |
| PURPLE   | 1537       | 13040          |          | 1278         |                      | 20.3%                          |        |
| <b>RIDERSHIP BY DESTINATION</b>                |            |                |          |              |                      |                                |        |
|  | Month      | YTD            |          | PY Month     |                      |                                |        |
| (Included in 'Ridership<br>Per Route' Numbers) |            |                |          |              |                      |                                |        |
| U-Mary   | 449        | 2692           |          | 223          |                      | 101.3%                         |        |
| UTTC   | 148        | 812            |          | 72           |                      | 105.6%                         |        |
| Bismarck Library                               | 418        | *4084          |          | 387          |                      | 8.0%                           |        |
| Mandan Walmart                                 | 142        | *1060          |          | 99           |                      | 43.4%                          |        |
| Mandan Dans                                    | 477        | *3489          |          | 431          |                      | 10.7%                          |        |
| <i>*does not include Sept. 2023</i>            |            |                |          |              |                      |                                |        |
| <b>ACCIDENTS</b>                               |            |                |          |              |                      |                                |        |
|  | Month      | Month at Fault | YTD      | YTD at Fault |                      |                                |        |
| FIXED ROUTE                                    | 2          | 2              | 10       | 7            |                      |                                |        |
| PARATRANSIT                                    | 1          | 1              | 10       | 10           |                      |                                |        |
| SERVICE VEHICLE                                | 0          | 0              | 0        | 0            |                      |                                |        |
| <b>COMPLAINTS</b>                              |            |                |          |              |                      |                                |        |
|  | Month      | YTD            |          |              |                      |                                |        |
| FIXED ROUTE                                    | 4          | 21             |          |              |                      |                                |        |
| PARATRANSIT                                    | 0          | 15             |          |              |                      |                                |        |
| Office Staff                                   | 0          | 1              |          |              |                      |                                |        |
| <b>COMPLIMENTS</b>                             |            |                |          |              |                      |                                |        |
|  | Month      | YTD            |          |              |                      |                                |        |
| FIXED ROUTE                                    | 0          | 0              |          |              |                      |                                |        |
| PARATRANSIT                                    | 1          | 11             |          |              |                      |                                |        |
| Office Staff                                   | 0          | 0              |          |              |                      |                                |        |



F

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## Ticket/Pass Return Policy

**CAT Bus** – All CAT Bus passes are non-refundable. Bis-Man Transit does not replace or offer refunds for lost, stolen, or unused passes. If a bus pass is damaged and not functioning properly, the administrative staff will evaluate each request to determine if a replacement pass will be issued.

No refund or replacement ticket will be issued for lost, destroyed, or stolen passes. Bis-Man Transit will not refund due to errors in timetables, inconvenience or damage resulting from missed stops, delayed, canceled, or missed buses, failure to make connections, or equipment shortages. All customers must have a pass in their possession at the time of travel.

**Paratransit/Demand Response** – Bis-Man Transit will issue paratransit/demand response punch tickets and diminishing balance refunds in the event of the death or relocation of the rider. A copy of the death certificate must be provided in the event of death. For riders relocating, an updated address must be provided.

Punch Tickets can only be refunded if the punch card is unused and undamaged.

If the rider is deceased, diminishing balance funds may be requested up to 60 days from the time of death with a copy of the certified death certificate. If this is not requested within 60 Days, Bis-Man Transit will absorb the remaining balance.

All refunds will be issued by check. No cash refunds will be provided under any circumstance. Refund requests may be submitted in person at the Transit Facility or via mail. Direct all mailed requests to:

Bis-Man Transit Board  
3750 East Rosser Ave  
Bismarck, ND 58501

**Note: All tickets submitted for refund or exchange are subject to review by Bis-Man Transit management. Any ticket deemed to be counterfeit or stolen will be confiscated and the requestor denied any of the above options. Refund requests may take up to two weeks.**



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## REFUND FORM

All sections must be completed to be considered for refund. Refunds will not be processed on the same day. All approved refunds will be by check.

### 1. PERSONAL INFORMATION

Customer Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Customer Signature: \_\_\_\_\_ Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*I hereby certify that I am the original purchaser or personal representative of the below-described ticket(s)*

### 2. REASON FOR REFUND

Relocation

Death

### 3. TICKET INFORMATION

Ticket Type:  Paratransit Punch Tickets

Diminishing Balance

Number of Punch Tickets @ \$12.00: \_\_\_\_\_

Account Balance: \_\_\_\_\_

Total Refund Request Amount: \_\_\_\_\_

### DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY

Original Form Taken By: \_\_\_\_\_ Date Taken: \_\_\_\_/\_\_\_\_/\_\_\_\_

Amount of Refund: \_\_\_\_\_  Claim Approved  Claim Disapproved

Authorized By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



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**PLEASE READ THE FOLLOWING INSTRUCTIONS TO ENSURE A PROMPT INVESTIGATION AND RESOLUTION OF YOUR REFUND.**

If you are returning unused punch tickets for a refund due to death:

- Please complete all sections.
- Punch tickets must be undamaged and unused to be considered for refund.
- Punch tickets will not be refunded unless a copy of the certified death certificate is provided.

If you are requesting a refund for a diminishing balance account:

- Please complete all sections, including the reasoning for the refund.
- Diminishing balance refunds due to death will not be refunded unless a copy of the certified death certificate is provided.

Claims may be submitted in person at the Transit Facility or via mail. If you prefer to submit your claim by mail, please send to:

**Bis-Man Transit Board  
3750 East Rosser Ave  
Bismarck, ND 58501**

We will contact you regarding your claim within two weeks. If you have any questions, please call the Administrative Office during regular business hours at 701.258.6817.



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November 16, 2023

**TO:** Bis-Man Transit Board of Directors

**FROM:** Deidre Hughes, Executive Director

**SUBJECT:** FY2025 - 5310 Grant Approval

**RECOMMENDATION:** Staff recommends approval of the grant application for submittal to the City of Bismarck and the State of North Dakota.

**BACKGROUND:** Section 5310, Enhanced Mobility of Seniors and Individuals with Disabilities Program goal is to improve mobility for older adults and persons with disabilities throughout the country. Under 49 U.S.C. 5310, funding provides financial assistance for capital purchases and operating assistance for transportation services planned, designed, and carried out to meet the special transportation needs of older adults and persons with disabilities in all small urban and rural areas.

**DISCUSSION:** If awarded, the grant funds will cover expenses from July 1, 2024 to June 30, 2025, which is the state fiscal year.

**FINANCIAL IMPACT:** If the North Dakota Department of Transportation approves the application, Bis-Man Transit would be required to provide a 20% local match for the mobility manager’s salary and a 50% local match for the after-hours, early morning, Sunday, and holiday demand response service.

| Project                               | Total              | Federal          | Local            |
|---------------------------------------|--------------------|------------------|------------------|
| Mobility Manager Salary               | \$38,000           | \$30,400         | \$7,600          |
| After Hours Demand Response Service   | \$152,200          | \$76,000         | \$76,000         |
| Sunday Demand Response Service        | \$105,000          | \$52,500         | \$52,500         |
| Early Morning Demand Response Service | \$64,000           | \$32,000         | \$32,000         |
| Holiday Demand Response Services      | \$12,500           | \$6,250          | \$6,250          |
| (4) Cutaway Bus Replacements          | \$692,582          | \$588,695        | \$103,887        |
| <b>TOTALS</b>                         | <b>\$1,064,082</b> | <b>\$785,845</b> | <b>\$278,237</b> |





**FY2025 - Section 5310 – Enhanced Mobility of Seniors & Individuals with Disabilities**

|                    |                       |                     |
|--------------------|-----------------------|---------------------|
| Agency Name        | Bis-Man Transit Board |                     |
| Agency Contact     | Deidre Hughes         | Phone: 701.258.6817 |
| Unique Entity ID # | 83-441-0987           |                     |

Section 5310, Enhanced Mobility of Seniors and Individuals with Disabilities Program aims to **improve mobility for seniors and individuals with disabilities** by removing barriers to transportation service and expanding transportation mobility options. Under 49 U.S.C. 5310 funding provides financial assistance for capital purchases and operating assistance for transportation services planned, designed, and carried out to meet the special transportation needs of older adults and persons with disabilities in all small urban and rural areas. The program requires coordination of federally assisted programs and community services to make the most efficient use of federal resources.

The entire Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program is further explained in FTA Circular 9070.1G, located on the FTA website at:

[https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/C9070\\_1G\\_FINAL\\_circular\\_4-20-15%281%29.pdf](https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/C9070_1G_FINAL_circular_4-20-15%281%29.pdf)

**Please Note:**

- Capital project requests for ADA vehicles will require a minimum of **15% Local Match**. All other capital project requests will require a minimum of **20% Local Match**.
- Mobility Manager salary is a capital project expense and requires a minimum of **20% Local Match for Section 5310 annual apportionment funds**.
- Assets purchased with Federal Funds must be maintained and inventoried through a Transit Asset Management (TAM) Plan.
- As with most Federal Assistance Programs, Section 5310 is designed as a reimbursement program. Your agency should be prepared to pay for expenses upon delivery/acceptance and then request reimbursement from NDDOT.
- If you are awarded a Section 5310 project, your agency will be required to report a number of performance measures, at least annually, to NDDOT. Information required to report may include, but not limited to the following:
  - The number of 5310 one-way trips;

- The number of 5310 vehicles you have in service; and
- 5310 ridership demographics.
- If requesting a replacement vehicle, the vehicle listed must have met FTA/NDDOT Useful Life. However, regardless of useful life having been met, federal interest remains until the value of the vehicle or equipment falls below \$5,000.
- If you receive \$750,000 from any federal source, you are required to have a Single Audit per 2 CFR 200 Subpart F.
- Vehicles may be used to provide meal delivery service for homebound persons on a regular basis in conjunction with passenger transportation. Delivery service **must not** conflict with the provision of transit services or result in reduced service to transit passengers.
- Federal Funds awarded for vehicles will only be awarded for ADA vehicles requests.
- Prior to contracting, your agency must have a completed FY 2024 FTA Certifications and Assurances uploaded in BlackCat.
- Prior to contracting, your agency must be active in the System of Award Management (SAM.gov).
- All applications are due **December 29, 2023, 12:00pm CDT**. Late and/or incomplete applications may be subject to a penalty percentage reduction of requested amount or may be eliminated from funding consideration.
- The NDDOT Transit Staff is available to provide guidance and answer any questions on the application process. E-mail: [bhanson@nd.gov](mailto:bhanson@nd.gov), [dkarel@nd.gov](mailto:dkarel@nd.gov), or [jsmall@nd.gov](mailto:jsmall@nd.gov).

## General Information

**1. Provide a detailed description of the transportation services your agency currently provides for seniors and individuals with disabilities, and any plans for increasing services, expanding service area and increasing ridership. (include days and hours of service, fare structure, total vehicles in service, type of service being provided, transportation provided to what counties and communities in your service area, etc.).**

Bis-Man Transit currently provides fixed route service for the cities of Bismarck and Mandan and complementary paratransit services, with demand response available for senior and disabled passengers, including those in the City of Lincoln. Bis-Man Transit continues transitioning current demand response riders to our fixed route service and gaining new fixed route ridership through continued outreach and community partnership efforts. Due to the COVID-19 pandemic, Bis-Man Transit experienced a significant decline in ridership for 2020 and 2021 for both modes. However, ridership continues to increase in 2023 for both modes. The most recent route re-design went into effect on February 1, 2021.

Fixed route service is provided on six routes from 6:30 a.m. - 7:00 p.m. Monday through Friday and 7:30 a.m. - 7:00 p.m. on Saturday. All ten vehicles in the fixed route fleet are ADA accessible, with service provided for Bismarck and Mandan. Regular fares are \$1.50 for a one-way trip, \$6.00 for a 1-day pass, and \$36 for a 30-day pass. Fares for those certified to utilize our demand response services or those over 65 can ride free. Reduced fares for students K-College, Veterans, and those on Medicare is \$.75 for a one-way trip, \$3.00 for a one-day trip, and \$24.00 for a 30-day pass.

In 2022, 74,596 unlinked passenger trips were provided on fixed route, an increase of 17,852 trips from the previous calendar year. Fixed route ridership has continued to increase for 2023, with 72,469 trips from January through September.

Paratransit/demand response service is provided to individuals with disabilities and seniors over 70 with a fleet of 19 cutaway buses and two rear lift vans. The service area covers the city limits of Bismarck and Mandan, the city of Lincoln, and within ¾ mile of any fixed route. A one-way fare is \$3.00/ Services are provided from 5:30 am – 12:00 am, Monday through Saturday, and 7:30 am - 2:30 pm on Sunday. In 2022, 90,430 unlinked passenger trips were provided on paratransit, a slight increase from the previous calendar year.

Services are provided in both Burleigh and Morton Counties

**2. Explain where in your current 3-5 Year Plan this project(s) is specifically stated (list section and page number(s)). Your current plan must be uploaded into the application documents.**

- Yes List section and page number(s):  
 No (Applicant must provide an explanation)

Page 74 of the current Transit Development Plan also describes the possibility of eliminating this evening service if enough funds cannot be obtained to keep the system running under its current design. The plan also details the number of riders that would be impacted if the service is eliminated.

The mobility manager's duties are required for the processing of paratransit eligibility as well as rider training for both paratransit and fixed-route passengers. This item was not indicated as a project within the Transit Development Plan but can be found within the Coordinated Public Transit – Human Services Transportation Plan 2022 on page 28.

**3. What percentage of change in ridership has your agency experienced in the since the last application? Provide a brief explanation of the reason for the change in ridership.**

- Increase  
 Decrease

Description of change: Since the last application period, Bis-Man Transit has experienced a 13% increase in ridership. The majority of this increase has come from the fixed-route service.

**4. List all existing public transportation providers operating in your service area.**

N/A

**5. Are you the lead transit provider in your area? If not, describe the relationship of your program(s) to other transportation providers.**

- Yes  
 No

**6. Please describe the need for transit service in your area for seniors and individuals with disabilities? Why does this need exist? How have you determined this need? How will the proposed project address this need for service?**

In Bismarck/Mandan, we have a large elderly and disabled population that requires public transportation to take them to medical appointments, employment, recreation, and other destinations. The need for these trips extends into the early morning and evening hours, Sundays, and holidays. Presently, there are no local registered taxi providers in the area.

From 7:00 PM to 12:00 AM Monday through Saturday, we transport approximately 5,600 passengers annually, demonstrating that evening-hour rides are needed in the community.

From 7:30 AM to 2:30 PM on Sundays, we transport approximately 3,200 passengers annually.

From 5:30 AM to 6:30 AM, Monday through Friday, and 5:30 AM to 7:30 AM Saturday, we transport approximately 3,500 passengers annually.

Bis-Man Transit offers holiday demand response transportation for six holidays, which the fixed-route bus does not operate yearly. On average, 300 trips are completed during these six holidays.

**7. Provide a description of how you market the transportation program and to whom in the box below.**

Public transportation is promoted within the community using social media, the company website, participation in public school and college orientation days and community fairs, as well as various business partnerships. Recently, Bis-Man Transit has begun running television campaigns annually to increase awareness. Fixed route bus maps have been placed throughout Bismarck and Mandan to encourage potential riders to try the CAT Bus service. Bis-Man Transit utilizes press releases frequently to increase interest in transit-related activities and generate free media coverage. With limited taxi services offered within the service area and a lack of rideshare reliability, the need for transportation solutions has expanded.

**Ridership and Fleet Information**

**\*Report actual ridership numbers, miles and hours for SFY2023 & 2022.**

**\*Enter current fleet information below.**

**\*Current fleet and mileage information MUST be also be updated in BlackCat Inventory.**

|   | <b>SFY2023 - Ridership and Fleet Information</b> | <b>SFY2022 - Ridership and Fleet Information</b> |
|---|--|--|
| Number of Annual Ridership (Trips) Provided | 178,528  | 155,278  |
| Number of Annual Revenue Hours              | 51,337.03  | 52,380.44  |
| Number of Annual Revenue Miles              | 751,351.27                                       | 765,959.39                                       |
| Number of Vehicles in Fleet                 | 30   | 29   |

**8. What is the purpose of the three most requested trips that your clients require? (e.g. medical, shopping, employment, education, social, etc.)**

1. Employment

2. Medical

3. Social Services

# Coordinated Public Transit Human Services Transportation Plan

Applicants must be part of a locally derived Coordinated Public Transit Human Services Transportation Plan approved by North Dakota Department of Transportation (NDDOT) and uploaded with this application.



9. When was your Coordinated Public Transit Human Services Transportation Plan approved by the NDDOT Transit Section? Since submitting your plan describe any additional efforts made to coordinate service.

The Coordinated Public Human Services Transportation Plan was approved on October 28, 2021 and has been uploaded into BlackCat. Several items from the previous plan were retained in the new plan. This includes continuing to transition paratransit riders to fixed route, improving partnerships, and increasing marketing efforts.

The Bis-Man Transit staff has continued to focus on outreach and has presented to several clubs and community groups since the last grant request to encourage public transit use and awareness.

Additional items in the new plan include increasing public signage for better fixed route visibility. This project was completed in September 2023. The loss in taxi service in the community has increased the focus on after-hour service options for the general public, but funding and staffing have caused delays.

Solar lighting has been installed on all bus shelters, and additional benches have been placed on route to increase public transit visibility.

10. Describe any potential opportunities for additional coordination. (include social service agencies, county social services, community actions, educational institutions, youth groups, veteran services, religious organizations, other transportation services, etc.) that may address unmet transit needs in your service area.

Bis-Man Transit continues to focus on coordination with education institutions, local hospitals, social service agencies, group homes, and retirement communities. Staff attended all local higher education orientation events in the fall of 2023 to educate students on public transit options.

Bis-Man Transit became a member of the Missouri Valley Homeless Coalition in 2022 to better understand what public transit can do to lessen the transportation burden for other non-profit organizations in the community. The executive director is an active participant in the Missouri Valley Homeless Coalition's Inmet Needs Committee, which meets monthly. A pilot program sponsored by the Coalition provided fixed-route bus passes to members was very successful, and data is being gathered to explore continuing the program.

11. Is the requested project(s) part of a Coordinated Public Transit Human Services Transportation Plan?

Yes

No

12. If you marked Yes above, indicate the page number where this project is listed.

If you marked No above, explain why this project is not part of your current plan.

*The mobility manager project request can be found on page 28 of the Coordinated Public Transit – Human Services Transportation Plan 2022.*

*After-hours and Sunday service are discussed on page 14.*

## Operating Project Request

**There is space provided below to request a project. NOTE: This request MUST first be created as a project in Black Cat. If applying for more than project, please attach additional sheets and create a separate project for each request.**

13. Please describe in detail your proposed project. Be specific and include a description of what you would like to purchase and how it benefits your transportation program.

The project will help cover the expense of maintaining nighttime demand response services for those passengers who are elderly and disabled. After-hours complementary demand response service takes place from 7:00 PM to 12:00 AM, Monday through Saturday. Presently, there are few transportation alternatives for the elderly and disabled population within the service area. This leaves Bis-Man Transit as the only option for many during the nighttime hours. With stagnant funding and inflated expenses, it is increasingly difficult to maintain demand response services for the elderly and special needs community outside of the required ADA times.

14. Total cost of this project.

Total Cost (include federal and local amounts): \$152,000  
Federal Funds Requested: \$76,000  
Local Match Amount: \$76,000  
Source(s) of Local Match: Mill Levy

## Vehicle Project Request

**There is space provided below to request a project. NOTE: This request MUST first be created as a project in Black Cat. If applying for more than vehicle, please attach additional sheets and create a separate project for each vehicle request.**

15. Provide a description of the vehicle you are requesting. (include: Year, Make, ADA qualified, and seating capacity)

State Bid Number: 300  
Year: 2025  
Make/Model: Ford E-450  
Seating Capacity: 14 + 4 w/c  
Lift/Ramp:  Yes  No  
Gas/Diesel/Other: Gas

16. Describe in detail which programs and services the requested vehicle will be utilized in and how it will enhance or maintain your service?

The replacement bus will be used to continue operating our current paratransit/demand response service for the elderly and disabled communities.

17. What type of vehicle are you requesting?

Replacement Vehicle

Expansion Vehicle

18. If requesting a replacement, which vehicle in your fleet are you replacing? 1801

a. Vehicle Information Number (VIN): 1FDFE4FS8JDC01484

b. Vehicle Year: 2018

c. Make/Model: Ford E-450 Econoline

d. Current Mileage: 178,059

e. Vehicle In Service Date: 6/1/2018

f. Vehicle Condition Rating (Adequate, Excellent, Good, Marginal, Poor): Marginal

g. Has this vehicle information been updated in BlackCat Inventory?  Yes  No

19. If requesting an expansion vehicle, list the agency/community/county to be served (include hours and days of service and estimated ridership).

20. If operating a fixed route, what are the paratransit eligibility criteria for people to ride your service?

All paratransit riders are able to utilize the fixed-route service free of charge, with proof of eligibility.

21. Provide an estimated timeline for the purchase of this vehicle. Provide a separate timeline if you are applying for different types of vehicles. **See sample timeline below, add or remove lines as needed.**

Procurement Type (State Bid, Request For Proposal (RFP)/Invitation For Bid (IFB), Quotes): State Bid

RFP/IFB/Quotes Issue Date: October 1, 2024

Contract Award Date: N/A

Order Date: November 30, 2024

Initial Vehicle Delivery Date: November 30, 2025

Final Vehicle Deliver Date (if more than one vehicle): December 31, 2025

Contract Completion: January 31, 2026

Final Payment Submitted to DOT: February 28, 2026

22. Amount requested for vehicle (include the base price plus all options with this request):

Total Vehicle Cost (include federal and local amounts): \$173,146

Federal Funds Requested:\$ 147,174

Local Match Amount: \$25,972

Source(s) of Local Match: Mill Levy

| Following are suggested price requests for vehicles based on current state bid quotes. Keep in mind if you intend to order vehicles with additional options, prices will vary accordingly. See the State Bid website at <a href="https://apps.nd.gov/csd/spo/services/bidder/listCurrentContracts.htm">https://apps.nd.gov/csd/spo/services/bidder/listCurrentContracts.htm</a> |                                    | Estimated Delivery time (in months) |
|---|------------------------------------|-------------------------------------|
| 15 Passenger or 12 + 2 Passenger Cutaway/Bus<br>NDDOT Term Contract No. 300   | Base Price - \$119,103 - \$133,898 | 12 – 24                             |
| ADA Transit Med or High Roof Vehicle<br>with Rear or Side Lift<br>NDDOT Term Contract No. 301   | Base price - \$67,913 - \$102,677  | 12 – 24                             |
| Frontrunner – Low Floor Vehicle – New England<br>Wheels NDDOT Term Contract No. 381   | Base Price - \$145,132 - \$146,607 | 12 – 24                             |
| ADA Low Floor Mini Van<br>NDDOT Term Contract No. 382   | Base Price - \$69,900              | 6 – 9                               |
| Low-Floor Paratransit Ramp Buses<br>NDDOT Term Contract No. 383   | Base Price - \$137,034 - \$145,304 | 12 – 24                             |
| Hometown View Bus<br>NDDOT Term Contract No. 389  | Base Price - \$156,850 - \$210,080 | 8 - 12                              |
| Trolley – Carriage and Villager<br>NDDOT Term Contract No. 386  | Base Price - \$125,000 - \$168,000 | 6 – 12                              |

**FTA Useful Life Standards**

|   |                           |
|---|---------------------------|
| Mini-Vans/Modified Vans – 3-14 passenger        | 4 years or 100,000 miles  |
| Med-Size Light Duty Cutaway – 8-16 passenger    | 5 years or 150,000 miles  |
| Med-Size Med Duty Cutaway/Bus – 16-30 passenger | 7 years or 200,000 miles  |
| Med-Size Heavy Duty Bus – 24-25 passenger       | 10 years or 350,000 miles |
| Large Heavy-Duty Bus – 35-40+ passenger         | 12 years or 500,000 miles |

**Mobility Manager Position Project Request**

**There is space provided below to request a project. NOTE: This request MUST first be created as a project in Black Cat.**

23. Please describe in detail your proposed project.

The project will help cover the expense of employing a marketing and mobility specialist to focus communication efforts on the transportation options available to the community, training potential riders and agencies on the various services available and processing the eligibility paperwork that is required for



paratransit services.

24. Have you attached a current job description including goals and achievements to the application?

Yes  
 No

25. Total cost of this project.

Total Cost (include federal and local amounts): \$38,000  
Federal Funds Requested: \$30,400  
Local Match Amount: \$7,600  
Source(s) of Local Match: Mill Levy

### Local Match & Total Funding Request

In the table below, list requested projects priority, and specify in detail the sources and dollar amounts of Local Match funding (State Aid, Mill Levy, Other Directly Generated Funds etc.) that are available to be used towards each project (Vehicle, Facility Rehabilitation & Construction, and/or Equipment/Miscellaneous Capital). In-kind funds cannot be used as local match to 5310 contracts.

**Local match listed here cannot be already targeted as match for a FY2025 5339 or 5311 applications.**

**Farebox revenue cannot be used as Local Match.**

**Documentation of sources of Local Match (including State Aid) MUST be attached or it will not be considered.** Documentation must include a financial obligation amount. This amount may be an estimation or record of the previous amount provided to the transit agency and requires a signature of the organization providing the local share. Without a financial amount and required signature, such local amounts won't be considered as supporting match. Federal funds will only be awarded if sufficient match is provided.

**This project ranking should match your prioritization in BlackCat.**

| Ranking | Project              | Federal Dollars Requested | Local Match Needed | Sources of Local Match* |
|---------|----------------------|---------------------------|--------------------|-------------------------|
| 1       | Mobility Manager     | \$30,400                  | \$7,600            | Milly Levy              |
| 2       | After Hours          | \$76,000                  | \$76,000           | Milly Levy              |
| 3       | Sunday               | \$52,500                  | \$52,500           | Mill Levy               |
| 4       | Early Morning        | \$32,000                  | \$32,000           | Mill Levy               |
| 5       | Holiday              | \$6,250                   | \$6,250            | Milly Levy              |
| 6       | 1801 Bus Replacement | \$147,174                 | \$25,972           | Mill Levy               |

|          |                      |                  |                  |           |
|----------|----------------------|------------------|------------------|-----------|
| <b>7</b> | 1802 Bus Replacement | \$147,174        | \$25,972         | Mill Levy |
| <b>8</b> | 1803 Bus Replacement | \$147,174        | \$25,972         | Mill Levy |
| <b>9</b> | 1804 Bus Replacement | \$147,174        | \$25,972         | Mill Levy |
|          | <b>TOTAL</b>         | <b>\$785,845</b> | <b>\$278,237</b> |           |

## Additional Operating Project Request

**There is space provided below to request a project. NOTE: This request MUST first be created as a project in Black Cat. If applying for more than project, please attach additional sheets and create a separate project for each request.**

13. Please describe in detail your proposed project. Be specific and include a description of what you would like to purchase and how it benefits your transportation program.

The project will help cover the expense of Sunday services for those passengers who are elderly and disabled. The Sunday complementary demand response service takes place from 7:30 AM to 2:30 PM. Annually, we complete 3,200 Sunday demand response trips. With limited alternative transportation options, Bis-Man Transit is the only option for individuals, especially on Sundays.

14. Total cost of this project.

Total Cost (include federal and local amounts): \$105,000  
Federal Funds Requested: \$52,500  
Local Match Amount: \$52,500  
Source(s) of Local Match: Mill Levy

## Additional Operating Project Request

**There is space provided below to request a project. NOTE: This request MUST first be created as a project in Black Cat. If applying for more than project, please attach additional sheets and create a separate project for each request.**

13. Please describe in detail your proposed project. Be specific and include a description of what you would like to purchase and how it benefits your transportation program.

The project will help cover the expense of maintaining early morning services for those passengers who are elderly and disabled. Early morning complementary demand response service occurs from 5:30 AM to 6:30 AM, Monday through Friday and 5:30 AM to 7:30 AM. Many of our early morning trips are to medical appointments and employment. Annually, we provide approximately 3,500 early morning trips for the elderly and disabled riders.

14. Total cost of this project.

Total Cost (include federal and local amounts): \$64,000  
Federal Funds Requested: \$32,000  
Local Match Amount: \$32,000  
Source(s) of Local Match: Mill Levy

## Additional Operating Project Request

**There is space provided below to request a project. NOTE: This request MUST first be created as a project in Black Cat. If applying for more than project, please attach additional sheets and create a separate project for each request.**

13. Please describe in detail your proposed project. Be specific and include a description of what you would like to purchase and how it benefits your transportation program.

The project will help cover the expense of maintaining Holiday service for those passengers who are elderly and disabled. Holiday complementary demand response service is provided for six holidays each year. Service is provided on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. We provide approximately 300 holiday trips to elderly and disabled riders annually.

14. Total cost of this project.

Total Cost (include federal and local amounts): \$12,500

Federal Funds Requested: \$6,250

Local Match Amount: \$6,250

Source(s) of Local Match: Mill Levy

## Section 5310 – Additional VEHICLE PROJECT REQUESTS

**There is space provided below to request a project. NOTE: This request MUST first be created as a project in Black Cat. If applying for more than vehicle, please attach additional sheets and create a separate project for each vehicle request.**

15. Provide a description of the vehicle you are requesting. (include: Year, Make, ADA qualified, and seating capacity)

State Bid Number: 300  
Year: 2025  
Make/Model: Ford F-450  
Seating Capacity: 14 + 4 w/c  
Lift/Ramp:  Yes  No  
Gas/Diesel/Other: Gas

16. Describe in detail which programs and services the requested vehicle will be utilized in and how it will enhance or maintain your service?

The replacement bus will be used to continue operating our current paratransit/demand response service for the elderly and disabled communities.

17. What type of vehicle are you requesting?

- Replacement Vehicle  
 Expansion Vehicle

18. If requesting a replacement, which vehicle in your fleet are you replacing? 1802

a. Vehicle Information Number (VIN): 1FDFE4FS1JDC01486

b. Vehicle Year: 2018

c. Make/Model: Ford F-450 Econoline

d. Current Mileage: 152,313

e. Vehicle In Service Date: 6/1/2018

f. Vehicle Condition Rating (Adequate, Excellent, Good, Marginal, Poor): Marginal

g. Has this vehicle information been updated in BlackCat Inventory?  Yes  No

19. If requesting an expansion vehicle, list the agency/community/county to be served (include hours and days of service and estimated ridership).

|  |
|--|
| <b>20. If operating a fixed route, what are the paratransit eligibility criteria for people to ride your service?</b>  |
| All paratransit riders are able to utilize the fixed-route service free of charge, with proof of eligibility.  |
| <b>21. Provide an estimated timeline for the purchase of this vehicle. Provide a separate timeline if you are applying for different types of vehicles. <u>See sample timeline below, add or remove lines as needed.</u></b> |
| Procurement Type (State Bid, Request For Proposal (RFP)/Invitation For Bid (IFB), Quotes): State Bid   |
| RFP/IFB/Quotes Issue Date: October 1, 2024   |
| Contract Award Date: N/A   |
| Order Date: November 30, 2024  |
| Initial Vehicle Delivery Date: November 30, 2025   |
| Final Vehicle Deliver Date (if more than one vehicle): December 31, 2025   |
| Contract Completion: January 31, 2026  |
| Final Payment Submitted to DOT: February 28, 2026  |
| <b>22. Amount requested for vehicle (include the base price plus all options with this request):</b>   |
| Total Vehicle Cost (include federal and local amounts): \$173,146<br>Federal Funds Requested: \$147,174<br>Local Match Amount: \$25,972<br>Source(s) of Local Match: Mill Levy   |

## Section 5310 – Additional VEHICLE PROJECT REQUESTS

**There is space provided below to request a project. NOTE: This request MUST first be created as a project in Black Cat. If applying for more than vehicle, please attach additional sheets and create a separate project for each vehicle request.**

15. Provide a description of the vehicle you are requesting. (include: Year, Make, ADA qualified, and seating capacity)

State Bid Number: 300  
Year: 2025  
Make/Model: Ford E-450  
Seating Capacity: 14 + 4 w/c  
Lift/Ramp:  Yes  No  
Gas/Diesel/Other: Gas

16. Describe in detail which programs and services the requested vehicle will be utilized in and how it will enhance or maintain your service?

The replacement bus will be used to continue operating our current paratransit/demand response service for the elderly and disabled communities.

17. What type of vehicle are you requesting?

- Replacement Vehicle  
 Expansion Vehicle

18. If requesting a replacement, which vehicle in your fleet are you replacing? 1803

a. Vehicle Information Number (VIN): 1FDFE4FS7JDC04201

b. Vehicle Year: 2018

c. Make/Model: Ford E-450 Econoline

d. Current Mileage: 180,153

e. Vehicle In Service Date: 6/1/2018

f. Vehicle Condition Rating (Adequate, Excellent, Good, Marginal, Poor): Marginal

g. Has this vehicle information been updated in BlackCat Inventory?  Yes  No

19. If requesting an expansion vehicle, list the agency/community/county to be served (include hours and days of service and estimated ridership).

|  |
|--|
| 20. If operating a fixed route, what are the paratransit eligibility criteria for people to ride your service?   |
| All paratransit riders are able to utilize the fixed-route service free of charge, with proof of eligibility.  |
| 21. Provide an estimated timeline for the purchase of this vehicle. Provide a separate timeline if you are applying for different types of vehicles. <b><u>See sample timeline below, add or remove lines as needed.</u></b> |
| Procurement Type (State Bid, Request For Proposal (RFP)/Invitation For Bid (IFB), Quotes): State Bid   |
| RFP/IFB/Quotes Issue Date: October 1, 2024   |
| Contract Award Date: N/A   |
| Order Date: November 30, 2024  |
| Initial Vehicle Delivery Date: November 30, 2025   |
| Final Vehicle Deliver Date (if more than one vehicle): December 31, 2025   |
| Contract Completion: January 31, 2026  |
| Final Payment Submitted to DOT: February 28, 2026  |
| 22. Amount requested for vehicle (include the base price plus all options with this request):  |
| Total Vehicle Cost (include federal and local amounts): \$173,146<br>Federal Funds Requested: \$147,174<br>Local Match Amount: \$25,972<br>Source(s) of Local Match: Mill Levy   |

**Section 5310 – Additional  
VEHICLE PROJECT REQUESTS**

**There is space provided below to request a project. NOTE: This request MUST first be created as a project in Black Cat. If applying for more than vehicle, please attach additional sheets and create a separate project for each vehicle request.**

15. Provide a description of the vehicle you are requesting. (include: Year, Make, ADA qualified, and seating capacity)

State Bid Number: 300  
Year: 2025  
Make/Model: Ford E-450  
Seating Capacity: 14 + 4 w/c  
Lift/Ramp:  Yes     No  
Gas/Diesel/Other: Gas

16. Describe in detail which programs and services the requested vehicle will be utilized in and how it will enhance or maintain your service?



|  |
|--|
|  |
| <b>17. What type of vehicle are you requesting?</b>  |
| <input checked="" type="checkbox"/> Replacement Vehicle<br><input type="checkbox"/> Expansion Vehicle  |
| <b>18. If requesting a replacement, which vehicle in your fleet are you replacing? 1804</b>  |
| a. Vehicle Information Number (VIN): 1FDFE4FS1JDC04209   |
| b. Vehicle Year: 2025  |
| c. Make/Model: Ford E-450  |
| d. Current Mileage: 181,114  |
| e. Vehicle In Service Date: 6/1/2018   |
| f. Vehicle Condition Rating (Adequate, Excellent, Good, Marginal, Poor): Marginal  |
| g. Has this vehicle information been updated in BlackCat Inventory? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  |
| <b>19. If requesting an expansion vehicle, list the agency/community/county to be served (include hours and days of service and estimated ridership).</b>  |
|  |
| <b>20. If operating a fixed route, what are the paratransit eligibility criteria for people to ride your service?</b>  |
| All paratransit riders are able to utilize the fixed-route service free of charge, with proof of eligibility.  |
| <b>21. Provide an estimated timeline for the purchase of this vehicle. Provide a separate timeline if you are applying for different types of vehicles. <u>See sample timeline below, add or remove lines as needed.</u></b> |
| Procurement Type (State Bid, Request For Proposal (RFP)/Invitation For Bid (IFB), Quotes): State Bid   |
| RFP/IFB/Quotes Issue Date: October 1, 2024   |
| Contract Award Date: N/A   |
| Order Date: November 30, 2024  |
| Initial Vehicle Delivery Date: November 30, 2025   |
| Final Vehicle Deliver Date (if more than one vehicle): December 31, 2025   |
| Contract Completion: January 31, 2026  |
| Final Payment Submitted to DOT: February 28, 2026  |

22. Amount requested for vehicle (include the base price plus all options with this request):

Total Vehicle Cost (include federal and local amounts): \$173,146

Federal Funds Requested: \$147,174

Local Match Amount: \$25,972

Source(s) of Local Match: Mill Levy

**APPLICATION CHECKLIST AND SIGNATURE PAGE**

This checklist is included for your review and completion prior to submittal of your application to ensure your submission includes all required documents.

| <b>Section 5310 Applicants must submit the following (check box when complete):</b> |  |
|---|--|
| <input checked="" type="checkbox"/>   | Completed 5310 Application;  |
| <input checked="" type="checkbox"/>   | Document(s) showing sources and amounts of local match funds – Signed letters from source(s) of local match showing sources and amounts, FY2024 State Aid Contract or award letter, mill levy, city funds, etc.; |
| <input checked="" type="checkbox"/>   | Update vehicle information, mileage and condition in BlackCat Inventory;   |
| <input checked="" type="checkbox"/>   | Update Transit Board Members information in BlackCat;  |
|   | Certify and upload a current Authorizing Resolution form (only complete if there has been a change to your agencies signing authority since the last application);   |
| <input checked="" type="checkbox"/>   | Upload your annual registration from the System for Award Management (SAM.gov) to the application documents;   |
|   | Complete and include the NDDOT ITS Project Architecture Checklist Systems Engineering Compliance (SFN 60212), (if applicable);   |
| <input checked="" type="checkbox"/>   | Upload your Coordinated Human Services Plan in the application documents;  |
| <input checked="" type="checkbox"/>   | Upload your 3-5 Year Plan in the application documents;  |
| <input checked="" type="checkbox"/>   | The following documents MUST be current and uploaded into BlackCat Resources: Title VI Plan, Procurement Plan, and TAM Plan;   |
|   | Upload Preliminary Assessment/Application for Capital Assistance forms(s) (if applicable).   |

I hereby certify that as a person authorized to sign for

Bis-Man Transit Board

Transit Agency Name

That I have reviewed the application submitted and to the best of my knowledge all statements and representations made are true and correct. I also hereby certify:

1. Adequate funds will be available to provide the required local match and to operate the project; and
2. Sufficient managerial and fiscal resources exist to implement and manage the grant as outlined in this application; and
3. The project items purchased under this grant shall be maintained in accordance with the detailed maintenance schedules as stipulated by the manufacturer; and
4. The transit agency agrees to meet the applicable federal and state requirements.

Deidre Hughes  
Signature of Authorized Representative

11/9/2023  
Date



H

Bis-Man Transit delivers valued public transportation, linking people, jobs and communities.

November 16, 2023

**TO:** Bis-Man Transit Board of Directors

**FROM:** Deidre Hughes, Executive Director

**SUBJECT:** FY25 5339 Grant Application Recommendation

**RECOMMENDATION:** Staff recommends approving the FY25 5339 grant application for submittal to the City of Bismarck and the State of North Dakota.

**BACKGROUND:** The Federal Transit Administration (FTA) Section 5339 (Bus & Bus Facilities Program) is a capital-only program and funds are limited to capital projects to replace, rehabilitate, and purchase buses and bus-related equipment, and to construct or rehab bus-related facilities.

**DISCUSSION:** With these applications, Bis-Man Transit requests funding to support the facility's rehabilitation and renovation projects. These projects include concrete and curbing repair, building painting, and exterior building signage.

**FINANCIAL IMPACT:** If the North Dakota Department of Transportation approves the application, Bis-Man Transit must provide a 20% local match for the proposed projects.

| Project                     | Total           | Federal         | Local           |
|-----------------------------|-----------------|-----------------|-----------------|
| Concrete and Curbing Repair | \$50,000        | \$40,000        | \$10,000        |
| Exterior Facility Painting  | \$30,000        | \$24,000        | \$6,000         |
| Exterior Building Signage   | \$10,000        | \$8,000         | \$2,000         |
| <b>TOTALS</b>               | <b>\$90,000</b> | <b>\$72,000</b> | <b>\$18,000</b> |



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Bismarck, ND 58501



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www.bismantransit.com

N O R T H  
**Dakota** | Transportation  
 Be Legendary.™

| FY2025 - Section 5339 Bus & Bus Facilities Program |  |
|--|--|
| Agency Name  | Bis-Man Transit Board  |
| Agency Contact                                     | Deidre Hughes <span style="float: right;">Phone: 701.258.6817</span> |
| Unique Entity ID #                                 | 83-441-0987  |

Section 5339 – The Federal Transit Administration (FTA) Section 5339 (Bus & Bus Facilities Program) is a capital-only program and funds are limited to capital projects to replace, rehabilitate, and purchase buses and bus-related equipment, and to construct or rehab bus-related facilities.

The entire Section 5339 – Bus and Bus Facilities Grants is further explained in FTA Circular 9300.1B, located on the FTA website at [https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Final\\_C\\_9300\\_1\\_Bpub.pdf](https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Final_C_9300_1_Bpub.pdf).

**Please Note:**

- Capital project requests for ADA vehicles will require a minimum of **15% Local Match**. All other capital project requests will require a minimum of **20% Local Match**.
- **Farebox revenue cannot be used as Local Match.**
- Assets purchased with Federal Funds must be maintained and inventoried through a Transit Asset Management (TAM) Program.
- As with most Federal Assistance Programs, 5339 is designed as a reimbursement program. Your agency should be prepared to pay for your expenses upon delivery/acceptance and then request reimbursement from NDDOT.
- If requesting a replacement vehicle, the vehicle listed must have met FTA/NDDOT Useful Life. However, regardless of useful life having been met, federal interest remains until the value of the vehicle or equipment falls below \$5,000.
- If you receive \$750,000 from any federal source, you are required to have a Single Audit per 2 CFR 200 Subpart F.
- Prior to contracting, your agency must have a completed FY 2024 FTA Certifications and Assurances uploaded in BlackCat.
- Prior to contracting, your agency must be active in the System of Award Management (SAM.gov).

- All applications are due **December 29, 2023 12:00pm CDT**. Late and/or incomplete applications may be subject to a penalty percentage reduction of requested amount or may be eliminated from funding consideration.
- The NDDOT Transit Staff is available to provide guidance and answer any questions on the application process. E-mail: [bhanson@nd.gov](mailto:bhanson@nd.gov), [dkarel@nd.gov](mailto:dkarel@nd.gov), or [jsmall@nd.gov](mailto:jsmall@nd.gov).

## GENERAL INFORMATION

1. Provide a detailed description of the transportation services your agency currently provides and any plans for increasing services, expanding service area and increasing ridership. (include days and hours of service, fare structure, total active and spare vehicles in service, type of service being provided, transportation provided to what counties and communities in your service area, etc.).

Bis-Man Transit currently provides fixed route service for the cities of Bismarck and Mandan and complementary paratransit services, with demand response available for senior and disabled passengers, including those in the City of Lincoln. Bis-Man Transit continues to transition current demand response riders to our fixed route service and gain new fixed route ridership through continued outreach and community partnership efforts. Due to the COVID-19 pandemic, Bis-Man Transit experienced a significant decline in ridership for 2020 and 2021. However, ridership continues to increase in 2023 for both fixed and paratransit routes. The most recent route re-design went into effect on February 1, 2021.

Fixed route service is provided on six routes from 6:30 a.m. - 7:00 p.m. Monday through Friday and 7:30 a.m. – 7:00 p.m. on Saturday. All nine vehicles in the fixed route fleet are ADA accessible, with service provided for Bismarck and Mandan. Regular fares are \$1.50 for a one-way trip, \$6.00 for a 1-day pass, and \$36 for a 30-day pass. Fares for those certified to utilize our demand response services or those over 65 can ride free. Reduced fares for students K-College, Veterans, and those on Medicare is \$.75 for a one-way trip, \$3.00 for a one-day trip, and \$24.00 for a 30-day pass.

In 2022, 74,596 unlinked passenger trips were provided on fixed route, an increase of 17,852 trips from the previous calendar year. Fixed route ridership has continued to increase for 2023, with 72,469 trips from January through September.

Paratransit/demand response service is provided to individuals with disabilities and seniors over 70 with a fleet of 19 cutaway buses and two rear lift vans. The service area covers the city limits of Bismarck and Mandan, the city of Lincoln, and within ¾ mile of any fixed route. A one-way fare is \$3.00/ Services are provided from 5:30 am – 12:00 am, Monday through Saturday, and 7:30 am - 2:30 pm on Sunday. In 2022, 90,430 unlinked passenger trips were provided on paratransit, a slight increase from the previous calendar year.

Services are provided in both Burleigh and Morton Counties

2. Provide a detailed explanation of how and why this request is important to your agency and how it will improve or provide for future service to citizens in the communities/counties you provide service.

As the facility and parking lot age, the need for the proposed repairs and upkeep becomes more pressing. Given the Bis-Man Transit budgetary concerns, these projects can't be afforded solely with local funding.

3. What percentage of change in ridership has your agency experienced in the since the last application? Provide a brief explanation of the reason for the change in ridership.

- Increase  
 Decrease

Description of change: Since the last application period, Bis-Man Transit has experienced a 13% increase in ridership. The majority of this increase has come from the fixed-route service.

| Following are suggested price requests for vehicles based on current state bid quotes. Keep in mind if you intend to order vehicles with additional options, prices will vary accordingly. See the State Bid Contracts on the website at <a href="https://apps.nd.gov/csd/spo/services/bidder/listCurrentContracts.htm">https://apps.nd.gov/csd/spo/services/bidder/listCurrentContracts.htm</a> |                                    | Estimated Delivery time (in months) |
|--|------------------------------------|-------------------------------------|
| 15 Passenger or 12 + 2 Passenger Cutaway/Bus<br>NDDOT Term Contract No. 300  | Base Price - \$119,103 - \$133,898 | 12 – 24                             |
| ADA Transit Med or High Roof Vehicle<br>with Rear or Side Lift<br>NDDOT Term Contract No. 301  | Base price - \$67,913 - \$102,677  | 12 – 24                             |
| Frontrunner – Low Floor Vehicle – New England<br>Wheels NDDOT Term Contract No. 381  | Base Price - \$145,132 - \$146,607 | 12 – 24                             |
| ADA Low Floor Mini Van<br>NDDOT Term Contract No. 382  | Base Price - \$69,900              | 6 – 9                               |
| Low-Floor Paratransit Ramp Buses<br>NDDOT Term Contract No. 383  | Base Price - \$137,034 - \$145,304 | 12 – 24                             |
| Hometown View Bus<br>NDDOT Term Contract No. 389   | Base Price - \$156,850 - \$210,080 | 8 - 12                              |
| Trolley – Carriage and Villager<br>NDDOT Term Contract No. 386   | Base Price - \$125,000 - \$168,000 | 6 – 12                              |
| FTA Useful Life Standards  |                                    |                                     |
| Mini-Vans/Modified Vans – 3-14 passenger   | 4 years or 100,000 miles           |                                     |
| Med-Size Light Duty Cutaway – 8-16 passenger   | 5 years or 150,000 miles           |                                     |
| Med-Size Med Duty Cutaway/Bus – 16-30 passenger  | 7 years or 200,000 miles           |                                     |
| Med-Size Heavy Duty Bus – 24-25 passenger  | 10 years or 350,000 miles          |                                     |
| Large Heavy-Duty Bus – 35-40+ passenger  | 12 years or 500,000 miles          |                                     |

## TRANSIT FACILITY PROJECT

**NOTE: This request MUST first be created as a project in Black Cat.**

### REHABILITATION/RENOVATION OF A TRANSIT FACILITY

11. Do you currently have a transit facility?

- Yes     No

12. If yes, provide information on the current facility.

Federally Funded:  Yes  No  Other

Year Constructed: 1997

Square Footage: 60,795 sq/ft; 28,060 sq/ft concrete

Parking spots: 100

Has this facility been renovated in the past?  Yes  No If Yes - Describe

Two facility improvement projects have been completed since 1997. The first was completed in 2003 and included a garage expansion project for storage and paratransit bus overflow. In 2011, the second project was completed which included the fixed-route bus garage addition.

13. Give a detailed description and justification of the proposed project. Include the need for rehabilitation, improvements, or remodeling, necessary repair work, cost estimates, temporary or permanent repair, and other details that you deem relevant to assist NDDOT in making a project determination.

**Project #1 – Concrete and Curbing Repair**

Due to normal wear and tear to the parking lot and annual snow removal, several curbs around the facility have been significantly damaged and require replacement. A 550-square-foot portion of the northeast lot has extensive erosion damage near a drain, becoming a safety concern for employees and bus traffic. That portion of the parking lot is blocked off with safety cones to prevent accidents as a temporary fix. Additionally, the concrete aprons on three driveways are severely cracked. Concrete replacement is necessary for permanent repair. Several smaller cracks around the building need a sealant to avoid further, more costly repairs. The estimated cost for this project is \$50,000 based on a 2021 concrete project and the curbing cost the City of Mandan paid for a similar project.

**Project #2 – Exterior Facility Painting**

The need for the facility exterior to be re-painted was indicated during the 2022 Facility Condition Assessment completed by the City of Bismarck. It was indicated that corrective action should occur immediately to stop further damage to the building. The canopies, blue framework, and brown brick wainscoting have not been repainted in several years and are faded and peeling. The estimated cost for this project is \$30,000 based on a quote received in 2020 and inflation.

**Project #3 – Exterior Signage**

The Bis-Man Transit facility serves as the fixed route bus stop that offers passengers restrooms, ticket purchasing options, and access to public meetings. In 2021, Bis-Man Transit underwent a rebrand; however, the facility signage was not updated on the bus depot canopy. Based on an internet search, the estimated cost to replace the lighted sign with installation is \$3,000. Since the facility was built, the lighted stand-alone Bismarck Mandan Transit Center sign on the east side of the building has not been maintained or replaced. Unlike all other exterior lights at the facility, the sign has not been converted to LED. Additionally, the lettering and paint have begun peeling. The estimated total cost for this project is \$10,000.

14. Provide an estimated timeline for the project (s). Provide a separate timeline for each project you are applying for. See sample timeline below, add or remove lines as needed. **Project #1**

Request for Proposal (RFP)/Invitation for Bid (IFB) Issue Date: 6/1/2024

Contract Award Date: 7/15/2024

Project Start Date: 8/1/2024

Contract Completion Date: 9/30/2024

Final Payment Submitted to DOT: 10/31/2024

15. Has your Agency completed the FTA Region 8 Categorical Exclusion Worksheet for this project?



The worksheet and instructions can be found in BlackCat Global Resources or on NDDOT Transit website under Procurement at <https://www.dot.nd.gov/divisions/localgov/transit-operator-portal.htm>

- Yes (Applicant must complete and attach the worksheet)  
 No (Applicant must provide an explanation) Not required for this project.

16. Has your agency completed and attached an Equity Analysis for this renovation? NOTE: An Equity Analysis must occur before the preferred site is selected.

- Yes  
 No (Applicant must provide an explanation) Not required for this project.

17. Your agency will be **required** to interview and hire an architect/consultant to design the plans and specifications and manage the bidding and construction of this building to meet FTA and NDDOT standards and requirements. Provide the dollar amount are you requesting.

Total Cost (include federal and local amounts):  
Federal Funds Requested:  
Local Match Amount:  
Source(s) of Local Match:

18. An Independent Cost Estimate (ICE) is required to show that the price is fair and reasonable. Explain your process for completing the ICE below. Upload your ICE with the application documents.

Independent Cost Estimates have been completed for all three proposed projects.

19. Are you proposing to use the value of land as match, in whole or part, for your project? If yes, please indicate whether this is an appraised value or estimate. Only the portion of land required for the project may be considered in this valuation.

- No  
 Yes, Appraised Value:  
 Yes, Estimate Value:

20. Does the appraised value or estimate cover your entire match? If not, Identify other sources of local match for this project.

21. Has your agency held public meetings about this project? If yes, when and did the community support this project? Include documentation of all public meetings (agendas, advertisements, meeting minutes, comments, and list of attendees)

- Yes, and documents are attached. Meeting dates:  
 No (Applicant must provide an explanation)  
Proposed project sizes do not require public meetings.

22. Does your agency have a written Facility Maintenance Plan? Explain the procedures to ensure facility & equipment is inspected and maintained per manufacturer's warranty instructions on a regular scheduled basis as described in your Facility Maintenance and TAM Plans.

- Yes  
 No (Applicant must provide an explanation)

23. Are your facility and any maintenance records recorded in your TAM maintenance program as required by NDDOT? If No, please explain.

- Yes  
 No (Applicant must provide an explanation)

24. What is the condition (1(Poor) – 5 (Excellent) rating scale assessment) rating of your current facility?

|   |
|---|
| 3   |
| <b>25. Total project cost? Project #1</b>   |
| Total Cost (include federal and local amounts): \$50,000<br>Federal Funds Requested:\$40,000<br>Local Match Amount: \$10,000<br>Source(s) of Local Match: Mill Levy                                 |
| <b>Total project cost? Project #2</b>   |
| Total Cost (include federal and local amounts): \$30,000<br>Federal Funds Requested: \$24,000<br>Local Match Amount: \$6,000<br>Source(s) of Local Match: Mill Levy                                 |
| <b>Total project cost? Project #3</b>   |
| Total Cost (include federal and local amounts): \$10,000<br>Federal Funds Requested: \$8,000<br>Local Match Amount: \$2,000<br>Source(s) of Local Match: Mill Levy                                  |
| <b>26. Explain where in your current 3-5 Year Plan this project(s) is specifically stated (list section and page number(s)). Your current plan must be uploaded into the application documents.</b> |
| <input type="checkbox"/> Yes List section and page number(s):   |
| <input checked="" type="checkbox"/> No (Applicant must provide an explanation) Facility repairs and maintenance are not discussed within the plan.  |

|   |
|---|
| <b>14. Provide an estimated timeline for the project (s). Provide a separate timeline for each project you are applying for. Project #2</b> |
| RFP/IFB/Quotes Issue Date: 6/1/2024   |
| Contract Award Date: 7/15/2024  |
| Project Start Date: 8/1/2024  |
| Contract Completion Date: 9/30/2024   |
| Final Payment Submitted to DOT: 10/31/2024  |
| <b>14. Provide an estimated timeline for the project (s). Provide a separate timeline for each project you are applying for. Project #3</b> |
| RFP/IFB/Quotes Issue Date: 6/1/2024   |
| Contract Award Date: 7/15/2024  |
| Project Start Date: 8/1/2024  |
| Contract Completion Date: 9/30/2024   |
| Final Payment Submitted to DOT: 10/31/2024  |

**Local Match & Total Funding Request**

In the table below, list requested projects by priority, and specify in detail the sources and dollar amounts of Local Match funding (State Aid, Mill Levy, Other Directly Generated Funds, etc.) that are available to be used towards each vehicle project.

**Local match listed here cannot be already targeted as match for a FY2025 5310 or 5311 applications.**

**Farebox revenue cannot be used as Local Match.**

**Documentation of sources of Local Match (including State Aid) MUST be attached or it will not be considered.** Documentation must include a financial obligation amount. This amount may be an estimation or record of the previous amount provided to the transit agency and requires a signature of the organization providing the local share. Without a financial amount and required signature, such local amounts won't be considered as supporting match. Federal funds will only be awarded if sufficient match is provided.

**This project ranking should match your prioritization in BlackCat (add additional lines as needed).**

| Ranking | Project                     | Federal Dollars Requested | Local Match Needed | Sources of Local Match |
|---------|-----------------------------|---------------------------|--------------------|------------------------|
| 1       | Concrete and Curbing Repair | \$40,000                  | \$10,000           | Milly Levy             |
| 2       | Exterior Facility Painting  | \$24,000                  | \$6,000            | Mill Levy              |
| 3       | Exterior Signage            | \$8,000                   | \$2,000            | Milly Levy             |
| 4       |                             |                           |                    |                        |
|         | <b>TOTAL</b>                | <b>\$72,000</b>           | <b>\$18,000</b>    | Mill Levy              |

## Application Checklist and Signature Page

This checklist is included for your review and completion prior to submittal of your application to ensure your submission includes all required documents.

### Section 5339 Applicants must submit the following (check when complete):

|   |  |
|---|--|
| x | Completed 5339 Application;  |
| x | Document(s) showing sources and amounts of local match funds – Signed letters from source(s) of local match showing sources and amounts, FY2024 State Aid Contract or award letter, mill levy, city funds, etc.;                 |
| x | Update <u>vehicle/facility/equipment</u> information, mileage, condition, etc. in BlackCat Inventory;  |
|   | Certify and upload a current Authorizing Resolution form (only complete if there has been a change to your agencies signing authority or board president since the last application);  |
| x | Upload your annual registration from the System for Award Management (SAM.gov) to the application documents;   |
|   | Complete and include the FTA Categorical Exclusion Worksheet (if applicable);  |
| x | Update Transit Board Members information in BlackCat;  |
|   | Complete and include the NDDOT ITS Architecture Checklist Systems Engineering Compliance (SFN 60212), (if applicable);   |
|   | Upload Preliminary Assessment/Application for Capital Assistance forms(s) (if applicable);   |
| x | Upload your 3-5 Year Plan in the application documents;  |
| x | The following documents MUST be current and uploaded into BlackCat Resources: Title VI Plan, Drug & Alcohol Plan, Cost Allocation Plan (if applicable), Cognizant Agency Letter (if applicable), Procurement Plan, and TAM Plan. |

I hereby certify that as a person authorized to sign for

Bis-Man Transit Board

**Transit Agency Name**

That I have reviewed the application submitted and to the best of my knowledge all statements and representations made are true and correct. I also hereby certify:

1. Adequate funds will be available to provide the required local match and to operate the project; and
2. Sufficient managerial and fiscal resources exist to implement and manage the grant as outlined in this application; and
3. The project items purchased under this grant shall be maintained in accordance with the detailed maintenance schedules as stipulated by the manufacturer; and
4. The transit agency agrees to meet the applicable federal and state requirements.

Deidre Hughes

**Signature of Authorized Representative**

11/9/2023

**Date**