



Central Dakota MPO Technical Advisory Committee Meeting

Tuesday, December 10, 2024, at 10:30 AM

Public Works Conference Room 3, Public Works (1025 31st St SE)

Any person needing special accommodation for the meeting is requested to notify the City Clerk's office at 857-4752.

1. ROLL CALL

2. APPROVAL OF MINUTES

2.1. REVIEW AND APPROVAL OF NOVEMBER 12, 2024 MINUTES

Suggested Motion: I move to approve the minutes of the November 12, 2024 meeting as presented.

3. OLD BUSINESS

3.1. MTP PROJECT UPDATE

This item is informational only; no action required.

4. NEW BUSINESS

4.1. GRANT PROJECTS SOLICITATION

Suggested Motion: I move to recommend the Policy Board approve the HSIP, Transit, Urban Roads, TA, and Rail/Highway Crossing Safety Program grant applications as presented.

4.2. 2026/2027 PROJECT DISCUSSION

This item is informational only; no action required.

4.3. NDDOT/FHWA/FTA UPDATE, IF ANY

5. OTHER BUSINESS

5.1. OTHER BUSINESS, IF ANY

5.2. OPPORTUNITY FOR PUBLIC COMMENT

6. ADJOURNMENT



Central Dakota MPO Technical Advisory Committee Meeting Minutes

Tuesday, November 12, 2024, at 10:30 AM

Public Works Conference Room 3, Public Works (1025 31st St SE)

1. ROLL CALL

John Van Dyke called the meeting to order at 10:30 AM

Members Present:

Jesse Berg, Doug Diedrichsen, Cole Jones – Alternate for Sarah Karhoff, Brian Horinka, Lance Meyer, Dana Larsen, Korby Seward (virtual), John Van Dyke, Wayne Zacher

Members Absent:

Beth Pietsch

Others Present:

Will Hutchings, Kristen Sperry, Stephen Joersz, Angie Stenson (virtual), Blue Weber (virtual), Jim Mertz (virtual), Scott Harmstead (virtual), Luke Champa (virtual), Mike Bittner (virtual), Renae Tunison (virtual), and Nicole Robinson

2. APPROVAL OF MINUTES

2.1 REVIEW AND APPROVAL OF THE October 8, 2024 MINUTES

Motion to approve the minutes of the September 10, 2024 meeting as presented by Doug Diedrichsen, seconded by Lance Meyer, and favored by all.

3. NEW BUSINESS

3.1 2050 METROPOLITAN TRANSPORTATION PLAN – CONSULTANT UPDATE

After brief introductions, Angie Stenson gave an overview of the overall presentation. Blue Weber began with a more in-depth overview of the public engagement opportunities by the MTP. He shared some key points from the survey results, mentioned 7 upcoming focus groups and discussed some of the representative organizations. Lance Meyer stressed the importance of tracking areas where feedback is being received specific to each jurisdiction. Weber reported 20-22 attendees at the Minot City Hall Open House, 8 attendees at Surrey Senior Center Open House, and 1 attendee at the Burlington Open House.





Stenson discussed the emerging themes based on public feedback received. She reported bike and ped, safety, and economic ties to the transportation system being brought up the most. Members discussed their thoughts on the findings and meeting attendance.

Jim Mertz presented the draft of the Existing Conditions Memo. He provided an overview of the existing plans being used to create the MTP. He then presented the following topics:

- Minot population density
- Income and Employment throughout the MPO Area
- Travel by Mode
- Transit – Fixed Route & Souris Basin curb-to-curb paratransit service. Group discussion around transit ensued.
- Safety Review – Roadway Segments, Intersections, Bridge Safety, Rail Crossing Crashes. Mertz discussed crash rates and specific areas with higher crash rates.
- Bike Network

Luke Champa gave a Financial Plan Update and reviewed the next steps.

A Future Network Conditions Update was presented by Scott Harmstead.

Topics included:

- “Allocating” Socioeconomic Data to Traffic Analysis Zones. He asked members for feedback.
- The Travel Demand Model. An outline of the review process was given. Members provided input on the model.

Mike Bittner gave an issues identification preview. He provided an overview of the layers of analysis used in evaluation. He identified four priority areas with existing conditions. He encouraged members to begin thinking of the issues and possible solutions to discuss at the meeting in February.

Stenson asked members to provide feedback on the Draft Existing Conditions Memo by Tuesday, November 19th and provided the timeline of next steps.





4. OTHER BUSINESS

4.1 NDDOT/FHWA/FTA UPDATE, IF ANY

Wayne Zacher introduced Will Hutchings as the new DOT MPO Coordinator and will be the voting member beginning in December. Kristen Sperry noted there is the new Team Lead for Engineering Services and there will be a Structural Engineer Position Open.

4.2 OPPORTUNITY FOR PUBLIC COMMENT

No public present.

5. ADJOURNMENT

Van Dyke asked for a motion to adjourn the meeting. So moved by Jesse Berg, seconded by Brian Horinka, and passed unanimously. Meeting adjourned at 12:34 PM.



HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP) PROJECT APPLICATION

North Dakota Department of Transportation, Programming
SFN 59959 (3-2023)

23 USC § 407 Documents
NDDOT Reserves All Objections

Please attach a location map(s). You may use additional sheets to further describe your project.

Agency Name City of Minot		NDDOT District Minot	
Contact Name Stephen Joersz		Current Date 11/22/24	
Email Address stephen.joersz@minotnd.gov	Telephone Number 701.857.4100	Project Cost Estimate (attach detailed copy) \$1,451,912.75	
Location Description Eight Elementary Schools within the City of Minot Washington Elementary Edison Elementary Perkett Elementary Bel Air Elementary Longfellow Elementary Sunnyside Elementary Roosevelt Elementary Lews & Clark Elementary	Roadway Ownership ☐ State ☐ County ☒ City ☐ Tribe	Vision Zero Emphasis Area (check all that apply) ☒ Younger Drivers ☐ Speeding or Aggressive Drivers ☐ Alcohol-Related ☐ Unbelted Vehicle Occupants ☐ Lane Departure ☒ Intersections	Functional Class ☒ Local Road or Street ☐ Minor Collector ☐ Major Collector ☐ Minor Arterial ☐ Principal Arterial
Improvement Category (check all that apply)			
☐ Access Management	☐ Intersection Geometry	☐ Parking	☐ Roadway Delineation
☐ Advanced Technology & ITS	☐ Intersection Traffic Control	☒ Pedestrians & Bicyclists	☐ Roadway Signs & Traffic Control
☐ Alignment	☒ Lighting	☐ Railroad Grade Crossings	☐ Shoulder Treatments
☐ Animal Related	☐ Miscellaneous	☒ Roadside	☐ Speed Management
☐ Interchange Design	☐ Non-infrastructure	☐ Roadway	☐ Work Zone
Describe Current Safety Issues Wood pole street lighting surrounds eight elementary schools in Minot. These wood poles typically provide one streetlight at an intersection and one-to-a-few mid-block streetlights, depending on where the utility wood pole is located. This leave gaps in streetlight coverage and often leads to areas that alternate between lit and dark. The elementary schools of Bel Air, Sunnyside and Roosevelt have 100-percent of the student pick-up and drop-off occur on a city street. Minot Public Schools does not offer bus services to they typical student. These items all lead to a significant amount of mixing between young children and drivers/ vehicles in dimly lit areas.			
Describe Proposed Safety Improvements The City of Minot is looking to improve visibility, in the form of improved streetlight coverage, near elementary schools. Install adequate streetlight facilities around eight elementary schools within the City of Minot. The proposed project would add a combination of feed points, conduit and conductors and Type A (post-top) streetlights.			

For questions or comments contact:

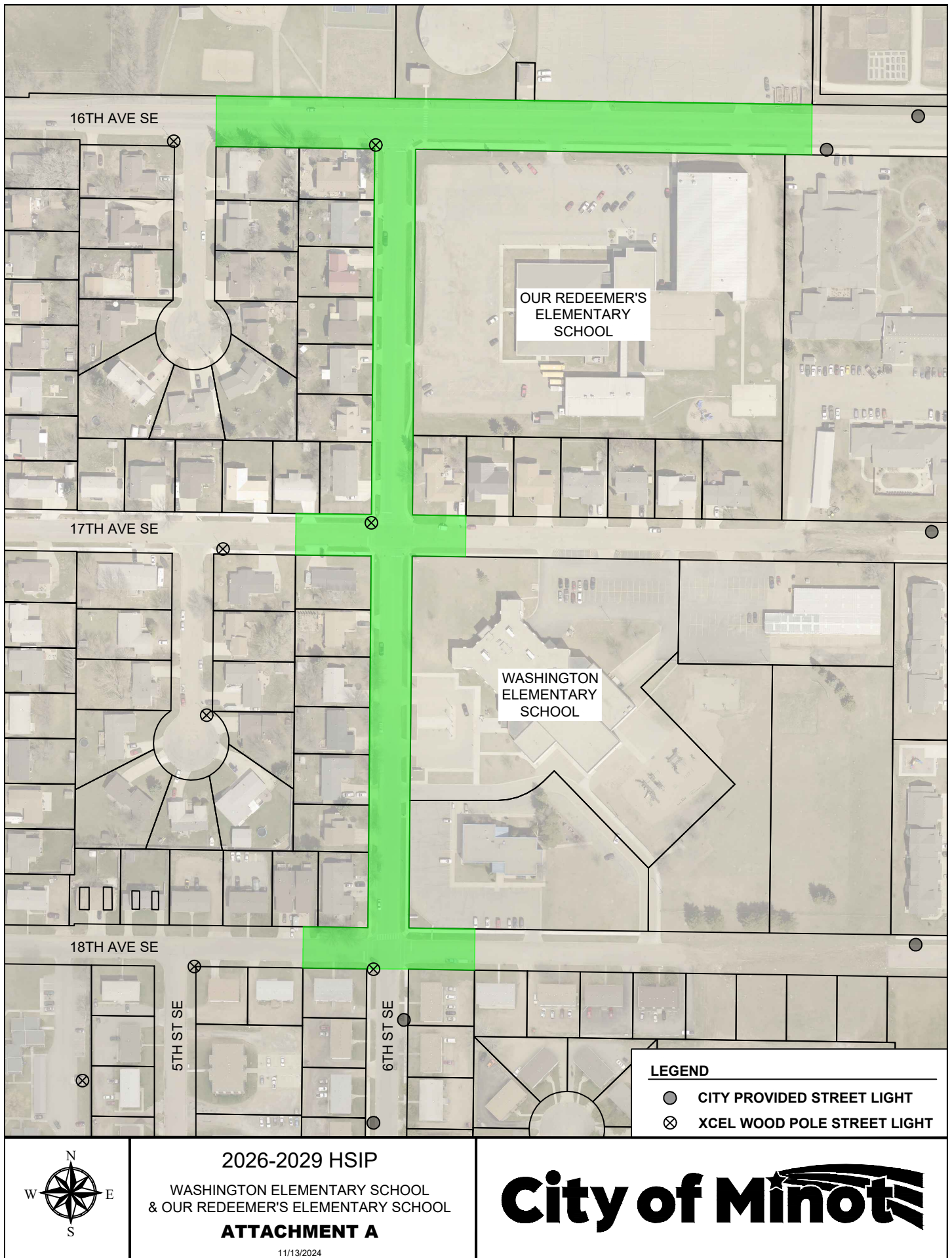
Justin Schlosser
701-328-2673
jjschlosser@nd.gov

Please email completed form to this address: hsip@nd.gov

Grant Application ESTIMATED QUANTITIES				Washington		Edison		Perkett		Bel Air	
ITEM NO.	DESCRIPTION	UNIT	Cost	QUANTITIES	SITE ESTIMATE	QUANTITIES	SITE ESTIMATE	QUANTITIES	SITE ESTIMATE	QUANTITIES	SITE ESTIMATE
1	Contract Bond	LS	\$3,350.24	1	\$3,350.24	1	\$3,350.24	1	\$3,350.24	1	\$3,350.24
2	Mobilization	LS	\$6,700.48	1	\$6,700.48	1	\$6,700.48	1	\$6,700.48	1	\$6,700.48
3	Traffic Control	LS	\$2,010.14	1	\$2,010.14	1	\$2,010.14	1	\$2,010.14	1	\$2,010.14
6	Conductor	LF	\$8.39	4,845	\$40,644.70	2,426	\$20,351.71	2,120	\$17,784.68	1,320	\$11,073.48
7	2" Conduit	LF	\$15.28	460	\$7,027.46	0	\$0.00	450	\$6,874.69	430	\$6,569.15
8	Boring	LF	\$14.98	4,305	\$64,498.67	2,426	\$36,346.99	1,510	\$22,623.23	690	\$10,337.77
9	Streetlight Standard-Type A	EA	\$4,725.18	26	\$122,854.61	22	\$103,953.90	13	\$61,427.30	10	\$47,251.77
11	Type II Feedpoint	EA	\$18,414.25	1	\$18,414.25	1	\$18,414.25	1	\$18,414.25	1	\$18,414.25
12	Pull Box	EA	\$2,010.14	0	\$0.00	0	\$0.00	1	\$2,010.14	0	\$0.00
Construction =				\$265,500.55		\$191,127.71		\$141,195.16		\$105,707.28	
13	5% Contingency	EA		5%	\$13,275.03	5%	\$9,556.39	5%	\$7,059.76	5%	\$5,285.36
14	10% Engineering	EA		10%	\$26,550.06	10%	\$19,112.77	10%	\$14,119.52	10%	\$10,570.73
Const. + Contingency + Eng. =				\$305,325.64		\$207,736.01		\$150,313.57		\$109,502.51	

Grant Application ESTIMATED QUANTITIES				Longfellow		Sunnyside		Roosevelt		Lewis & Clark	
ITEM NO.	DESCRIPTION	UNIT	Cost	QUANTITIES	SITE ESTIMATE	QUANTITIES	SITE ESTIMATE	QUANTITIES	SITE ESTIMATE	QUANTITIES	SITE ESTIMATE
1	Contract Bond	LS	\$3,350.24	1	\$3,350.24	1	\$3,350.24	1	\$3,350.24	1	\$3,350.24
2	Mobilization	LS	\$6,700.48	1	\$6,700.48	1	\$6,700.48	1	\$6,700.48	1	\$6,700.48
3	Traffic Control	LS	\$2,010.14	1	\$2,010.14	1	\$2,010.14	1	\$2,010.14	1	\$2,010.14
6	Conductor	LF	\$8.39	2,520	\$21,140.28	1,920	\$16,106.88	2,150	\$18,036.35	2,370	\$19,881.93
7	2" Conduit	LF	\$15.28	420	\$6,416.38	150	\$2,291.56	360	\$5,499.75	350	\$5,346.98
8	Boring	LF	\$14.98	1,950	\$29,215.43	1,770	\$26,518.62	1,550	\$23,222.52	1,580	\$23,671.99
9	Streetlight Standard-Type A	EA	\$4,725.18	17	\$80,328.01	17	\$80,328.01	15	\$70,877.66	16	\$75,602.84
11	Type II Feedpoint	EA	\$18,414.25	1	\$18,414.25	1	\$18,414.25	1	\$18,414.25	1	\$18,414.25
12	Pull Box	EA	\$2,010.14	1	\$2,010.14	0	\$0.00	0	\$0.00	2	\$4,020.29
Construction =				\$169,585.35		\$155,720.19		\$148,111.39		\$158,999.13	
13	5% Contingency	EA		5%	\$8,479.27	5%	\$7,786.01	5%	\$7,405.57	5%	\$7,949.96
14	10% Engineering	EA		10%	\$16,958.54	10%	\$15,572.02	10%	\$14,811.14	10%	\$15,899.91
Const. + Contingency + Eng. =				\$182,962.29		\$167,017.35		\$158,267.24		\$170,788.14	

School	Cost
Washington	\$305,325.64
Edison	\$207,736.01
Perkett	\$150,313.57
Bel Air	\$109,502.51
Longfellow	\$182,962.29
Sunnyside	\$167,017.35
Roosevelt	\$158,267.24
Lewis & Clark	\$170,788.14
Total	\$1,451,912.75



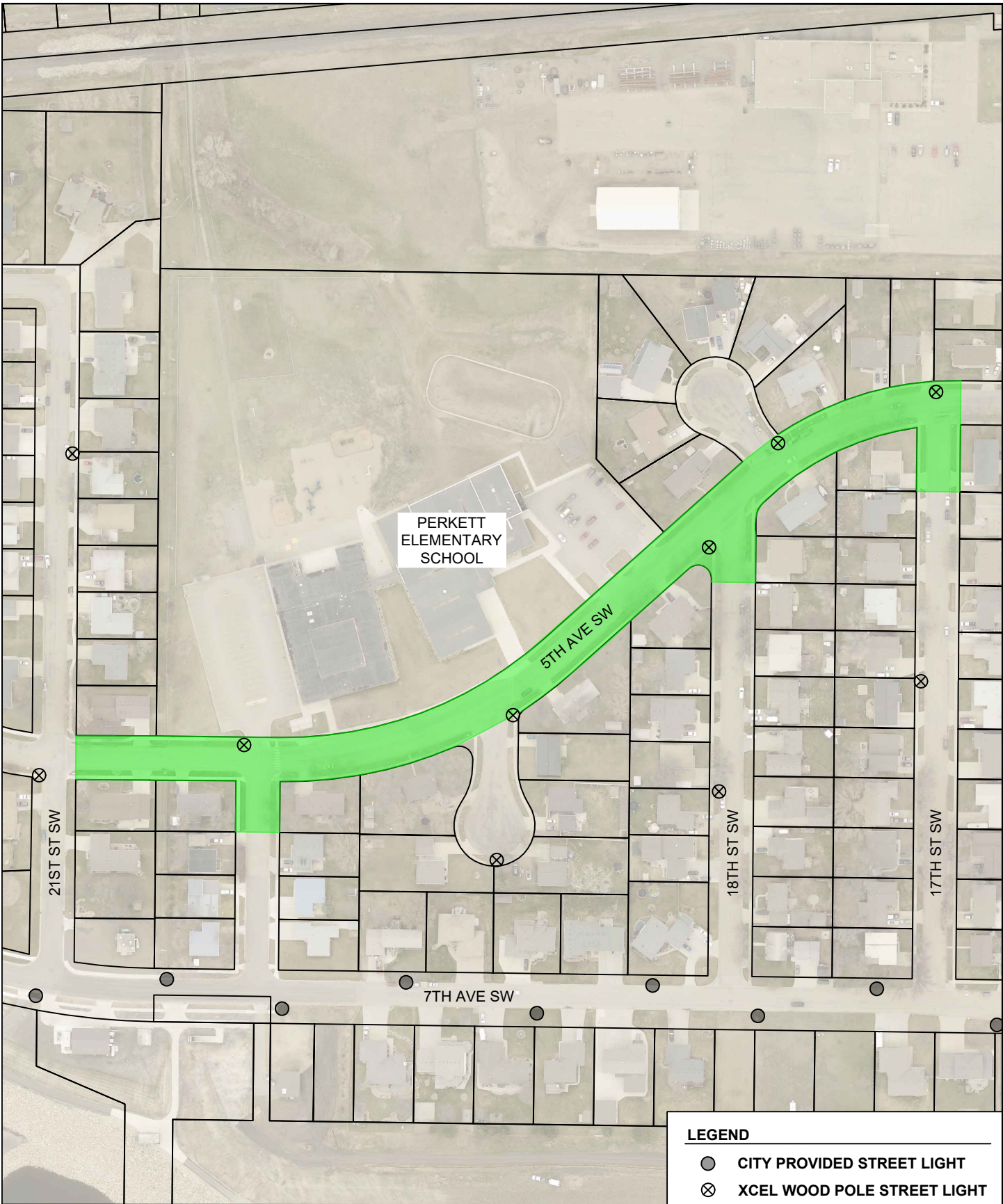


2026-2029 HSIP
EDISON ELEMENTARY SCHOOL

ATTACHMENT A

11/13/2024

City of Minot

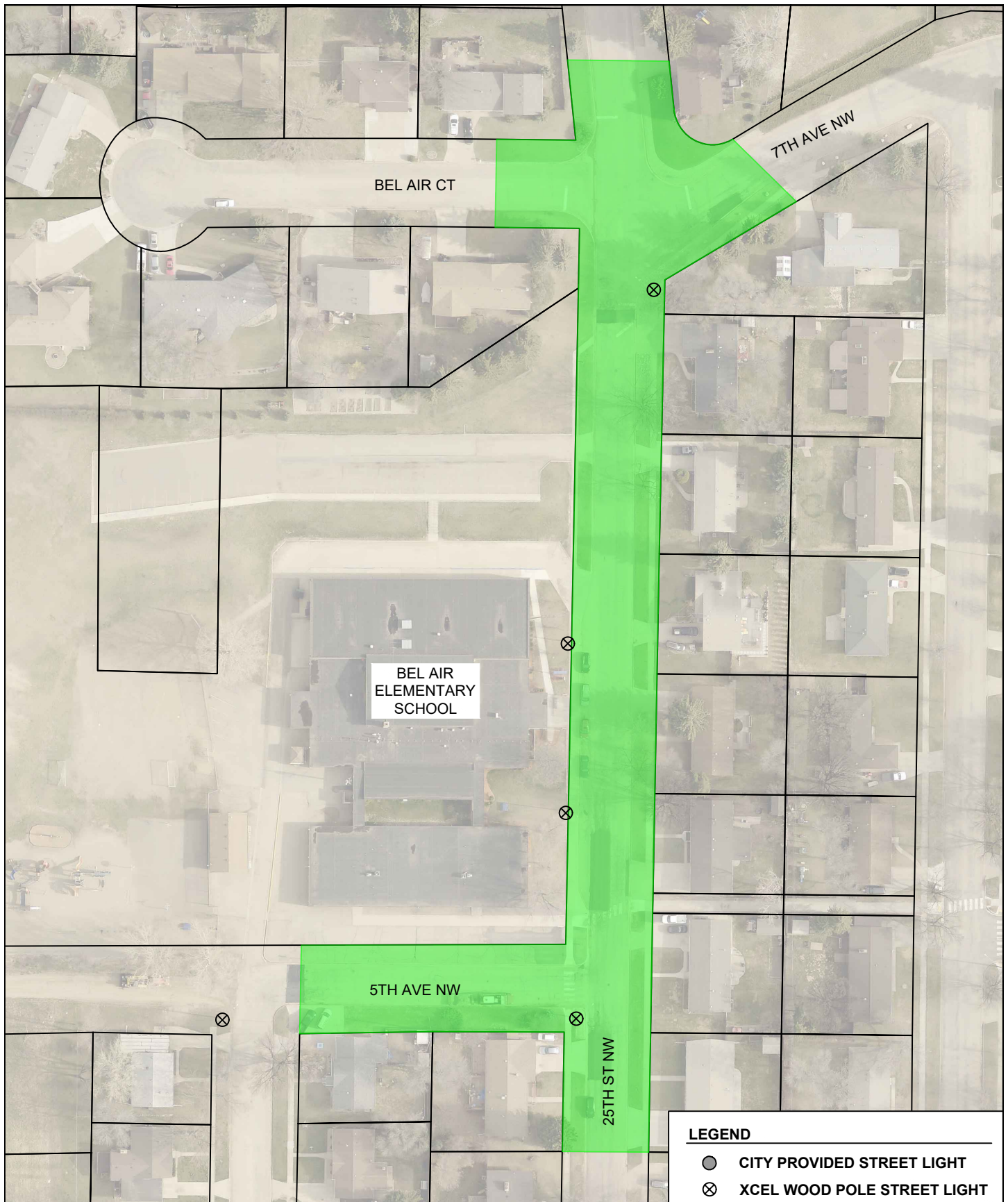


2026-2029 HSIP
PERKETT ELEMENTARY SCHOOL

ATTACHMENT A

11/13/2024





LEGEND

- CITY PROVIDED STREET LIGHT
- ⊗ XCEL WOOD POLE STREET LIGHT



2026-2029 HSIP
BEL AIR ELEMENTARY SCHOOL

ATTACHMENT A

11/13/2024

City of Minot

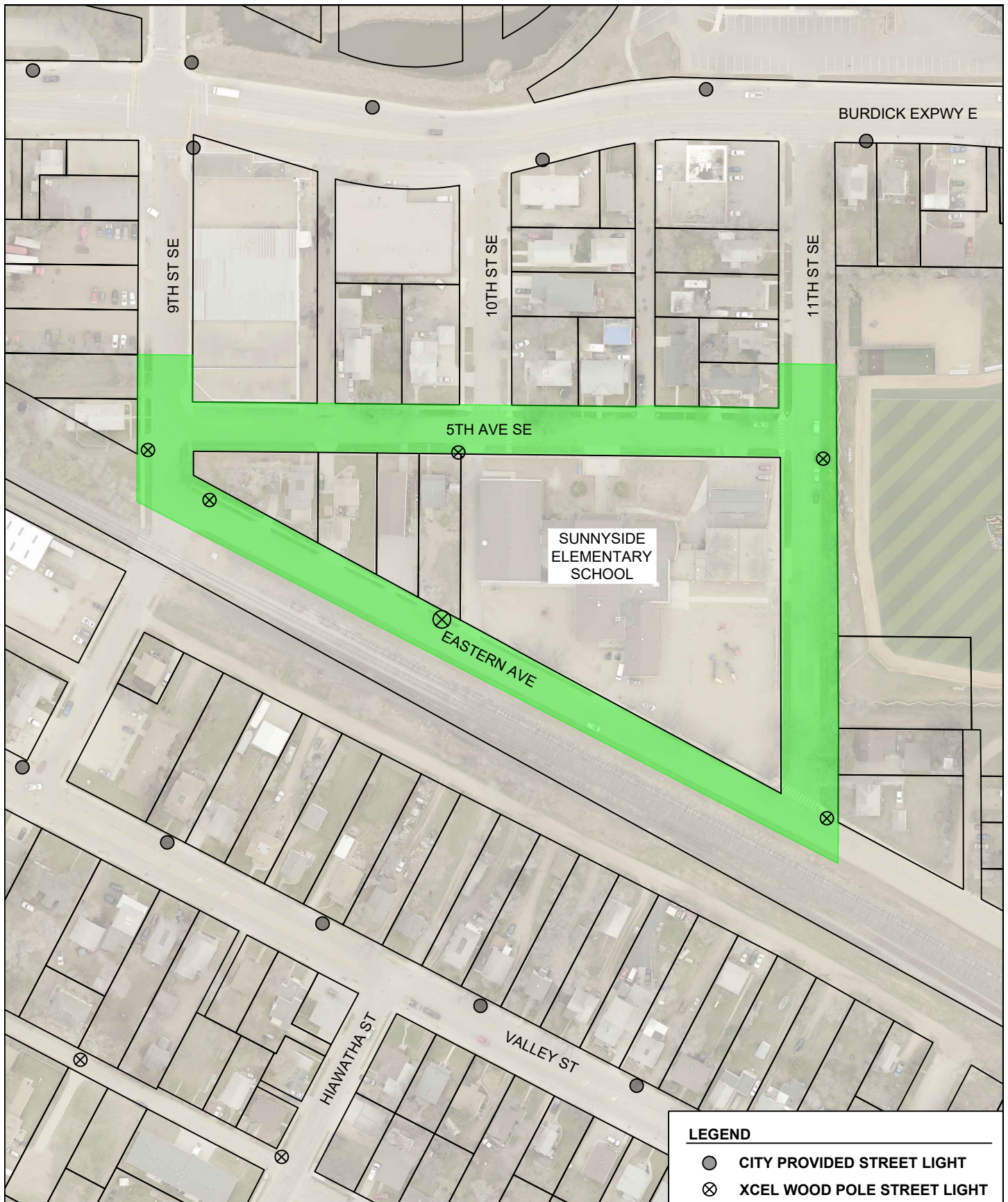


2026-2029 HSIP
LONGFELLOW ELEMENTARY SCHOOL

ATTACHMENT A

11/13/2024

City of Minot

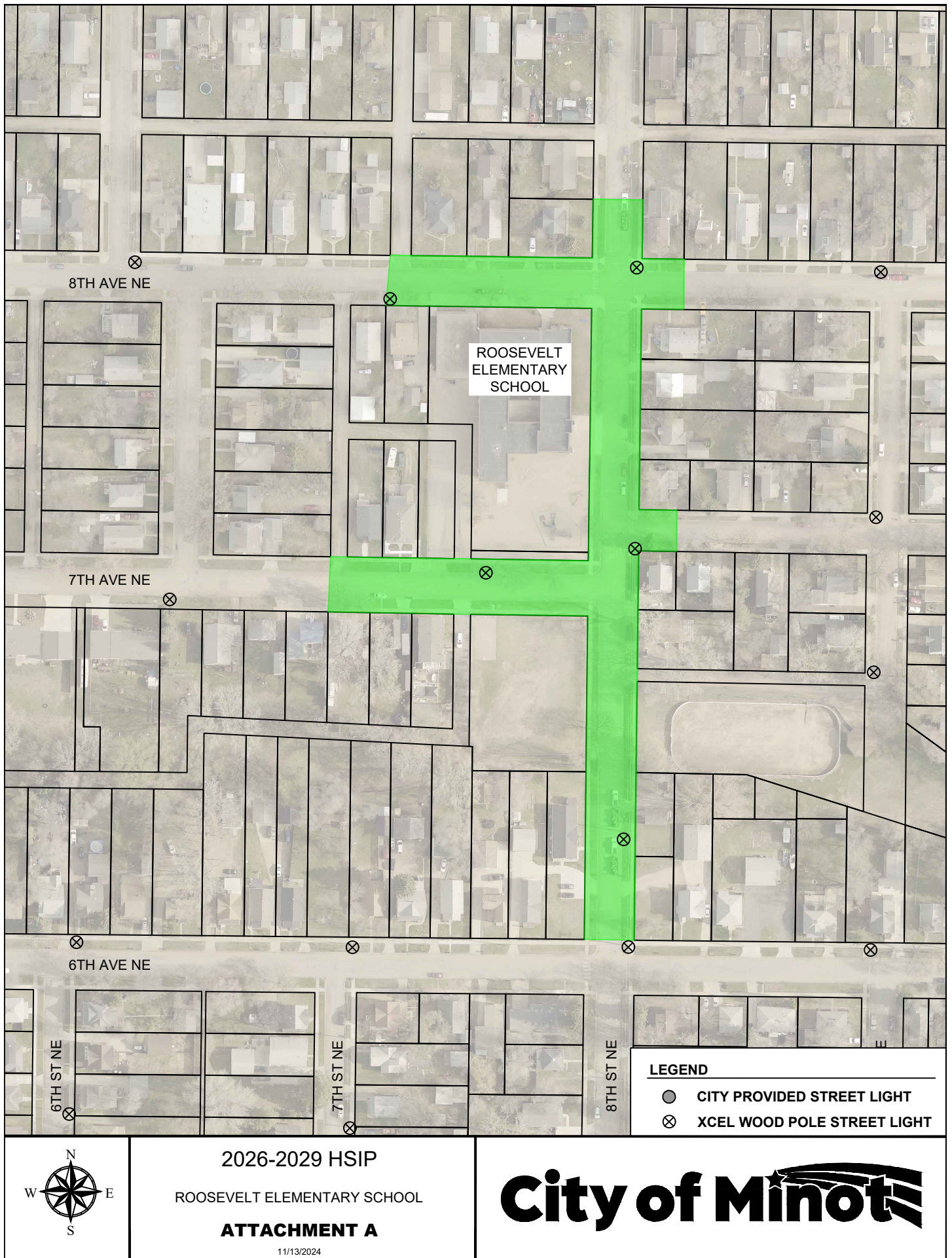


2026-2029 HSIP
SUNNYSIDE ELEMENTARY SCHOOL

ATTACHMENT A

11/13/2024

City of Minot

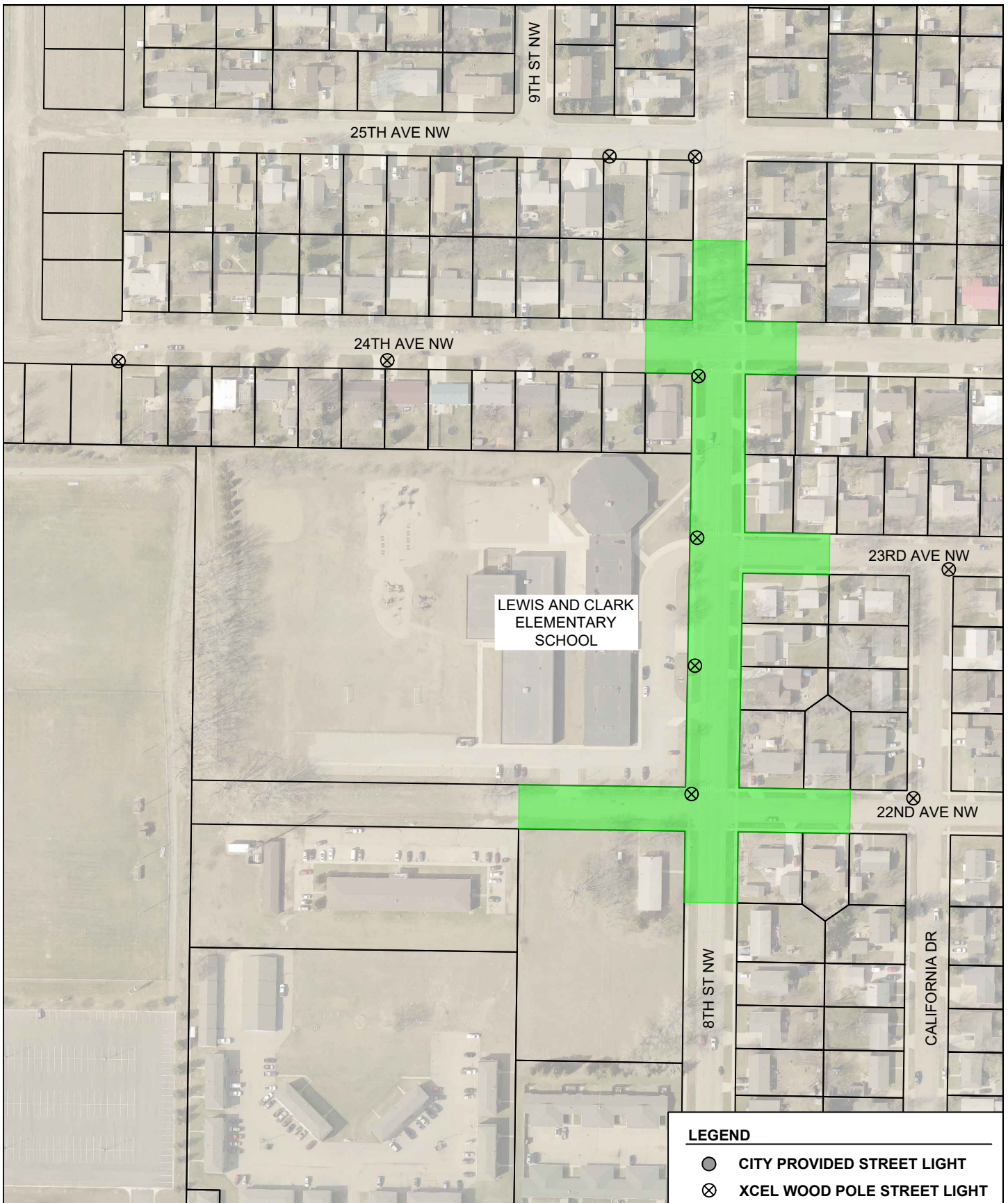


2026-2029 HSIP
ROOSEVELT ELEMENTARY SCHOOL

ATTACHMENT A

11/13/2024

City of Minot



2026-2029 HSIP
LEWIS AND CLARK ELEMENTARY SCHOOL

ATTACHMENT A

11/13/2024

City of Minot

PROJECT SUBMITTAL LIST

Entity: City of Minot		Contact Person: Lance Meyer				Revision: October 2024				
Date: November 22, 2024		Phone Number: 701-857-4100				If you have questions with filling out the list, please contact Stacey Hanson at 701-328-4469				

FISCAL YEAR	FUNDING CATEGORY ⁽¹⁾	FUNCTIONAL CLASSIFICATION ⁽²⁾	INVESTMENT STRATEGY ⁽³⁾	TYPE OF WORK ⁽⁴⁾	PROJECT LOCATION	PROJECT COST				
						TOTAL	FEDERAL	STATE	LOCAL	NON-PARTICIPATING
2026	Urban Roads	Minor Arterial	N/R	Preliminary Engineering	3rd Street Bridge - 4th Avenue NE to 1st Avenue NE	\$ 1,500,000	\$ 1,200,000	\$ -	\$ 300,000	\$ -

Notes	Description
(1)	PriR = Primary Regional, SecR = Secondary Regional, URP = Urban Roads Program, UGP = Urban Grant Program
(2)	Interstate, Principal Arterial, Minor Arterial, Collector
(3)	PM = Preventive Maintenance, MiR = Minor Rehabilitation, SI = Structural Improvement, MaR = Major Rehabilitation, N/R = New/Reconstruction
(4)	Brief description of the project (Exs: Thin Lift Overlay, Mill and Overlay, Concrete Pavement Repair, etc.)

NDDOT URBAN PROGRAM - SUBMITTAL CHECKLIST

Instructions: Review all tasks and check mark the completed items. Sign and return this checklist with your submittal.

Tasks

1. Review the enclosed 2025-2028 Urban Program sheet. Mark any requests for revisions on the sheet and return it with your submittal. *Must mark either item a or b below.*
 - a. ☒ I have reviewed the enclosed 2025-2028 Urban Program sheet, including project limits, scope of work, costs, and funding year. I am requesting no changes to these projects.
 - b. ☐ I have reviewed the enclosed 2025-2028 Urban Program sheet and am requesting the changes noted below.
 - i. ☐ Project limits – a new map is enclosed (required).
 - ii. ☐ Scope of work – a revised scoping worksheet is enclosed (required).
 - iii. ☐ Costs – a detailed cost estimate and revised scoping worksheet are enclosed (required).
 - iv. ☐ Funding year – I have marked my requested change on the Urban Program sheet.
2. Submittal **requirements** for FY 2029 solicitation of Urban Regional & Urban Roads projects (*these are all required*):
 - a. ☐ I am submitting **new** projects **only** for FY 2029.
 - b. ☒ I am providing a look ahead for FY 2030 – potential projects my jurisdiction is considering for future planning/budgeting purposes.
 - c. ☒ I have reviewed the projected Urban Roads account balance and the submitted projects are within the budget shown on the balance sheet.
 - d. ☒ I have coordinated with the county and included any CMC route funding requests within the UZA with my submittal.
 - e. ☒ I have reviewed my request to make sure all projects are functionally classified and on the federal-aid system.
 - f. ☒ I have reviewed my request to make sure all project limits achieve logical termini (must begin and end at a functionally classified route).
 - g. ☒ I have prioritized my project requests.
 - h. ☒ I have prepared the Project Submittal List (table) – this table outlines my federal aid request for each project.
 - i. ☒ I am submitting a signed Scoping Worksheet for each project.
 - i. ☐ The District and City have signed all Urban Regional Scoping Worksheets.
 - ii. ☒ The City or County has signed all Urban Roads Scoping Worksheets.
 - iii. ☒ I have included a non-NEPA level purpose and need statement for all projects to identify why the projects are important/needed by my jurisdiction.
 - j. ☒ I am submitting a Detailed Cost Estimate in year of expenditure dollars for each new project. The estimate includes totals for all phases (PE, CE, construction, R/W, utilities, structures, non-participating).
 - k. ☒ I am submitting a Map of project limits for each project.

*I hereby certify that I have reviewed all tasks and that submitted materials are complete. **I understand that failure to provide complete information by December 31, 2024 may make this submittal ineligible.***



City Engineer

11/22/2024
Date

URBAN REGIONAL & URBAN ROADS PROJECT SCOPING WORKSHEET

DATE: 11/21/2024

PRIORITY# 1

Regional: Y/N

Urban Roads: Y/N

City: Minot

Street: 3rd St NE

County: Ward

Length: 1,280 ft

Proposed Improvement: Bridge Replacement Professional Engineering

Cost Estimates Breakdown (in \$1,000)							
PE	CE	R/W	Utility	Constr.	Bridges	Non-Participating	Total
1,500							1,500

Present Road: Surface Width? 36 feet

Surface Type? Concrete

On Street Parking Allowed? No

Present: (No) One Side Both Sides Angle Parallel

Proposed: (No) One Side Both Sides Angle Parallel

Proposed Improvements

ADT Present: 7,125 Yr: 2022

Travel Way Width : 29 ft

ADT Design: _____ Design year _____

No. of Lanes: 2

Design Speed: 25 MPH

Roadway Width: 29 ft

Maximum Curve: 5 degrees

Min. R/W Width: 80 ft

Maximum Grade: 7%

Right of Way

Will Additional ROW or easement be acquired? Yes ROW acquisition by: **City** DOT

Has any ROW easements been acquired since 7-1-72: Yes ROW Condemnation by: **City** DOT

Est. No. of occupied family dwelling to be displaced? 1

Est. No. business to be displaced? 3

Impacts

Will there be any additional Impacts (Cultural and Environmental Resources): Unknown

Will there be any impacts to 4(f) or 6(f) properties: Potential shared use path impacts

Airports: None

Public Hearings: Open House

Environmental Classification (Cat-Ex, EA, EIS): Cat-Ex

Transportation Enhancements: Bridge enhancements such as lighting, railing, shared use path, history.

Intermodal: BNSF mainline under the bridge

Pedestrian Needs: Need 10 ft shared use path on bridge for future city connections to flood control system and downtown.

Railroads Crossings

RR Name	No. Xings	No. Tracks and Type of Crossing	Daily Train Movements	Train Speed	Present Protection	Proposed Protection
BNSF	3	3 mainline	35-40	Unknown	Grade separated	Grade separated

Purpose and Need Statement:

The 3rd Street bridge was built in 1936 and is nearing the end of its life. The bridge is showing signs of major distresses such as spalling, joint failures, pack rust, bearing failure, seal failure, and other maintenance issues. The cost to repair all of these issues may likely outweigh the benefits with a structure that is 88 years old.

Due to the accelerated nature of the recent distresses seen on the bridge, engineering must begin on a bridge replacement to understand the environmental impacts and design challenges of a replacement structure. A new bridge on this north-south minor arterial must be able to carry over 8,000 ADT into downtown Minot. A shared use path on the bridge is an important feature as it will connect into Minot's flood control path system and eventually into several parks in the valley and north hill.

Existing Conditions:

1. When was the current street section built? Has there been any additional maintenance to the street section?
The bridge was built in 1936 with connecting street sections built in 1985 and 2024.
2. How many driving lanes and turning lanes does the street section currently have and what is the widths of the driving and turning lanes?
Two driving lanes on the bridge. Left turn lane at 4th Avenue.
3. What is the condition of the pavement section?

- A. If the pavement section is asphalt, is there any alligator cracking, longitudinal cracking, transverse cracking, raveling, bituminous patching or rutting?
 - B. If the pavement section is concrete, are there any broken slabs, faulting, bituminous patching, joint spalling, transverse cracking, or longitudinal cracking. The deck is polished with several spalls.
-
-

- 4. Any existing geometric concerns?
Unknown
 - 5. Are there any access points to adjoining properties that present a special concern?
There are connecting streets at each end of the bridge that lock the termini in place.
 - 6. Are there any existing sidewalks or shared use path in place? Yes
-
- 7. What is the condition of the existing storm sewer? Will any additional storm sewer work need to be done along with this project?
Some inlet modifications may be needed depending on bridge height.
 - 8. What is the condition of the city's water and sewer line? Will any work have to be done to the city's water and sewer lines along with this project?
Utilities are being replaced with adjacent projects.
 - 9. Describe the existing lighting system currently in place? What type of standards and luminaires are currently being used?
Bridge lighting is original and must be replaced.
 - 10. What intersections currently have traffic signals? Are there any locations that have a high accident rate? Are additional turning lanes needed?
3rd Street and 4th Avenue has a traffic signal that was recently replaced. No high crash locations. Additional turn lanes unlikely needed.

Remarks:

The City is requesting professional engineering funding for this project in 2026. We understand this is an out of cycle request. However, with 3rd Street Bridge deteriorating more quickly than anticipated, this has increased the City's urgency on this project. We are hopeful the NDDOT has funding available in their programs to assist the City to get started on this project.

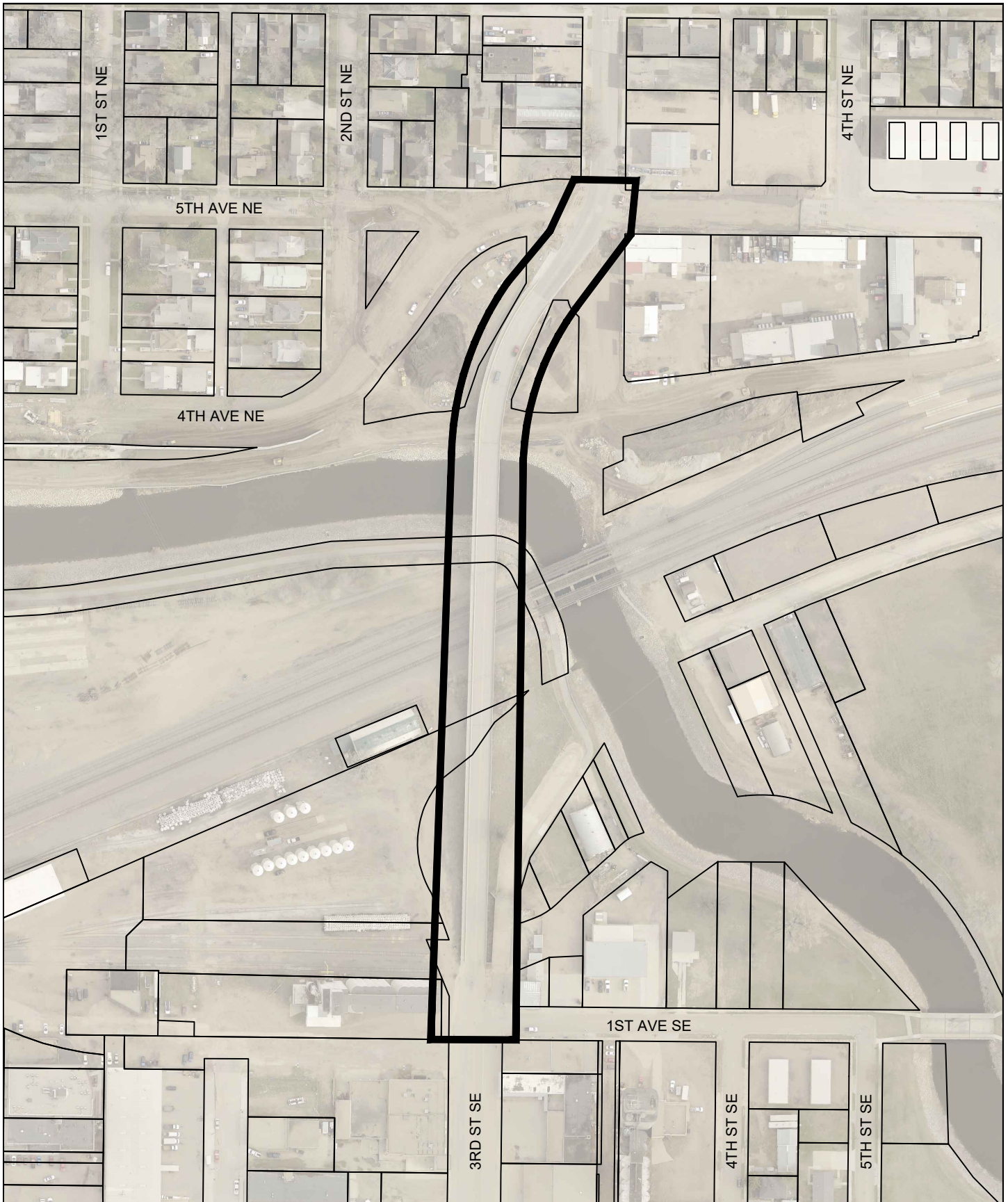
City Engineer: *Lone May*

Date: 11/22/2024

District Engineer: _____

Date: _____

Note: Please attach a map showing location and extent of the project, detailed cost estimate, and any additional supporting documents.



3RD STREET BRIDGE
ENGINEERING

EXHIBIT A

11/22/2024

City of Minot

3rd Street Bridge Preliminary Engineering Cost Estimate

Total Cost	80% Federal	20% Local
\$ 1,500,000.00	\$ 1,200,000.00	\$ 300,000.00



November 22, 2024

Jim Styron
NDDOT – Highway/Rail Crossing Safety Manager

Jim:

The City of Minot is requesting two projects be added to the rail/highway crossing safety program. These projects are anticipating a no cost share from the City of Minot. If there is a cost share, the earliest a cost share would be available is January 2026, but the City would have to begin budgeting for a local cost match in June of 2025.

Priority 1: 8th Avenue SE Crossing at CPKC

This project will fix the rough crossing caused by the main and siding intersecting 8th Avenue SE. The siding was installed several years ago and is the most complained about crossing besides the recently repaired 3rd St SE crossing. The public is requesting this crossing be addressed to provide a smooth ride for the motoring public.

Priority 2: Signalization of the Amtrak Crossing at CPKC

This crossing which leads to the Amtrak Station is the only unsignalized rail crossing in Minot city limits. Originally part of a quiet zone, the city council backed away from the project due to the high costs of the project. The requested project will only signalize the crossing.

If you have any follow up questions or wish to have a field diagnostic in Minot, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Lance Meyer". The signature is fluid and cursive, with a long horizontal stroke at the end.

Lance Meyer, PE
Minot City Engineer

Fiscal Year 2027 Transportation Alternatives Program Application

1. Project Name

2027 Edison Elementary Safe Routes to School

2. Project Location

Within the vicinity of Edison Elementary School. For your reference, please find attached **Figure 1** for the proposed location.

3. Project Contact

City of Minot
PO Box 5006
Minot, North Dakota 58702

4. Contact Person(s)

Stephen Joersz, PE, PTOE – Traffic Engineer
stephen.joersz@minotnd.gov
PO Box 5006
Minot, North Dakota 58702
Office Phone: 701-857-4100

Jesse Hoffart, PE – Project Manager
jesse.hoffart@minotnd.gov
PO Box 5006
Minot, North Dakota 58702
Office Phone: 701-857-4100

5. Project Sponsor

City of Minot
PO Box 5006
Minot, North Dakota 58702

6. Sponsoring Official

Lance Meyer, PE – City Engineer
lance.meyer@minotnd.gov
PO Box 5006
Minot, North Dakota 58702
Office Phone: 701-857-4100

7. Project Description

The proposed safe routes to school improvements include the following items:

- A 5-foot sidewalk placed on the north and south side of 18th Avenue SW, between 16th St SW and 12th St SW.
- Fill in the gap on sidewalk on the south side of 16th Avenue SW, between 10th St SW and 9th St SW.

The proposed locations will improve the ability for students to walk and bicycle to school and provide safe routes for non-drivers and individuals with disabilities. To date, sidewalks are not located at the above-mentioned areas.

8. Project Cost

Project construction cost is estimated to be \$1,080,155.57. The federal share requested is \$874,169.90 resulting in a local share of \$205,985.67. Please refer to the enclosed Engineer's Estimate for a breakdown.

9. TAP Eligibility Categories

The proposed project fits under the following categories identified as eligible under the Transportation Alternatives Program:

"A. Construction of on-road and off-road trail facilities for pedestrians bicyclists and other non-motorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990."

"B. Construction of infrastructure related projects that will substantially improve the ability of students to walk and bicycle to school."

"C. Construction of infrastructure related projects and systems that will provide safe routes for non-drivers and individuals with disabilities to access daily needs."

The project, in its entirety, fits under the activity listed above.

10. Supporting Data

In 2010, a comprehensive study titled “*Minot Safe Routes to School Study*” was conducted for the City of Minot. The purpose of the study was to inventory existing safe routes to school for Minot elementary students and to identify and prioritize infrastructure improvements necessary to expand Minot’s safe route to school networks.

The referenced project falls in line with necessary improvements as prioritized in the comprehensive study. To date, improvement priorities 1, 2, 3, 4, 5, 8, 9, 10, 14, and 17 identified in the *Minot Safe Routes to School Study* have been fully completed. Additionally, improvement priorities 7 and 18 have been partially completed. Lastly, priorities 12, 13, 20 and 24 are scheduled to be constructed between 2025 and 2026.

The proposed project for 2027 follows and expands upon the recommended safe route improvements listed in priority 7 in the *Minot Safe Routes to School Study*. Please see the attached map for project locations.

The City of Minot is in support of the project. The City Council previously approved the development and implementation of the *Minot Safe Routes to School Study*.

11. Public Accessibility

Upon project completion, The City of Minot will be the owner. The sidewalks will be located within existing right-of-way and will be fully accessible to the public.

12. Matching Funds Provided By

The City of Minot will provide matching funds for the project. The anticipated cost share will be included in the 2027 Capital Improvements Plan Budget and paid with Sales Tax Improvements.

13. Will Right of Way for This Project Be Needed?

No, the project will be constructed within existing public right-of-way. However, permanent and/or temporary easements are anticipated to be required to build the project.

14. Maintenance of This Project Will Be Provided By

The sidewalk will be maintained by adjacent property owners.

15. Environmental Impacts

Land Use: No impact to current land use is anticipated.

Farmland: This project will not use farmland.

Social:

- The project is expected to increase safety and promote walking and bicycling to and from school, as well as, general pedestrian traffic in the area.
- An increase in pedestrian traffic should result in a decrease in motor vehicle traffic and an overall decrease in traffic congestion, air pollution, and noise pollution.
- Increasing pedestrian traffic is expected to have a positive effect on public health due to the benefits of exercise and a decrease in emissions and greenhouse gases produced from motor vehicles.
- The impacts upon walking/bicycling students will be positive, as the proposed project will provide and encourage a safe and convenient transportation corridor for walking/bicycling students.
- The proposed project is expected to increase student safety via connecting to existing sidewalk networks located within close proximity to Edison Elementary School.

Section 4(f)

Economic: This project is expected to boost economic growth due to allowing alternative modes of transportation.

Relocation: People or businesses will not be displaced due to this project.

Wetlands: This project will not result in fill material being placed in any wetlands.

Floodplain: This project is not within a floodplain.

Threatened or Endangered Species: The only Endangered species that would possibly be in the project area is the Northern Long-eared Bat, specifically in any large trees in the project area. Any trees that would need to be removed for the project would be removed in the window of time where the bats would not be inhabiting them. This window is November 1 to March 31.

Cultural Resources: The project will not affect adjacent properties.

Hazardous Waste: Hazardous waste sites are not located in the area of the project.

16. Signatures

Contact Person(s)

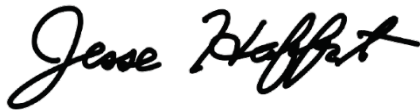
A blue ink signature of Stephen Joersz, written in a cursive style.

Stephen Joersz, PE, PTOE
City of Minot, Traffic Engineer

Responsible City Official

A blue ink signature of Lance Meyer, written in a cursive style.

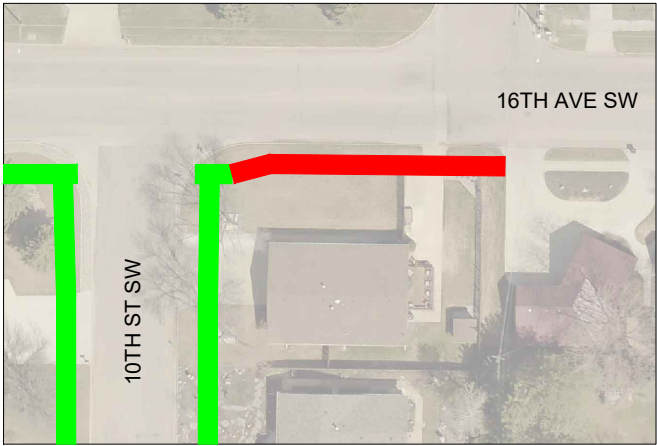
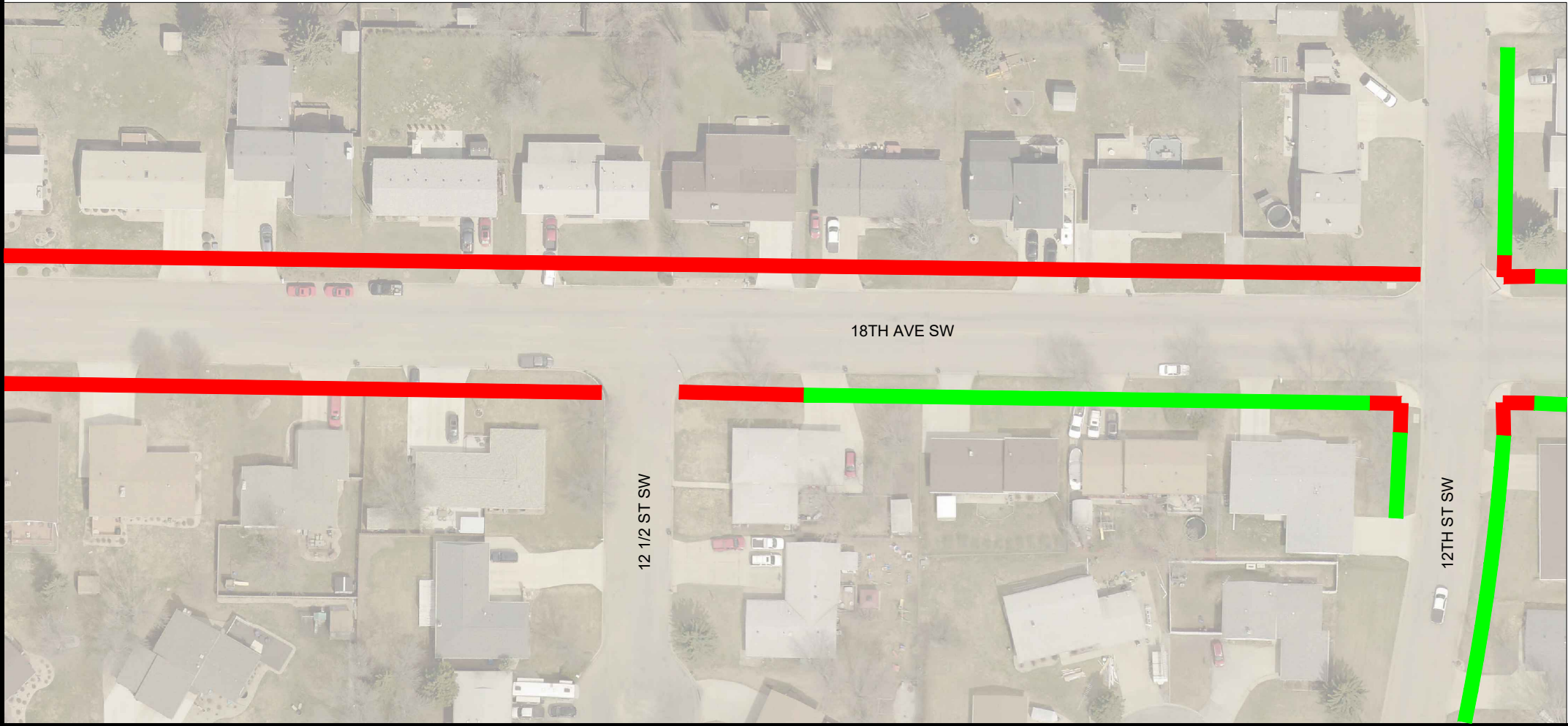
Lance Meyer, PE
City of Minot, City Engineer

A black ink signature of Jesse Hoffart, written in a cursive style.

Jesse Hoffart, PE
City of Minot, Project Manager

17. Attachments

Figure 1 – Project Location Map
Engineer's Construction Cost Estimate



40

0

40

80

Scale

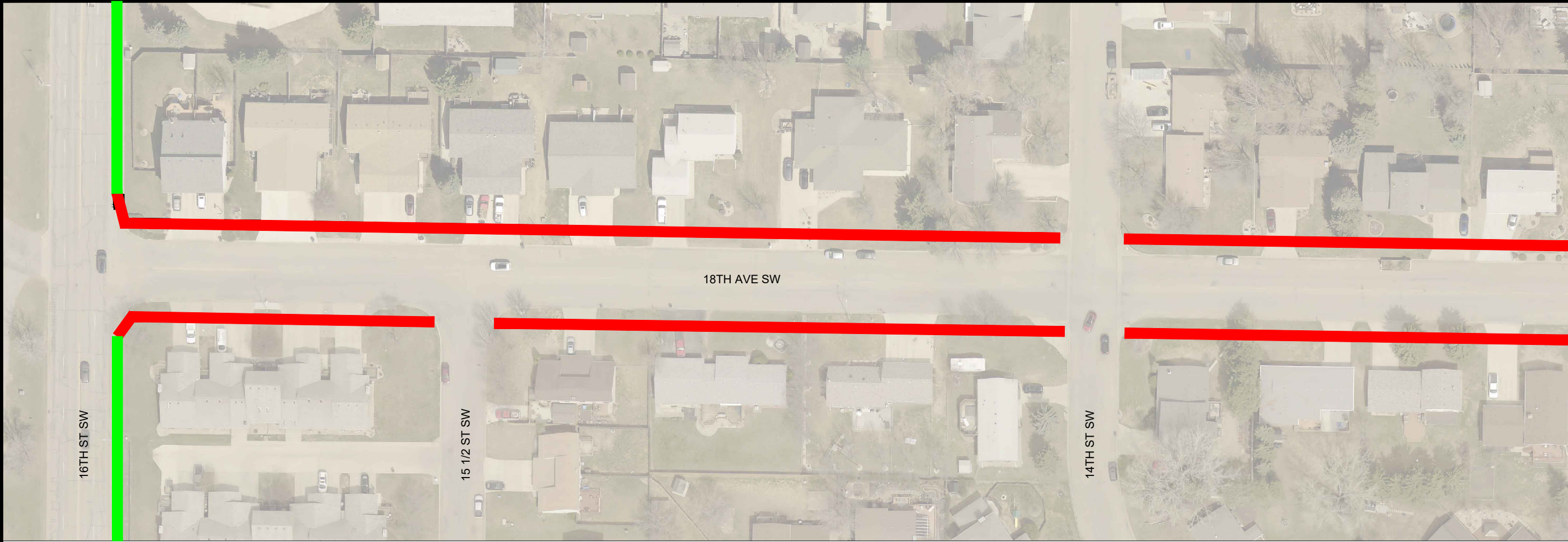
Feet

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LEGEND

2027 EDISON SRTS

EXISTING SIDEWALK



City of Minnetonka

4

-

3

-

2

-

1

-

No.

Revision

Date

By

2027 SRTS

EDISON SAFE ROUTES PROJECT LOCATION MAP

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11/12/2024

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Surveyed by

Drawn by

Designed by

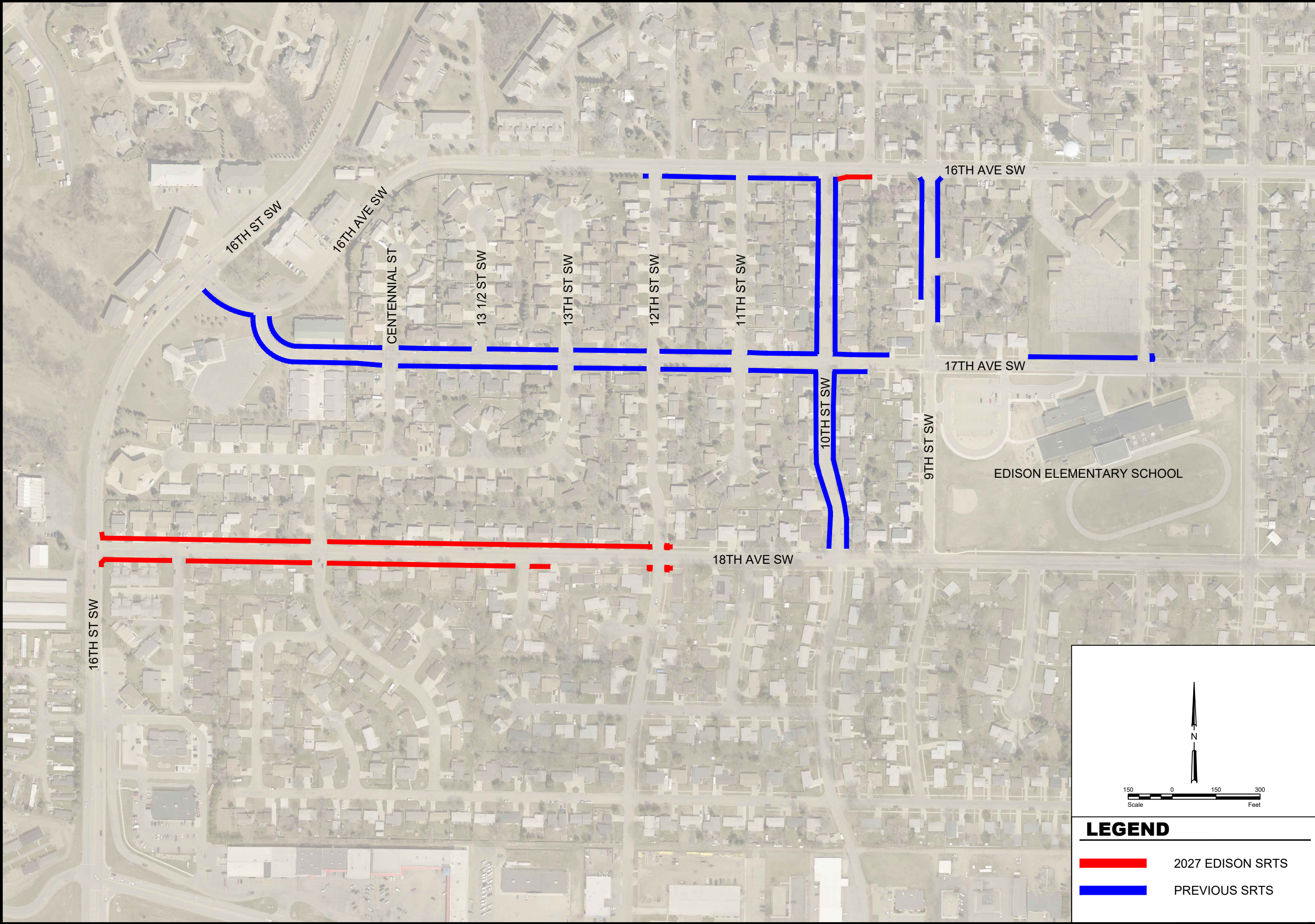
Date

Project No.

SHEET

1 OF 2

Page 31 of 51



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300

Scale

Feet

N

2027 EDISON SRTS

PREVIOUS SRTS

Surveyed by

Drawn by

Designed by

Date

Project No.

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AR

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11/12/2024

-

SHEET

2 OF 2

City of Minnetonka

2027 SRTS

EDISON SAFE ROUTES PROJECT LOCATION MAP

4

3

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1

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No.

Revision

Date

By

Engineer's Estimate
2027 Edison Safe Routes to School (Priority #7)
20-Nov-24

Item	Spec	Code	Description	Unit	Quantity	Unit Price	Amount
1	103	100	CONTRACT BOND	L SUM	1	\$ 15,000.00	\$ 15,000.00
2	201	330	CLEARING & GRUBBING	L SUM	1	\$ 20,000.00	\$ 20,000.00
3	202	114	REMOVAL OF CONCRETE PAVEMENT	SY	2190.39	\$ 29.00	\$ 63,521.31
4	202	130	REMOVAL OF CURB AND GUTTER	LF	953	\$ 15.00	\$ 14,295.00
5	202	132	REMOVAL OF BITUMINOUS SURFACING	SY	212	\$ 34.00	\$ 7,208.00
6	203	103	COMMON EXCAVATION - TYPE C	CY	295	\$ 50.00	\$ 14,750.00
7	203	119	TOPSOIL-IMPORTED	CY	500	\$ 45.00	\$ 22,500.00
8	251	300	SEEDING CLASS III	ACRE	0.5	\$ 20,000.00	\$ 10,000.00
9	253	200	HYDRAULIC MULCH	SY	8313	\$ 3.00	\$ 24,939.00
10	302	120	AGGREGATE BASE COURSE CL 5	TON	1145	\$ 60.00	\$ 68,700.00
11	430	500	COMMERCIAL GRADE HOT MIX ASPHALT	TON	47	\$ 440.00	\$ 20,680.00
12	702	100	MOBILIZATION	L SUM	1	\$ 50,000.00	\$ 50,000.00
13	704	1100	TRAFFIC CONTROL	L SUM	1	\$ 20,000.00	\$ 20,000.00
14	724	275	REMOVE & REPLACE GATE VALVE BOX	EA	2	\$ 6,000.00	\$ 12,000.00
15	724	1035	SPRINKLER RELOCATION	L SUM	1	\$ 10,000.00	\$ 10,000.00
16	748	100	CURB & GUTTER	LF	953	\$ 80.00	\$ 76,240.00
17	748	520	CURB-TYPE I	LF	260	\$ 75.00	\$ 19,500.00
18	748	1030	VALLEY GUTTER 72 IN	SY	320.39	\$ 170.00	\$ 54,466.30
19	750	30	PIGMENTED IMPRINTED CONCRETE	SY	30	\$ 350.00	\$ 10,500.00
20	750	115	SIDEWALK CONCRETE 4 IN	SY	1382	\$ 125.00	\$ 172,750.00
21	750	140	SIDEWALK CONCRETE 6 IN	SY	535	\$ 170.00	\$ 90,950.00
22	750	1000	DRIVEWAY CONCRETE	SY	1347	\$ 120.00	\$ 161,640.00
23	750	2115	DETECTABLE WARNING PANELS	SF	248	\$ 90.00	\$ 22,320.00

1	Total Eligible Construction Cost	\$ 981,959.61
2	10% Contingency	\$ 98,195.96
3	Total Eligible Cost Plus Contingency	\$ 1,080,155.57
4	NDDOT - 80.93%	\$ 874,169.90
5	City of Minot - 19.07%	\$ 205,985.67
	Total	\$ 1,080,155.57

Other Ineligible Costs

Preliminary Engineering (Work performed by City Staff)	\$ -
Construction Engineering	\$ 200,000.00
Temporary Construction Easements (45 parcels at ~\$400 each)	\$ 18,000.00
Temporary Construction Easement Acquisition (Estimated)	\$ 67,500.00
Independent Agency Testing	\$ 25,000.00

6	Total Other Ineligible Cost	\$ 310,500.00
7	Total NDDOT Eligible	\$ 874,169.90
8	Total City of Minot Cost Share (Lines 5 + 6)	\$ 516,485.67
	Total Project Cost	\$ 1,390,655.57

SFY2026 – State Aid for Public Transit

Agency Name	Minot City Transit	
Agency Contact	Brian Horinka	Phone: 701-857-4149
Unique Entity ID#	07-649-8799	

This form must be completed if you are requesting **State Aid** funding. You must also request the State Aid Project in BlackCat and estimate a dollar amount based on your FY 2025 awarded funds.

- All applications are due **December 31, 2024, 12:00pm CDT.**
- The NDDOT transit staff is available to provide guidance and answer any questions on the application process. E-mail: bhanson@nd.gov, jsmall@nd.gov, or jamsayler@nd.gov.

General Information

1.What type of services does your agency provide? (days and hours of service, fare structure, total vehicles your agency has in service, type of service provided, counties and communities in your service area).

Minot City Transit (MCT) provides fixed route; flag stop service for the City of Minot in Ward County. Our service runs Monday through Friday from 7:00 am until 7:00 pm. This service uses four buses to run eight 25-minute routes all beginning and ending at the transit transfer center in downtown Minot. We add three buses to our routes during peak periods of 7:00 am until 8:00 am and 3:00 pm until 4:00 pm to accommodate for the extra ridership before and after school. Passengers may be dropped off or picked up at any corner on any route and we serve all of the major shopping, medical, and senior service destinations. All routes are open to the general public. MCT operates 11 buses all of which are ADA accessible. Cash fare for all rides is \$1.50. Discount fares are available with 10-ride tickets that are available for \$10.00 for General Adult rides and \$8.00 for Elderly, Disabled and Student riders. Discount 31-day passes are also available for \$36.00 for General Adult riders and \$28.00 for Elderly, Disabled, and Student riders.

Minot City Transit provides vital fixed route public transit service to the citizens of our community. By the end of 2024, we will have provided approximately 85,000 passenger rides this calendar year. This is over a 6% increase from 2023. With significant increases in fuel prices and the overall cost of living public transit has become a cost effective and efficient mode of transportation for not only our transit dependent population but also the choice riders that could use other means of transportation for their trips. Although ridership numbers are important, it is even more important to focus on the value of the rides our system provides over the volume of rides provided. A large number of the rides taken on public transit are by citizens of our community that have no other means of transportation. The single mother with five children who uses public transit every day so that she can get to and from work to provide for her family while her children have a safe reliable means to get to school every day. The elderly gentleman that can no longer drive his own car do to health reasons but can still work every day. And the most impactful one of all, the young lady now in a wheelchair who's mobility was taken from her by a drunk driver but is still able to maintain some sense of the independence that was taken from her by being able to use public transit on her own instead of relying on family and friends for her transportation needs. Public transit in the City of Minot is about so much more than the increasing ridership numbers each year. It provides a means for a large portion of our community to remain independent and in their homes and able to provide for themselves.

There have been significant changes to our fixed route system in the past year that have greatly benefited the Minot Community. In July of 2024, we added two new routes to our fixed route system. This is the first time routes have been added since the major restructuring of our transit system in 2016. These new routes were designed to serve the new Trinity Medical Complex and a few other underserved destinations such as Social Security offices and drug stores in the south west area of Minot. The second route was created to serve a growing area in north Minot, north of the airport and west of Highway 83. This area has continued to expand after the floods of 2011 and prior to 2024 had no public transit available to them. These routes have been very well received and produced over 5,000 rides in the first four and half months they have been in service.

A new transit transfer center began operation in September of 2024 in downtown Minot. This replaced the Minot Municipal Auditorium that public transit had been using as a transfer center since 2015. This new facility is centrally located and provides direct access from all public transit routes to downtown Minot, is one block from the new Minot City Hall and is helping in the efforts to revitalize the downtown Minot area. The transit center has seating and restroom facilities for our passengers, a ticket vending machine for all transit fare tickets, an ATM, vending machines, and separate lounge and restroom for bus operators. We have also partnered with Souris Basin Transportation (SBT) and are using the new transfer center as the pickup and drop off location for passengers using SBT's intercity service to Bismarck with connections to the Jefferson Lines system.

☒ Increase ☐ Decrease Percentage: 16%

Description of change: We have seen steadily increasing ridership to this point in SFY2025 compared to the same time frame in SFY2024. Each month ridership is increasing and in October of 2024, we provided 9,673 rides. This represents the third highest monthly ridership recorded in the last ten years. The increase in ridership can be attributed to the additional service added with the two new routes and the convenience of the new downtown transfer center. Our Public Information Office and our Administrative Specialist have done an

outstanding job using social media and the local media to inform the community and make them more aware of the convenience and benefits of using public transit.

5. What are your plans for increasing services, expanding service area(s) and increasing ridership?

The City of Minot and the surrounding areas have now been designated as an urban area. With this change, we are planning to start a new Transit Development Plan in the last quarter of 2025 to identify short, mid, and long term changes and enhancements to our public transit system. In this plan, we will also focus on converting certain parts of our fixed routes from flag stops to actual fixed stops. This will enhance the safety of our system for our passengers in these higher traffic areas. In January 2025, we will be replacing our Routematch ITS system with a new system from TripSpark. This system will provide information that is more accurate to our passengers on bus locations as well as a new trip planner to assist them in using our system. This system is another way that MCT is continually looking for ways to make public transit more user friendly and an inviting option for not just the citizens of our community that are transit dependent but to those that have other means of transportation but choose to use MCT for their transit needs.

Ridership and Fleet Information

***Report actual ridership numbers, miles and hours for SFY2024 & SFY2023.**

***Enter current fleet information below.**

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

	SFY2024 - Ridership and Fleet Information	SFY2023 - Ridership and Fleet Information
Number of Annual Ridership (Trips) Provided	77,651	77,280
Number of Annual Revenue Hours	11,008	11,006
Number of Annual Revenue Miles	153,928	154,381
Number of Vehicles in Fleet	11	11

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

1. Education

2. Shopping

3. Employment

Funding Request Justification

7. Provide a detailed explanation of how and why state funding is important to your agency and how it will improve or provide for future service to citizens in your communities/counties.

The state funding provided through this grant is critical to allow Minot City Transit to continue to provide safe quality public transit services to the citizens of the Minot Community. These funds help to operate and maintain our system on a day-to-day basis. Continued access to these funds will allow us to leverage additional federal funding for operations and capital needs. Every dollar in state funding received means another dollar in federal operating funds available or five dollars for capital purchases which at our current state aid level leverages up to an additional \$250,000 in federal capital purchase/repair funds. This revenue stream helps to alleviate the amount of local mill levy funding that we put on the backs of our local citizens to provide a quality public transit system to the community.

State Aid Funding

8. How much state aid funding did you receive in FY2025?

\$50,719

9. Do you anticipate spending all your FY 2025 state aid?

☒ Yes ☐ No

If No, why?

Training and Travel

10. List the training the Director attended in the past year that was funded by State Aid. Include dates and conference/training name, including the DOT meetings.

No state aid funding was used for training for the director or staff.

Total amount of FY2025 State Aid funding reimbursed for travel this year: \$0

11. Provide the conferences and meetings you or your staff plan to attend this year and include an estimated amount of your State Aid contract you will be using for travel.

We do not plan on using state aid to fund any training or travel for the director or staff in the upcoming fiscal year.

Total estimated State Aid to be used for travel for FY2026: \$0

Application Checklist and Signature Page

This checklist is included for your review and completion prior to submittal of your application for Transit Program assistance to ensure your submission includes all required documents. Please upload the required documents in your agency's account in BlackCat.

State Aid ONLY Applicants must submit the following (check when complete):

x	Completed State Aid Application;
x	Update vehicle information, mileage, and condition in BlackCat Inventory; and
x	Update Transit Board Members information in BlackCat.
x	Upload your agencies 3-5 year plan OR Transportation Development Plan to the application documents.
x	The following documents MUST be current and uploaded into BlackCat Resources: Title VI Plan, Drug & Alcohol Plan, Maintenance Plans, and Procurement Plan.

I hereby certify that as a person authorized to sign for

Minot City Transit _____
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. Sufficient managerial and fiscal resources exist to implement and manage the funds as outlined in this application; and
2. The project items purchased under this grant shall be maintained in accordance with the detailed maintenance schedules as stipulated by the manufacturer; and
3. The transit agency agrees to meet the applicable federal and state requirements.



Signature of Authorized Representative

11/25/2024
Date

N O R T H Dakota | Transportation

Be Legendary.™

FY2026 - Section 5310 – Enhanced Mobility of Seniors & Individuals with Disabilities

Agency Name	Souris Basin Transportation Board, Inc.
Agency Contact	Darrell Francis, Executive Director. Phone: 701-852-8008. Cell: 701-720-8550
Unique Entity ID #	F4XVS2ULKZY5

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

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 recorded in BlackCat Inventory..
- Assets purchased with Federal Funds must track maintenance performed through a state-approved Maintenance Program such as BlackCat.
- 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 \$1,000,000 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 2025 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 31, 2024, 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, jsmall@nd.gov, or jamsayler@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.).

This is what we do through Rural FY25: Operate in 10 counties: Ward, McHenry, Burke, Mountrail, Renville, Bottineau, Pierce, McLean, Burleigh and Morton and City of Minot. Demand Response, Paratransit, 24 hrs. Reservation. Late notices are accommodated. Variations in route due to response, deviating from the major highways to pick up riders as necessary. During the fiscal year we will have done nearly 89,000 rides, and 80% were for the disabled and the elderly. Now we are in the process of making the change to only apply for a urban grant for the Central Dakota MPO district with the City of Minot.

This request will be our first urban grant, Central Dakota MPO and Minot City Transit. Past grants were under the Rural section of FTA and been operating in that capacity since 1980. The present City of Minot Transit hours is 7 to 7, weekdays only. Those funds we will apply to the City of Minot under a paratransit contract.

Due to the recent changes in Minot's urban status, there will be great changes in ridership, routes, hours, and functionality across the board. ADA certification for all riders and eligibility for the elderly, 65 and over and those with disability. For some reasons that this grant maybe denied, we will not be able to provide this service without funding.

This is what we propose to do for FY26 Urban 5310: 1. Monday – Friday; 7 p.m. to 10 p.m., 2. Saturday 7:30 a.m. to 5:30 p.m., 3. Sunday 7:30 a.m. to 3 p.m. Paratransit services for the MPO district. Since there are no Minot Transit system running those times, and we had for the past 15 years, and there are no established taxis or accessible vehicles for paratransit usage, additional funding is needed.

We have been providing the paratransit operations for the City of Minot since January 1, 2009 within our rural operations for the counties. It has been very successful and at over 89000 rides which includes the paratransit riders. The fare is \$3 one way for everyone, twice the cash fare for Minot City Transit according to Paratransit guidelines. Tokens or cash/check payments. Veterans have been riding for free on all aspects of our system.

Now, under the urban MPO status for the city of Minot, separation of all the information and contracts will be required, with this one of many yet to come.

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): 2025/2026: Pages 3-4

☐ No (Applicant must provide an explanation)

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: Increased 7%. Additional vehicles to existing routes in Minot. Additional days and times for the Intercity Route, Minot to Bismarck. Riders who are moving here for jobs, no cars, and low incomes.

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

In this MPO district, is Souris Basin Transportation and the City of Minot Transit.

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

☒ Yes **At this time.**

☐ 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?

Under the new Central Dakota MPO and Minot City Transit urban status, we are planning to provide after weekday evening hours and weekend for the riders who need paratransit rides, seniors and individuals with disabilities. We have been the source for paratransit riders for the last 15 years in the city limits. With approval from the City we are hoping to continue an established service with the necessary equipment, software for dispatching, drivers to use the handicapped accessible vehicles, facility to store them and maintenance, drivers who are certified on Passenger Assistance, Safety and Securement training. Meeting all requirements of the Federal Transit Administration and ND

Department of Transportation for paratransit needs.

Established in 1979, Souris Basin Transportation has been addressing the needs of the elderly and disabled. There are no additional public accessible door to door paratransit available on a regular basis for the riders we are targeting. Through our public meetings, advertising, ADA requirements, advocacy groups, senior services, continue ridership training, medical facilities, nursing homes, and assisted living we have been able to acquire information to help us to develop and improve our transportation system. By adding routes, extend hours, additional days, deviated routes, feeder service, intercity routes, and additional accessible vehicles have been addressed in our Human Service Coordination plan.

The need has been established and updated through our past 40 years of services.. The lack of paratransit handicapped accessible vehicles for those in wheelchairs, walkers, crutches, and other mobility devices. The present situation without a full 24/7 taxi service (which average cost is \$15 one way, compared to our \$3 fare). Taxi's are same day service, when available, our system is 24 hours advanced reservation.

This grant is to address the hours that the Minot City Transit does not operate paratransit and the proposed RFP contract, that we will apply for from the MPO/City of Minot. From 7-10 pm on weekdays and services on Saturday and Sunday (as we have established since 2009 in the City Limits).

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

Updating county social services, educational institutions, nursing centers, rehab clinics, medical centers, and veterans' services personnel, is a constant educational process for new riders and adjust the needs according to the urban status changes. Increased airline and Amtrak services have produced additional demands on our services and providing access to all transit system's website access addresses. Recent closure of the taxi service (still have limited Uber and Lyft) has increased the demand for services that they can't meet. Advertising and public meetings to discuss Taxi replacement, accessibility for the disabled, and additional services beyond regular hours. Meeting with Jefferson bus lines for additional services on days we go to Bismarck, morning and evenings to meet there system. Making Minot a destination in their ticket system as well.

We are using social media, FaceBook, internet, TV, radio, local senior monthly newsletters, mobile phones ads, and reaching out to other organizations that are for the disabled and seniors.

We use a marketing specialist to address all the modern changes in internet and social media, keep track and up date our Facebook and internet ads, and reporting on the effectiveness of people who are looking and using our system.

Ridership and Fleet Information

***Report actual ridership numbers, miles and hours for SFY2024 & 2023.**

***Enter current fleet information below.**

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

	SFY2024 - Ridership and Fleet Information	SFY2023 - Ridership and Fleet Information
Number of Annual Ridership (Trips) Provided	7,576	20,208
SFY2024 for 5310 city paratransit Weekday		

evening hours, Sat + Sun SFY2023 for total Souris Basin 5310 system		
Number of Annual Revenue Hours	2,779	13,102
Number of Annual Revenue Miles	38,122	128,166
Number of Vehicles in Fleet	6	8

8. What is the purpose of the three most requested trips for your Seniors and Disabled Individuals? (e.g. medical, shopping, employment, education, social, etc.)

1. Medical. Large Trinity Medical Facility, located south end of Minot adding distance to the trips for origin to destination (aka: Door to Door) services for the elderly and Seniors. Also veterans clinic, specialty clinics, dental, eye and psychological.

2. Personal/Social reasons.

3. Shopping.

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. Coordinated Plans must be updated every 5 years and should be reviewed annually.



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.

2024. System has not changed.

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.

beginning FY26, ADA paratransit will be reaching out to the forementioned agency to provide certification and Minot City Transit and Souris Basin Transportation will provide rider education for our system.

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.

Pages 6-7. Continuing existing ridership for the elderly and disabled, different grant format.

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 any required purchases and how it benefits your transportation program.

This grant is to address the hours that the Minot City Transit does not operate paratransit and the proposed RFP contract, that we will apply for from the MPO/City of Minot. From 7-10 pm on weekdays and services on Saturday and Sunday (as we have established since 2009 in the City Limits).

14. Total cost of this project.

Total Cost (include federal and local amounts): \$153,830

Local Match Amount: \$76,915

Source(s) of Local Match: ND State Aid for Transit:

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:

Year:

Make/Model:

Seating Capacity:

Lift/Ramp: ☐ Yes ☐ No

Gas/Diesel/Other:

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

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?
a. Vehicle Information Number (VIN):
b. Vehicle Year:
c. Make/Model:
d. Current Mileage:
f. Vehicle Condition Rating (Adequate, Excellent, Good, Marginal, Poor):
19. If requesting an expansion vehicle, list the need for an additional vehicle, and 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?
21. Provide an estimated timeline for the purchase of this vehicle. <u>See sample timeline below, add or remove lines as needed.</u>
RFP/IFB/Quotes Issue Date (Complete if NOT using the State Bid):
Contract Award Date (Complete if NOT using the State Bid):
Order Date:
Vehicle Delivery Date:
Contract Complete/Final Reimbursement Claim Submitted to DOT:
22. Amount requested for vehicle (include the base price plus all options with this request):
Total Vehicle Cost (include federal and local amounts):
Federal Funds Requested:
Local Match Amount:
Source(s) of Local Match:

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 <https://apps.nd.gov/csd/spo/services/bidder/listCurrentContracts.htm>

Estimated
Delivery time (in
months)

15 Passenger or 12 + 2 Passenger Cutaway/Bus NDDOT Term Contract No. 300	Base Price - \$119,103 - \$133,898	12 – 24
ADA Transit Med or High Roof Vehicle with Rear or Side Lift NDDOT Term Contract No. 301	Base price - \$67,913 - \$102,677	12 – 24
ADA Low Floor Mini Van NDDOT Term Contract No. 382	Base Price - \$75,750	6 – 9
Hometown View Bus NDDOT Term Contract No. 389	Base Price - \$156,850 - \$210,080	8 - 12
Hometown Trolley Villager NDDOT Term Contract No. 388	Base Price - \$170,956 - \$219,522	6 - 12
Trolley – Carriage and Villager 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.

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):
Federal Funds Requested:
Local Match Amount:
Source(s) of Local Match:

RTAP TRAVEL REQUEST – Mobility Management Position Only

This request MUST first be created as a project in the Black Cat System.

26. List the training the Mobility Manager attended in the FY2025 that was reimbursed by RTAP. Included dates and conference/training name, including the DOT meetings.

Total amount to date reimbursed for travel in FY2025:

27. Provide a list of the conferences and meetings the Mobility Manager plans to attend for FY2026. Include the estimated cost of each conference and meeting.

28. RTAP Travel Budget to be requested for FY2026.

Total Federal Funds Requested:
Local Match Amount: \$0 – no match required

Equipment & Miscellaneous Capital Projects

Fill in the requested information below regarding your Equipment and Miscellaneous Capital Project(s). These projects must directly relate to your transportation program. Any equipment purchased with these funds must be required for, and used for, public transportation.

NOTE: This request MUST first be created as a project in Black Cat. If applying for more than one project, please attach additional sheets and create a separate project for each.

29. Describe your proposed project(s) in detail (detail MUST include: type, quantity, cost, purpose of equipment being requested).

Type:
Quantity:
Purpose:

30. How does this project enhance your transportation program?

31. Have you completed an Independent Cost Estimate document to show that the price is fair and reasonable? Review your procurement thresholds to determine if required, describe below and provide documentation.

- ☐ Yes
☐ No (Applicant must provide an explanation)

32. Is an ITS Project/Architecture Checklist required for this project? Review (23 CFR 940.13), see SFN 60212 located in BlackCat Resources. All technology projects are required to have this form completed.

Questions on completing the ITS form, contact Sharifad Hasan, NDSU, 701-231-8085, or md.s.hasan@ndsu.edu

- ☐ Yes
☐ No (Applicant must provide an explanation)

33. Has the NDDOT ITS Project/Architecture Checklist been completed and submitted with this application for review?

- ☐ Yes
☐ No (Applicant must provide an explanation)

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

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

RFP/IFB/Quotes Issue Date:

Contract Award Date:

Order Date:

Deliver/Installation/Project Completion Date:

35. Total cost for the project?

Total Cost (include federal and local amounts):

Federal Funds Requested:

Local Match Amount:

Source(s) of Local Match:

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 FY2026 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	Operations	76,915	76,915	ND State Aid
2				
3				
4				
5				

SECTION 5310 APPLICATION CHECKLIST AND SIGNATURE PAGE

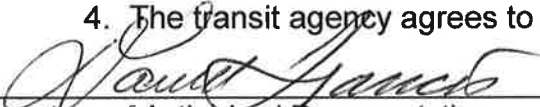
Applicants must submit the following (check box when complete):	
☒	Completed 5310 Application;
☒	Upload document(s) showing sources and amounts of local match funds – Signed letters from source(s) of local match showing sources and amounts, FY2025 State Aid Contract or award letter, mill levy, city funds, etc.;
☒	Update vehicle/equipment/facility information, mileage, condition, maintenance, etc. in BlackCat Inventory;
☒	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);
☒	Upload your annual registration from the System for Award Management (SAM.gov) to the application forms;
	Complete and include the NDDOT ITS Project Architecture Checklist Systems Engineering Compliance (SFN 60212), (if applicable);
	Upload the Mobility Manager job description and past years achievements in the application forms;
☒	Upload your Coordinated Human Services Plan in the application forms;
☒	Upload your 3-5 Year Plan in the application forms;
☒	The following documents MUST be current and uploaded into BlackCat Resources: Title VI Plan, Procurement Plan, Maintenance Plan, and TAM Plan;
	Upload Preliminary Assessment/Application for Capital Assistance forms(s) (if applicable).
☒	NEW: Upload current proof of insurance in the form of Confirmation of Coverage OR Certificate of Insurance for automobiles and commercial general liability, if required. This is required for all Non-Profit and For-Profit agencies. Commercial general liability and automobile liability insurance minimum limits or liability required are \$500,000 per person and \$2,000,000 per occurrence.

I hereby certify that as a person authorized to sign

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.



Signature of Authorized Representative

11.22.24

Date