



# City of Grand Forks

## Staff Report

Committee of the Whole – November 24, 2025

City Council – December 1, 2025

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**Agenda Item:** North Dakota Section 5310 Funding Application for 2027 Funds

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**Submitted by:** Kristi Slominski, Public Transportation Division Director

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**Staff Recommended Action:** Approve Cities Area Transit (CAT) application for North Dakota Section 5310: Enhanced Mobility of Seniors and Individuals with Disabilities in the amount of \$84,936.

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**Committee Recommended Action:** Motion by Osowski, second by Lunski to refer to City Council with recommendation to approve staff recommended action. Motion passed unanimously.

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**Council Action:**

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### **BACKGROUND:**

The North Dakota Department of Transportation (NDDOT) has released a notice of funding availability and request for applications for Section 5310: Enhanced Mobility of Seniors and Individuals with Disabilities program for 2026 – 2027 funds. Staff recommends approval of the Section 5310 Federal funding request of \$84,936 and budget amendments needed upon award.

### **ANALYSIS AND FINDINGS OF FACT:**

- The Section 5310 funding request includes the following projects in priority order:

#### **1. Mobility Manager Position**

The Mobility Manager serves as the regional transit coordinator and is responsible for planning, marketing, education and outreach for Cities Area Transit. The Mobility Manager provides bus training for senior citizens and persons with disabilities and is the agency contact for local human service providers. The total cost for the Mobility Manager position (wages and benefits) is \$103,070. CAT is requesting \$82,456 in Section 5310 funding; the 20% local match of \$20,614 will be paid out of the City's Public Transportation budget.

## **2. ADA Training Platform**

The Q'Straint & Sure-Lok Training Platform is a portable training platform that will be used in training and re-training of drivers to properly secure ADA mobility devices. The total cost for the Q'Straint Training Platform is \$3,100. CAT is requesting \$2,480 in Section 5310 funding; the 20% local match of \$620 will be paid out of the City's Public Transportation budget.

### **SUPPORT MATERIALS:**

- Section 5310 Funding Application

**FY2027 - Section 5310 – Enhanced Mobility of Seniors & Individuals with Disabilities**  
**July 1, 2026 – June 30, 2027**

Agency Name	Cities Area Transit	
Agency Contact	Kristi Slominski	
Unique Entity ID #	L2SLA7WWD7M1	Sam.gov expiration date: 7/8/2026

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 of \$5,000 or more 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 completed FY 2026 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, 2025, 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), [jamsayler@nd.gov](mailto:jamsayler@nd.gov), [rsonetti@nd.gov](mailto:rsonetti@nd.gov), or [sming@nd.gov](mailto:sming@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.).

CAT provides a fixed route and paratransit service in the city Grand Forks, ND. CAT also has a contract to provide public transit services in the city of East Grand Forks, MN. CAT services operate within the city limits of Grand Forks and East Grand Forks from 6am to 10pm Monday through Friday and 8am to 10pm Saturdays. The adult fare for fixed route is \$2.00, \$1.00 for students, and \$0.80 for seniors, persons with disabilities, and Medicare card holders. The one-way fare for paratransit is \$4.00. CAT also services the University of North Dakota campus Monday through Friday 730am to 430pm. The University pays \$0.75 per student ride and \$1.30 per faculty/staff ride.

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): Appendix 6: The Capital Financial Plan goes in to detail on pages 1-7

No (Applicant must provide an explanation)

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

Increase

Decrease

Description of change: We saw a 7% increase in 2025.

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

Cat is the only urban transit provider. There is a rural provider from Minnesota that does service into the urban area as do other service providers from North Dakota such as Pembina County Transit, Walsh County Transit, Cavalier County Transit, and Devils Lake 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

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?

Grand Forks is a hub in the northeast region of North Dakota. The CAT system serves a wide variety of users-seniors, persons with disabilities, youth, New Americans, college students, adults, etc. There is a need to expand services to reach developing areas of the community. Grand Forks is growing to the south and to the west, where there is limited or no fixed route service available. The Mobility Manger helps users and agencies access transportation services through education, outreach, and travel training. By promoting and educating the community on fixed route service, pressure is relieved on paratransit. This is especially important as public transit strives to meet the demand of the aging population.

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

CAT services are marketed through outreach efforts, the CAT website, print materials, social media, and radio ads.

## Ridership and Fleet Information

**\*Report actual ridership numbers, miles and hours for SFY2025 & 2024.**

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

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

SFY2025 - Ridership and  
Fleet Information

SFY2024 - Ridership and  
Fleet Information

Number of Annual Ridership (Trips) Provided	346,281	321,357
Number of Annual Revenue Hours	54,856	61,094
Number of Annual Revenue Miles	584,641	610,301
Number of Vehicles in Fleet	15 Paratransit vehicles and 16 fixed route vehicles	15 Paratransit vehicles and 16 fixed route vehicles

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

2. Employment

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.

December 2022. Yes, we contact other agencies when they are in the area to help out with providing services.

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.

Grand Fork is looking at the services in the Grand Forks County area for services to the following towns of Thompson, Northwood, Hatton, Larimore, and Emerado.

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.

10-1 in the plan.

## 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 FY2027 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.**

**\*Add more rows and change project type as needed.**

Ranking	Project	Federal Dollars Requested	Local Match Needed	Sources of Local Match
1	Mobility Manager Position	\$82,456	\$20,614	Mill Levy
2	Q'Straint & Sure-Lok training platform	\$2,480	\$620	Mill Levy
3				
4				
5				
6				

**SECTION 5310 APPLICATION CHECKLIST AND SIGNATURE PAGE**

<b>Applicants must submit the following (check box when complete):</b>	
<input checked="" type="checkbox"/>	Completed 5310 Application;
<input checked="" type="checkbox"/>	Upload document(s) showing sources and amounts of local match funds – Signed letters from source(s) of local match showing sources and amounts, FY2026 State Aid Contract or award letter, mill levy, city funds, etc.;
<input checked="" type="checkbox"/>	Update vehicle/equipment/facility information, mileage, condition, maintenance, etc. in BlackCat Inventory;
<input checked="" type="checkbox"/>	Update Transit Board Members information in BlackCat;
<input checked="" type="checkbox"/>	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 forms;
<input checked="" type="checkbox"/>	Complete and include the NDDOT ITS Project Architecture Checklist Systems Engineering Compliance (SFN 60212), (if applicable);
<input checked="" type="checkbox"/>	Upload the Mobility Manager job description and past years achievements in the application forms;
<input checked="" type="checkbox"/>	Upload your Coordinated Human Services Plan in the application forms;
<input checked="" type="checkbox"/>	Upload your 3-5 Year Plan in the application forms;
<input checked="" type="checkbox"/>	The following documents MUST be current and uploaded into BlackCat Resources: Title VI Plan, Procurement Plan, Maintenance Plan, and TAM Plan;
<input checked="" type="checkbox"/>	Upload Preliminary Assessment/Application for Capital Assistance forms(s) (if applicable).
<input checked="" type="checkbox"/>	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

           Cities Area 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. 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.

Kurti Dominko  
Signature of Authorized Representative

11/18/05  
Date

# Section 5310

## MOBILITY MANAGER POSITION PROJECT REQUEST

### 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. If applying for more than project, please attach additional sheets and create a separate project for each request.

1. Please describe in detail your proposed project.

Mobility Manager Position-This position serves as the regional transit coordinator and is responsible for planning, marketing, education, and outreach for Cities Area Transit. The Mobility Manager provides bus training for senior citizens and persons with disabilities and is the agency contract for human service providers. We have had this position for 8 years which provides assistance, training, and attending Human Service Coordination meetings.

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

Yes

No

3. Total cost of this project.

Total Cost (include federal and local amounts): \$103,070

Federal Funds Requested:\$82,456

Local Match Amount: \$20,614

## Section 5310 - 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 individual project.**

1. Describe your proposed project in detail.

Description: Q'Straint & Sure-Lok Training Platform

Quantity: 1

Purpose: To help train drivers how to properly secure mobility devices

2. How does this project(s) enhance your transportation program?

This will help ensure drivers are getting proper training to secure mobility devices and ensure the safety of the driver and riders.

3. Complete an Independent Cost Estimate (ICE) document to show that the price is fair and reasonable. Review your procurement thresholds to determine if required, describe below, and provide documentation.

Yes, an ICE has been completed.

4. Is an ITS Project/Architecture Checklist required for this project? Review (23 CFR 940.13), see SFN 60212 located in the BlackCat Global Resources. All technology projects are required to have this form completed. Questions on completing the ITS form, contact Sharijad Hasan, NDSU, 701-231-8085, or [md.s.hasan@ndsu.edu](mailto:md.s.hasan@ndsu.edu)

Yes

No (Applicant must provide an explanation) Not an ITS project

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

Yes

No (Applicant must provide an explanation) No, not an ITS project

6. Provide an estimated timeline for the purchase of this 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: 1-2027

Contract Award Date: 1-2027

Order Date: 1-2027

Deliver/Installation/Project Completion Date: 6-2027

7. Total project cost? \$3,100

8. 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):Pages 25-28

No (Applicant must provide an explanation)