



City of Grand Forks

Staff Report

Committee of the Whole – November 24, 2025

City Council – December 1, 2025

Agenda Item: North Dakota Section 5339 Funding Application for 2027 Funds

Submitted by: Kristi Slominski, Public Transportation Division Director

Staff Recommended Action: Approve Cities Area Transit (CAT) application for North Dakota Section 5339: Bus & Bus Facilities Program in the amount of \$56,106.

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

December 1, 2025 – Council Action:

BACKGROUND:

The North Dakota Department of Transportation (NDDOT) has released a notice of funding availability and request for applications for Section 5339 program for 2026 – 2027 funds. Staff recommends approval of the Section 5339 Federal funding request of \$56,106 and budget amendments needed upon award.

ANALYSIS AND FINDINGS OF FACT:

- The Section 5339 funding request includes the following projects in priority order:

1. North Star Hot Water Pressure Washer

This request is for a hot water pressure washer on a trailer so that CAT can keep bus shelters clean and sanitary for riders. The total cost for the project is \$10,085. CAT is requesting \$8,068 in Section 5339 funding; the 20% local match of \$2,017 will be paid out of the City's Public Transportation budget.

2. Steril Koni jacks

This request is for (4) Steril Koni jacks to repair vehicles to a good state of repair. Our current jacks are discontinued and no longer have replacement parts available. The total cost for the project is \$60,047. CAT is requesting \$48,038 in Section 5339 funding; the 20% local match of \$12,009 will be paid out of the City's Public Transportation budget.

SUPPORT MATERIALS:

- Section 5339 Funding Application



Transportation

FY2027 - Section 5339 Bus & Bus Facilities Program July 1, 2026 – June 30, 2027

Agency Name	Cities Area Transit	
Agency Contact	Kristi Slominski	
Unique Entity ID #	L2SLA7WWD7M1	Sam.gov expiration date: 7/28/2026

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](https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Final_C_9300_1_Bpub.pdf), located on the FTA website at 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 of \$5,000 or more must track maintenance performed through a state-approved Maintenance Program such as BlackCat.
- Assets must be recorded in BlackCat Inventory.
- As with most Federal Assistance Programs, 5339 is designed as a reimbursement program. Your agency should be prepared to pay 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 \$1,000,000 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 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 are available to provide guidance and answer any questions on the application process. E-mail: bhanson@nd.gov, sming@nd.gov, jamsayler@nd.gov or ryasonetti@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.).

CAT provides a fixed route and paratransit service in the city of 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 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. Provide a detailed explanation of each project and 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.

The request is for a NorthStar Trailer Mounted Hot Water Pressure Washer so that the bus shelters can be kept clean and sanitary and for (4) Steril Koni jacks for our in house maintenance to work on vehicles and keep them in a good state of repair that so citizens in the community will have reliable service.

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: There has been a 7% increase in ridership since the last application.

4. 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.

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

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 FY2027 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	North Star Hot Water Pressure Washer	\$8,068	\$2,017	Mill Levy
2	(4) Steril Koni Jacks	\$48,038	\$12,009	Mill Levy
3				
4				
5				

Section 5339 Application Checklist and Signature Page

Applicants must submit the following (check when complete):

X	Completed 5339 Application;
X	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.;
X	Update vehicle/facility/equipment information, mileage, condition, maintenance, etc. in BlackCat Inventory;
X	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 forms;
X	Complete and include the FTA Categorical Exclusion Worksheet (if applicable);
X	Update Transit Board Members information in BlackCat;
X	Complete and include the NDDOT ITS Architecture Checklist Systems Engineering Compliance (SFN 60212), (if applicable);
X	Upload your 3-5 Year Plan in the application forms;
X	The following documents MUST be current and uploaded into BlackCat Resources: Title VI Plan, Drug & Alcohol Plan, Maintenance Plan, Cost Allocation Plan (if applicable), Cognizant Agency Letter (if applicable), Procurement Plan, and TAM Plan.
X	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 as:

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.

Kurt Sommer
Signature of Authorized Representative

11/20/25
Date

Section 5339

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. 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(s) in detail.

Description: North Star Trailer Mounted Hot Pressure Washer

Quantity: 1

Purpose: To help keep our bus shelters clean and sanitary

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

We will be able to use the pressure washer to keep our bus shelters clean and sanitary

3. 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)

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

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

RFP/IFB/Quotes Issue Date:

Contract Award Date: 1/1/2027

Order Date: 1/1/2027

Deliver/Installation/Project Completion Date: 4/30/2027

7. Total project cost?

Total Cost (include federal and local amounts): \$10,085

Federal Funds Requested Amount: \$8,068

Local Match Amount: \$2,017

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.

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1. Describe your proposed project(s) in detail.

Description: Steril Koni jacks

Quantity: 4

Purpose: Mechanic staff will use the jacks to repair vehicles

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

The jacks will help our mechanics keep our vehicles safely operating

3. 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)

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7. Total project cost?

Total Cost (include federal and local amounts): \$60,047

Federal Funds Requested Amount: \$48,038

Local Match Amount: \$12,009

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