



Agenda Item # 1
Meeting Date: October 25, 2016

**CITY OF GREAT FALLS
PLANNING ADVISORY BOARD
AGENDA REPORT**

Item: Federal Fiscal Year 2017 Section 5303 FTA Funding Contracts

Presented By: Andrew Finch, Senior Planner

Action Requested: Approval of Federal Fiscal Year 2017 Section 5303 FTA Funding Contracts

Suggested Motion:

1. Board Member moves:

“I move the Planning Advisory Board approve the FFY 2017 Section 5303 Contracts with the State of Montana and the Great Falls Transit District.”

2. Board Member calls for a second, discussion, and calls for the vote.

Overview

Annually, the Planning Advisory Board enters into contracts with the Montana Department of Transportation (MDT) and the Great Falls Transit District (GFTD) to receive and pass on Federal transit planning funds, referred to as “Section 5303 Contracts” (after the source of federal funding). The subject contracts are attached to this Report for consideration by the Board.

Background

As part of its responsibilities as staff for the Great Falls Metropolitan Planning Organization (MPO), the Planning & Community Development Department annually prepares a Unified Planning Work Program (UPWP) to identify planning-related work activities to be undertaken by the Department and the Great Falls Transit District for the upcoming Federal Fiscal Year.

On August 23, 2016, the Planning Advisory Board approved the FFY 2017 Unified Planning Work Program (UPWP). Along with identifying work activities, the UPWP also identifies funding sources and the level of funds proposed for each work activity, including transit-related funding and work.

In accordance with the UPWP, the Montana Department of Transportation (MDT) will provide up to \$112,184 in Federal Transit Administration (FTA) “Section 5303” funds for local transit planning activities. In turn, the Planning Advisory Board has agreed to “pass through” the FTA funds to the Great Falls Transit District Board. In accordance with the UPWP, the Transit

District will use these funds to prepare transit related planning reports, programs and documentation to support its transit operations and to address Federal transit planning needs and requirements. The non-Federal match of \$28,046 will be provided by the Great Falls Transit District.

The Transit District will use the planning funds for Administration (\$19,055), Service Planning and Assessment (\$59,375), Service Enhancement (\$13,390), and Americans with Disabilities Act (ADA) Implementation (\$48,410).

To formalize the funding commitments and ensure the recipient (Planning Advisory Board) and sub-recipient (GFTD) adhere to federal requirements, the Planning Advisory Board is being asked to enter into two "Section 5303 Contracts" - one between MDT and the Planning Advisory Board, and the other between the Planning Advisory Board and GFTD. The contracts are attached for Board review and action.

Recommendation

It is recommended the Planning Advisory Board approve the FFY 2017 Section 5303 Contracts.

Attachments:

- A) Section 5303 Planning Contract #109233
- B) Section 5303 Contract for Pass Through of Funds to the Great Falls Planning District