



Grant Application Package

Opportunity Title:	FY16 Railroad Safety Infrastructure Improvements Grant
Offering Agency:	DOT/Federal Railroad Administration
CFDA Number:	20.301
CFDA Description:	Railroad Safety
Opportunity Number:	FR-SIP-16-001
Competition ID:	FR-SIP-16-001-056240
Opportunity Open Date:	04/29/2016
Opportunity Close Date:	06/14/2016
Agency Contact:	Gina Matrassi Grants Management Specialist E-mail: gina.matrassi@dot.gov Phone: 202-493-6139

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

Application Filing Name:

Select Forms to Complete

Mandatory

[Application for Federal Assistance \(SF-424\)](#)

[Attachments](#)

[Budget Information for Construction Programs \(SF-424C\)](#)

[Assurances for Construction Programs \(SF-424D\)](#)

Optional

[Disclosure of Lobbying Activities](#)

Instructions

[Show Instructions >>](#)

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here. If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

Application for Federal Assistance SF-424

* 1. Type of Submission:

- Preapplication
 Application
 Changed/Corrected Application

* 2. Type of Application:

- New
 Continuation
 Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

06/14/2016

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

City of Shelby, Montana

* b. Employer/Taxpayer Identification Number (EIN/TIN):

81-6001308

* c. Organizational DUNS:

0987086880000

d. Address:

* Street1:

112 1st Street South

Street2:

* City:

Shelby

County/Parish:

* State:

MT: Montana

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

59474-2309

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

* First Name:

Larry

Middle Name:

* Last Name:

Bonderud

Suffix:

Title:

Mayor of Shelby, Montana

Organizational Affiliation:

City of Shelby, Montana

* Telephone Number:

406-434-5222

Fax Number:

406-434-2309

* Email:

larry@shelbymt.com

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

DOT/Federal Railroad Administration

11. Catalog of Federal Domestic Assistance Number:

20.301

CFDA Title:

Railroad Safety

*** 12. Funding Opportunity Number:**

FR-SIP-16-001

* Title:

FY16 Railroad Safety Infrastructure Improvements Grant Program

13. Competition Identification Number:

FR-SIP-16-001-056240

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Map of Shelby.pdf

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

City of Shelby Railroad Safety Infrastructure Improvements Project

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="953,954.00"/>
* b. Applicant	<input type="text" value="1,200,677.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="2,154,631.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

ATTACHMENTS FORM

Instructions: On this form, you will attach the various files that make up your grant application. Please consult with the appropriate Agency Guidelines for more information about each needed file. Please remember that any files you attach must be in the document format and named as specified in the Guidelines.

Important: Please attach your files in the proper sequence. See the appropriate Agency Guidelines for details.

1) Please attach Attachment 1	FRA Project Narrative 2016.dd	Add Attachment	Delete Attachment	View Attachment
2) Please attach Attachment 2	FRA Statement of Work.docx	Add Attachment	Delete Attachment	View Attachment
3) Please attach Attachment 3	PrelimLayout_11x17landscape.pdf	Add Attachment	Delete Attachment	View Attachment
4) Please attach Attachment 4	Storm Water Site Map.pdf	Add Attachment	Delete Attachment	View Attachment
5) Please attach Attachment 5	FRA Certification Regarding I	Add Attachment	Delete Attachment	View Attachment
6) Please attach Attachment 6	FRA Rail Safety Improvements	Add Attachment	Delete Attachment	View Attachment
7) Please attach Attachment 7	Shelby Stormwater Improvement	Add Attachment	Delete Attachment	View Attachment
8) Please attach Attachment 8	FRA Letters of Support 2016.	Add Attachment	Delete Attachment	View Attachment
9) Please attach Attachment 9		Add Attachment	Delete Attachment	View Attachment
10) Please attach Attachment 10		Add Attachment	Delete Attachment	View Attachment
11) Please attach Attachment 11		Add Attachment	Delete Attachment	View Attachment
12) Please attach Attachment 12		Add Attachment	Delete Attachment	View Attachment
13) Please attach Attachment 13		Add Attachment	Delete Attachment	View Attachment
14) Please attach Attachment 14		Add Attachment	Delete Attachment	View Attachment
15) Please attach Attachment 15		Add Attachment	Delete Attachment	View Attachment

BUDGET INFORMATION - Construction Programs

NOTE: Certain Federal assistance programs require additional computations to arrive at the Federal share of project costs eligible for participation. If such is the case, you will be notified.

COST CLASSIFICATION	a. Total Cost	b. Costs Not Allowable for Participation	c. Total Allowable Costs (Columns a-b)
1. Administrative and legal expenses	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
2. Land, structures, rights-of-way, appraisals, etc.	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
3. Relocation expenses and payments	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
4. Architectural and engineering fees	\$ <input type="text" value="358,992.00"/>	\$ <input type="text" value="200,000.00"/>	\$ <input type="text" value="158,992.00"/>
5. Other architectural and engineering fees	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
6. Project inspection fees	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
7. Site work	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
8. Demolition and removal	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
9. Construction	\$ <input type="text" value="1,795,639.00"/>	\$ <input type="text" value="1,000,677.00"/>	\$ <input type="text" value="794,962.00"/>
10. Equipment	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
11. Miscellaneous	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
12. SUBTOTAL (sum of lines 1-11)	\$ <input type="text" value="2,154,631.00"/>	\$ <input type="text" value="1,200,677.00"/>	\$ <input type="text" value="953,954.00"/>
13. Contingencies	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
14. SUBTOTAL	\$ <input type="text" value="2,154,631.00"/>	\$ <input type="text" value="1,200,677.00"/>	\$ <input type="text" value="953,954.00"/>
15. Project (program) income	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
16. TOTAL PROJECT COSTS (subtract #15 from #14)	\$ <input type="text" value="2,154,631.00"/>	\$ <input type="text" value="1,200,677.00"/>	\$ <input type="text" value="953,954.00"/>
FEDERAL FUNDING			
17. Federal assistance requested, calculate as follows: (Consult Federal agency for Federal percentage share.) Enter the resulting Federal share.	Enter eligible costs from line 16c Multiply X <input type="text" value="100"/> %		\$ <input type="text" value="953,954.00"/>

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 01/31/2019

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL Lorette Carter	TITLE Mayor of Shelby, Montana
APPLICANT ORGANIZATION City of Shelby, Montana	DATE SUBMITTED 06/14/2016

STATEMENT OF WORK

City of Shelby, Montana

Railroad Safety Infrastructure Improvements

Railroad Safety Infrastructure Improvement Grant

I.BACKGROUND

Shelby, Montana is the county seat of Toole County in north central Montana. Shelby is located on the I-15 corridor and is the center for commerce and health care in Toole County. Shelby is also at the crossroads of the Burlington Northern Santa Fe (BNSF) Railway east-west main line and north-south route.

Land use and transportation are fundamentally connected. Land use patterns greatly impact transportation networks and these networks greatly affect movement issues. Shelby is divided by the BNSF east-west main line. The Shelby School District #14 school campus, Marias Medical facilities, sports fields and recreation area are all located on the north side of the main line. The majority of residential housing is found south of the main line. Access to and from both sides is available over an aging and non-ADA viaduct and crossing the main line at the Galena Street crossing.

II.OBJECTIVE

This project will install 1,900 feet of 7 foot high green chain link fencing including three 4 foot wide opening gates along the south side of the railroad tracks in the vicinity of the Amtrak station as well as two 20 foot wide double opening drive gates. The fencing will deter pedestrian traffic from haphazardly crossing the BNSF tracks, and signage will direct pedestrian traffic to the three pedestrian gates.

The project will also widen the existing Galena Street Crossing on the west side to better accommodate pedestrian traffic. The project will include an extension of an existing 12-inch diameter culvert by 10 feet, grading over the culvert to match the existing roadway grade, installation of one additional four foot wide concrete crossing panel to each of the track crossings, installation of curb ramps and installation of driveway aprons. All improvements will be designed in accordance with state and federal ADA-requirements. In addition to the culvert extension at the Galena Street crossing, multiple additional storm water improvements will be completed within the project area to prevent flooding in the area that sometimes occurs.

As part of the project, improvements will be made to the Highway 2 at-grade crossing to improve vehicle and pedestrian safety and implement a railroad quiet zone. Currently there are lights, but no crossing arms at the Highway 2 crossing. This project will include installation of 2 quadrant gates and center medians at the Highway 2 crossing. This improvement will block the crossing when train traffic is present, and deter vehicle traffic within 100 feet of the crossing from driving around the gates. Wayside Horns will be installed at the Galena Street at-grade crossing to improve safety and allow for trains to stop using train horns within the community.

There is an existing Amtrak loading area on which the current loadout surface is roughly graded gravel. This project will extend the existing 10-foot wide concrete loadout surface by 100 feet to more safely accommodate pedestrian traffic during loading and unloading of trains.

There have been six documented fatalities on Shelby's rail tracks in the past 20 years. If no safety improvements are made, that number could increase as train traffic increases. Shelby currently averages 44 to 50 trains per day. The BNSF Railway has indicated that it expects these numbers to increase by an additional 10 to 15 trains per day over the next five years. Public safety concerns may increase when these train numbers reach 60 plus per day.

This project will also include the installation of approximately 1,900 feet of 54" RCP storm drain trunk line and approximately 300 feet of storm drain laterals and corresponding inlets in Front Street adjacent to the BNSF right-of-way. The trunk main is intended to move storm water from the low lying BNSF right-of-way near the Oilfield Avenue overpass to the east end of town and includes a jack and bore beneath the BNSF south line. In years past the low area has flooded Highway 2 and the rail lines. The storm water project is intended to drain the BNSF right-of-way facilitating future rail and rail safety improvements.

The project will also include the repair and extension of the existing culvert at the Galena Street rail crossing that is badly damaged. The Galena Street improvements will accommodate the Galena Street handicapped accessible pedestrian crossing. The Galena Street crossing is one of the lowest areas of the City and is currently susceptible to flooding; therefore, appropriate storm drainage in this area is critical.

This project as a whole would make basic improvements to increase public safety and reduce the likelihood of pedestrian/train collisions.

III. PROJECT LOCATION

The location of the project is within the corporate city limits of City of Shelby as identified in the attached site map. The latitude 48.5055° and longitude is - 111.8546°. The general area of the project is Section 27, Township 32N, and Range 2W.

IV. DESCRIPTION OF WORK

Task 1: Work Plan

Task 1 Deliverables: Completion of detailed project work plan, budget and schedule and agreements in place. This will be submitted to FRA for written approval.

Task 2: Survey

Task 2 Deliverables: Survey base maps will be completed prior to environmental review and reporting.

Task 3: Environmental Review and Reporting

Task 3 Deliverables: The Environmental Review and Report will be completed and all agencies verified as per the NEPA requirements.

Task 4: Engineering Design

Task 4 Deliverables: Final construction documents will be completed and reviewed in anticipation of publishing the bid package.

Task 5: Bidding

Task 5 Deliverables: The City's engineering team will complete the bid package; publish the information; and conduct the bidding process. The engineering team will review bidders required documentation and make recommendations to the City of Shelby. The City will award the project, complete the notice of award and issue the notice to proceed.

Task 6: Construction

Task 6 Deliverables: Awarded contractor will meet with the City of Shelby and engineering team for a pre-construction meeting to review the work plan; schedule; budget; and oversight of the project. Construction can then begin.

Task 7: Project Completion

Task 7 Deliverables: The City of Shelby engineering team will complete final inspection and begin close out. The City will complete all close-out reporting; draw requests and submit final documentation.

V. PROJECT SCHEDULE AND DELIVERABLES

Task #	Deliverable Name	Related Task	Due Date
1	Work Plan	Detailed work plan, budget and schedule; agreements in place	30 Days
2	Survey	Survey Base Map completion	45 Days
3	Environmental	Complete Environmental Review and Report	120 Days
4	Engineering Design	Finalize construction documents	120 Days
5	Bidding	Bid solicitation including pre-bid walkthrough; award project; notice to proceed	30 Days
6	Construction	Pre-construction meeting; establish work schedule; construction; on-sight inspection; oversight	180 Days
7	Project completion	Inspection; completion of all close-out reporting; final draw submittal; close out	30 Days

VI. PROJECT ESTIMATE/BUDGET

Task #	Task Name	Total Cost
1	Survey	\$40,000
2	Environmental	\$35,000
3	Engineering	\$266,992
4	Bidding	\$12,000
5	Construction	\$1,795,639
6	Project Completion	\$5,000
	Total Project Cost	\$2,154,631

Funding Source	Project Contribution Amount	Percentage of Total Project Cost
FRA Grant	\$953,954	44%
Grantee	\$1,200,677	56%
Total Project Cost	\$2,154,631	100%

VII. PROJECT COORDINATION

The City of Shelby Project Team will perform all tasks required for the Project through a coordinated process, which will involve BNSF officials, Amtrak officials, Montana Department of Transportation and the Federal Railroad Administration as funding partner.

VIII. PROJECT MANAGEMENT

1. Administrative Structure:

The City of Shelby is an incorporated City with a Mayor-Council form of government. The following positions will have lead responsibility for administering the City's awarded programs and projects:

- a. Mayor Larry Bonderud, as the City's chief elected official, will have responsibility for all official contacts and will serve as the Project Manager and Environmental Certifying Officer. The Mayor and City Council will have ultimate authority and responsibility of the management of project activities and expenditures. The approval of all contracts involving the City and draw down requests will be in accordance with City Council policy and procedures. Bonderud will also provide project status reports at Council meetings and any other public meetings deemed necessary.
- b. Jade Goroski, Chief Finance Officer will be responsible for management and record keeping of funds involved in the project. Financial record keeping will be done in conformance with the recommendations of the Project Administration Manual. The original financial documents; i.e. claims with supporting material, will be retained in the city offices.
- c. Loren Skartved, Public Works Superintendent will work with engineers in oversight of the construction project.
- d. Lorette Carter, Community Development Director will assist the Project Manager and Chief Finance Officer in the record keeping, draw submissions, quarterly reporting and final close out. She will work with

engineers to ensure compliance with applicable federal and state requirements and labor standards. She will also coordinate with other funding agencies for project related activities, financial reporting, submissions and project close-outs.

- e. William Hunt, City Attorney will review and advise the Mayor and Council regarding proposed contractual agreements associated with projects and provide any other legal guidance as requested.
- f. The Project Engineer will be responsible for construction-related activities including preparation of preliminary engineering, final design plans and specifications, as well as construction inspection. Contractor compliance, scheduling, and payment requests will be subject to the Project Engineer's review and approval before submission to the City.

2. Procurement Procedures:

The City of Shelby has followed State and Federal professional service procurement requirements in procuring professional services. The competitive solicitation was conducted in September of 2015 and awarded to KLJ Inc. for a 5-year period. KLJ will provide design and oversight services to complete the scope of work identified.

The City of Shelby follows the Montana Code Annotated 7-5-2301 in the procurement of contractors for the specified scope of work.

3. Coordination Plan:

Project Manager, City Superintendent, Community Development Director and Project Engineer will coordinate all project activities with other local, state and federal agencies needed to complete the project. All permitting, easement procedures and coordination with agencies will be conducted in accordance with State and Federal requirements. This project is not part of another on-going or planned action.

4. Public Involvement:

The Project Manager and Community Development Director will keep the public informed of the planned work and implementation throughout the project. Mayor Bonderud will report to the community weekly during his radio address each Monday morning. Information will also be provided at bi-monthly City Council meetings which are published in the County's weekly newspaper. Mayor Bonderud will also accept visits, calls and requests for information related to the project.

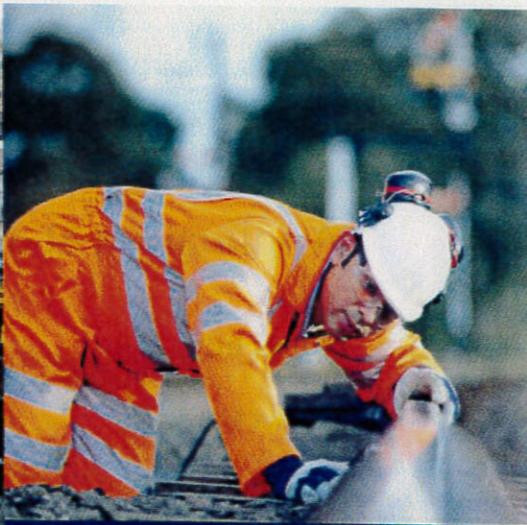
5. Management:

As identified in (1f), the City of Shelby will coordinate with the Project Engineer for construction-related activities including final design, bid spec preparation; solicitation; bid award; compliance; pre-construction meetings; weekly construction meetings, construction; inspection; and final close-out of the project. They will review and oversee contractor compliance, scheduling, and payment requests for presentation to the City for final approval and pay requests.

Mayor Bonderud and Superintendent Skartved will be part of the weekly construction meetings to remain current on the status of the project, contractor activities and adherence to the scope of work and time schedule.

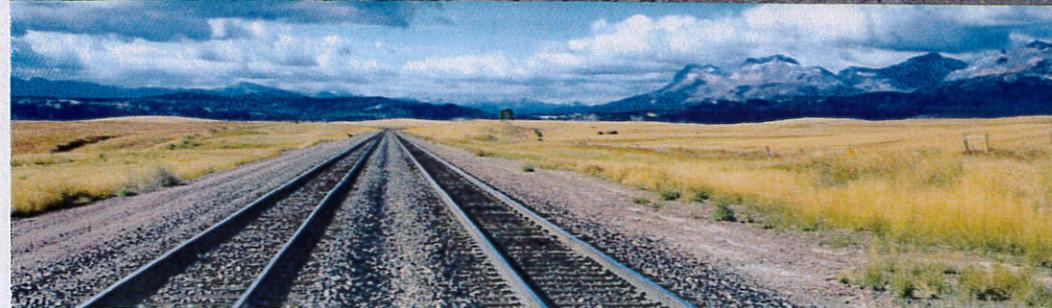
The project coordination team together or assigned individually will:

- Participate in a project kickoff meeting with FRA
- Hold regularly scheduled meetings with FRA
- Complete necessary steps to hire a qualified contractor to perform required Project work
- Inspect and approve work as it is completed
- Review and approve invoices as appropriate for completed work
- Perform Project close-out audit to ensure contractual compliance and issue close-out report
- Submit to FRA all required Project deliverables and documentation on-time and according to schedule, including periodic receipts and invoices
- Comply with all FRA Project reporting requirements, including, but not limited to:
 - a. Status of project by task breakdown and percent complete
 - b. Changes and reason for change in project's scope, schedule and/or budget
 - c. Description of unanticipated problems and any resolution since the immediately preceding progress report
 - d. Summary of work scheduled for the next progress period
 - e. Updated Project schedule.



CITY OF SHELBY
RAILROAD
SAFETY
INFRASTRUCTURE
IMPROVEMENTS
GRANT
PROPOSAL

JUNE 2016



Application at a Glance

Project title	City of Shelby Rail Safety Infrastructure Improvements Project
Project Location	112 1 ST Street South Shelby, MT 59474 Toole County State of Montana Congressional District MT 01
Applicant Organization Name	City of Shelby, Montana
Project Classification	Rural
2010 Census Data	City of Shelby Population: 3,376
Funding Request	
Matching Support	
Summary of Proposed Project	<p>This project will make construction improvements to track and related infrastructure to improve safety in a rural community with a history of six documented rail collision fatalities in the past 20 years. Requested funds will be used to install fencing to deter pedestrian traffic from crossing tracks; install signage to direct pedestrian traffic to three pedestrian gates; install two quadrant gates at the Highway 2 at-grade crossing to improve motor vehicle and pedestrian safety; widen and install two wayside horn advance warning systems at the Galena Street at-grade crossing to improve safety and better accommodate pedestrian traffic; and extend the current Amtrak concrete loadout surface by 100 feet to more safely accommodate pedestrian traffic during loading and unloading of trains. Improvements are intended to reduce freight and passenger rail interactions with motor vehicle and pedestrian traffic to improve the safety and efficiency of current operations. City match funds will complete vital storm water drainage improvements in pedestrian traffic areas along the BNSF Railway and U.S. Highway 2.</p>
Applicant's Eligibility: Local Government	Larry Bonderud Mayor, City of Shelby 406-450-5196 112 1 st Street South, Shelby, MT 59474 Larry@shelbymt.com

FUNDING REQUEST			
FUNDING TYPE	SOURCE	DOLLAR AMOUNT	% PROJECT COST
FEDERAL	2016 FRA Grant Request	\$953,954	44%
NON-FEDERAL	City of Shelby	\$1,200,677	56%
TOTAL PROJECT COST	All Sources Combined	\$2,154,631	100%

An analysis conducted by engineering firm KLJ indicates the cost to complete the proposed railroad safety infrastructure improvements is \$2,154,631 in 2016 dollars. A 56 percent non-federal investment of \$1,200,677 has been committed to this project and is secure. The City of Shelby is requesting a \$953,954 federal investment from FRA to complete project construction. A detailed project budget is included in the Scope of Work. Federal funding has not been previously sought for this particular proposed project.

Detailed Project Description:

Background:

The City of Shelby is a rural community and the county seat of Toole County in north central Montana. Shelby is located on the I-15 corridor and is the center for commerce and health care in Toole County. Shelby is also at the crossroads of the Burlington Northern Santa Fe (BNSF) Railway east-west main line and north-south route.

The Northern Express Transportation Authority in Shelby received a \$9,998,910 TIGER III grant to complete Phase 3 construction of the Port of Northern Montana Multimodal Hub Center (inland port) in Shelby. It was a massive investment for a rural community in Montana. The project completed a missing freight rail transportation link between the State of Montana and all ports served by BNSF on the West Coast and the Great Lakes. The TIGER grant represented 21 years of hard work, extensive public and private outreach and involvement, right-of-way acquisition, environmental clearances and construction of a project that began in 1990. The Multimodal Hub Center is operating today without an operational subsidy. The completed Port of Northern Montana Multimodal Hub has stimulated growth in the rural community and surrounding region. The proposed project will help the City of Shelby manage recent growth, prepare for anticipated future growth and improve transportation access and safety in the vicinity of the Port of Northern Montana in Shelby.

Safety Risks and Challenges:

Transportation Challenge I

There have been six documented fatalities on the City of Shelby's rail tracks in the past 20 years. The majority were crossing in areas in front of the depot platform. The City of Shelby is divided by the BNSF east-west main line. Each day, 45-50 BNSF trains pass through this location and train volumes have steadily increased in 2000. The Shelby School District #14 school campus, Marias Medical facilities, public sports fields and recreation areas are all located on the north side of the main line. The majority of residential housing is found south of the main line. Access to and from both sides is available by crossing the BNSF east-west main line at the at-grade Galena Street crossing, or by traveling over an aging, non-ADA accessible viaduct.

The Shelby School District's popular Safe Routes to School program encourages children to walk and bike to school. Approximately 50 percent of Shelby school children reside south of the railroad tracks and must cross the at-grade Galena Street rail crossing to get to school.

The Galena Street at-grade crossing lacks fencing to deter school children and other pedestrians from haphazardly crossing BNSF tracks. The crossing also lacks signage to direct school children and pedestrians.

Additionally, the Galena Street at-grade crossing lacks advance warning systems, such as wayside horns, to alert pedestrians or motorists of oncoming trains. Sheriff Whitt has noted through her daily news report numerous times, pedestrians and/or motorists have advanced on the tracks, to find oncoming trains approaching at high speeds. She also noted the inability to keep pedestrians from crossing in undesignated areas.

Transportation Challenge II

The Galena Street crossing is not ADA-accessible. The crossing is narrow and lacks ADA-accessible curb ramps, crossing panels and driveway aprons. The crossing is not accessible to individuals in wheelchairs, on bicycles or traveling with strollers. This crossing is also part of the Shelby Roadrunner Recreation Trail. This section is the remaining gap in the trail loop offering alternative transportation modes access to and from the Main Street business corridor.

Transportation Challenge III

Public safety and motor vehicle mobility are jeopardized due to the lack of rail safety infrastructure at the Highway 2 crossing in Shelby. This rail crossing is the only rail crossing across the entire state along Highway 2 that is not controlled with crossing gates.

According to 2009 Montana Department of Transportation data, 4,360 vehicles pass through Highway 2 near the Port of Northern Montana each day. In 2010, 109 vehicle crashes occurred in Toole County compared to only nine in neighboring Liberty County. The majority of 2010 vehicle crashes in Toole County involved commercial traffic.

Heavy truck traffic and first responders such as police, fire and ambulances utilize the City of Shelby's at-grade crossing at Highway 2. This crossing is also utilized by the employees of the Port of Northern Montana, CHS Inc., NaturEner, Ryder Logistics, and other Shelby area workers and residents. While there are lights at the Highway 2 at-grade crossing, there are no crossing arms or other safety infrastructure improvements to deter pedestrians and vehicles from haphazardly crossing the railroad tracks.

Transportation Challenge IV

Amtrak's Empire Builder loading area in Shelby is currently 10-feet wide and roughly graded with gravel. The loadout surface is not ADA-accessible, making it difficult and often time consuming for passenger rail customers to board and de-board in Shelby. Amtrak's Empire Builder on-time performance was only 43.9 percent in 2011 compared to its goal of 80 percent. Delays are compounded along the entire Empire Builder route. Amtrak train delays affect passenger rail customers' satisfaction and Amtrak's ridership and market share. Additional information on Amtrak's performance in this region can be found at <http://www.pnmshelby.com/Tiger%20III%20grant%20pdf/AMTRAK%20OTP.pdf>.

Transportation Challenge V

Public safety and motor vehicle mobility are jeopardized when major storm events overload the storm drainage system along the BNSF railway. Engineering professionals have determined the limited number of existing inlets, the undersized storm water pipe and inefficient detention ponds pose a serious threat to public health and safety. The existing number of inlets and the existing pipes cannot pass the 2-year event without causing water backup running over roads, railroad tracks and/or flooding businesses and homes. With the construction of the proposed project, the flooding across Highway 2 and the BNSF rail will be corrected.

Specific Project Activities Proposed:

Solutions to Transportation Challenges

The proposed project will install 1,900 feet of 7 foot high green chain link fencing including three 4 foot wide opening gates along the south side of the railroad tracks in the vicinity of the Amtrak station as well as two 20 foot wide double opening drive gates. The fencing will deter pedestrian traffic from haphazardly crossing the BNSF tracks, and signage will direct pedestrian traffic to the three pedestrian gates. Wayside Horns will be installed at the Galena Street at-grade crossing to improve safety and allow for trains to stop using train horns within the community.

The project will also widen the existing Galena Street crossing on the west side to better accommodate pedestrian traffic. The project will include one additional four foot wide concrete crossing panel to each of the track crossings, installation of curb ramps and installation of

driveway aprons. All improvements will be designed in accordance with state and federal ADA-requirements.

Improvements will be made to the Highway 2 at-grade crossing to improve vehicle and pedestrian safety. This project will install two quadrant gates and center medians at the Highway 2 crossing. Improvements will block the crossing when train traffic is present and deter vehicle traffic within 100 feet of the crossing from driving around the gates.

This project will extend the existing 10 foot wide concrete loadout surface by 100 feet to safely and efficiently accommodate pedestrian traffic during loading and unloading of trains.

This project will install approximately 1,900 feet of 54" RCP storm drain trunk line and approximately 300 feet of storm drain laterals and corresponding inlets in Front Street adjacent to the BNSF right-of-way. In years past the low area has flooded Highway 2 and the rail lines. The storm water project is intended to drain the BNSF right-or-way facilitating future rail and rail safety improvements.

The project will also include the repair and extension of the existing culvert at the Galena Street rail crossing that is badly damaged. The Galena Street improvements will accommodate the Galena Street handicapped accessible pedestrian crossing.

Expected Outputs and Outcomes:

Proposed Improvements	Expected Outputs and Outcomes
Install fencing, signage and advance warning wayside horns at the Galena Street at-grade crossing.	<ul style="list-style-type: none">• Reduced train-pedestrian fatalities• Improved safety records for BNSF Railway, including reduced accident and incident numbers and rates• Improved safety records for Amtrak, including reduced accident and incident numbers and rates• Safer transportation access for Shelby school children and pedestrians• Reduce household transportation costs• Improved operational efficiencies for BNSF Railway and Amtrak• Increased economic competitiveness via improved access to school and work• Enhanced quality of life via increased access to safe, environmentally sustainable transportation choices• Improved air quality, reduced greenhouse gas emissions and enhanced public health

Widen Galena Street crossing, install a concrete crossing panel to each track crossing, install curb ramps and install driveway aprons.

- Enhanced rural community by investing in healthy, safe and walkable neighborhoods
- Improved transportation access with universally accessible, ADA-compliant pedestrian infrastructure
- Increased economic competitiveness by improving access to educational opportunities, services and other basic needs
- Reduced household transportation costs
- Reduced maintenance costs by upgrading aging infrastructure to a state of good repair
- Enhanced rural community by investing in healthy, safe and walkable neighborhoods

Install two quadrant gates and center medians at the Highway 2 crossing.

- Reduced train-motor vehicle fatalities
- Improved safety records for BNSF Railway, including reduced accident and incident numbers and rates
- Improved safety for first responders, motorists and pedestrians
- Increased economic competitiveness by improving access to employment centers, schools and services
- Expanded efficiency of public works investments in a rural community that has recently leveraged federal, state and local funding for significant rail infrastructure investments

Extend Amtrak's concrete loadout surface.

- Improved ADA-access to Amtrak trains
- Increased Amtrak ridership
- Improved operational efficiencies for Amtrak
- Improved safety records for Amtrak, including reduced accident and incident numbers and rates
- Reduced maintenance costs by upgrading aging infrastructure to a state of good repair
- Increased economic competitiveness by improving access to passenger rail service

Storm Water Improvements

- Improved drainage of pedestrian traffic areas along BNSF railway and U.S. Highway 2.

How the Project Meets the Project and Cost/Activity Eligibility Criteria:

Project Eligibility:

The rail safety infrastructure improvements included in the proposed project Scope of Work are eligible under “Track and Related Projects” listed in the Notice of Funding Opportunity (NOFO) Docket No. NHTSA-2016-0051.

Cost Eligibility:

Federal funds do not exceed a 50 percent share of the total project cost. Sources of matching funds have been identified, as outlined in the project budget.

How Project Meets the Evaluation Criteria:

Technical Merit:

This application responds to all requirements outlined in the NOFO. The proposed tasks and subtasks outlined in the Scope of Work are appropriate to achieve the expected safety outputs of the proposed project. In addition, project costs are realistic and sufficient to accomplish the tasks documented in the Scope of Work.

Project financing and appropriate partnerships are in place to complete the proposed project in a timely manner.

Project Benefits:

The expected safety benefits of the project can be reasonably linked to the proposed activities of the project. Proposed improvements are cost effective and will reduce the likelihood of future rail-pedestrian and rail-motorist fatalities in the City of Shelby. By reducing accident and incident numbers and rates, the project will also improve safety records and on-time performance for BNSF Railway and Amtrak.

Each year, 16,534 passengers board Amtrak’s Empire Builder in Shelby. Operational efficiencies, such as reduced boarding and de-boarding times, are expected to result from the proposed improvements to Amtrak’s loadout surface. Improved access to passenger rail service in Shelby could also result in increased Amtrak ridership.

The project will also reduce maintenance costs associated with aging infrastructure.

Most importantly, the project will serve to reduce and/or eliminate the likelihood of pedestrian injuries and deaths on the railroad tracks. With increased train traffic and elevated rail speeds, the proposed projects are critical to the safety and wellbeing of pedestrian and motor vehicle traffic within the community now and for generations to come.

Supplemental Selection Criteria:

Alignment with DOT Strategic Goals and Priorities:

The primary goal of this application is to improve transportation safety in a rural community. The project also aligns with the federal strategy to improve access to rail corridors to increase freight and passenger rail mobility. It will also promote economic competitiveness by improving access to passenger rail service and by enhancing operational efficiencies for freight and passenger railroad carriers—Amtrak and BNSF Railway. It will also bring aging infrastructure into a state of good repair which will help to reduce maintenance costs. Further, the project will promote economic competitiveness in a rural community by improving access to employment centers, schools and services.

Furthering DOT's Livability Principles:

Provide More Transportation Choices

The basic infrastructure safety improvements outlined in the Scope of Work will improve safety and public access to freight and passenger rail service. 16,534 passengers board Amtrak's Depot in Shelby each year. The project will enhance public access to Amtrak by expanding and improving the passenger loading area and making it more ADA-accessible. The project will also expand ADA-accessible transportation infrastructure in a rural community and provide a safer environment for children to walk and bike to school. These improvements will reduce household transportation costs, help to reduce our nation's dependence on foreign oil, improve air quality, reduce greenhouse gas emissions and promote public health.

Promote Equitable, Affordable Housing

Shelby is divided by the BNSF east-west main line. The Shelby School District #14 school campus, Marias Medical facilities, sports fields and recreation areas are all located on the north side of the main line. The majority of residential housing is found south of the main line. The proposed project will increase mobility and public safety by improving access to and from both sides. This will improve the quality of life for the adjacent affordable housing neighborhoods by reducing traffic, noise and safety concerns. The project will also make safety improvements to transportation infrastructure at two at-grade rail crossings to support bicycle and pedestrian travel and lower the combined cost of housing and transportation for rural residents.

Enhance Economic Competitiveness

The City of Shelby is the center for commerce and health care in Toole County and it provides vital connections and transportation services for varied sectors across multiple markets in Montana. From oil and gas extraction to wind energy production and agriculture, the amount of

goods transported through the City of Shelby on both freight rail and interstate routes support local and national economic growth and competitiveness in the short and long terms. Augmenting rail safety in Shelby will reduce rail related incidents and accidents and contribute to the long-term growth in the productivity of the local and regional economy.

The City of Shelby is also served by Amtrak's Empire Builder. Improving transportation access and transportation flow within the city will ensure that growth seen in recent years will continue to invigorate a rural community.

The project is estimated to necessitate four professional engineer/consultant positions as construction documents are finalized. During construction, 10 jobs will be created through the project completion in 2018, in addition to indirectly created job opportunities created during construction.

When complete, the project will provide timely and reliable access to passenger rail service, K-12 public school, jobs, Marias Medical facilities, businesses, services and other basic needs by workers. The proposed infrastructure safety improvements at two at-grade crossings will also better position the City of Shelby to more safely capture economic opportunities along the I-15 corridor and Highway 2.

Support Existing Communities

Requested federal funding will support an existing rural community that has recently invested over 21 years of hard work and \$20 million in federal, state, local and private funding to expand the community's rail infrastructure. The City of Shelby was awarded \$9,998,910 TIGER III grant to complete Phase 3 construction of the Port of Northern Montana Multimodal Hub Center (inland port) in Shelby. TIGER III grant funding was leveraged with \$7,346,538 in non-federal funding—in addition to the \$5 million in federal and non-federal funding committed to the project since its inception in 1990. The project is now complete and companies such as CHS, Inc., Ryder Logistics and Humic Growth Solutions are locating and expanding operations near the Multimodal Hub for access to freight rail transportation.

Making the basic rail safety improvements outlined in this proposal will increase transportation safety, further enhance community revitalization and augment the efficiency of recent public works investments to safeguard this rural landscape.

Coordinate and Leverage Federal Policies and Investments

This project aligns with federal policies and funding to remove barriers to collaboration. Specifically, it supports DOT Strategic Goals and Priorities and furthers the six Livability Principles DOT developed with the US Department of Housing and Urban Development and the Environmental Protection Agency as part of the Partnership of Sustainable Communities.

If successful, requested funds will augment \$20 million in federal, state, local and private funding recently invested in the City of Shelby to construct the Port of Northern Montana Multimodal Hub. To date, nine private companies have pledged to locate or expand operations in Montana to be near Shelby's Multimodal Hub, representing an investment of \$254.5 million and 320 family wage jobs.

Requested funds will be used to make basic rail infrastructure safety improvements to two at-grade crossings to help City of Shelby manage recent growth, prepare for future growth and avoid additional rail related fatalities.

The project will also support the generation and maintenance of local renewable energy projects. Toole County is home to NaturEner's Glacier I, Glacier II and RimRock Wind Farm projects. The proposed safety improvements will allow NaturEner employees to more safely access the Port of Northern Montana, city services, businesses and other basic needs of workers.

Value Communities and Neighborhoods

This project will enhance the unique characteristics of the City of Shelby by investing in a healthy, safe and walkable community. Improvements will help create family friendly, walkable neighborhoods and improve pedestrian access to the City of Shelby's Main Street business district. Installing fencing, signage, advance warning wayside horns, quadrant gates and medians will reduce train-pedestrian and train-motorist fatalities, provide safer pedestrian access to school and work, reduce household transportation costs, and enhance the community's overall quality of life.

Improving ADA access to and from Amtrak will also support the unique characteristics of this rural community. Improved access could increase Amtrak ridership, improve operational efficiencies, decrease boarding and de-boarding delays and improve safety records and on time performance for Amtrak.

Project Delivery Performance:

The City of Shelby has a strong track record of success in delivering previous FRA and DOT grant on time, on budget, and for the full intended scope. In the past decade, the City has successfully completed FRA grants to complete phased work at the Multimodal Hub. In addition, DOT funding has allowed the City to complete vital infrastructure improvements in past years.

The proposed project greatly complements previous FRA and DOT awards. If successful, requested funds will augment a \$9,998,910 million TIGER III grant that allowed the City of Shelby to leverage state, local and private funds to construct the \$20 million Port of Northern Montana Multimodal Hub.

Funds requested by this FRA grant application will be utilized to make basic rail infrastructure safety improvements to two at-grade crossings and an Amtrak passenger loading area to help City of Shelby manage recent commercial growth, prepare for future growth and improve transportation safety in an effort to avoid future rail related fatalities.

Region/Location:

The City of Shelby is a rural community in Montana with a 2010 Census population of 3,376. The City of Shelby's application is the only grant request coming from the State of Montana, as indicated by the Montana Department of Transportation.

Two economically distressed counties (Glacier and Flathead) and six economically distressed Indian Reservations (Rocky Boy, Crow, Ft. Belknap, Flathead, Blackfeet and Fort Peck) are located within the Port of Northern Montana's 400-square mile catchment area. While the improvements outlined in this application are intended to increase public safety in the City of Shelby, the project will also indirectly benefit residents outside the project area who utilize the Port of Northern Montana Multimodal Hub.

In addition to improving transportation safety, the proposed project is expected to increase the economic productivity of land, capital and existing labor force within the City of Shelby. Requested funds will make rail infrastructure safety improvements to improve passenger access to Amtrak, schools, jobs, housing, medical facilities, businesses, services and goods needed by workers.

Innovation/Resource Development:

The City of Shelby brings innovation in partnerships, funding and vision to the project. Many rural communities in Montana have attempted to develop rail infrastructure and/or improve rail infrastructure safety in their communities but they inevitably run into barriers to pulling all the components together: funding, project specifications, partners and labor. This project will serve as a model for other rural communities to follow in the development of successful and efficient rural rail infrastructure safety improvements.

The project will also promote or support domestic manufacturing, supply and industrial development. Proposed improvements will increase transportation safety and improve access to freight and passenger rail service in Shelby. The project will help the City of Shelby manage recent growth, prepare for future growth and improve transportation safety near the vicinity of the Port of Northern Montana Multimodal Hub to avoid future rail related fatalities and support further industrial development in Shelby near the Multimodal Hub facility.

Partnerships:

This project is supported by the City of Shelby and Toole County. These two entities have organized a multijurisdictional partnership with joint planning efforts and prioritization of investments.

While the FRA Railroad Safety Infrastructure Improvements grant program is not a Recovery Act program, job creation and economic stimulus remain a top priority for the City of Shelby. The project is estimated to necessitate four professional engineer/consultant positions as construction documents are finalized. During construction, 10 jobs will be created through the project completion in 2018, in addition to indirectly created job opportunities created during construction. The City of Shelby adheres to all employment policies and guidelines with applicable local, state, and federal regulations, administrative directives and procedures. The City of Shelby works in cooperation with awarded contractors and Montana Job Service to seek local workforce particularly those of low-and-moderate income for employment during construction periods. The City follows federal standards in seeking out disadvantaged and minority owned business enterprises.

The City of Shelby and Toole County engage local community and stakeholder groups in a way that offers an opportunity for meaningful engagement in the process. Rail infrastructure improvements made to date represent 21 years of hard work, extensive public and private outreach and involvement, right-of-way acquisition, environmental clearances and construction of a project that began in 1990. The Multimodal Hub Center is operating today without an operational subsidy.

Project supporters for the 2016 FRA Railroad Safety Infrastructure Improvements grant proposal include:

Entity	Contribution
City of Shelby	\$1,200,677
Toole County	Letter of Support
Congressman Ryan Zinke	Letter of Support
Senator Steve Daines	Letter of Support
Senator Jon Tester	Letter of Support
MDOT Director Mike Tooley	Letter of Support
Shelby Area Chamber of Commerce	Letter of Support
Toole County Office of the Sheriff	Letter of Support
Shelby School District #14	Letter of Support
Port of Northern Montana	Letter of Support
Shelby School District #14 Safe Routes to School	Letter of Support

Project Readiness:

The City of Shelby has a professional service agreement with KLJ of Helena, Montana for architecture, engineering and related services. The firm was chosen through a competitive bid process for 5-year time period. Preliminary work has been done on tasks within the project scope of work and therefore, the project is ready for the task and deliverables included in the Statement of Work. Engineering materials developed and submitted to FRA with this application illustrate the project's design, readiness and constructability risks.

The project is not dependent on other non-FRA financial contributions. Matching funds contributed to the project are committed and secure.

Other Potential Funding:

The City of Shelby submitted an application and successfully received \$9,998,910 million in funding from DOT's TIGER III grant program. The City's TIGER application and supporting materials can be found at <http://www.pnmshelby.com/tiger-grant-application/>.

Toole County submitted an application to DOT's Rail Line Relocation and Improvement Grant program in 2011, but was unsuccessful in securing funding. Toole County's' application can be found at

<http://www.pnmshelby.com/Tiger%20III%20grant%20pdf/FY%202011%20FRA%20Grant%20Application.pdf>.

Proposed Project Implementation and Project Management Arrangements:

Administrative Structure:

The City of Shelby is an incorporated City with a Mayor-Council form of government. The following positions will have lead responsibility for administering the City's awarded programs and projects:

- a. Mayor Larry Bonderud, as the City's chief elected official, will have responsibility for all official contacts and will serve as the Project Manager and Environmental Certifying Officer. The Mayor and City Council will have ultimate authority and responsibility of the management of project activities and expenditures. The approval of all contracts involving the City and draw down requests will be in accordance with City Council policy and procedures. Bonderud will also provide project status reports at Council meetings and any other public meetings deemed necessary.
- b. Jade Goroski, Chief Finance Officer will be responsible for management and record keeping of funds involved in the project. Financial record keeping will be done in

conformance with the recommendations of the Project Administration Manual. The original financial documents; i.e. claims with supporting material, will be retained in the city offices.

- c. Loren Skartved, Public Works Superintendent will work with engineers in oversight of the construction project.
- d. Lorette Carter, Community Development Director will assist the Project Manager and Chief Finance Officer in the record keeping, draw submissions, quarterly reporting and final close out. She will work with engineers to ensure compliance with applicable federal and state requirements and labor standards. She will also coordinate with other funding agencies for project related activities, financial reporting, submissions and project close-outs.
- e. William Hunt, City Attorney will review and advise the Mayor and Council regarding proposed contractual agreements associated with projects and provide any other legal guidance as requested.
- f. The Project Engineer will be responsible for construction-related activities including preparation of preliminary engineering, final design plans and specifications, as well as construction inspection. Contractor compliance, scheduling, and payment requests will be subject to the Project Engineer's review and approval before submission to the City.

Procurement Procedures:

The City of Shelby has followed State and Federal professional service procurement requirements in procuring professional services. The competitive solicitation was conducted in September of 2015 and awarded to KLJ Inc. for a 5-year period. KLJ will provide design and oversight services to complete the scope of work identified.

The City of Shelby follows the Montana Code Annotated 7-5-2301 in the procurement of contractors for the specified scope of work.

Coordination Plan:

Project Manager, City Superintendent, Community Development Director and Project Engineer will coordinate all project activities with other local, state and federal agencies needed to complete the project. All permitting, easement procedures and coordination with agencies will be conducted in accordance with State and Federal requirements. This project is not part of another on-going or planned action.

Public Involvement:

The Project Manager and Community Development Director will keep the public informed of the planned work and implementation throughout the project. Mayor Bonderud will report to the community weekly during his radio address each Monday morning. Information will also be provided at bi-monthly City Council meetings which are published in the County's weekly newspaper. Mayor Bonderud will also accept visits, calls and requests for information related to the project.

Management:

As identified in (1f), the City of Shelby will coordinate with the Project Engineer for construction-related activities including final design, bid spec preparation; solicitation; bid award; compliance; pre-construction meetings; weekly construction meetings, construction; inspection; and final close-out of the project. They will review and oversee contractor compliance, scheduling, and payment requests for presentation to the City for final approval and pay requests.

Mayor Bonderud and Superintendent Skartved will be part of the weekly construction meetings to remain current on the status of the project, contractor activities and adherence to the scope of work and time schedule.

The project coordination team together or assigned individually will:

- Participate in a project kickoff meeting with FRA
- Hold regularly scheduled meetings with FRA
- Complete necessary steps to hire a qualified contractor to perform required Project work
- Inspect and approve work as it is completed
- Review and approve invoices as appropriate for completed work
- Perform Project close-out audit to ensure contractual compliance and issue close-out report
- Submit to FRA all required Project deliverables and documentation on-time and according to schedule, including periodic receipts and invoices
- Comply with all FRA Project reporting requirements, including, but not limited to:
 - a. Status of project by task breakdown and percent complete
 - b. Changes and reason for change in project's scope, schedule and/or budget
 - c. Description of unanticipated problems and any resolution since the immediately preceding progress report
 - d. Summary of work scheduled for the next progress period
 - e. Updated Project schedule.

Anticipated Environmental or Historic Preservation Impacts:

The City of Shelby does not anticipate any environmental or historic preservation impacts to the proposed project areas. Project areas are all within public right-of-ways. The City has completed environmental and cultural requirements on the storm water portion of the project and will follow guidelines under NEPA, National Historic Preservation Act, USDOT, Clean Water Act and applicable state/federal laws in completing investigations, documentation and reporting of the entire project.

Statement of Work:

The Statement of Work is included as a separate attachment.

November 8, 2016

City of Shelby
Council Members
112 1st Street South
Shelby, MT 59474

Re: Commercial Lynks Inc. Septic Proposal

Councilmen, Councilwomen & Mayor Bonderud:

I am writing this letter on behalf of Commercial Lynks Inc. (CLI) to follow up on the proposal made by myself at the regularly scheduled council meeting for the City of Shelby held November 7, 2016. As I mentioned in the open comment period of the meeting, CLI is looking for an exemption to City Code 11-4-12: Use of Public Sewers required and 11-3-4 Privies and Septic Tanks. We are requesting an exemption so that we can move forward with our plans for building in the Multi-Modal facility of the Port of Northern Montana's (NETA). As a local business we are aware of the current sewer issues that the City of Shelby faces. We are also aware that because of these issues, that the city council will not be approving any new hookups into the City's sewer system. Given this information CLI proposes that with an exemption to the listed city codes we install an underground sewage holding tank on the property CLI plans to purchase from NETA once DEQ allows subdivision within the city limits. The holding tank would have a maximum capacity of 1,500 gallons that we would have pumped out and trucked away on a regular schedule for as long the city needs to remedy their issues. The tank would serve as a pumping station for our facility after we are allowed to hook into city sewer. CLI will keep records of all activity involving the tank from installation until city services are available. We would be willing to provide these records to the city in regular intervals if the city desires. We will not be able to begin our construction until the spring of 2017 at which point the city may have already resolved the output issues and this may not be needed. CLI does however need to have a plan in place if this isn't resolved in order to move forward with plans for an operation in Shelby. I respectfully ask you to consider this exemption to keep CLI on the path to operating in Shelby. If you cannot grant us an exemption we will have to focus on a different location for our plant.

Thank you for your consideration in this matter,



Andy Van Haur,
Commercial Lynks Inc.