

**Special Strategic Planning City Council Meeting Agenda
Benson Hospital Meeting Room
August 16, 2018**

City of Benson Mission Statement

Benson is a forward looking community that values public safety,
Quality of life and treats people with dignity and respect.

1. 5:00 p.m. Call the Meeting to Order at the Benson City Council Chambers (Mayor)
2. Pledge of Allegiance
3. Review Agenda & Purpose of Meeting – “What do we want to accomplish tonight?”
4. Dinner
5. Review Xcel Agreement and Need to Designate \$20 Million Plan “B” for 2019 Budget
6. Suggested Designation:
 - Purchase Industrial Land
 - Solar Project
 - Wastewater Treatment Facility Upgrades
 - Elevator Demolition
 - Gustie’s Road
 - Housing Project
 - Hire Economic Development Director
 - 13 Ways
7. School Referendum
8. City Hall Project
9. Sewer Back-up & Gas Leak
10. BrightMark Energy Project
11. 2019 Parks Projects Priority:
 - Pool Repairs
 - Playground Replacement
 - Flower Pots, Baskets, Vehicle
 - Digital Sign
 - Ball Field Improvements
 - Northside Rec Trail Project
12. City Manager’s Review
13. Adjourn: Mayor

In compliance with the American Disability Act, if you need special assistance to participate in this meeting, please contact the City Manager’s office at 320-843-4775. Notification 48 hours prior to the meeting will enable the City of make reasonable arrangements to ensure accessibility to this meeting.

To:	Rob Wolfington City of Benson, MN	From:	Peggy Harter, PE Stantec Consulting Services, Inc.
File:	Benson Rail Crossing Improvements	Date:	August 13, 2018

Reference: Benson Rail Crossing Funding Opportunity – Additional Information on CRISI Grant Opportunity

Project Background

Stantec has been working with the City of Benson, MN since 2015 to develop solutions to improve mobility and safety for all modes of transportation as they interact with the at-grade rail crossings that are located within and around the City.

Stantec recently presented the Federal Railroad Administration (FRA) Consolidated Rail Infrastructure & Safety Improvements (CRISI) Grant funding opportunity to the Benson City Council on August 6, 2018. During that meeting, the City Council requested additional information on the CRISI grant opportunity as well as some pictures to provide a better idea to the City Council members of what the proposed safety improvements will look like once completed.

CRISI Grant Information

Peggy Harter attended a webinar on August 8, 2018 to obtain additional information about the FRA CRISI Grant opportunity. Some of the pertinent information obtained from the webinar is summarized below. A pdf of the webinar presentation has been provided to the City for informational purposes.

1. Past funds spent on studies/engineering etc. do NOT count toward the non-federal funding match for the CRISI Grant. Therefore, the work we have done to date will support the grant application and shows commitment, but it doesn't count toward the Non-Federal match.
2. The CRISI has four project Tracks in which you can apply for funding:
 - Track 1 – Planning – Completed for this project.
 - Track 2 – Preliminary Engineering (PE) and NEPA – NOT completed for this project.
 - Track 3 – Final Design and Construction – Not completed for this project.
 - Track 4 – Research, Safety Programs, and Institutes – Not applicable to this project.

The grant applicants can apply for multiple Tracks for funding. For example, you can apply for both Track 2 (PE/NEPA) and Track 3 (Final Design and Construction.) We are recommending that the City apply for Track 3 – Final Design and Construction only with a commitment in the application to complete Preliminary Engineering and NEPA ahead of the project.
3. If the City decides to just go after Track 3 (Final Design and Construction), you do not have to have NEPA completed now. We will just need to identify within the schedule and scope of work documentation when NEPA will be completed and show that the City has committed the funding to complete the NEPA work.
4. The CRISI Grant allows for a maximum 80% Federal and 20% Non-Federal funding split. However the NOFO states that preference is given to projects with a 50% Federal and 50% Non-Federal funding split. Ms. Harter questioned during the webinar if a project with a funding split somewhere

Reference: **Benson Rail Crossing Funding Opportunity – Additional Information on CRISI Grant Opportunity**

between the two (for example with a 70% Federal and 30% Non-Federal funding split) would score higher than one with an 80%/20% funding split. The presentation committee stated that since the NOFO states the preference for a 50%/50% funding split that they couldn't guarantee it would score higher.

5. The City of Benson will need to apply for a DUNS number if they don't already have one and register with SAM at Grants.gov. Stantec can assist the City in getting these items if needed.
6. FRA is unsure when awards will be announced for this grant application.
7. CRISI funds are "NO YEAR" money so they do not have an obligation year deadline. Having said that, project readiness is one of the selection and scoring criteria. Therefore, showing that projects can be completed in a timely manner will score better.
8. Ms. Harter questioned if a City under a population of 5,000 would have to be sponsored by a county or larger government entity? The committee responded that no they do not, any City/local gov't of any size are eligible and do not need sponsorship from a county or state.

Photos Requested from the Benson City Council

During the August 6, 2018 Benson City Council meeting, members of the council requested photos of what some of the proposed improvements could look like. The photos provided are simply an example of how the proposed improvements may look.



Photo 1: Pedestrian Gates

Reference: Benson Rail Crossing Funding Opportunity – Additional Information on CRISI Grant Opportunity

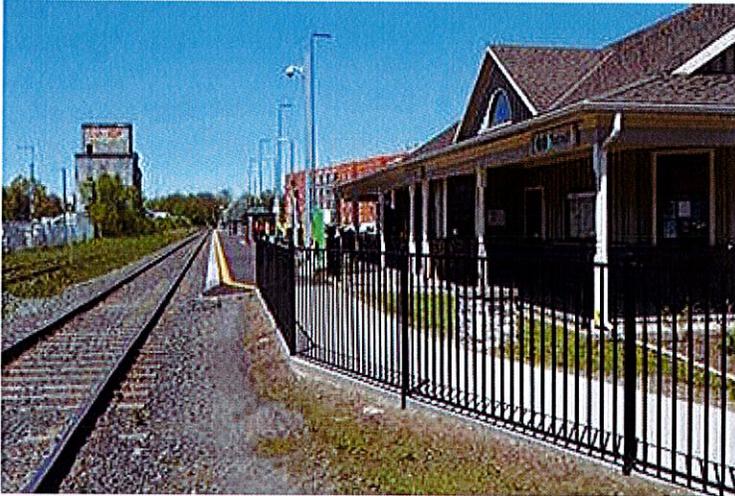


Photo 2: Decorative Fencing to Minimize Pedestrian Trespassing in the Central Business District



Photo 3: Non-traversable median (min. 2-feet wide and 6-inch high)

Next Steps to Move Forward with a CRISI Grant

To move forward with the CRISI grant application, the Benson City Council will need to make the following decisions at their August 16, 2018 City Council Meeting:

1. Approve the provided project addendum Scope of Services and Fee of \$21,000 for Stantec to complete the CRISI Grant application.
2. If the City moves forward with the CRISI grant application, The City needs to determine which projects from the Benson Rail Crossing Study are to be included within the grant application. Stantec is recommending that all of the projects below are included within the grant application as the

Reference: Benson Rail Crossing Funding Opportunity – Additional Information on CRISI Grant Opportunity

crossing improvement projects and pedestrian safety projects will likely increase the Benefit Cost Analysis (BCA) for the grant. A list of projects and costs is included below. The current estimated cost of all projects to be constructed is \$3,506,000.

- a. Reconstruction of Pacific Avenue - \$2,340,000 (includes all project construction and engineering costs)
 - b. ITS Improvements - \$30,000
 - c. 14th Street 4-Quadrant Gates - \$685,000
 - d. 13th Street Medians - \$25,000
 - e. 12th Street Medians - \$21,000
 - f. Pedestrian Safety Improvements (Gates and Fencing in the CBD) - \$405,000
3. Once the City determines which projects they plan to apply for CRISI grant funding, they need to commit the City portion of the Non-Federal funding share at either an 80/20 or 50/50 Federal to Non-Federal funding split. If the City moves forward with applying for funding for all included projects, the Funding splits would approximately be as follows:
- 80% Federal/20% Non-Federal Funding Split = \$2,804,800 Federal Request and \$701,200 Non-Federal City of Benson Commitment
- 50% Federal/50% Non-Federal Funding Split = \$1,753,000 Federal Request and \$1,753,000 Non-Federal City of Benson Commitment

Once the Benson City Council has made these final decisions, Stantec staff is ready to begin working on the CRISI grant application.

Stantec Consulting Services Inc.



Peggy Harter, PE
Senior Associate
Phone: (701) 566-6020
Peggy.Harter@stantec.com

Attachment: Addendum for Stantec to Complete the CRISI Grant Application
FRA CRISI Webinar

c. Project File, Eric Lembke



How to Apply for FY18 Consolidated Rail Infrastructure and Safety Improvements (CRISI) Grants

August 8, 2018

Objective

- Provide guidance to applicants on how to compete for CRISI grants
 - Grant Program Information
 - Notices of Funding Opportunity
 - How to Apply and Application Content
 - Tips for Preparing Benefit-Cost Analysis
 - Key Takeaways

Grant Program Information

Consolidated Rail Infrastructure & Safety Improvements

Purpose of Program

- To fund projects that improve the safety, efficiency, and/or reliability of intercity passenger and freight rail systems

Federal Funding

- \$318,430,337
 - \$35.5M for initiation/restoration capital projects
 - At least 25% for rural area projects

Federal Share

- Maximum: 80%
- Statutory Preference: 50% or less

Consolidated Rail Infrastructure & Safety Improvements

5

Application Due Date

- **September 17, 2018 at 5 PM EDT**

Eligible Applicants

- State Entities
- Public Agencies or Publicly Chartered Authorities
- Local Governments
- Amtrak or other Intercity Passenger Rail Carrier
- Class II or III railroads
- Any Rail Carrier or equipment manufacturer in partnership with at least one state entity, public agency, and/or local government
- The Transportation Research Board
- A University transportation center engaged in rail-related research
- A non-profit labor organization

Consolidated Rail Infrastructure & Safety Improvements

Eligible Projects

- Wide Range of Rail Capital Projects
 - Congestion mitigation
 - Ridership growth facilitation
 - Enhancements to multimodal connections
 - Improvements to short-line or regional railroad infrastructure
- Railroad Safety Technology – **Non PTC**
- Track, Station and Equipment Improvements for Intercity Passenger Rail
- Grade Crossing Improvements
- Rail Line Relocation and Improvement
- Regional, State, Corridor Planning and Environmental Analyses
- Safety Programs and Institutes
- Research, Workforce Development, and Training – **NEW for FY18**

Consolidated Rail Infrastructure & Safety Improvements

Application Requirements

- Identify private sector, state, and/or local funding
- Provide benefit-cost analysis
- FY18 applications can apply for more than one track per project – **NEW for FY18**
- Applications should still identify which tracks applications falls under:
 - (1) Planning (regional, state, corridor planning; not project-specific)
 - (2) PE/NEPA
 - (3) Final Design/Construction
 - (4) Research, Safety Programs, & Institutes

Consolidated Rail Infrastructure & Safety Improvements

Evaluation Criteria

- **Technical Merit:**
 - Project readiness
 - Private sector participation
 - Consistent with DOT Planning guidance and documents
- **Project Benefits:**
 - Effects on system performance, safety, competitiveness, reliability, trip or transit time, and resilience
 - Integration with other modes
 - Ability to meet existing or anticipated demand

Consolidated Rail Infrastructure & Safety Improvements

Selection Criteria

- Preference for higher matching funds from multiple sources, maximized net benefits, and private sector participation
- Key departmental objectives
 - Supporting Economic Vitality
 - Leveraging Federal Funding
 - Preparing for Future Operations/Maintenance Costs – **More Explicitly Defined for FY18**
 - Innovative Approaches
 - Accountability

Consolidated Rail Infrastructure & Safety Improvements

Funding Restrictions

- Pre-award costs incurred prior to selection, without an FRA NEPA determination, and without prior-FRA written approval are unallowable costs.
- FRA is prohibited under 49 U.S.C. 24405(f) from providing CRISI grants for commuter rail passenger transportation.

Consolidated Rail Infrastructure & Safety Improvements

Key Differences from FY17 CRISI & FY18 CRISI PTC

- PTC only eligible for Intercity Passenger Rail and Class II/III Railroad projects; Commuter Rail and Class I Railroad PTC projects not eligible
- Research, workforce development, and training projects are eligible
- Applications can include multiple phases of a project in a single application (Planning, PE/NEPA, FD/Construction)
- Greater emphasis on lifecycle asset management principles
- **Applicants may resubmit FY17 CRISI and FY18 CRISI PTC applications for consideration – indicate whether application has changed since previous submission**

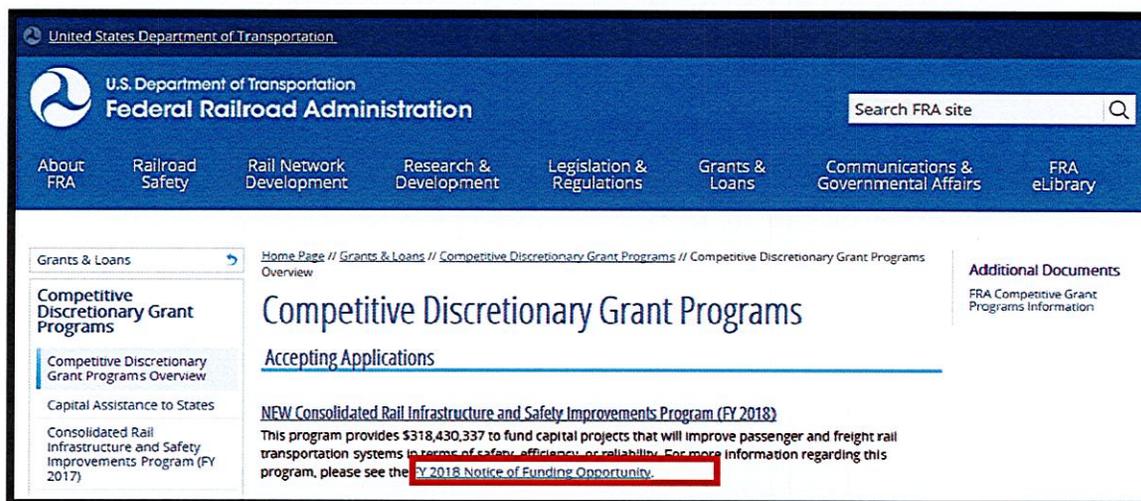
Notices of Funding Opportunity (NOFOs)

What is a NOFO?

- A NOFO:
 - Announces the grant opportunity
 - Contains details about the application requirements and procedures to request Federal funding for eligible projects

Where do I start?

- Check the FRA Website Page on Discretionary Competitive Grant Programs at:
<https://www.fra.dot.gov/Page/P0997>



- Click on the link to access the NOFO.

Where is the CRISI NOFO?

 NATIONAL ARCHIVES	FEDERAL REGISTER The Daily Journal of the United States Government	
		Notice
Notice of Funding Opportunity for Consolidated Rail Infrastructure and Safety Improvements A Notice by the Federal Railroad Administration on 07/19/2018		
PUBLISHED DOCUMENT		
AGENCY:	Federal Railroad Administration (FRA), Department of Transportation (DOT).	
ACTION:	Notice of Funding Opportunity (NOFO or notice).	
SUMMARY:	This notice details the application requirements and procedures to obtain grant ^[1] funding for eligible projects under the Consolidated Rail Infrastructure and Safety Improvements (CRISI) Program. CRISI Program funding under this notice is provided by the Consolidated Appropriations Act, 2018, (2018 Appropriation). Funding for positive train control (PTC) systems deployment included in the 2018 Appropriation is provided under a different NOFO published on May 18, 2018 (CRISI PTC NOFO). Applicants may apply for funding for PTC system elements under this NOFO as well if such elements are otherwise eligible under the CRISI Program. The opportunities described in this notice are made available under Catalog of Federal Domestic Assistance (CFDA) number 20.325, Consolidated Rail Infrastructure and Safety Improvements.	
DOCUMENT DETAILS		
Printed version: PDF		
Publication Date: 07/19/2018		
Agencies: Federal Railroad Administration		
Dates: Applications for funding under this solicitation are due no later than 5:00 p.m. EDT, September 17, 2018. Applications received after 5:00 p.m. EDT on September 17, 2018 will not be considered for funding. Incomplete applications will not be considered for funding. See Section D of this notice for additional information on the		
Document Type:		

What information is in a NOFO?

- Program summary
- Key Dates
- Addresses
- FRA Contact Information
- Table of Contents
 - Program Description
 - Federal Award Information
 - **Eligibility Information**
 - **Application and Submission Information**
 - **Application Review Information**
 - Federal Award Administration Information
 - Federal Awarding Agency Contacts

Where I find “how to apply” information?

- Search grants on Grants.gov

GRANTS.GOV™
FIND. APPLY. SUCCEED.™

SEARCH: Grant Opportunities | Enter Keyword... | GO

HOME | LEARN GRANTS | **SEARCH GRANTS** | APPLICANTS | GRANTORS | SYSTEM-TO-SYSTEM | FORMS | CONNECT | SUPPORT

GRANTS.GOV > Search Grants

SEARCH GRANTS

BASIC SEARCH CRITERIA:

Keyword(s):

Opportunity Number:

CFDA:

OPPORTUNITY STATUS:

Forecasted (0)

Posted (1)

Closed (1)

Archived (2)

SORT BY: Posted Date (Descending) |

DATE RANGE: All Available |

Search Tips | Export Detailed Data

1 - 1 OF 1 MATCHING RESULTS:

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date ↓	Close Date
FR-CRS-18-004	FY18 Consolidated Rail Infrastructure and Safety Improvements (CRISI) Program	DOT-FRA	Posted	07/19/2018	09/17/2018

- Click on the Opportunity Number to see the Synopsis

What is the Synopsis?

- Summary information about the grant opportunity in Grants.gov

VIEW GRANT OPPORTUNITY

FR-CRS-18-004
FY18 Consolidated Rail Infrastructure and Safety Improvements (CRISI) Program
Department of Transportation
DOT/Federal Railroad Administration

« Back | Link

Apply Subscribe

SYNOPSIS | VERSION HISTORY | RELATED DOCUMENTS | PACKAGE

Print Synopsis Details ?

General Information

Document Type: Grants Notice	Version: Synopsis 1
Funding Opportunity Number: FR-CRS-18-004	Posted Date: Jul 19, 2018
Funding Opportunity Title: FY18 Consolidated Rail Infrastructure and Safety Improvements (CRISI) Program	Last Updated Date: Jul 19, 2018
Opportunity Category: Discretionary	Original Closing Date for Applications: Sep 17, 2018 No Explanation
Opportunity Category Explanation:	Current Closing Date for Applications: Sep 17, 2018 No Explanation
Funding Instrument Type: Cooperative Agreement	Archive Date: Oct 17, 2018
Category of Funding Activity: Transportation	Estimated Total Program Funding: \$318,430,337
Category Explanation:	Award Ceiling: \$318,430,337
	Award Floor: \$0

2:27 PM
7/31/2018

Application Content

How do I apply?

- Obtain a Dun and Bradstreet number (DUNS)
- **Register early** in the Federal government's System for Award Management (SAM)
- For Grants.gov, complete an Authorized Organization Representative profile and create a username and password
- Submit an application addressing all requirements outlined in the NOFO

What do I include in my application?

- Required Documents
 - Project Narrative
 - Statement of Work
 - Project Development Supporting Documentation
 - Benefit- Cost Analysis
 - Other required documents, such as NEPA documentation and Planning documents

What forms are required?

- SF424 (Application for Federal Assistance)
- Either: SF 424A or 424C- Budget info for Non-Construction OR Construction
- Either: SF 424B or 424D – Assurances for Non-Construction OR for Construction
- FRA's Additional Assurances and Certifications
- SF LLL: Disclosure of Lobbying Activities

Where is the FRA's Additional Assurances and Certifications?

- See the Related Documents in Grants.gov

VIEW GRANT OPPORTUNITY

FR-CRS-18-004
FY18 Consolidated Rail Infrastructure and Safety Improvements (CRISI) Program
Department of Transportation
DOT/Federal Railroad Administration

« Back | Link

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SYNOPSIS VERSION HISTORY **RELATED DOCUMENTS** PACKAGE

Print Related Documents List ?

Click on the following file link(s) to download the related document(s):

File Description	File Name	Last Updated Date/Time	File Size
Folder: Other Supporting Documents - FRA Assurances&Certifications	FR-CRS-18-004-Other Supporting Documents - FRA Assurances&Certifications.zip	Jul 19, 2018 09:11:48 AM EDT	657.7 KB
Required FRA Assurances and Certifications	FRA F 30 Certifications Regarding Debarment Suspension and Other Responsibility Matters.pdf	Jul 19, 2018 09:11:48 AM EDT	666.6 KB

Windows taskbar: 2:30 PM 7/31/2018

What do I include in the Project Narrative?

- Cover page
- Brief summary of the project
 - Project components, where it is located, and projected outcome
- Project funding information
- Applicant eligibility
- Project eligibility
- Detailed project description
- Project location/map
- Project implementation and management
- Evaluation and selection criteria
- Project readiness

What table should I include on the Cover Page?

Project Title	
Applicant	
Project Track	1,2,3 and/or 4
Will this project contribute to the Restoration or Initiation of Intercity Passenger Rail Service?	Yes/no
Was a Federal grant application previously submitted for this project?	Yes/no
If yes, state the name of the Federal grant program and title of the project in the previous application.	Federal Grant Program:
	Project Title:
If applicable, what stage of NEPA is the project in (e.g., EA, Tier 1 NEPA, Tier 2 NEPA, or CE)?	NEPA stage:
Is this a Rural Project? What percentage of the project cost is based in a Rural Area?	Yes/no Percentage of total project cost:
City(ies), State(s) where the project is located	
Urbanized Area where the project is located	
Population of Urbanized Area	
Is the project currently programmed in the: State rail plan, State Freight Plan, TIP, STIP, MPO Long Range Transportation Plan, State Long Range Transportation Plan?	Yes/no (If yes, please specify in which plans the project is currently programmed)

How do I organize the Project Narrative?

- Be sure that the Project Narrative headings and corresponding information are exactly as specified in the NOFO
- The Project Narrative should clearly provide details about the FRA Federal funding requested project
- The Project Narrative must sufficiently address the evaluation and selection criteria to be a competitive application

What is a Statement of Work (SOW)?

- Addresses the scope, schedule, and budget for the proposed project **as if it was selected for award**

- A Sample SOW Template is located at:

<https://www.fra.dot.gov/eLib/Details/L18661>.

What do I include in the SOW?

- Organize the scope of work for the project into discrete tasks
 - Be clear regarding the work to be done in each task
- Align tasks with proposed deliverable, schedule and budget line items
- Use the FRA Standard Cost Categories as a way to organize a SOW and Budget
 - <https://www.fra.dot.gov/Elib/Document/16647>

CRISI BCA Outline

1. Specify your base case,
Specify your alternate case,
Specify your timeline;
2. Show how alt case will result in
specific effects (project benefits);
3. Break down effect magnitudes as
small as possible;
4. Assign values to the effects using
DOT guidance;
5. Sum the costs and benefits
separately;
6. Discount;
7. Calculate Results.

BCA: Scope of Analysis

- The base case should reflect the status quo, the world as it exists today. See Pg. 7
- The alternate case is the proposed project;
 - Avoided costs of alternatives not taken are NOT benefits. See Pg. 25
- The Timeline should be appropriate for the proposed project: See Pg. 9
 - Should match the useful life of the project, but not longer than 30 yrs.
 - Projects with UL longer than 30 yrs will have residual value; calculate with straight line depreciation.

BCA: Scope of Analysis

- **ONLY** the differences between the base case and alt case should be examined.
- These changes should reflect reality:
 - Shippers will not truck product 2000 miles when another freight station is only 30 miles away.
 - Railroads will impose speed/weight restrictions before shutting down totally.
 - Passengers will divert to nearby stations (if available) rather than driving the full distance.

BCA: Benefits & Costs

- The marginal effects of the alt case are the project benefits. See Pg. 7
 - Can include undesirable consequences, which should be shown as negative \$'s.
- The total cost of constructing the project *as well as operating and maintaining it for the full timeline* are the project costs:
 - Reductions to O&M costs should be regarded as project benefits. See Pg. 23
 - Residual value for remaining useful life is also a benefit (and not subtracted from costs).

BCA: Development

- Macro scale effects should be broken down into the smallest possible elements.
- Replacing a bridge might result in:
 - Removal of slow orders, improving travel speed (Travel time savings)
 - Reduce diversion and congestion on nearby track (Travel time savings)
 - Reduced wait time at the approaches (Travel time savings and emissions)
 - Decreased delays at nearby sidings and yards (Travel time savings and emissions)

BCA: Modal Diversion

- Modal diversion is a marginal choice; only count marginal benefits.
- New/induced users value the service less than existing users. See Pg. 16
- Rail diversion to truck could involve:
 - Increased pavement & bridge damage
 - Increased harmful emissions
 - Increased congestion on highways
 - Decreased safety
 - Lost revenues and increased shipper costs are transfers, not benefits.
 - For passenger rail, avoided VOC and fares are transfers, not benefits. See Pg. 24

BCA: Monetizing Benefits

- Recommended Values are in Appendix A (Pg. 28):
 - For an injury of unknown severity, use the value of KABCO “U”.
 - Commuting to and from work is considered “personal local” travel, even if it is between municipalities.
 - “High Speed” Rail means over 125 mph; currently only exists on Amtrak’s NEC.
 - VOC savings will generally not apply to rail projects.

BCA: Calculations

Calendar Year	Project Year	Value of Travel Time Savings	Emissions Savings	Total Benefits	Discounted Benefits at 7%	Construction Costs	O&M Costs	Total Costs	Discounted Costs at 7%	NPV at 7%
2017	0	\$ -	\$ -	\$ -	\$ -	\$ 38,500	\$ -	\$ 38,500	\$ 38,500	\$ (38,500)
2018	1	\$ -	\$ -	\$ -	\$ -	\$ 15,500	\$ -	\$ 15,500	\$ 14,486	\$ (14,486)
2019	2	\$ 23,342	\$ 1,428	\$ 24,770	\$ 21,635	\$ -	\$ 150	\$ 150	\$ 131	\$ 21,504
2020	3	\$ 24,570	\$ 1,562	\$ 26,132	\$ 21,331	\$ -	\$ 150	\$ 150	\$ 122	\$ 21,209
2021	4	\$ 25,061	\$ 1,703	\$ 26,764	\$ 20,418	\$ -	\$ 150	\$ 150	\$ 114	\$ 20,304
2022	5	\$ 26,781	\$ 1,841	\$ 28,622	\$ 20,407	\$ -	\$ 150	\$ 150	\$ 107	\$ 20,300
	Total	\$ 99,754	\$ 6,534	\$ 106,288	\$ 83,792	\$ 54,000	\$ 600	\$ 54,600	\$ 53,461	\$ 30,331

BCA: Calculations

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2021	4	\$ 25,061	\$ 1,703	\$ 26,764	\$ 20,418	\$ -	\$ 150	\$ 150	\$ 114	\$ 20,304
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Add Benefits and Costs Separately

BCA: Calculations

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Total \$ / 1.07^{Project Year}

BCA: Calculations

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Discounted Benefits – Discounted Costs = \$NPV

BCA: Calculations

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2021	4	\$ 25,061	\$ 1,703	\$ 26,764	\$ 20,418	\$ -	\$ 150	\$ 150	\$ 114	\$ 20,304
2022	5	\$ 26,781	\$ 1,841	\$ 28,622	\$ 20,407	\$ -	\$ 150	\$ 150	\$ 107	\$ 20,300
	Total	\$ 99,754	\$ 6,534	\$ 106,288	\$ 83,792	\$ 54,000	\$ 600	\$ 54,600	\$ 53,461	\$ 30,331

**Discounted Benefits /
Discounted Costs = BCR**

CRISI BCA Guidelines

- Document your assumptions in as much detail as possible.
- Explain how the project will lead to the expected outcomes.
- Work from the bottom up.

CRISI BCA Guidelines

- If the project has separate elements, report benefits and costs of each sub-project separately.
- If your BCA includes modal diversion, include YOUR mix of commodities and traffic volumes.

CRISI BCA Guidelines

- **Include an unlocked Excel spreadsheet that clearly shows your calculations and discounting.**

CRISI BCA Guidelines

- Follow USDOT BCA guidance (the most recent version can be found [here](#).)
- Refer to the [BCA FAQs](#) for some rail specific examples of how to apply the BCA Guidance

CRISI BCA Guidelines

- GradeDEC link:
<https://www.fra.dot.gov/Page/P0337>
- GradeDEC documentation:
<https://www.fra.dot.gov/eLib/Details/L03761>

Environmental Reviews

- Are triggered by a Federal Action
- Interact with the planning process
- Can help with good decision-making
- Required by National Environmental Policy Act (NEPA)

Types of Environmental Reviews

- EIS / ROD: Environmental Impact Statement
- EA / FONSI: Environmental Assessment
- CE: Categorical Exclusion
- Tiered Environmental Documents

Environmental Readiness

- Document NEPA completion or review underway
 - Date of actual or anticipated completion and related milestones
 - Website link to documents
- See additional FRA NEPA compliance information at:

<https://www.fra.dot.gov/eLib/Details/L05286>

Best Practices

Best Practices

- Read the NOFO carefully
- Determine what a "successful" project will look like
- Register in SAM and Grants.gov early
- Apply early enough to meet the application deadline
- When applying through Grants.gov, use the "Track My Application" function
- Use the checklist with the application requirements in the NOFO as you complete your application

Best Practices

- Check to see that all budget figures match corresponding figures on the forms, cover sheet, SOW, and in the Project Narrative
 - Numbers in columns and rows should add up properly in budget tables
- Address all of the evaluation and selection criteria on which you will be rated
 - By clearly and directly responding to the criteria, your application will be easier to read and evaluate. Don't bury key points!
- Name key partners, indicate in-place agreements, and include letters of support

Best Practices

- Align your strategies, activities, staffing, and other application content
- For grade crossing improvement projects, include grade crossing numbers
- Only include project costs expected to be incurred after selection of the grant



Thank you!

CRISI: Frances Bourne and Will Dyer

Frances.Bourne@dot.gov

BCA: Nate Vomocil and Stephen O'Connor

Nathan.Vomocil@dot.gov

Environmental: Michael Johnsen

Michael.Johnsen@dot.gov

Grant Application Processing: Moshe Adams
and Amy Houser

Amy.Houser@dot.gov



Stantec Consulting Services Inc.
2632 47th Street South, Suite 103
Fargo, ND 58104-8571

August 13, 2018
File: 193802891

Attention: Rob Wolfington, City Manager
1410 Kansas Avenue
Benson, MN 56215

Dear Rob,

Reference: Addendum No. 2 for the Benson Railroad Crossing Study – Services to Complete the 2018 FRA CRISI Grant Application

Thank you for considering Stantec Consulting Services Inc. (Stantec) to continue providing professional engineering services. Stantec recently completed the Benson Railroad Crossing Study (Study) and has been asked to develop Contract Addendum No. 2 with a scope and fee to complete a Federal grant application.

PROJECT BACKGROUND

The Federal Government posted a Notice of Funding Opportunity (NOFO) which details application requirements and procedures to obtain grant funding for eligible projects under the Consolidated Rail Infrastructure and Safety Improvement (CRISI) Program which is being funded by the Consolidated Appropriations Act, 2017. Applications for funding are due no later than 5:00 pm EDT on Monday September 17, 2018. There are four Project Tracks: 1) Planning, 2) PE/NEPA, 3) Final Design/Construction, and 4) Research, Safety Programs, and Institutes. The City would like to apply for any or all projects proposed within Benson's Rail Crossing Mobility and Safety Improvement's projects under Track 3 for Final Design/Construction. The City feels these projects are ready for Track 3 but understand that they will need to complete National Environmental Policy Act (NEPA) Compliance assistance as well as final design plans prior to construction if awarded the CRISI grant.

SCOPE OF SERVICES

This addendum will assist the City of Benson in the pursuit to obtain grant funding to program the safety and mobility project as identified in the Benson Railroad Crossing Study. The Scope of Services is divided out into tasks for each of the identified grant submittals:

Task 1.0 – FRA 2018 CRISI Grant Application – The CRISI Grant Application will include the following primary tasks to complete for submittal:

Task 1.1 – Scope of Work – The scope of work for the grant application will be developed to meet the guidelines as outlined in the CRISI Grant Application guidelines.

Design with community in mind



August 13, 2018
Rob Wolfington, City Manager
Page 2 of 3

Reference: Addendum No. 2 for the Benson Railroad Crossing Study – Services to Complete the 2018 FRA CRISI Grant Application

Task 1.2 – Benefit Cost Analysis (BCA) – The BCA is a systematic, data driven, and transparent analysis comparing monetized project benefits and costs. The BCA will be prepared using the "Benefit-Cost Analysis Guidance for Discretionary Grant Programs" dated June 2018 by the US Department of Transportation.

Task 1.3 – Other Grant Writing and Support Services – Outside of the Scope of Work and BCA, the remainder of the CRISI Grant Application will be developed as outlined in FRA's guidelines.

All work for the development of the CRISI grant will be completed by Stantec staff except for the City of Benson assisting with the following:

- Gathering letters of support from local entities.
- The City of Benson will need to apply for a DUNS number if they don't already have one and register Does with SAM at Grants.gov for grant application submittal.

PERIOD OF PERFORMANCE

This CRISI Grant application is on a fast track. Draft application components are to be completed by Friday September 7, 2018. Final application due for submission by Monday September 17, 2018.

- Total cost to complete Task 1.0 for completion of the 2018 CRISI Grant Application is \$20,000.00. This work will all be completed and submitted per FRA requirements per the deadline submittal of September 17, 2018 by 5:00 pm.

Task 2.0 – 2018 Local Road Improvement Program Grant Application – Stantec will

COMPENSATION

Stantec will complete the proposed scope of work as a "Time and Expenses" budget of up to \$21,000.00. The following estimated amounts are per items supported to complete the CRISI grant application:

Task 1.1 – SOW/General =	\$4,000.00
Task 1.2 – BCA =	\$13,000.00
Task 1.3 – Other Services =	\$ 4,000.00
Total =	\$21,000.00

Design with community in mind



August 13, 2018
Rob Wolfington, City Manager
Page 3 of 3

Reference: Addendum No. 2 for the Benson Railroad Crossing Study – Services to Complete the 2018 FRA CRISI Grant Application

NEXT STEPS

We are prepared to begin assisting Benson in this effort upon authorization. Please review this proposal and if acceptable, sign and return a copy of this letter. If you have any questions regarding the information in this proposal, please do not hesitate to contact me at 701-566-6020. We appreciate this opportunity to provide our services to the City of Benson in the development of the CRISI Grant application.

Sincerely,

Stantec Consulting Services, Inc.

Peggy Harter
Project Manager
Phone: (701) 566-6020
Peggy.Harter@stantec.com

Eric Lembke
Senior Associate
Phone: (651) 604-4893
Eric.Lembke@stantec.com

By signing this proposal, the City of Benson authorizes Stantec to proceed with the services herein described and the Client acknowledges that it has read and agrees to be bound by the terms and conditions of our existing Professional Services Agreement with the City of Benson.

This proposal is accepted and agreed on the 16 day of August, 2018.

Per: City of Benson, MN

Enter Name & Title
Terri Collins, Mayor of Benson

Signature