

From: [Belmont, Emma \(FTA\)](#)
To: [Bracke, Kathleen](#)
Cc: [Hyde-Wright, Alexander](#); [Bond, Angel](#); [Beckhouse, David \(FTA\)](#); [Gallegos, Tiffany \(FTA\)](#); [Zagal, Stephanie \(FTA\)](#); [Terwilliger, Cindy \(FTA\)](#); [MacDonald, Tracey \(FTA\)](#)
Subject: [EXTERNAL] FTA's Review of Boulder County's 3rd Submittal
Date: Thursday, December 21, 2023 12:59:27 PM
Attachments: [FTA Comments 3rd Submittal Updated 12.2023.docx](#)
[FTA Comments Boulder County Award and Financial Management Admin Procedures - Revised Dec15 2023.pdf](#)
Importance: High

Kathleen and Boulder County Team,

I am pleased to let you know that FTA has completed our review of the most recent submittal to FTA to become a Direct Recipient of FTA 5307 ARPA funds.

Please review the attached documents for required changes to the Administrative Procedures and Procurement documents. **We do not need to review these changes**, but please do make them. We recommend that you have your transit program staff update these procedures once they start overseeing grants, as they will have more specific processes that should be documented in case of staff turnover, but you haven't gone through that process yet to be familiar with exactly what they are.

In general, you will be working with Stephanie on the grant oversight side for the most part now, but if you have planning or pre-award questions, please don't hesitate to reach out to me.

Thank you and happy holidays!

Emma

From: Bracke, Kathleen <kbracke@bouldercounty.gov>
Sent: Friday, December 15, 2023 2:49 PM
To: Terwilliger, Cindy (FTA) <Cindy.Terwilliger@dot.gov>; Belmont, Emma (FTA) <emma.belmont@dot.gov>; Beckhouse, David (FTA) <David.Beckhouse@dot.gov>; Zagal, Stephanie (FTA) <stephanie.zagal@dot.gov>; Gallegos, Tiffany (FTA) <Tiffany.Gallegos@dot.gov>
Cc: Hyde-Wright, Alexander <ahyde-wright@bouldercounty.gov>; Bond, Angel <abond@bouldercounty.gov>
Subject: Boulder County submittal of follow up information to FTA

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Good afternoon Cindy, Dave, Emma, Stephanie, and Tiffany.

Please see our enclosed additional submittal materials per our recent meetings. We continue to appreciate all of the assistance that FTA staff is providing to help us complete the remaining documentation necessary for the new recipient process.

Enclosed along with our cover letter are updated administrative procedures documents, including revised Appendix B (Procurement), as well as the follow up information requested regarding the audit and related corrective action plans.

We are pleased to report that the Boulder County Commissioners have approved the county's 2024 budget, including the FTA ARPA funds. So now we are moving ahead with our hiring processes for the transit positions. We've updated our website per your request, and we're now in the midst of our RFP process for the county's transit services that will be funded by the FTA ARPA funds in 2024. Plus, we're working with the City of Boulder on the subrecipient agreement for the city transit services.

So lots of progress happening here, and we are looking ahead to next steps in the New Year!

Again, thank you all for your guidance to us and wishing you all the very best for the holiday season,

Kathleen

Kathleen Bracke, AICP

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