

The 581st Policy Board Meeting
Fargo-Moorhead Metropolitan Council of Governments
THURSDAY, September 17, 2020 – 4:00 p.m.
Fargo, North Dakota
OVERALL AGENDA

1. Call to Order and Introductions
 - a. Introductions Information Item
 - b. Approve Order and Contents of the Overall Agenda Action Item
 - c. Approve Minutes of the August 20, 2020 Board Meeting Action Item
 - d. Approve September 2020 Bills Action Item
2. Consent Agenda Action Item
 - a. August End of Month Report
3. Regular Agenda
 - a. Public Comment Opportunity Public Input
 - b. NDDOT Transportation Connection Information Item
 - c. 2021-2024 Transportation Improvement Program (TIP) Action Item
 - d. FM Greenway Recreation Master Plan Action Item
 - e. 2021-2022 UPWP Final Draft Action Item
 - f. 2020 Bicycle/Pedestrian Count Report/COVID-19 Impacts Information Item
4. Additional Business Information Item
5. Adjourn

The next Metro COG Policy Board Meeting is scheduled for Thursday, October 15, 2020 at 4:00p.m.

Due to ongoing public health concerns related to COVID-19, Metro COG is encouraging citizens to provide their comments for consent agenda and regular agenda items on the September 17 agenda via email to leach@fmmetrocog.org. To ensure your comments are received prior to the meeting, please submit them by 12:00 p.m. on the day of the meeting and reference which agenda item your comments address. If you would like to appear via video or audio link for comments or questions on a regular agenda or public hearing item, please provide your e-mail address and contact information to the above e-mail at least one business day before the meeting.

For Public Participation, please REGISTER with the following link:

https://us02web.zoom.us/webinar/register/WN_HqaytDIST_mpiXtQUITByg

Red Action Items require roll call votes.

Full Agenda packets can be found on the Metro COG Web Site at <http://www.fmmetrocog.org>

NOTE: Given the participation of Fargo City Commissioners at Policy Board meetings, such meetings may constitute open public meetings of the City of Fargo.

Metro COG is committed to ensuring all individuals, regardless of race, color, sex, age, national origin, disability/handicap, sexual orientation, and/or income status have access to Metro COG's programs and services. Meeting facilities will be accessible to mobility impaired individuals. Metro COG will make a good faith effort to accommodate requests for translation services for meeting proceedings and related materials. Please contact Savanna Leach, Metro COG Executive Assistant, at 701-532-5100 at least five days in advance of the meeting if any special accommodations are required for any member of the public to be able to participate in the meeting.

Agenda Item 1c, Attachment 1

**580th Policy Board Meeting
Fargo-Moorhead Metropolitan Council of Governments
Thursday, August 20, 2020 – 4:00 pm
Metro COG Conference Room**

Members Present:

Duane	Breitling	Cass County Commission
Amanda	George	West Fargo City Commission
John	Gunkelman	Fargo Planning Commission
Chuck	Hendrickson	Moorhead City Council
Steve	Jesme	Dilworth City Council
Johnathan	Judd	Moorhead City Council
Jenny	Mongeau	Clay County Commission
Brad	Olson	West Fargo City Commission
Arlette	Preston	Fargo City Commission
Rocky	Schneider	Fargo Planning Commission
John	Strand	Fargo City Commission

Members Absent:

David	Fenelon	Horace City Council
Tony	Gehrig	Fargo City Commission
Dave	Piepkorn	Fargo City Commission
Maranda	Tasa	Fargo Planning Commission
Sara	Watson Curry	Moorhead City Council

Others Present:

Adam	Altenburg	Metro COG
Luke	Champa	Metro COG
Cindy	Gray	Metro COG
Savanna	Leach	Metro COG
Anna	Pierce	Metro COG
Bob	Walton	NDDOT – Fargo District

1a. MEETING CALLED TO ORDER, WELCOME, AND INTRODUCTIONS, convened

The meeting was called to order at 4:00 pm, on August 20, 2020 by Chair Olson, noting a quorum was present. Introductions were made.

1b. Approve Order and Contents of Overall Agenda, approved

Chair Olson asked for approval for the overall agenda.

MOTION: Approve the contents of the Overall Agenda of the August 20, 2020 Policy Board Meeting.

Mr. Schneider moved, seconded by Mr. Judd

MOTION, passed

Motion carried unanimously.

1c. Past Meeting Minutes, approved

Chair Olson asked for approval of the Minutes of the July 16, 2020 Meeting.

MOTION: Approve the July 16, 2020 Policy Board Meeting Minutes.

Mr. Breitling moved, seconded by Ms. Mongeau

MOTION, passed

Motion carried unanimously.

1d. Monthly Bills, approved

Chair Olson asked for approval of the August 2020 Bills as listed on Attachment 1d.

MOTION: Approve the August 2020 Bills List.

Mr. Breitling moved, seconded by Mr. Gunkelman

MOTION, passed

Motion carried unanimously.

2. CONSENT AGENDA

Chair Olson asked for approval of Items a-d on the Consent Agenda.

- a. July Month End Report
- b. Executive Director Annual Review
- c. 2019 Financial Audit
- d. Support for Metro Flood Diversion Authority Application for Private Activity Bonds ("PABs") Allocation for the Metro Flood Diversion Project

MOTION: Approve Items a-d on the Consent Agenda.

Mr. Judd moved, seconded by Mr. Strand

MOTION, passed

Motion carried unanimously.

3. REGULAR AGENDA

3a. Public Comment Opportunity

No public comments were made or received.

No MOTION

3b. 2020 Budget Amendment – Streetlight Data Platform Purchase

Ms. Gray is requesting to move money in the overhead budget from 800a (travel and training) for the purchase of Streetlight Data Platform in the fall of 2020. The purchase was approved in 2019 by the Policy Board, and staff originally purchased the platform in January of 2020, consistent with the timing approved in the UPWP. However, the platform renews in October, so if we do not renew our subscription in October, we will have a three month period where we will not have access to the software, which is being used for several of our projects.

MOTION: Approve the requested budget amendment to use \$5,000 from the 2020 travel and training budget to renew Metro COG's subscription to the StreetLight platform.

Mr. Breitling moved, seconded by Mr. Strand.

MOTION, passed

Motion carried unanimously.

3c. Assistant Transportation Planner/GIS Coordinator Position

Ms. Gray said that Metro COG received a total of 69 resumes for the open position, and narrowed the top candidates to nine (9) interviews, which were ranked as top four: Ari Del Rosario, Weijing Wang, Kavina Patel, and Neha Patel.

The interview panel consisted of Cindy Gray, Michael Maddox, Dan Farnsworth, Adam Altenburg, and Matthew Jacobson (Clay County Planning Director). The top candidate ranking was unanimous. Mr. Del Rosario is on an Australian student visa until July 2021. Ms. Gray consulted with agency attorney, John Shockley, who provided information on the Australian visa process to Ms. Gray. The visa process with Australia seems to be easy and straight-forward and is expected to result in no cost to Metro COG.

MOTION: Authorize the Executive Director to extend an offer of employment to Ari Del Rosario at a salary of Grade 13, Step 1, with the ability to offer Step 2 if needed during negotiations, with the understanding that Metro COG will need to sponsor Mr. Del Rosario's E-3 Visa in summer of 2021.

Mr. Schneider moved, seconded by Mr. Hendrickson.

Mr. Breitling asked what contingency is in place if Mr. Del Rosario turns down the offer. The board said they were comfortable offering the position to the interview panels' second or third ranked applicants in that instance.

Mr. Schneider made the friendly amendment to the original motion:
Revised MOTION: Authorize the Executive Director to extend an offer of employment to Ari Del Rosario at a salary of Grade 13, Step 1, with the ability to offer Step 2 if needed during negotiations, with the understanding that Metro COG will need to sponsor Mr. Del Rosario's E-3 Visa in summer of 2021. If an offer to this candidate is not accepted, authorize the Executive Director to extend a similar offer to other top candidates.

Mr. Schneider moved, seconded by Mr. Hendrickson.
MOTION, passed
Motion carried unanimously.

4. Additional Business

No additional business.

5. Adjourn

MOTION: Adjourn the 580th Meeting of the FM Metro COG Policy Board

Ms. Mongeau moved, seconded by Mr. Judd.

MOTION, passed.

Motion carried unanimously.

The 580th Meeting of the FM Metro COG Policy Board held Thursday, August 20, 2020 was adjourned at 4:40 pm.

THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD September 17, 2020, 4:00 P.M.

Respectfully Submitted,

Savanna Leach
Executive Assistant

To: Policy Board
From: Luke Champa, Assistant Transportation Planner
Date: September 10, 2020
Re: **Final Draft Metro COG 2021-2024 Transportation Improvement Program (TIP)**

Link to web-based PDF:

http://fmmetrocog.org/application/files/8115/9924/8178/09.04.2020_2021-2024-Final_Draft_TIP.pdf

Metro COG staff have developed a Final Draft 2021-2024 TIP document that lists federally funded transportation projects for the named four-year period. The TIP was developed in coordination with the Public Participation Plan (PPP) adopted in 2016. Pursuant to 23 CFR 450.316, Metro COG's PPP was developed to ensure that members of the public and other interested or affected stakeholders are given an opportunity to comment on and participate in the development of critical aspects, policies, and products of the Metropolitan Planning Program.

The COVID-19 public health crisis greatly impacted the way public engagement was conducted as part of the development of the 2021-2024 TIP document. Luckily, Metro COG's PPP is built with some flexibility for public engagement and Metro COG was able to proceed with a 100% online and virtual public comment and public engagement approach in the development of the 2021-2024 TIP. Even with 100% virtual online engagement and public comment period, Metro COG was able to meet all the requirements of the PPP and had a successful public engagement process throughout development of the TIP document.

Metro COG posted a legal notice in the July 8, 2020 edition of The Forum of Fargo-Moorhead to begin the official TIP comment period. This comment period began on July 9, 2020 in conjunction with Metro COG's regularly scheduled July Transportation Technical Committee meeting.

A second legal notice was published in The Forum of Fargo-Moorhead on August 19, 2020 advertising a virtual public open house to showcase the Final Draft Metro COG 2021-2024 TIP. The open house was held on August 26, 2020 from 12:00 – 1:00 p.m. via Zoom Video Communications. There were 19 participants in the virtual meeting, seven of which were panelists comprised of Metro COG, MnDOT, and NDDOT staff.

The third and final legal notice was published in The Forum of Fargo-Moorhead on September 2, 2020 advertising a public hearing on the Final Draft TIP, which was held in conjunction with Metro COG's regularly scheduled September Transportation Technical Committee meeting. The legal notice also advertised the end date of the official TIP comment period, corresponding with final TIP action at the regularly scheduled Policy Board meeting September 17, 2020.

As of the writing of this staff report, Metro COG has received two formal comments/questions from the general public and three formal comments/questions from planning partners including MnDOT, FHWA – MN Division, and FHWA – ND Division. A summary of comments/questions received and Metro COG responses can be found in Appendix A (page 109) of the Final Draft 2021-2024 TIP.

Aside from legal notices published in The Forum of Fargo-Moorhead, Metro COG utilized numerous other electronic outreach methods to reach the public including Facebook, Facebook Live, email subscribers, and press releases distributed to local media outlets.

The Final Draft 2021-2024 TIP is comprised of projects as currently listed in NDDOT and MnDOT Draft State Transportation Improvement Programs (STIPs). Since the initial draft document was released in July, Metro COG updated language throughout the document to reflect the most recent Metropolitan Transportation Plan (MTP), *Metro Grow*, adopted by Metro COG in 2019. Other sections with major updates include the Introduction, Project Locator Map, Detailed Project Listings, Financial Plan and Fiscal Constraint, Overview of Federal Aid Programs, Performance Measures, Environmental Considerations, Public Involvement, and TIP Modifications sections. Appendix A and Appendix C were also updated.

Specific items to highlight since the initial Draft Metro COG 2021-2024 TIP document was released in July:

1. Updated Glossary and new Acronym section (pages 8-13)
2. New Project Solicitation, Prioritization, and Selection section (pages 23-26)
3. New Regionally Significant Project definition (page 26)
4. New Regionally Significant projects and Locally Funded projects of note map (page 32)
5. New how-to guide for navigating project tables (page 34)
6. New Direct Allocations and Monitoring section (page 68)
7. New Map and project table for projects within ¼ mile of Environmental Justice Factors (pages 99-101)
8. New Appendix C | Local Capital Improvement Programs (CIPs)

At their September 10th meeting, the TTC recommended approval of the 2021-2024 TIP with minor corrections, which have been incorporated into the document.

Requested Action: Approval of the Final Draft Metro COG 2021-2024 Transportation Improvement Program (TIP).

To: Policy Board
From: Adam Altenburg, AICP
Date: September 10, 2020
Re: **FM Greenway Recreation Master Plan**

Started in June 2019, the FM Greenway Master Plan details the opportunity to create a 30-mile+ greenway that will serve as a catalyst for year-round recreation and economic development. The vision for this project includes the creation of an inviting, engaging, and accessible regional destination that connects and extends the region's trail networks and provides numerous opportunities for both active and passive recreation. The plan details how the greenway, in time, will enhance the brand of the region and generate significant net value for the FM area.

A key component of the plan is the recommendation to establish a governance structure for the design and implementation of recreation facilities, including on-going operations and programming. An analysis of potential governing entities was performed to determine each entity's capacity to provide oversight and leadership needed to successfully govern the greenway. This evaluation resulted in a recommendation the Metro COG serve as the lead governing entity. The plan notes that, as a metropolitan planning organization, Metro COG has a broad mandate to enhance quality of life and improve economic development. The plan describes how Metro COG could set up a structure to receive direction from community representatives regarding regional recreation and establish relationships with recreation-provider partners.

The FM Greenway Recreation Master Plan can be viewed on Metro COG's website:

<http://fmmetrocog.org/FMGreenway>

At their September 10th meeting, the TTC recommended approval of the FM Greenway Recreation Master Plan to the Policy Board.

Requested Action: Approve the FM Greenway Recreation Master Plan pending final approval by the FM Diversion Board of Authority.

To: Policy Board
From: Cindy Gray, Executive Director
Date: September 10, 2020
Re: **2021-2022 Draft Unified Planning Work Program (UPWP)**

The draft 2021-2022 UPWP is attached for your review (Attachment 1). Projects included in the UPWP are consistent with those discussed during the 2021 budgeting cycle in the spring of 2020. The UPWP is a document required of all MPOs by FHWA. It documents how we intend to use our consolidated planning grant funds (FHWA and FTA funds) over the next two years, and certifies that local matching funds will be available.

The document is in draft form, and will be submitted to NDDOT, MnDOT, FHWA and FTA for a 30-day review after approval by the Policy Board.

Project descriptions for both internal projects and consultant projects are very much in an abbreviated summary format compared to the full project descriptions that will be included in the Requests for Proposal.

At their September 10th meeting, the TTC recommended approval of the 2021-2022 UPWP for submittal to cognizant agencies for review. Your approval at the September Policy Board meeting will ensure that the UPWP can be approved by FHWA prior to the November 1, 2020 deadline.

Requested Action: Approve the 2021-2022 UPWP for submittal to NDDOT, MnDOT, FHWA and FTA for their 30-day review.

Unified Planning Work Program

2021 - 2022

September, 2020
DRAFT



Fargo-Moorhead Metropolitan Council of Governments

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Disclaimer

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The contents of this document reflect the views of the authors, who are responsible for the facts and the accuracy of the data presented herein. The contents do not necessarily reflect the policies of the state and federal Departments of Transportation.

1. Introduction

The Unified Planning Work Program (UPWP) documents the Fargo-Moorhead Metropolitan Council of Governments (Metro COG) planning-related activities and projects for the 2021-2022 calendar years. Metro COG serves as an association of local governments in the greater Fargo-Moorhead metropolitan area. Metro COG performs transportation and community planning work, especially to address problems and issues that are regional in scope and span jurisdictional boundaries.

Metro COG's original role of a regional planning agency continues to drive some of the agency's planning activities. In addition, Metro COG serves as the federally required Metropolitan Planning Organization (MPO) for the greater Fargo-Moorhead metropolitan area. The agency's role as the MPO necessitates the preparation and adoption of this UPWP. Metro COG serves a bi-state area with a planning region that covers 14 townships in Cass County, North Dakota and 16 townships in Clay County, Minnesota (Figure 1.1).

Figure 1.1 North Dakota (ND) and Minnesota (MN) Townships in the Metro COG Region		
Alliance (MN)	Glyndon (MN)	Moorhead (MN)
Barnes (ND)	Harmony (ND)	Morken (MN)
Barnesville (MN)	Harwood (ND)	Normanna (ND)
Berlin (ND)	Hawley (MN)	Oakport (MN)
Casselton (ND)	Holy Cross (MN)	Pleasant (ND)
Durbin (ND)	Humboldt (MN)	Raymond (ND)
Egdon (MN)	Kragens (MN)	Reed (ND)
Elkton (MN)	Kurtz (MN)	Riverton (MN)
Elmwood (MN)	Mapleton (ND)	Stanley (ND)
Everest (ND)	Moland (MN)	Warren (ND)

Source: Metro COG (2018)

Metro COG's transportation planning process provides a forum for deciding how to improve the regional transportation system and how to allocate federal transportation funds to pay for these improvements. The decision-making process is **C**ontinuing, **C**omprehensive and **C**ooperative (3C planning process). It requires extensive coordination and cooperation with our local, state and federal planning partners, as well as other stakeholders and the citizens of the region.

Metro COG is also responsible for following and implementing the requirements of Title VI of the Civil Rights Act of 1964, as amended, in its planning efforts and in the preparation of its documents.

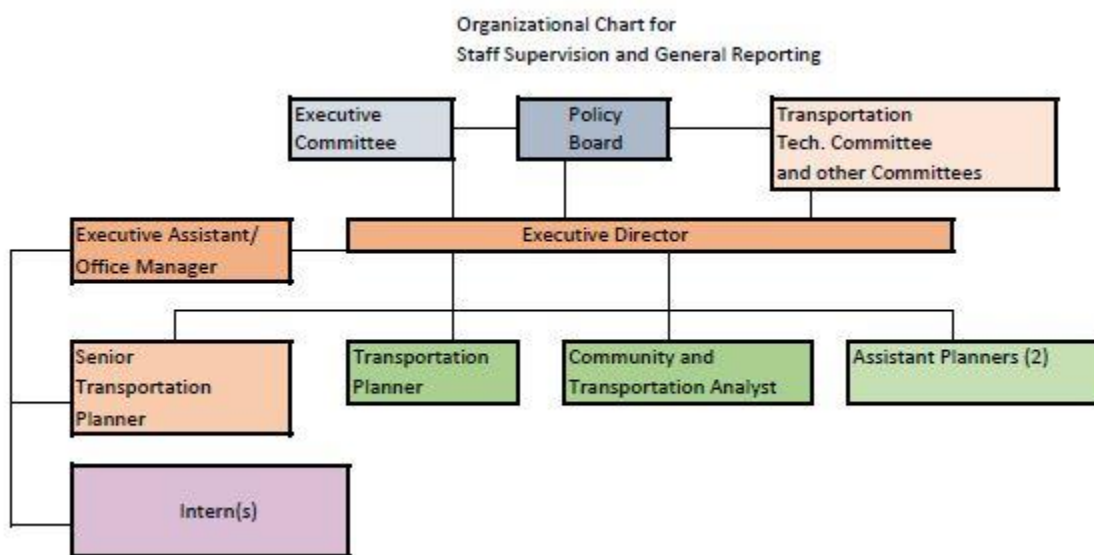
Many federal transportation programs, policies and funding categories rely upon a clear and well-documented distinction between urban and rural areas. Urban and rural areas are explicitly defined by the Census Bureau according to specific population, density and related criteria. The boundary separating urban from rural is called the Urbanized Area Boundary (UZA). UZAs may be expanded to accommodate

irregularities and boundaries that are separated from or inconsistent with transportation features. The UZA may not be reduced in size, only adjusted outward.

Figure 1.2 outlines the Metro COG Planning Area Boundary and identifies the current UZA for the MPO region.

The governing body for Metro COG is a twenty-three-member Policy Board consisting of sixteen voting members and five associate members representing cities and counties within the Metropolitan Planning Area (MPA). Transit interests are represented by a voting member from the City of Fargo and the City of Moorhead. The North Dakota and Minnesota Departments of Transportation each have one Ex-officio member on the Policy Board as well.

Figure 1.3.1 Metro COG Organizational Chart for Staff Supervision and General Reporting



The Metro COG Executive Committee is a seven-member board consisting of one member each from each of the seven voting member jurisdictions. The relationship, responsibility, and composition of these bodies is identified and described in the document entitled *Metro COG Articles of Association*.

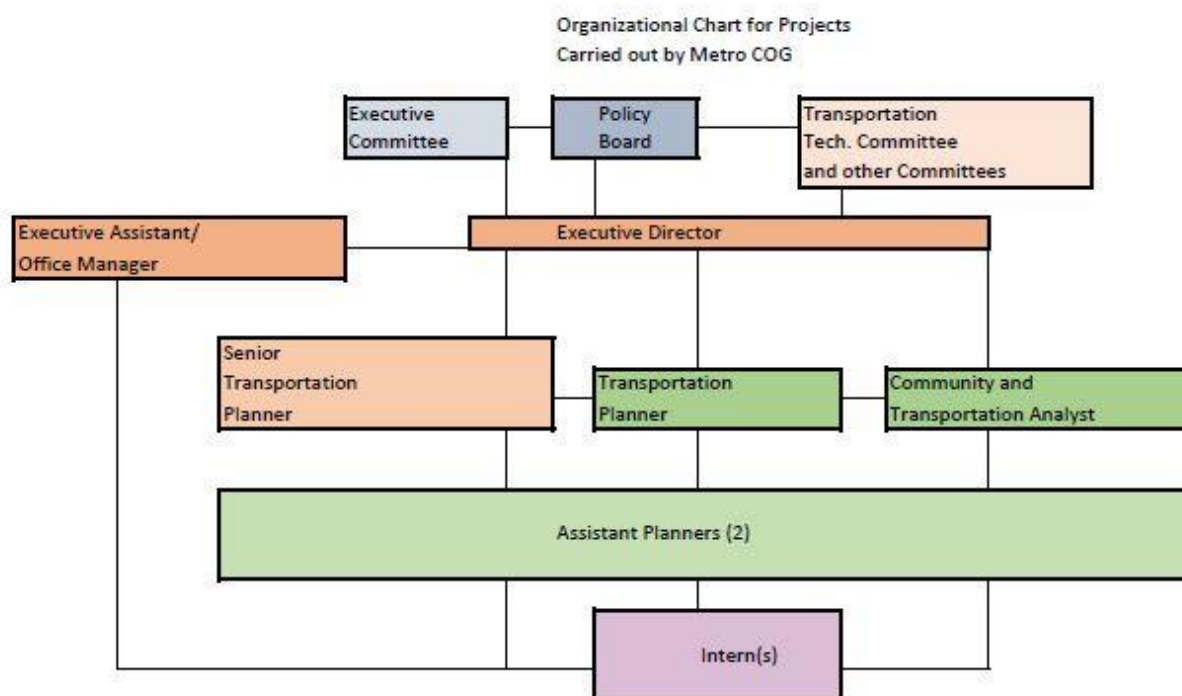
The Metro COG Transportation Technical Committee (TTC) reviews and makes recommendations related to transportation to the Policy Board. The TTC is a 22-member body with representatives from the planning and public works/engineering departments of local jurisdictions, transit agencies, North Dakota and Minnesota Departments of Transportation, the MPO and members representing transportation-related interests in the Metro COG region (freight, bike/pedestrian, higher education and economic development). Six additional committees provide input to TTC and Policy Board decisions based on their specific area of expertise.

The Policy Board hires an Executive Director and professional staff to accomplish the tasks identified in this UPWP. In addition to the Executive Director, agency staff consists of five planning positions and one Executive Assistant.

The Metro COG organizational structure is identified in Figure 1.3.1 and 1.3.2. Policy Board and TTC membership and Metro COG staff is listed in Appendix A.

The dates for all Policy Board, Executive Committee and Transportation Technical Committee meetings are published in the newspaper of record (The Forum) in January of each year. Notice of all meetings and full agenda packets are posted on the Metro COG website in advance of the meetings. Policy Board and TTC meeting dates are shown in Appendix B. Executive Committee meetings are held on an as-needed basis on the first Wednesday of each month.

1.3.2. Organizational Chart for Projects Carried out by Metro COG



2. UPWP Framework

The Metro COG UPWP is a unified program that identifies work elements needed to carry out the organization's function as both a COG and an MPO. To meet federal regulations of an MPO, the Metro COG UPWP is developed in accordance with the metropolitan planning provisions described in 23 CFR, part 450 and 49 CFR, part 613. It is created in cooperation with federal and state agencies that are financial sponsors and it is intended as a management tool for participating agencies.

The 3C planning process Metro COG employs is intended to meet federal requirements and is included in this UPWP to meet the transportation needs of the residents and businesses of the region to the greatest extent possible with the resources available.

The transportation planning process in the Fargo-Moorhead metropolitan area considers all modes of transportation: road and highway, transit, pedestrian, bicycle, air, and rail. The provision of transportation planning and non-transportation planning services must also be consistent and compatible with the overall vision and goals for the region.

In addition to the UPWP, Metro COG's responsibilities include the development and maintenance of a Metropolitan Transportation Plan (MTP), a Transportation Improvement Program (TIP) and a proactive public participation effort guided by an approved Public Participation Plan (PPP). Metro COG must be, and is, compliant with civil rights legislation and maintains a Title VI Plan (reflecting requirements included in the Civil Rights Act of 1964, as amended) as reflected by the *Metropolitan Transportation Planning Self Certification (2020)*. More information on federal requirements is provided in Section 6 - Statement of Nondiscrimination.

Program Area Overview

The regional transportation planning activities and products contained in this UPWP are categorized by 10 program areas with multiple sub-tasks assigned to each. Sub-tasks are specific work activities or projects within each program area. The 2021-2022 Program Areas are identified in Figure 2.1.

Figure 2.1 Metro COG UPWP Program Area Overview

Program Area	
100	Policy and Administrative Forums
200	Contracted Planning
300	Federal Transportation Planning Documentation
400	Technical Transportation Data and Analysis
500	Transit Planning
600	Bicycle and Pedestrian Planning
700	Local Planning Assistance
800	General Administration
900	Publications, Public Information and Technical Assistance
1000	Community Planning and Technical Assistance

Metro COG Long Range Plans, FAST Act Planning Factors and Planning Emphasis Areas

The Program Areas and sub-tasks that are identified in the UPWP support and inform the goals and objectives of the Metro COG MTP. The most current MTP, *Metro Grow* was approved in November, 2019. It established policies, goals and associated objectives to guide transportation investments in the Metro COG Region through the year 2045. These goals include:

- **System Safety & Security** – Provide a transportation system that is safe for all users and resilient to incidents.
- **Travel Efficiency & Reliability** – Improve regional mobility.
- **Walking and Biking** – Increase walking and biking as a mode of transportation
- **Transit Access** – Support enhanced access to the existing and future MATBUS system.
- **Maintain Transportation Infrastructure** – Provide a financial plan that supports maintaining transportation infrastructure in a state of good repair.
- **Environmental Sustainability** – Provide a transportation system that provides access equitably and limits impacts to the natural and built environment.
- **Economic Development & Transportation Decisions** – Promote transportation projects that support regional economic goals, support freight movement, and promote projects that can be financially sustained for the long term.
- **Emerging Transportation Trends** – Incorporate transportation trends and new technologies in regional transportation plans.

Figure 3.1 shows the relationship between the goals of *Metro Grow* – the 2045 Fargo-Moorhead Metropolitan Transportation Plan and the program areas of the UPWP.

Figure 3.1 UPWP Program Areas and the Goals of Metro Grow – 2045 Fargo-Moorhead Metropolitan Transportation Plan

Metro COG's UPWP Program Areas		Transportation Goals of Metro Grow: 2045 Fargo-Moorhead Metropolitan Transportation Plan						
		System Safety & Security	Travel Efficiency & Reliability	Walking & Biking	Transit Access	Environmental Sustainability	Economic Development	Emerging Transportation Trends
100	Policy & Administrative Forums	S	S	S	S	S	S	S
200	Contracted Planning	P	P	P	P	P	S	S
300	Federal Transportation Planning Documentation	P	P	S	S	S	S	S
400	Technical Transportation Data & Analysis	P	P	S	S	S	S	S
500	Transit Planning	P	P	S	P	S	S	S
600	Bicycle & Pedestrian Planning	P	P	P	P	S	S	S
700	Local Planning Assistance	S	S	S	S	S	S	S
800	General Administration	A	A	A	A	A	A	A
900	Publications, Public Information & Communications	S	S	S	S	S	S	S
1000	Community Planning & Technical Assistance	S	S	S	S	S	S	S

P – Primary relationship between UPWP Program Area and MTP Goal – this program area is specifically aimed at these MTP goals and objectives.

S – Secondary relationship between UPWP Program Area and MTP Goal – these UPWP Program Areas are important opportunities for conveying information to local officials or the public, and at finding cross-over benefits for other modes of transportation or other metropolitan area goals.

A – Administrative – the administrative functions needed to operate the agency and achieve all the other areas of the UPWP.

Source: Metro Grow (2019)

This UPWP also contains activities to assist in the implementation of provisions contained in surface transportation legislation. The most current federal authorizing legislation is the Fixing America's Surface Transportation Act (FAST Act). The FAST Act identifies ten planning factors to be considered by MPOs in developing plans and programs that are reflected in the various tasks of the Metro COG UPWP. The UPWP, will, at a minimum, consider the following planning factors in the transportation planning process and they will be reflected in the Program Areas and tasks identified in this UPWP. The ten planning factors are:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency;

2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility of people and for freight;
5. Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system;
9. Improve resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation; and
10. Enhance travel and tourism.

Figure 3.2 identifies the Program Areas of the UPWP that address each of the ten FAST planning factors.

Figure 3.2 FAST Planning Factors Addressed in the Metro COG UPWP

Metro COG's UPWP Program Areas		FAST Planning Factors									
		Economic Vitality	System Safety	System Security	Accessibility	Protect Environment	Integration & Connectivity	Efficiency	System Preservation	Resiliency & Reliability	Travel & Tourism
100	Policy & Administrative Forums	S	S	S	S	S	S	S	S	S	S
200	Contracted Planning	P	P	P	P	P	P	P	P	P	P
300	Federal Transportation Planning Documentation	P	P	P	P	P	P	P	P	P	P
400	Technical Transportation Data & Analysis	P	P	P	P	P	P	P	P	P	P
500	Transit Planning	P	P	P	P	P	P	P	P	P	P
600	Bicycle & Pedestrian Planning	P	P	P	P	P	P	P	P	P	P
700	Local Planning Assistance	S	S	S	S	S	S	S	S	S	S
800	General Administration	A	A	A	A	A	A	A	A	A	A
900	Publications, Public Information & Communications	S	S	S	S	S	S	S	S	S	S
1000	Community Planning & Technical Assistance	S	S	S	S	S	S	S	S	S	S

P – Primary relationship between UPWP Program Area and FAST Act – this program area is specifically aimed at these FAST Act Factors

S – Secondary relationship between UPWP Program Area and MTP Goal – these UPWP Program Areas are important opportunities for conveying information to local officials or the public, collaborating with other agencies and levels of government, and integrating cross-over benefits for between FAST Act Factors and metropolitan area goals.

A – Administrative – the administrative functions needed to operate the agency and achieve all the other areas of the UPWP, including monitoring our activities relative to Federal legislation.

On March 15, 2015, the federal government issued its 2016 Planning Emphasis Areas (PEA) to be addressed by MPOs in its planning efforts:

- **FAST Performance-based Planning:** Transition to a performance-based approach to planning and programming that supports the achievement of transportation system performance outcomes.
- **Models of Regional Planning Cooperation:** Promote cooperation and coordination across MPO boundaries and across state boundaries to ensure a regional approach to transportation planning.
- **Ladders of Opportunity:** As part of the transportation planning process, identify gaps in access to essential services, to include housing, employment, healthcare, schools/education and recreation.

The PEAs require transition to performance-based planning and programming as per MAP-21, and implementation through FAST. In 2018, Metro COG adopted Performance Measures regarding safety, reliability, and pavement/bridge condition. PM1, related to safety, was updated in 2019 and 2020. As a bi-state MPO, Metro COG carries out numerous projects that promote cooperation and coordination across state boundaries to ensure a regional approach to transportation planning. Current examples include the 2045 MTP, the 76th Avenue S Corridor Study, the Veterans Boulevard Corridor Extension Study, the MATBUS Transit Authority Study, and the Transit Development Plan. In addition, committees dealing with bicyclists and pedestrians, transit, traffic operations, safety, freight and GIS promote communication, cooperation and coordination between jurisdictions and across state boundaries. Corridor studies, transit plans, and the MTP analyze, document, and emphasize the importance of access to jobs, education, healthcare and other essential services. The transportation planning process identifies transportation connectivity gaps in access to essential services. A copy of the announcement letter is included in Appendix C.

FHWA and FTA have requested that MPOs include tasks in their UPWPs that support these PEAs. Metro COG will pursue a variety of tasks identified in this UPWP that meets the intent of these PEAs. Figure 3.3 identifies work activities programmed in this UPWP that address each of the three Planning Emphasis Areas.

Figure 3.3 Planning Emphasis Areas Addressed in the Metro COG UPWP

Planning Emphasis Areas	Program Area									
	100	200	300	400	500	600	700	800	900	1000
FAST Performance-Based Planning	X	X	X	X	X	X				
Models of Regional Planning Cooperation	X	X	X	X	X	X	X		X	
Ladders of Opportunity		X			X	X	X		X	X

3. Funding Overview and Annual Budgets

Federal Funding

The Federal Highway Administration and Federal Transit Administration provide federal funding (PL and FTA Section 5303 funds, respectively) to assist Metro COG in providing the services identified in the UPWP. These funds are combined into an annual Consolidated Planning Grant (CPG). Per agreement between the North Dakota Department of Transportation (NDDOT) and the Minnesota Department of Transportation (MnDOT), the NDDOT administers funds from both states through the CPG grant.

State and Local Funding

Metro COG collects annual dues from its member jurisdictions that have voting privileges on the Metro COG Policy Board. These include the cities of Dilworth and Moorhead in Minnesota, the cities of Fargo, West Fargo and Horace in North Dakota, Cass County in North Dakota and Clay County in Minnesota. These funds are used as local match for federal funds identified in the CPG grant and for purchases and activities that are not eligible for federal funds.

MnDOT also provides funds from the state general fund to supplement local contributions for local match and non-reimbursable activities and purchases. Projects identified under Planning Activity 1000 will be carried out internally by Metro COG staff, and are funded either partially or fully by local jurisdictions, depending on the extent to which the work is eligible for Federal transportation planning funding.

Budget

The Metro COG Budget has two components: an operations budget and a contracted planning services budget. The contracted planning services budget includes the Consolidated Planning Grant (CPG) federal funds to accomplish planning studies in the region. Local funds for these projects are provided by a jurisdiction or multiple jurisdictions and are to be used only for these projects. The operating budget also

consists of CPG funds, but the local share of funds come from all voting member jurisdictions through an annual collection of jurisdiction dues.

Since local jurisdictions begin work on their budget in spring and summer, Metro COG also prepares a budget in the spring, which is reviewed by the Transportation Technical Committee (TTC) and approved by the Policy Board. This information is used by each local jurisdiction as they prepare their budgets for the following year.

Tables showing local jurisdiction dues for 2021 and 2022 are included as Appendix D. A summary of the approved 2021-2022 budget is shown in Figure 4.1 on the following page.

The Metro COG Budget assigns funding in amounts to accomplish each of the Program Areas of the UPWP. Figure 4.2 on the following page identifies the major Program Areas for 2021 and 2022, as well as the portion of the annual budget assigned to each.

Activities related to surface transportation are considered eligible for reimbursement through NDDOT with Consolidated Planning Grant (CPG) funds at an 80% federal funding, 20% local funding split.

All other non-eligible activities included within the UPWP are noted and are funded through a 100% local contribution. Metro COG's indirect cost allocation plan demonstrates how Metro COG ensures accuracy in billing to its various local, state, and federal funding sources. The Metro COG Cost Allocation Plan is included as Appendix E.

Figure 4.1 Metro COG Biannual Budget Summary 2021-2022

Revenues	Approved 2021	Estimated 2022
Consolidated Planning Grant (CPG) - Internal Operations ¹	\$764,915.71	\$806,036.05
Consolidated Planning Grant (CPG) - Contracted Planning ²	\$516,000.00	\$502,400.00
Carryover of Funds (Federal + Local) ³	\$434,755.00	\$0.00
MnDOT State Planning Funds	\$26,820.00	\$26,820.00
Local Match - Internal Operations (Member Dues) ⁴	\$171,113.93	\$181,394.01
Misc. Revenues from Members	\$0.00	\$0.00
Local Dues for Non-Fed. Eligible Activities	\$2,725.00	\$2,725.00
Local Match on Contracted Planning ⁵	\$113,000.00	\$77,600.00
Local Planning Studies/Ineligible Projects	\$24,300.00	\$6,000.00
State Match on Contracted Planning ⁶	\$56,000.00	\$88,000.00
Total Revenues	\$2,109,629.64	\$1,690,975.06

Expenses	2021	2022
Salaries/Benefits	\$756,579.72	\$801,830.14
Overhead	\$199,564.92	\$205,714.92
Overhead Funded Locally	\$2,725.00	\$2,725.00
Total Internal Budget	\$958,869.64	\$1,010,270.06
Total Expenses (Internal Budget + Contracted Planning)	\$1,643,869.64	\$1,678,270.06
Contracted Planning Federal and Local Match		
Federal CPG	\$516,000.00	\$502,400.00
NDSU ATAC Annual Participation (TDM Model Development)	\$8,000.00	\$8,000.00
Household & Job Data Purchase for TDM Update	\$12,000.00	\$0.00
NDSU ATAC Assistance with Review & Adjustments to HH & Job Data	\$8,000.00	\$0.00
Metro COG Traffic and Freight Counting Program	\$104,000.00	\$0.00
Bicycle and Pedestrian Plan Update	\$120,000.00	\$0.00
DTA Analysis of Select Locations	\$8,000.00	\$4,000.00
Interstate Operations Analysis (2021-22)	\$128,000.00	\$128,000.00
Moorhead Intersection Traffic Data Collection (3-year program)	\$8,000.00	\$8,000.00
Fargo Transportation Plan	\$112,000.00	\$0.00
Red River Greenway Study (2021-22)	\$8,000.00	\$116,000.00
ITS Update (ATAC)	\$0.00	\$22,400.00
Demographic Forecast Update	\$0.00	\$40,000.00
Travel Demand Model Update (ATAC)	\$0.00	\$48,000.00
TH 10 Corridor Study Through Dilworth	\$0.00	\$128,000.00
Local Match for CPG	\$113,000.00	\$77,600.00
NDSU ATAC Annual Participation (TDM Model Development)	\$2,000.00	\$2,000.00
Household & Job Data Purchase for TDM Update	\$3,000.00	\$0.00
NDSU ATAC Assistance with Review & Adjustments to HH & Job Data	\$2,000.00	\$0.00
Metro COG Traffic and Freight Counting Program	\$26,000.00	\$0.00
Bicycle and Pedestrian Plan Update	\$30,000.00	\$0.00
DTA Analysis of Select Locations	\$2,000.00	\$1,000.00
Interstate Operations Analysis (2021-22)	\$16,000.00	\$16,000.00
Moorhead Intersection Traffic Data Collection (3-year program)	\$2,000.00	\$2,000.00
Fargo Transportation Plan	\$28,000.00	\$0.00
Red River Greenway Study (2021-22)	\$2,000.00	\$29,000.00
ITS Update (ATAC)	\$0.00	\$5,600.00
Demographic Forecast Update	\$0.00	\$10,000.00
Travel Demand Model Update (ATAC)	\$0.00	\$12,000.00
TH 10 Corridor Study Through Dilworth	\$0.00	\$0.00
State Funding Participation	\$56,000.00	\$88,000.00
Interstate Operations Analysis (2021-22)	\$56,000.00	\$56,000.00
TH 10 Corridor Study Through Dilworth	\$0.00	\$32,000.00
Total Contracted Planning (Federal, Local and State)	\$685,000.00	\$668,000.00

Figure 4.1 cont.

Internal Operations Federal and Local Match		
Federal CPG	\$764,915.71	\$806,036.05
Local Match + MnDOT for Operations Funds	\$197,933.93	\$208,214.01
Operations (Federal + Local + MnDOT)	\$962,849.64	\$1,014,250.06

Local Funds Revenue/Expense Analysis (Internal Operations)	2021	2022
Local Funds Required	366,933.93	373,814.01
Local Funds Generated	393,958.93	382,539.01
Local Revenues over Expenses (includes local projects & funds for ineligible overhead expenses)	27,025.00	8,725.00

Federal Funds Revenue/Expense Analysis	2021	2022
Federal Funds for Internal Operations	\$764,915.71	\$806,036.05
Federal Funds for Contracted Planning	\$516,000.00	\$502,400.00
Total Federal Funds Budgeted	\$1,280,915.71	\$1,308,436.05
Available Federal Grant Funds	\$1,277,061.00	\$1,302,602.00
Federal Grant Funds Total (Cumulative at CY End) ⁷	-\$3,854.71	-\$5,834.05

¹Federal Reimbursement on Eligible Internal Costs (labor + overhead)

²Federal Reimbursement on Contracted Planning

³Carryover of funds in contracts from prior CY (Federal + Local)

⁴20% local match to Federal funds

⁵Includes local match collected for contracted planning projects

⁶MnDOT and NDDOT providing part of local match on two projects

⁷Local funds collected for local planning contracts pays salaries/benefits in excess of available Federal grant funds.

Figure 4.2

Metro COG 2021-2022 UPWP Operating Budget by Program Area

Program Area	2021		2022	
	Budget	Staff Hours	Budget	Staff Hours
100 Policy and Administrative Forums	\$62,823.70	1,175	\$65,898.30	1,160
200 Contracted Planning	\$120,526.83	2,223	\$102,408.96	1,846
300 Federal Transportation Planning & Documentation	\$84,055.06	1,419	\$124,206.58	2,107
400 Technical Transportation Data & Analysis	\$95,705.72	2,221	\$125,404.55	2,715
500 Transit Planning	\$18,144.64	336	\$21,896.70	370
600 Bicycle & Pedestrian Planning	\$43,631.00	990	\$37,386.80	790
700 Local Planning Assistance	\$20,760.12	356	\$48,234.90	980
800 General Administration*	\$229,545.57	4,552	\$253,510.65	4,735
900 Publications Public Information and Communication	\$9,968.31	230	\$12,278.14	273
1000 Community Planning and Technical Assistance	\$71,401.45	1,604	\$5,969.92	134

*Includes all staff leave time (holiday, vacation and sick leave)

4. Carryover Projects

At the start of a new calendar year, all of those projects from the previous year that remained uncompleted must be carried over into the next year's list of projects. These projects mainly consist of projects that are being completed by a consultant. The jurisdictions who have financially participated in these projects have already been assessed their dues. These projects are simply listed to convey the ongoing planning activities utilizing the previous year's grant money. Figure 5.1 lists these carry over projects.

Figure 5.1 2019-2020 Carryover Projects

2019-2020 Carryover Projects into 2021							
2019-2020 UPWP Project	Jurisdiction(s)	Total Cost	Total Estimated Carryover	Federal %	Federal Share	Local %	Local Share
Veterans Boulevard Corridor Extension Study	Fargo/Horace	\$ 180,000.00	\$ 130,000	80%	\$ 104,000	20%	\$ 26,000
MATBUS Transit Development Plan (TDP)	Fargo/Moorhead	\$ 200,000.00	\$ 125,000	80%	\$ 100,000	20%	\$ 25,000
Moorhead 17th Street Corridor Study	Moorhead	\$ 100,000.00	\$ 53,000	80%	\$ 42,400	20%	\$ 10,600
Dynamic Traffic Assignment Model (ATAC)*	All	\$ 30,000.00	\$ 30,000	80%	\$ 24,000	20%	\$ 6,000
Intersection Traffic Data Reporting (ATAC)* ¹	Fargo/Moorhead/West Fargo	\$ 64,255.00	\$ 64,255	80%	\$ 51,404	20%	\$ 12,851
Moorhead Intersection Traffic Data Collection (ATAC)*	Moorhead	\$ 10,000.00	\$ 10,000	80%	\$ 8,000	20%	\$ 2,000
Advanced Traffic Assignment Perf. Msrmt. (ATAC)*	Fargo	\$ 22,500.00	\$ 22,500	80%	\$ 18,000	20%	\$ 4,500
Subtotal		\$ 606,755.00	\$ 434,755		\$ 347,804		\$ 86,951

*Denotes total budget amounts approved for ATAC Intersection Data Reporting, Dynamic Traffic Assignment Model, and ATSPM. NDSU does not invoice until project completion.

¹Project originated in 2017-2018 UPWP and budget was increased in 2019-2020 UPWP Amendment

Two of Metro COG's 2020 projects (Veterans Boulevard Corridor Extension Study and Moorhead's 17th Street Corridor Study) were set up from the beginning to extend into 2021 in the project schedules. The TDP may also extend beyond 2020 and is included here as a cautionary measure. These projects were all impacted early on by the COVID19 pandemic, resulting in delays to project kick-off activities and public engagement efforts. The other projects in the carryover list are all being done by NDSU's Advanced Traffic Analysis Center (ATAC). The projects are underway, but data collection (i.e. traffic counts) and other coordination efforts have also been affected by the pandemic. The projects are not invoiced to Metro COG until fully completed, so they are being carried over into 2021.

5. 2022 and 2022 Projects

Annually/biannually, Metro COG identifies needed projects within the region to study local transportation related issues. These projects are typically completed by a consultant team. Over the course of the last couple of years, Metro COG has expanded this program because of the needs of the Fargo Moorhead Region.

Metro COG partners with its local jurisdictions and entities such as the Minnesota and North Dakota Departments of Transportation to advance transportation, and its related components, by developing, leading, and funding projects aimed at tackling regional issues. Figures 6.1 and 6.2 list those projects that Metro COG has developed, with the assistance of its regional partners, to complete in 2021 and 2022. These projects were vetted and prioritized by the Transportation Technical Committee (TTC) and approved by the Metro COG Policy Board. Project descriptions can be found in Section 10.

Figure 6.1 2021 Contracted Planning Projects

2021 Contracted Projects						
Project	Jurisdiction	Total Cost	Federal %	Federal Share	Local %	Local Share
NDSU ATAC Annual Participation (TDM Model Dev)	Regional	\$10,000	80%	\$8,000	20%	\$2,000
Household and Job Data Purchase for update of TDM (O/D data to be derived from StreetLight)	Regional	\$15,000	80%	\$12,000	20%	\$3,000
Assistance with Review and Adjustments to HH & Job Data by ATAC	Regional	\$10,000	80%	\$8,000	20%	\$2,000
Metro COG Traffic and Freight Counting Program	Regional	\$130,000	80%	\$104,000	20%	\$26,000
Bicycle and Pedestrian Plan Update	Regional	\$150,000	80%	\$120,000	20%	\$30,000
DTA Analysis of Select Locations	Regional	\$10,000	80%	\$8,000	20%	\$2,000
Interstate Operations Analysis (\$200,000 in 2021 and \$200,000 in 2022, 2-year project with NDDOT and MnDOT funding participation) ¹	Regional & DOTs	\$200,000	80%	\$160,000	20%	\$40,000
Moorhead Intersection Traffic Data Collection	Moorhead	\$10,000	80%	\$8,000	20%	\$2,000
Fargo Transportation Plan	Fargo	\$140,000	80%	\$112,000	20%	\$28,000
Red River Greenway Study ¹	Fargo	\$10,000	50%	\$40,000	50%	\$5,000
Total		\$685,000		\$580,000		\$140,000

¹ Project spans two years. Additional funding programmed in 2022.

Figure 6.2 2022 Contracted Planning Projects

2022 Contracted Projects						
Project	Jurisdiction	Total Cost	Federal %	Federal Share	Local %	Local Share
NDSU ATAC Annual Participation (TDM Model Dev)	Regional	\$10,000	80%	\$8,000	20%	\$2,000
Dynamic Traffic Assignment Analyses (ATAC)	Regional	\$5,000	80%	\$4,000	20%	\$1,000
ITS Update (ATAC)	Regional	\$28,000	80%	\$22,400	20%	\$5,600
Demographic Forecast Update	Regional	\$50,000	80%	\$40,000	20%	\$10,000
Travel Demand Model Update (ATAC)	Regional	\$60,000	80%	\$48,000	20%	\$12,000
Interstate Operations Analysis (\$200,000 in 2021 and \$200,000 in 2022, 2-year project with NDDOT and MnDOT funding participation) ¹	Regional & DOTs	\$200,000	80%	\$160,000	20%	\$40,000
Red River Greenway Study ¹	Fargo	\$145,000	80%	\$116,000	20%	\$29,000
TH 10 Corridor Study Through Dilworth	MnDOT	\$160,000	80%	\$128,000	20%	\$32,000
Moorhead Intersection Data Collection	Moorhead	\$10,000	80%	\$8,000	20%	\$2,000
Total		\$668,000		\$534,400		\$133,600

¹ Project spans two years. Additional funding programmed in 2021.

6. Strategic Plan

The Metro COG MTP is updated every five years, but the initial work for the update begins soon after the last approved update. To assure documents and other actions that inform the MTP are completed on a timeline that facilitates the use of this information, Metro COG provides a strategic plan identifying UPWP Program Areas and tasks that support or become part of the MTP update. The Metro COG Strategic Plan (Figure 7.1) establishes a timeline for the development of the MTP by identifying those UPWP work activities, in chronological order, to prepare for, develop and inform the next update of the Metropolitan Transportation Plan.

Figure 7.1 Metro COG Strategic Plan for Major Activities

Major Program Activity					2019-2020 UPWP		2021-2022 UPWP			
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Long Range Transportation Plan (LRTP)	Map-21 Updates			2045 Update (approval Q3 2019)		LRTP Updates			2050 Update (approval Q3 2024)	
LRTP Origin Destination/Travel Time						*	*			
Transit Development Plan (TDP)	*					*				
Metropolitan-Wide Traffic Counts	*						*			
Traffic & Bicycle Counts (Annually/As-needed)	*	*	*	*	*	*	*	*	*	*
Bicycle & Pedestrian Plan		*					*			
Demographics		*	*				*	*		
Model Calibration			*	*				*	*	
Intelligent Transportation Plan			*					*		
Regional Freight Plan		*							*	
Congestion Management Process		*						*		
Regional Railroad Safety Plan		*							*	
Aerial Photography			*			*			*	
Regional Safety Plan			*						*	
TIP Development/Management	*	*	*	*	*	*	*	*	*	*

7. Statement of Nondiscrimination

Metro COG hereby gives public notice that it is the policy of the agency to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, Executive Order 13166 on Limited English Proficiency and related statutes and regulations in all programs and activities. In 2020, Metro COG adopted the Title VI and Non-Discrimination Plan. Title VI requires that no person in the United States of America shall, on the grounds of race, color or national origin, be excluded from the participation in, be denied the benefits of, or otherwise subjected to discrimination under any program or activity for which Metro COG receives federal financial assistance. Any person who believes that they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with Metro COG. Any such complaint must be in writing and filed with the Metro COG Title VI Coordinator within one hundred and eighty (180) days following the date of the alleged discriminatory occurrence.

For more information, or to obtain a Title VI Discrimination Complaint Form, please contact:

Cindy Gray, Executive Director
 Metro COG Title VI Coordinator
 Case Plaza, Suite 232
 One North 2nd Street
 Fargo, North Dakota 58102-4807
gray@fmmetrocog.org
 701.532.5103

The 2020 Title VI and Non-Discrimination Plan and a downloadable version of the Discrimination Complaint Form can also be found on the Metro COG website at: www.fmmetrocog.org

8. Self-Certification and Restrictions on Lobbying

Self-Certification

It is a requirement of 23 CFR 450.336 that the State and the Metropolitan Planning Organization (MPO) certify at least once every four years, concurrent with submittal of the Transportation Improvement Program (TIP) as part of State TIP approval, that its transportation planning process is being carried out in compliance with all applicable requirements. Metro COG updates its self-certification documentation on an annual basis, as part of the TIP.

The requirements of self-certification include:

1. 23 U.S.C. 134 and 49 U.S.C. 5303, and this subpart;
2. In non-attainment and maintenance areas, Sections 174 and 176 (c) and (d) of the Clean Air Act as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
3. Title VI of the Civil Rights Act of 1964, as amended (42 USC 2000d-1) and 49 CFR part 21;
4. 49 USC 5332, prohibiting discrimination on the basis of race, color, creed, national origin, ex, or age in employment or business opportunity;
5. Sections 1101(b) of FAST (Pub. L. 112-141) and 49 CFR Part 26 regarding the involvement of disadvantaged business enterprises in DOT funded projects;
6. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
7. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR Parts 27, 37, and 38;
8. The Older Americans Act, as amended (42 U.S.C 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
9. Section 324 of title 23, U.S.C regarding the prohibition of discrimination based on gender; and
10. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR 27 regarding discrimination against individuals with disabilities.

In addition to those requirements outlined in 23 CFR 450.336, Metro COG is also required to certify that its transportation planning process complies with additional Federal requirements, as follows:

- Private Enterprise Participation in Metro COGs Planning Process (49 USC 1607 and 1602 [c])
- Drug Free Workplace Certification (49 CFR, Part 29, sub-part F)
- Restrictions on Influencing Certain Federal Activities (49 CFR, Part 20)
- Restrictions on Procurements from Debarred or Suspended Persons/Firms (49 CFR, Part 29, sub-parts A to E)
- Executive Order 12898 – Environmental Justice in Metropolitan Transportation Plan

The Metro COG Policy Board also certifies that the 3-C (continuing, comprehensive, and cooperative) planning process used in the FM Metropolitan area complies with the above federal requirements.

Every three years Metro COG reviews the federal regulations in relationship to Metro COG's planning program, and generates a Metropolitan Transportation Planning Process Certification document to identify Policy Board requirements in meeting the intent of federal legislation. Annually, as part of the Transportation Improvement Program, the Policy Board Chair signs on behalf of the full Policy Board a self-certification statement expressing the Board's confidence that Metro COG's planning activities are in compliance with the federal requirements noted above.

A signed copy of the most current Self Certification document is included in Appendix F.

Restrictions on Lobbying

Similar to the Self Certification Statement, Metro COG must attest to the fact that we abide by federal legislation and sign a statement on restrictions on lobbying. Appendix G. includes a signed statement on Restrictions on Lobbying.

9. Program Areas and Subtasks

Metro COG breaks the Program Areas into individual sub-tasks to be complete in each of the calendar years covered by this UPWP. Each Program Area has identified an objective, a budget and sub-tasks. Each sub-task has an estimated period for completion and identifies the responsible agencies and participants.

100 Policy and Administrative Forums

Objective:

To maintain and coordinate policy and administrative forums. Work includes, but is not limited to creating agendas and supporting material, conducting meetings, traveling to and from meetings and communications with committee members.

Assigned Staff Hours: 1,175 (2021) 1,160 (2022)

Previous Accomplishments:

- Monthly MPO Policy Board Meetings
- Scheduled Metro COG Executive Committee Meetings
- Monthly TTC Meetings
- Bi Annual North Dakota MPO Directors meetings
- Mid-Year Reviews by FHWA, FTA, NDDOT and MNDOT
- Quarterly MnDOT MPO Directors meetings
- Quarterly ATP-4 meetings

Figure 10.1 Activity Budget and Funding Source Split for Program Area 100

Funding Source	2021		2022		Total Activity Budget 2021-2022
	Percent	Amount	Percent	Amount	
CPG	80%	\$50,259	80%	\$52,718.64	\$102,978
Local	20%	\$12,565	20%	\$13,179.66	\$25,744
Total	100%	\$62,824	100%	\$65,898	\$128,722

Participant(s): Metro COG

101 Metro COG Policy Board

The Policy Board meets monthly and is charged with adopting major plans, approving the agency's annual budget and work program, reviewing and approving monthly bills, providing oversight of Metro COG's activities, and carrying out activities identified in the Metro COG Articles of Association, as amended.

Activities:

- Developing, copying, emailing and website posting of meeting agendas and agenda packets
- Preparing and reviewing meeting minutes
- Contacting Policy Board members
- Providing staff support and research
- Preparing staff reports and presentations
- General meeting facilitation

Products

2021 Monthly Policy Board meetings
2022 Monthly Policy Board meetings

Completion Date

Monthly
Monthly

102 Metro COG Executive Committee

Participant(s): Metro COG

The Metro COG Executive Committee meetings are scheduled monthly, but the Committee meets on an “as needed” basis. The Executive Committee recommends the agency’s annual budget and work program to the Policy Board, as well as other recommendations as required in the day-to-day operations of the agency.

Activities:

- Developing, copying, and emailing of meeting agendas and agenda packets
- Preparing and reviewing meeting minutes
- Contacting Policy Board members
- Providing staff support and research
- Preparing staff reports and presentations
- General meeting facilitation

Products

Completion Date

2021 Executive Committee Meetings (as needed).
2022 Executive Committee Meetings (as needed).

As Needed
As Needed

103 Transportation Technical Committee (TTC)

Participant(s): Metro COG

Metro COG works with the Transportation Technical Committee (TTC) to carry out a program of continuing, comprehensive and coordinated transportation planning . Through this work with the TTC, Metro COG maintains correspondence and coordination with participating agencies, and provide other technical support necessary to the transportation planning program. The TTC typically meets on a monthly basis to approve action items and discuss issues in the Metro COG region in order to forward recommendations to the Metro COG Policy Board for disposition.

Activities:

- Developing, copying, emailing and website posting of meeting agendas and agenda packets
- Preparing and reviewing meeting minutes
- Contacting TTC members
- Providing staff support and research
- Preparing staff reports and presentations
- General meeting facilitation

Products

Completion Date

2021 Monthly TTC meetings
2022 Monthly TTC meetings

Monthly
Monthly

104 Federal, State, and Local Committee Meetings

Participant(s): Metro COG

The MPOs in North Dakota and Minnesota meet to discuss transportation issues related to MPOs and coordination with the respective State Departments of Transportation in carrying out MPO activities. Meetings are held two times per year (biannually) in North

Dakota and four times (quarterly) in Minnesota. There are also various meetings on Federal, state, and local topics that Metro COG attend regularly. This includes meetings such as ATP-4, STIC, and other such meetings.

Additional meetings and coordination were initiated in 2020 by MNDOT's efforts to study and prepare MPOs and communities around the state for connected and autonomous vehicle (CAV) technology.

Both NDDOT and MnDOT are updating statewide transportation plans and other statewide planning documents in which Metro COG is involved.

Activities:

- Agenda development
- Staff support and research
- Travel to and from meeting venue or participate remotely

Products

Attendance at Federal, State, and Local meetings

Completion Date

Annually

200 Contracted Planning Services

Objective:

To conduct Metro COG's annual contracted planning projects for the purposes of analyzing local and regional issues as well as development of Metro COG's required transportation planning documentation. This element allows Metro COG the resources to develop contracted planning scopes of work, go through the consultant procurement process, and provide contract management and oversight for work that is contracted to a consultant. Staff actively participate in the plan's development by coordinating with local jurisdictions as well as guiding the consultant teams based upon Metro COG's goals as stated in the adopted Metropolitan Transportation Plan.

Assigned Staff Hours: 2,223 (2021) 1,846 (2022)

Previous Accomplishments:

- Fargo Safe Routes to School
- Bikeway Gap Analysis
- TH 10 and 75 Corridor Study
- Metro Grow – 2045 Metropolitan Transportation Plan
- Fargo-West Fargo Parking and Access Study
- Horace Comprehensive and Transportation Plan
- FM Diversion Recreation Plan

Figure 10.2 Activity Budget and Funding Source Split for Program Area 200

Funding Source	2021		2022		Total Activity Budget 2021-2022
	Percent	Amount	Percent	Amount	
CPG	80%	\$96,421.46	80%	\$81,927	\$178,349
Local	20%	\$24,105.37	20%	\$20,482	\$44,587
Total	100%	\$120,527	100%	\$102,409	\$222,936

**2021-201 MATBUS Transit Development Plan (TDP)
(CARRYOVER)**

Participant(s): Metro
COG/Consultant

In 2020, the Metro COG began updating the 2017-2021 Transit Development Plan (TDP) for the Metropolitan Area. Metro COG is working in cooperation with MATBUS on the TDP update. A portion of the scope of work required procurement of a consultant and Metro COG staff is working in coordination on various aspects of the TDP update. The TDP update will address transit operations within the metro area for the years 2021-2025. It is likely to be very near completion at the end of 2020.

Activities:

- Analysis of existing routes
- Analysis of route changes based on existing and future land use, density, ridership, and demand based on public input
- Transit asset management
- Performance targets and measures
- Public engagement
- Project Management

Products

2021-2025 TDP

Completion Date

1st Qtr 2021

**2021-202 Veterans Boulevard Corridor Feasibility
Study (CARRYOVER)**

Participant(s): Metro
COG/Consultant/Fargo/Horace

In 2020, Metro COG began studying the future needs of the existing portion of Veterans Boulevard from 40th to 52nd Avenue, and the need for and impacts of extending the corridor south of 52nd Avenue S. to 100th Avenue S. The project involves the local jurisdictions of Fargo and Horace. Feasibility of the corridor is being studied at a planning level, due to the natural and manmade barriers along the section line south of 52nd Avenue S.

Activities:

- Analysis of corridor elevation and relationship to Drain 27
- Planning level and analysis of corridor elevation and drainage issues and relationship to Drain 27 that need to be overcome to successfully design and construct this corridor
- Analysis of future capacity needs and traffic operations along the Veterans Boulevard corridor
- Identification of future intersections

- Bicycle and pedestrian needs along and intersecting the corridor
- Relationship to surrounding future development, based on future land use plans
- Access management
- Public Engagement
- Project Management

Products

Corridor Study and Feasibility Review

Completion Date

3rd Qtr 2021

**2021-203 Moorhead 17th Street N Corridor Study
– 1st Ave N to 15th Ave N (CARRYOVER)**

Participant(s): Metro
COG/Consultant

Moorhead's 17 St N from 1st Ave N to 15th Ave N has a large existing right of way that exceeds the vehicular needs of the corridor. This study is investigating options to repurpose the right of way to examine feasibility of incorporating multi-modal features and/or neighborhood amenities. This study could serve as a prototype for other corridors with similar conditions in the metro area.

Activities:

- Corridor traffic analysis
- Organize and attend SRC meetings and other SRC coordination
- Corridor concepts and visualizations
- Planning level cost estimates
- Project management and oversight
- Document Development
- Review of draft and final plan
- Public engagement events
- Coordinate jurisdictional review of the plan
- Present to TTC and Policy Board for final approval

Products

17th Street N Corridor Study

Completion Date

3rd QTR 2021

2021-204 Dynamic Traffic Assignment (CARRYOVER) Participant(s): Metro COG/ATAC

Metro COG and its local partners teamed with ATAC to prepare a Dynamic Traffic Assignment (DTA) model for the metro area or key areas within the metro area to be used in the future analyses of roadway additions, closures, capacity reductions, and other types of temporary or permanent changes to the roadway network.

Activities:

- Use TDM to prepare DTA model.
- Test model on upcoming construction projects in TIP
- Work with local governments on testing the DTA
- Identify future applications

Products

DTA Model

Completion Date

1st QTR 2021

**2021-205 Intersection Traffic Data Collection –
(CARRYOVER)**

Participant(s): Metro COG /
ATAC

ATAC is in the process of developing a web-based traffic data analysis tool for the Metro COG region to collect traffic count data from data detection loops and Autoscope cameras. The primary purpose of this project is to develop the connections and build a traffic analysis tool-compatible database for the Fargo-Moorhead Metro COG region. Data would be collected from intersections operated by Fargo, West Fargo, Moorhead and North Dakota and Minnesota Departments of transportation. The data collected will supplement the current traffic count program and will be used in the transportation planning efforts at Metro COG.

Activities:

- Collect data
- Process data
- Distribute data

Products

Web-based traffic count database

Completion Date

2nd QTR 2021

**2021-206 Moorhead Intersection Traffic Data
Collection YEAR 1 PILOT PROJECT (CARRYOVER)**

Participant(s): Metro
COG/ATAC

Metro COG and the City of Moorhead will team with ATAC to initiate an intersection traffic counting program that will, over time, provide counts of the City's signalized intersections every three years. Initially, the project will include 18 intersections. Due to the COVID 19 pandemic, traffic volumes were uncharacteristically low, resulting in traffic counting delays. Thus, the project is likely to be carried over into 2021.

Activities:

- Place counting equipment (Metro COG and City of Moorhead) at 18 intersections
- Provide video files to ATAC for processing
- ATAC will conduct QA/QC on data collected and processed.
- ATAC will provide data to City of Moorhead for use in traffic monitoring, corridor studies, and signal timing

Products

Intersection turning movement counts

Completion Date

2nd QTR 2021

**2021-207 Advanced Traffic Assignment Performance
Measurement (CARRYOVER)**

Participant(s): Metro
COG/ATAC

Metro COG and the City of Fargo teamed with ATAC to prepare an ATSPM setup. Initially, the project includes 25 intersections, and is underway at this time.

Activities:

- ATSPM Computer setup
- Automated Traffic Signal Performance Measures setup
- Reporting/oversight capabilities setup
- Preparation of sample reports
- Train City of Fargo staff, Metro COG staff, and other local traffic engineering staff who have an interest in the project in the use of the ATSPM website and the new oversight and reporting capabilities.

Products

Initial ATSPM Setup with expansion capabilities

Completion Date

2nd QTR 2021

**2021-208 NDSU ATAC Participation
(TDM Model Development)**

Participant(s): Metro
COG/ATAC

Metro COG contracts with the Advanced Traffic Analysis Center (ATAC) for technical assistance in transportation planning and MPO responsibilities, most notably updating and maintaining the Metro COG Travel Demand Model (TDM) and Regional ITS Architecture.

Activities:

- TDM Model Update
- Regional ITS Architecture update and maintenance
- Quarterly meetings with the MPOs and NDDOT to discuss MPO support activities and modeling best practices

Products

Traffic Demand Model Update & Support

Completion Date

Ongoing

**2021-209 Household & Job Data Purchase for Update
of TDM**

Participant(s): Metro
COG/Consultant

Metro COG will purchase job and household data for base year 2021 for the purpose of updating the model and developing traffic projections for the 2024 Metropolitan Transportation Plan.

Activities:

- Identify needs
- Prepare RFP
- Select vendor
- In advance, determine timeframe for data collection
- Acquire job and household data from the vendor and review for accuracy.

Products
Data Purchase

Completion Date
2nd QTR 2021

2021-210 Assistance with Review/Adjustments to Household and Job Data (ATAC)

Participant(s): Metro
COG/ATAC/Member
Jurisdictions

Household and job data purchased as part of project #209 above requires a significant amount of quality assurance/quality control. Metro COG staff will work with ATAC personnel who are most familiar with the model and model inputs, to review the household and job data and make necessary changes or corrections.

Activities:

- Review data against knowledge of the metro area and compare to numbers used for the 2015 model update.
- Verify data where concerns exist.
- Cross check data with other resources

Products
QA/QC'ed socioeconomic data for Travel Demand
Model

Completion Date
4th QTR 2021

2021-211 Traffic and Freight Counting Program

Participant(s): Metro
COG/Consultant/Member
Jurisdictions and DOTs

Metro COG will work with a consultant to conduct traffic counts and freight counts to document existing conditions for the 2021 base year of the travel demand model. NDDOT will also be conducting counts on their system in eastern North Dakota during 2021, so the timing of this project is intended to correlate with NDDOT's counting program. Traffic volume data will be documented and mapped and provided to ATAC for model calibration purposes. Data will also be made available to the public and local officials.

Activities:

- Project management and oversight
- Coordination with NDDOT, MnDOT and local jurisdictions on locations of counts
- Monitoring of weather and construction activities to ensure that counts are not taken under abnormal conditions
- Coordinate with Metro COG TTC member representing the ND Motor Carrier Association about freight count locations and freight travel characteristics
- QA/QC review of data
- Arranging with consultant for recounts where needed

Products

2021 Traffic and Freight Counts

Completion Date4th QTR 2019**2021-212 Bicycle and Pedestrian Plan Update****Participant(s):** Metro
COG/Consultant/Member
Jurisdictions

Metro COG's bicycle and pedestrian plan was last updated in 2016. The plan is due for an update. Significant infill and fringe area growth has occurred in the metropolitan area, and local jurisdictions have implemented many aspects of the 2016 plan. In addition, the FM area demographics have evolved with infill and fringe area development, and bicycle and pedestrian routes may play an increasingly important role in people's ability to get to school, work, and essential services in some of these areas. Public input will be sought on the priorities of the bicycle and pedestrian plan and on the types of facilities preferred by the public in different situations. The plan will draw upon Metro Grow – the 2045 Metropolitan Transportation Plan, the FM Diversion Recreation Plan, Bike Gap Analysis, the Fargo SRTS Plan, and all other corridor studies and small area plans completed within the past five years, seeking out opportunities to expand the metro area's bicycle and pedestrian systems as part of other projects. The future Heartland Trail and North Country Trail will be considered relative to possible future connectivity with the metro area. The continued relationship of public health and the ability of the public to safely walk and bike year-round as an alternative to driving will also be considered. Funding opportunities will be explored and documented. In addition to the involvement of the public and local jurisdictions, local park districts and park departments, NDDOT, MnDOT, and the Bicycle and Pedestrian Committee will all be pursued as major stakeholders in the plan.

Activities:

- Document existing conditions and changes since adoption of the 2016 plan
- Document recommendations of plans that have been completed over the past five years
- Public information and engagement
- Stakeholder engagement
- Policies, goals and objectives
- Identify menu of on-street and off-street bicycle facilities
- Identify short, mid and long range priorities
- Planning level cost estimates

Products

Bicycle and Pedestrian Plan

Completion Date4th QTR 2021**2021-213 DTA Analysis of Select Locations (ATAC)****Participant(s):** Metro
COG/ATAC

Use the DTA model to analyze the effects of construction, detours, road closures, etc. at selected locations within the metropolitan planning area, and work with local

jurisdictions to provide information that will allow them to better prepare for and implement travel demand management systems during construction or events.

Activities:

- Identify scenarios to study
- Set up model to study the scenario and alternatives
- Summarize immediate and longer term impacts
- Identify alternatives to reduce delay and congestion for the traveling public
- Meet and coordinate between ATAC, local jurisdictions, and Metro COG

Products

Model results, summary of results, and recommended actions

Completion Date

4th QTR 2021

2021-214 Interstate Operations Analysis

Participant(s): Metro
COG/DOTs/Member
Jurisdictions/Consultant

The last interstate operations analysis was completed in 2011. Since then, the metro area has grown considerably, and many of the recommendations of the plan have been implemented or are in the process of being implemented. Both MnDOT and NDDOT have scheduled interstate reconstruction projects within the next 5 to 10 years. This study will inform those reconstruction projects relative to future ADT and peak hour volumes, pinch points, weaving issues, potential CD opportunities, and potential need for and feasibility of future interchanges. In addition, the Cass County Comprehensive and Transportation Plan included a planning level alignment of a ring route around the west side of the metro area. Metro Grow called for additional study of this ring route, and a similar facility on the Minnesota side, to provide an efficient alternative route around the metro area. The need for and potential benefit of such a facility will be studied as part of the interstate operations analysis, since these facilities have the potential to serve as a reliever to regional interstate routes.

Activities:

- Document existing conditions (safety, volumes, level of service, travel times, peak vs. non-peak operations)
- Use regional TDM to identify future traffic volumes
- Use Streetlight to gather origin/destination information for interstate system
- Use DTA to test impacts of congestion, construction or incidents at key locations on the interstate system
- Use DTA and TDM to run sensitivity analyses of various segments of ring routes around the metro area
- VISSIM analysis (or other visualization/analysis tool) of interstate operations on entire system or where beneficial
- Identify opportunities for collector/distributor facilities and analyze for operational and/or safety benefits

- Identify the needs and opportunities for active transportation crossings of interstate mainline and ramps
- Consider Red River Bridge rehabilitation or replacement
- Address equity considerations identified in MnDOT District 4 Study, including the highway impacting certain populations
- Planning level NEPA considerations
- Need for noise walls
- Flooding considerations
- Freight considerations
- Moorhead rest area
- Snow control measures
- Public and stakeholder engagement
- Prioritized list of future improvements
- Planning level cost estimates

Products

Final Interstate Operations Analysis

Completion Date

4th QTR 2022

2021-215 Moorhead Intersection Traffic Data Collection

Participant(s): Metro COG/ATAC/Moorhead

Metro COG and the City of Moorhead will team with ATAC in a three-year contract to initiate an intersection traffic counting program that will, over time, provide counts of the City's signalized intersections every three years. Each year, the project will include approximately 18 intersections.

Activities:

- Place counting equipment (Metro COG and City of Moorhead) at 18 intersections
- Provide video files to ATAC for processing
- ATAC will conduct QA/QC on data collected and processed.
- ATAC will provide data to City of Moorhead for use in traffic monitoring, corridor studies, and signal timing
- Project management and oversight

Products

Intersection turning movement counts

Completion Date

4th QTR 2021

2021-216 Fargo Transportation Plan

Participant(s): Metro COG/Fargo/Consultant

The City of Fargo Transportation Plan will focus on Fargo's transportation system more closely than what is typically done within the MTP. The City will consider a more fine grained functional classification system, policies relative to traffic calming, relationships between roadway characteristics and adjacent land uses, access management related to local functional classification, and potential changes to roadways as a result of the toolkit developed as part of the Core Neighborhoods Planning Study which is

taking place in 2020. Recommendations of past plans and corridor studies will be considered and incorporated, where applicable. Policies, goals, and objectives will help guide the city's future planning efforts in both infill/redevelopment areas and fringe growth areas. The growing popularity of bicycle and pedestrian facilities will be considered, and the plan will closely tie into the work on the Bike and Pedestrian Plan update, which will be taking place at the same time.

Activities:

- Documentation of existing conditions
- Identification of issues (What's working and what isn't?)
- Summarize recommendations and findings of past planning efforts as they relate to the city's transportation system
- Policies, goals and objectives
- Public and stakeholder engagement
- Draft and final plan
- Project management and oversight

Products

Final Transportation Plan

Completion Date

4th QTR 2021

2021-217 Red River Greenway Study

Participant(s): Metro
COG/Fargo/Consultant

A Red River Greenway Study was last completed on the North Dakota side of the Red River in 2008. Since then, many things have changed, including the construction of a floodwall and the acquisition of many properties along the river. Residents have increasingly demonstrated the extent to which they value the river corridor as a bicycle and pedestrian route for travel within the metro area and an opportunity for exercise in a natural non-traffic environment. However opportunities exist to improve upon and expand access to areas along the river. Connections with the existing roadway network are critical to improve access to the greenway. Public and stakeholder engagement will be a significant part of the project. Recommendations from the Bicycle Gap Analysis will inform the study. The project is envisioned to begin in the third quarter of 2021, spanning through 2022. This will allow input and priorities from the bicycle and pedestrian plan update to inform the study.

Activities:

- Project management and oversight
- Documentation of existing conditions
- Identification of opportunities and constraints
- Identification of alternatives for improvements to the existing system and expansion to the system
- Public and stakeholder engagement
- Written and visual documentation of various improvement/expansion alternatives
- Prioritized list of improvements and expansion projects
- Draft and final report

Products

Final Study and Plan

Completion Date

4th QTR 2022

2022-218 NDSU ATAC Annual Participation (TDM Model Development)

Participant(s): Metro
COG/ATAC

Metro COG contracts with the Advanced Traffic Analysis Center (ATAC) for technical assistance in transportation planning and MPO responsibilities, most notably updating and maintaining the Metro COG Travel Demand Model (TDM) and Regional ITS Architecture.

Activities:

- TDM Model Update
- Regional ITS Architecture update and maintenance
- Quarterly meetings with the MPOs and NDDOT to discuss MPO support activities and modeling best practices

Products

Traffic Demand Model Update & Support

Completion Date

Ongoing

2022-219 Dynamic Traffic Assignment Analyses (ATAC)

Participant(s): Metro
COG/ATAC

Use the DTA model to analyze the effects of construction, detours, road closures, etc. at selected locations within the metropolitan planning area, and work with local jurisdictions to provide information that will allow them to better prepare for and implement travel demand management systems during construction or events.

Activities:

- Identify scenarios to study
- Set up model to study the scenario and alternatives
- Summarize immediate and longer term impacts
- Identify alternatives to reduce delay and congestion for the traveling public
- Meet and coordinate between ATAC, local jurisdictions, and Metro COG

Products

Model results, summary of results, and recommended actions

Completion Date

4th QTR 2022

2022-220 ITS Plan Update (ATAC)

Participant(s): Metro
COG/ATAC

This project will consist of an update to Metro COG's Intelligent Transportation Systems (ITS) Plan and ITS Architecture. The plan will be carried out by ATAC. Once completed, the plan will serve as an up-to-date guide that will be consulted by other plans and corridor studies to identify opportunities to incorporate ITS features in future projects.

Activities:

- Document state of the system
- Identify updates that are needed, based on current practices
- Identify potential needs specific to connected and autonomous vehicles
- Consider relationship to TSMO projects identified in Metro Grow
- Stakeholder input
- Project management and oversight
- Draft and final plan
- Meet and coordinate between ATAC, local jurisdictions, DOTs and Metro COG

Products

Draft and final ITS Plan

Completion Date

4th QTR 2022

2022-221 Demographic Forecast Update

Participant(s): Metro
COG/Member
Jurisdictions/Consultant

This project will consist of an update to the metro area demographic projections, including population, households, and jobs. The projections will be aggregate for the entire metro area, and broken down by jurisdiction. Age, household size and income characteristics will be analyzed. Forecasts should be based on both historic trends, but not limited to this level of analysis. The metro area has traditionally exceeded growth projections based on historical analyses due to the long-term health of the regional economy and economic drivers such as higher education, healthcare, agriculture, and manufacturing.

Activities:

- Document historical and existing conditions
- Technical analysis
- Development of growth scenarios
- Stakeholder engagement
- Project management and oversight
- Draft and final plan
- Meet and coordinate between local jurisdictions, DOTs and Metro COG

Products

Draft and final Demographic Study

Completion Date

4th QTR 2022

2022-222 Travel Demand Model Update

Participant(s): Metro
COG/ATAC/Member
Jurisdictions/DOTs

This project will consist of an update to the metro area travel demand model. The update will incorporate all roadway network changes that have occurred since the last model update. The 2021 traffic count data will be used to calibrate the model to the 2021 base year. An existing + committed (E+C) model will need to be prepared as the starting point for analyzing the performance of the E+C network with 2050 demographic forecasts. The StreetLight platform will be used to update origin designation information within the model.

Activities:

- Update roadway network within model
- Update base year demographics (jobs, households)
- Model calibration – 2021
- Preparation of E+C network
- Run 2050 demographic projections on E+C Network
- QA/QC of model results
- Project management and oversight
- Write-up of modeling approach, tools, and methodology
- Meet and coordinate between ATAC, local jurisdictions, DOTs and Metro COG

Products

Travel Demand Model ready for use in the 2050 MTP

Completion Date

4th QTR 2022

2022-223 TH 10 Corridor Study through Dilworth

Participant(s): Metro
COG/Dilworth/MnDOT/Consultant

The TH 10 Corridor Study through Dilworth will identify the future needs and vision of this portion of TH 10 prior to the initiation of roadway design for reconstruction. The study should consider existing conditions, future capacity needs, traffic control, safety, level of service, relationship to downtown Dilworth, safe routes to school, corridor aesthetics, access management, and impacts to existing and future land uses along the corridor.

Activities:

- Documentation of existing conditions
- Traffic forecasts
- Traffic operations analysis
- Safety analysis
- City infrastructure needs and timing
- Equity considerations identified in MnDOT District 4 study, including the highway impacting certain populations
- Planning level NEPA considerations
- Multi-modal needs for bike/pedestrians, transit and freight
- Coordination with Highway 10 project in Moorhead
- Heartland Trail routing

- Public and stakeholder engagement
- Vision for the corridor
- 2050 needs of the corridor – balance mobility with the city's vision for the corridor
- Corridor alternatives
- Planning level cost estimates
- Project management and oversight
- Draft and final report
- Approval process

Products

Final TH 10 Corridor Study through Dilworth

Completion Date

4th QTR 2022

2022-224 Moorhead Intersection Data Collection

Participant(s): Metro
COG/ATAC/Moorhead

Metro COG and the City of Moorhead will team with ATAC to initiate an intersection traffic counting program that will, over time, provide counts of the City's signalized intersections every three years. Each year, the project will include approximately 18 intersections.

Activities:

- Place counting equipment (Metro COG and City of Moorhead) at 18 intersections
- Provide video files to ATAC for processing
- ATAC will conduct QA/QC on data collected and processed.
- ATAC will provide data to City of Moorhead for use in traffic monitoring, corridor studies, and signal timing
- Project management and oversight

Products

Intersection turning movement counts

Completion Date

4th QTR 2022

300 Federal Transportation Planning Documentation

Objective:

To develop, research, and implement Federal transportation planning directives and regulations.

Assigned Staff Hours: 1,419 (2021) 2,107 (2022)

Previous Accomplishments:

- 2020-2023 Transportation Improvement Program
- 2021-2024 Transportation Improvement Program
- Implementation of Public Participation Plan
- Updated Title VI and Non-Discrimination Plan and Limited English Proficiency Plan
- Initiating a Congestion Management Process

- 2019-2020 UPWP and amendments
- Ensuring compliance with Federal and state rules and regulation

Figure 10.3 Activity Budget and Funding Source Split for Program Area 300

Funding Source	2021		2022		Total Activity Budget 2021-2022
	Percent	Amount	Percent	Amount	
CPG	80%	\$67,244	80%	\$99,365	\$166,609
Local	20%	\$16,811	20%	\$24,841	\$41,652
Total	100%	\$84,055	100%	\$124,207	\$208,262

301 Transportation Improvement Program (TIP)

Participant(s): Metro COG

Maintain and develop the Metro COG Transportation Improvement Program (TIP) to provide a program of Federal-aid transportation projects. Process and approve amendments as required. The TIP includes at least four fiscally-constrained years of programming and a prioritized listing of projects with a financial plan that will lead to project implementation. Metro COG coordinates with North Dakota and Minnesota Departments of Transportation to develop the TIP to be consistent with the North Dakota and Minnesota Statewide TIPs.

Activities:

- Development of the 2021 (2022-2025) and 2022 (2023-2026)TIPs
- Process TIP Amendments, as required
- Develop Annual List of Obligated Projects (ALOP) for 2021 and 2022

Products

Completion Date

2022 TIP	3rd QTR
2023 TIP	3rd QTR
TIP amendments	As required
Annual List of Obligated Projects	With each TIP

302 Unified Planning Work Program (UPWP) and Budget Maintenance and Reporting

Participant(s): Metro COG

In 2021 Metro COG will amend the UPWP and budget as required and in 2022 to reflect changes in the two-year UPWP and budget. An annual Indirect Rate will be developed in conjunction with staff accountant and North Dakota Department of Transportation. Maintenance of CPG agreements with MnDOT and NDDOT will be carried out. Metro COG will provide quarterly reports to NDDOT and MnDOT, and will develop and submit the annual report to MnDOT and NDDOT. Monthly reports will be prepared for the Policy Board.

Activities:

- Maintenance and update of the two-year UPWP
- Develop, process and approve UPWP amendments
- Coordination with NDDOT, MnDOT, FHWA and FTA on UPWP issues

- Monthly reports to the Metro COG Policy Board
- Quarterly Reports to NDDOT and MnDOT
- Development and distribution of the Annual Report.

Products

Completion Date

2021-2022 Updated UPWP / Amendments	On-going
2021-2022 Quarterly Reports to ND and MN DOTs	Quarterly
2021 Annual Report	1st Qtr
2022 Annual Report	1st Qtr
2021-2022 Monthly Reports to Policy Board	Monthly
2021-2022 Quarterly Reports to Policy Board	Quarterly

303 Public Participation

Participant(s): Metro COG

Public participation activities include coordination and facilitation of required program elements. Additionally, this category allows Metro COG to participate in informational and education events. These events or speaking opportunities are generally related to informing the public about the overarching mission of the Metropolitan Planning Organization (MPO). In other cases, these events may include specific opportunities for Metro COG staff to become better informed about local projects and activities that relate to transportation. This activity also includes the update and maintenance of the Metro COG Public Involvement Database and Reporting System.

The Public Participation Plan (PPP) outlines the many ways in which Metro COG engages the public, stakeholders, the media and the traditionally underserved populations in our transportation and community planning activities. The document needs to be updated in 2019. The focus of the update will be to strengthen our commitment to outreach efforts and to assure federal planning legislation requirements are being met. An update will also clarify some of the public notice requirements and make the document simpler to use as a reference.

Product(s):

Completion Date

- | | |
|---|--------------------------|
| • Updated Metro COG Public Participation Plan | 3 rd QTR 2021 |
| • Implementing the PPP | Ongoing |

304 Congestion Management Process

Participant(s): Metro COG

This effort consists of implementation of the CMP in Metro COG transportation planning efforts to improve the performance of the existing multimodal transportation systems, maximize safety and mobility of people and goods in the region, and identify specific measures to relieve recurring and non-recurring vehicle congestion. Data will be collected and used as needed. Implement recommendations to enhance metro area causes of recurring and non- recurring congestion and identify opportunities to relieve

it. Review projects in the TIP annually to identify opportunities to implement CMP recommendations.

Data may be purchased to review and assess congestion and incorporate it into the CMP.

Activities:

- Implementation of CMP recommendations
- Updating of Metro COG documents
- Annual analysis of CMP in the TIP
- Analysis of CMP in MTP and Performance Measures

Products

Implementation of CMP recommendations

Completion Date

On-going

**305 Federal and State Rules and Regulations
Compliance and Maintenance**

Participant(s): Metro COG

Update and maintain Metro COG documents, reports and procedures to be compliant with changes in federal legislation, FHWA/FTA policy, North Dakota Century Code, NDDOT and MnDOT and oversight agency policy. Develop policy statements in response to critical federal and state transportation regulations, programs, policies, or plans. Metro COG will participate in events and review documents prepared by these entities to ensure that programs adopted by Metro COG are being adequately reflected and addressed.

Activities:

- Participate in FTA Triennial Reviews of MATBUS
- NDDOT Mid-year reviews
- Federal Certification Review
- Implement Certification Review Action Plan for Metro COG's programs
- Update and maintenance of 3C Agreement
- Review and update of bi-state MOU

Products

Updated Documents

Certification Review

Mid-year FHWA/NDDOT reviews (2021-2022)

Completion Date

On-going

As required

2nd QTR

306 Civil Rights / Title VI / LEP/ Environment Justice

Participant(s): Metro COG

Ensure compliance with Metro COG's Title VI Policy, Environmental Justice Policy (EJ) and Limited English Proficiency (LEP) Policy by carrying out the programs which include maintaining the required documents and reports. Implementation of the Plans will be applied across all Metro COG programs. Monitor sub-recipient's compliance of Title VI requirements. Communicate civil rights activities to FHWA and FTA. Participate in regional equity forums to ensure that transportation is incorporated into broader

planning and equity initiatives. Maintain data and update annually the Environmental Justice areas for inclusion in the TIP, MTP and other documents and reports generated by Metro COG. Development, publication and distribution of the Annual Report of Title VI Activities.

Activities:

- Development of annual reports related to Title VI
- Maintaining database of related data

Products

Completion Date

2020 Annual Report on Title VI /LEP Activities	1 st QTR 2021
2021 Annual Report on Title VI /LEP Activities	1 st QTR 2022
2020 Annual report of Environmental Justice areas	1 st QTR 2021
2022 Annual report of Environmental Justice areas	1 st QTR 2022
Maintenance and update of Title VI, LEP and environmental justice plans	On-going

307 2040 and 2045 Metropolitan Transportation Plan (MTP)

Implementation and Maintenance

Participant(s): Metro COG

In 2021 and 2022 Metro COG will further the implementation of the adopted MTP entitled Metro Grow, the 2045 MTP. Implementation will be accomplished through the development and completion of smaller work tasks relevant to the surface transportation program for the FM Metropolitan area. Annually review the MTP in coordination with the TIP development process to ensure consistency between the MTP and projects seeking federal aid. Respond to early opportunities for input on environmental documents being prepared for projects moving toward final design and implementation; review these proposed projects to ensure consistency with adopted plans and with the TIP. Metro COG periodically reviews and assesses key elements of the MTP to ensure the document is still valid and consistent with local, state, and federal objectives and initiatives.

Activities:

- Amend the 2045 MTP as required
- Annual review of the TIP projects against the of goals and objectives of the 2045 MTP
- Respond to Solicitation of Views letters received for projects in the metropolitan planning area

Products

Completion Date

Implementation of the goals of the 2045 MTP	On-going
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308 US Census Coordination and Technical Assistance

Participant(s): Metro COG

Metro COG annually allocates resources to update GIS databases respective to Census data and ACS data. Certain census and ACS information is critical to aspects of

the overall transportation planning program; inclusive of tract, block group, and block level demographic and socioeconomic data that supports the travel demand model calibration process, amongst other program activities. Further, census data and associated demographic data establishes a starting point for development of the federal-aid urban area boundary and acts as baseline data for subsequent socioeconomic and demographic forecasts for the FM Metropolitan area. In 2019 and 2020, Metro COG assisted with 2020 Census related activities as well as maintained and updated the Environmental Justice Database based on Census and ACS data as necessary, and will continue to do so in 2021-2022. Metro COG will need to familiarize ourselves with the results of the 2020 census after various data sets become available. At this time, we will review our metropolitan planning area and urbanized area and respond to questions and requests for assistance from the Census Bureau. Metro COG will provide input aimed at improving our ability to carry out transportation planning and forecasting over the next 10 years.

Activities:

- Provide GIS assistance
- Review data as it becomes available
- Provide other technical assistance relative to census tracts and changes that have occurred in the metropolitan planning area over the past 10 years.

Products

Technical Assistance and review related to the 2020 Census

Completion Date

Ongoing

309 TMA Transition

Participant(s): Metro COG/NDDOT

Metro COG anticipates transitioning to a TMA in the fall of 2022 (onset of Federal FY 2023) based on the expected results of the 2020 census. Time spent in this program area will ensure that Metro COG is working towards and ready to meet the requirements of a TMA certification review.

Activities:

- Become familiar with regulations related to TMAs
- Document any further changes or efforts needed as a TMA as compared to an MPO
- Determine staffing and resources needed to carry out requirements
- Report to TTC, Executive Committee and Policy Board

Products

Preparation for TMA Certification

Completion Date

On-going

400 Technical Transportation Data & Analysis

Objective:

To conduct technical analysis of Metro COG's core responsibilities; implement and maintain the regional Metropolitan Transportation Plan; develop and update the Travel Demand Model; develop local and corridor-level planning studies; conduct Metro COG's traffic counting program; develop data reporting tools; integrate performance measurement; and support the activities recommended by the MTP.

Assigned Staff Hours: 2,221 (2021) 2,715 (2022)

Previous Accomplishments:

- 2018 Traffic Counting Program
- 2019 Metropolitan Profile
- Working toward Functional Classification Update
- Performance Measures
- Maintenance of the TDM

Figure 10.4 Activity Budget and Funding Source Split for Program Area 400

Funding Source	2021		2022		Total Activity Budget 2021-2022
	Percent	Amount	Percent	Amount	
CPG	80%	\$76,564.58	80%	\$100,324	\$176,888
Local	20%	\$19,141.14	20%	\$25,081	\$44,222
Total	100%	\$95,706	100%	\$125,405	\$221,110

401 Performance Measures

Metro COG adopted performance targets for PM1 (safety), PM 2 (pavement and bridge condition) and PM3 (travel reliability) in 2018, and review and report on data available in 2019 and 2020 relative to these targets. In addition, Metro COG will continue to coordinate with state and federal agencies to additional performance measurements that will be included in the Metropolitan Transportation Plan, Transportation Improvement Program and regional transportation planning activities.

Activities:

- Coordination efforts with NDDOT and MNDOT to develop additional performance measure targets and metrics consistent with federal legislation and guidance.
- Integrate performance measures and metrics into the Metro COG planning process
- Purchase or develop data to support performance measurement analysis and implementation
- Develop and adapt performance measures as required

Products
PM Reporting & Monitoring

Completion Date
Ongoing

402 Federal Functional Classification Update

Participant(s): Metro COG

Update, as necessary, the Federal Functional Classification (FFC) maps and database for Clay County in Minnesota and Cass County in North Dakota.

Activities:

- Processing of FFC change requests
- Generating draft FFC maps and database
- Tracking and recording FCC changes
- Submittal to the relevant DOT and FHWA for review, concurrence and approval
- Updating and producing FFC maps and related database

Products
Updated Minnesota and North Dakota FFC Maps (2020)
Continuous monitoring of FFC changes as they occur

Completion Date
1st Qtr
Ongoing

403 Travel Demand Model (TDM) Maintenance and Operation

Participant(s): Metro
COG/ATAC

Metro COG currently retains a Master Agreement with the Advanced Traffic Analysis Center (ATAC) for the development and management of the travel demand model for the FM Metropolitan area. This element is to maintain and refine the regional travel demand model to provide forecasts for studies and planning activities. Updates are in accordance of needs based on new planning studies, peer review or subsequent federal guidance.

Activities:

- TDM updates as required
- Master Agreement with the Advanced Traffic Analysis Center (ATAC)

Products
Updated Travel Demand Model, as needed

Completion Date
On-going

404 Freight and Goods Movement

Participant(s): Metro COG

Incorporate freight and goods movement into the regional planning process. Support private sector participation in the transportation planning process by working with local Chambers of Commerce and Economic Development Corporations, freight interests and representatives from other private transportation industries in reviewing

transportation plans and programs. Use the Freight Analysis Framework (FAF) and other publicly available data.

Activities:

- If needed, purchase data to conduct planning studies, analysis and modeling of freight and goods movement in the region
- Integration of Regional Freight Plan into the Metro COG planning process.
- Biannual meetings of the Regional Freight Committee.

Products

**Completion
Date**

2021 Biannual Regional Freight Committee (RFC) meetings	Quarterly
2022 Biannual Regional Freight Committee (RFC) meetings	Quarterly
Implementation of Freight Plan recommendations (2021 & 2022)	On-going

405 FM Metropolitan Profile

Participant(s): Metro COG

Annual update of the FM Metropolitan Profile with data collected as part of element 700. The Metropolitan Profile will also serve as a reporting tool for performance targets and measurement requirements of current and future federal transportation law.

Activities:

- Annual FM Metropolitan Profile development and approval

Products

Completion Date

2021 Annual Update to the FM Metropolitan Profile	2nd QTR
2022 Annual Update to the FM Metropolitan Profile	2nd QTR

406 Traffic Data Collection and Analysis

Participant(s): Metro COG

Collect, purchase and monitor local travel data, including detailed traffic count data (time of day, occupancy, vehicle classification, etc.) and speed and delay data, as available from local jurisdictions and other secondary sources. Develop factors to adjust traffic count data for seasonal and daily variation. Obtain data to review parameters for trip generation data, trip length, and vehicle occupancy for the regional travel model. Review and procure traffic counting and monitoring equipment as needed. Annually prepare such documentation as to graphically convey traffic trends.

Activities:

- Development of bi-annual traffic flow maps, traffic growth reports and intersection reports
- Ongoing collection, analysis and review of traffic count data
- Deployment, maintenance and purchase of traffic count equipment
- Origin-Destination studies

Products	Completion Date
Ongoing collection and processing of manual and automatic traffic data.	On-going
Updated traffic data database.	On-going
Preparation of Maps/Graphics	On-going

407 Metropolitan Transportation Technical Assistance

Participant(s): Metro COG

This work task provides Metro COG resources in both 2021 and 2022 to respond to requests for information and analysis regarding issues and items relative to the metropolitan transportation system.

Activities:

- Technical assistance (non-transit related) that may or may not be included in other UPWP work elements
- Respond to written or verbal requests for assistance from the public, local jurisdictions, local agencies, other MPOs/COGs, the media or any non-internal technical assistance.

Products	Completion Date
Technical Assistance	On-going

408 ITS/Traffic Operations Technical Assistance

Participant(s): Metro COG

Metro COG will continue to lead the effort regarding the integration/coordination of traffic signal operations within the FM Metropolitan area. Specific work includes continuation of coordination of exiting traffic operators regarding signal operations and maintenance metro wide. Maintain and update the Metro COG Regional ITS Architecture for the metro area as needed. Ensure that proposed ITS projects in the Metro COG Transportation Improvement Program are consistent with the Regional ITS Architecture. ATAC maintains the Regional ITS Architecture but is supplemented with staff efforts contained in this work element.

Activities:

- Facilitate quarterly Traffic Operations Working Group meetings
- Traffic operations technical assistance and coordination
- Annual review of TIP projects against the Regional ITS Architecture
- Annual updates to the Regional ITS Architecture and associated coordination with ATAC, NDDOT, and MNDOT.
- Maintain Metro COG Regional Intelligent Transportation System database

Products	Completion Date
2021 Quarterly Traffic Operations Committee (TOC) Meeting Facilitation	Quarterly
2022 Quarterly Traffic Operations Committee (TOC) Meeting Facilitation	Quarterly
Annual review and update of the Regional ITS Architecture	On-going
2021 Review of TIP projects against Architecture	3rd QTR
2022 Review of TIP projects against Architecture	3rd QTR

409 GIS Management, Mapping and Graphics

Participant(s): Metro COG

Metro COG maintains, updates, and manages a number of critical data sets that support the development and implementation of the 2019 MTP and its modal sub elements as well as various subarea studies and mapping needs. Additionally, on a cyclical basis, Metro COG updates 'base' metropolitan maps (i.e. federal-aid urban area, roadway functional classification, metropolitan traffic counts). This program area supports overall development and distribution of GIS data used by Metro COG as requested by the public, cognizant agencies or other interested persons. As part of this program area within the 2021-2022 UPWP, Metro COG will be working to establish a GIS page on Metro COG's website to establish a portal for dissemination of metropolitan-specific GIS data. This work task also provides Metro COG resources in both 2021 and 2022 to coordinate the Metropolitan Geographic Information System (GIS) Committee.

Activities:

- Gather GIS data from local jurisdictions and DOTs
- Maintain updated GIS database
- Coordinate the GIS Committee

Products

Technical Assistance

Completion Date

On-going

410 West Fargo Traffic Calming Study

Participant(s):

Metro COG/West Fargo

In recent years, the City of West Fargo has received complaints from residents in several neighborhoods about excessive traffic speeds along local residential or collector streets. Addressing these types of complaints can be time consuming and challenging, as several steps are needed to truly understand the issue before a potential solution can be identified. Once possible traffic calming techniques are identified, neighborhood engagement is needed to seek feedback on the desirability of various solutions. The relative cost of the traffic calming techniques being considered must also be identified, and funding sources must be identified. Working in collaboration with the City of West Fargo, Metro COG staff will carry out a study that examines up to six locations in West Fargo to:

1) Solidify intersections to be included:

- i. 2nd St E S of 32nd Ave
- ii. 15th Ave E between 6th and 9th street
- iii. 16th St E S of 13th Ave
- iv. 7th Street W between 15th and 19th Ave
- v. 10th St W S of 13th Ave

Additional possible locations to be considered include:

- vi. Bluestem Drive between 23rd Ave E and 32nd Ave E
- vii. 38th Ave W between 9th St W and Sheyenne

- viii. 11th ST W between 40th Ave W and 52nd Ave W
- ix. 47th Ave W between 9th St W and Sheyenne

- 2) Study and document the issue (i.e. the source of the complaints) through field visits, traffic counts, measurements, and examination of the street in the larger context of the surrounding roadway network,
- 3) Identify a complete menu of potential traffic calming solutions based on national literature (e.g. ITE, NACTO, etc) and document local examples of traffic calming techniques that have been implemented,
- 4) Narrow down the solutions to two or three that have the most applicability to each of the six locations,
- 5) Prepare planning level cost estimates based on local and national data regarding these approaches, with support from the City of West Fargo Engineering Department,
- 6) Engage neighborhood residents to seek input on the issues and to seek input on potential traffic calming methods,
- 7) Seek input from stakeholders, such as the West Fargo Public Works Department,
- 8) Prepare a written summary of each location, including graphics of potential techniques that could be applied, planning level cost estimates, and public and stakeholder input,
- 9) Present the draft document to the City of West Fargo,
- 10) Prepare final document.

Activities:

- Document existing conditions (data collection)
- Literature search to identify traffic calming techniques and their level of effectiveness
- Collaboration with the City of West Fargo Planning, Engineering and Public Works Departments,
- Public Engagement
- Preparation of graphics
- Preparation of document
- Presentation to City officials

Products

West Fargo Traffic Calming Study

Completion Date

4th QTR, 2021

411 Household and Job Assignments to TAZs for TDM

Participant(s): Metro COG

Based on the demographic projections for jurisdictions within the metropolitan area, Metro COG staff will work with local partners to determine locations of future job and household growth. 2050 growth projections and agreed upon interim growth scenarios will be documented in maps and spreadsheets, in a manner that will allow easy review by local partners, TTC and Policy Board as well as used by ATAC in the TDM.

Activities:

- Document existing conditions
- Identify opportunities and constraints to growth
- Identify agreed-upon density thresholds for different growth areas, based on local land use plans or input from local planners and engineers
- Verify for consistency with demographic projections
- Assign and map growth
- Document in written report or technical memorandum

Products

2050 and interim year assignment of job and HH growth by jurisdiction
Maps and Technical Memorandum

Completion Date

On-going

500 Transit Planning

Objective:

To coordinate with MATBUS, the regional transit provider, to further multimodal transportation.

Assigned Staff Hours:

336 (2021) 370 (2022)

Previous Accomplishments:

- MAT Coordinating Board Meetings
- Coordination and arrangements needed for purchase of transit routing software
- Furtherance of Transit Authority Model
- Technical assistance to MATBUS and on-going coordination

Figure 10.5 Activity Budget and Funding Source Split for Program Area 500

Funding Source	2021		2022		Total Activity Budget 2021-2022
	Percent	Amount	Percent	Amount	
CPG	80%	\$14,516	80%	\$17,517	\$32,033
Local	20%	\$3,629	20%	\$4,379	\$8,008
Total	100%	\$18,145	100%	\$21,897	\$40,041

501 Transit Technical Assistance

Participant(s): Metro COG

Provide data, technical analysis and coordination in support of short-range and long-range mass transit and para transit planning. This will include collaboration with MATBUS, MATBUS Coordinating Board committee members, para transit agencies, local governments, non-profit agencies, and other stakeholders in the transit planning process. Activities may include surveys or studies to gather transit ridership and travel behavior data. Includes coordination of activities related to coordinated public transit and human service agencies and FTA Section 5307 planning funding and efforts. Appendix H identifies those Sec. 5307 activities of the City of Fargo Transit Division and the City of Moorhead Transit Division, collectively known as MATBUS.

Activities:

- Staff assistance as required/requested

Products

Assistance as required.

Completion Date

On-going

502 MATBUS Coordinating Board

Participant(s): Metro COG

Provide staff support for the MATBUS Coordinating Board to assist in the coordination of transportation opportunities for the general public, elderly, disabled and economically disadvantaged.

Activities:

- Meeting facilitation and support
- Attend meetings

Products

2021 MATBUS Coordinating Meetings

2022 MATBUS Coordinating Meetings

Completion Date

Monthly

Monthly

600 Bicycle & Pedestrian Planning

Objective:

To provide staff support; monitor, collect and process data; participate in bicycle and pedestrian planning activities and implement objectives of the Metro COG Bicycle/Pedestrian Plan as well as participate in local planning efforts and committees.

Assigned Staff Hours:

990 (2021) 790 (2022)

Previous Accomplishments:

- Update to the Bicycle/Ped Plan
- Participation in Bike FM
- Conducted Bike Summit
- Annual bicycle and pedestrian counting program
- Bike & Ped subcommittee meetings
- Heartland Trail working group meetings and activities

Figure 10.6 Activity Budget and Funding Source Split for Program Area 600

Funding Source	2021		2022		Total Activity Budget 2021-2022
	Percent	Amount	Percent	Amount	
CPG	80%	\$34,905	80%	\$29,909	\$64,814
Local	20%	\$8,726	20%	\$7,477	\$16,204
Total	100%	\$43,631	100%	\$37,387	\$81,018

601 Bicycle-Pedestrian Activities and Technical Assistance

Participant(s): Metro COG

Participate in bicycle and pedestrian planning activities and support the implementation of Metro COG's Bicycle and Pedestrian Plan and the Complete Streets policy adopted by Metro COG in 2013. Respond to requests for information and smaller analyses regarding issues and items related to the metropolitan bicycle and pedestrian transportation system. This work activity also covers quarterly meetings of Metropolitan Bicycle and Pedestrian Committee.

Activities:

- Quarterly meetings of the Bicycle and Pedestrian Committee
- Implement Bike/Ped plan recommendations into the Metro COG planning activities
- Development, review and scoring of Transportation Alternative Program (TAP) applications
- Maintenance to and integration of changes and updates to the metropolitan Bike Map as necessary
- Implement recommendations of the Bike signage project
- Updates to the bike signage project
- Efforts to develop a phone app of the Bike Map
- Efforts related to Great Ride Bike Share program (possible expansion of program)

Products

Completion Date

2021 Bike/Ped Committee Meetings

Quarterly

2022 Bike/Ped Committee Meetings

Quarterly

602 Bicycle and Pedestrian Counts and Analysis

Participant(s): Metro COG

Metro COG maintains a bicycle and pedestrian count program. The program consists of manual counts performed annually at 14 locations and the maintenance/data collection of automated counters currently installed at 6 locations in the greater Fargo-Moorhead metro area. Within this UPWP, hours have been assigned to ensure the accuracy of collected data and to format the data for release to interested parties. Metro COG will work to make this information available to the local units of government (including MnDOT and NDDOT), private sector entities, and other interested persons.

Activities:

- Maintain automatic counters
- Collect, process and analyze bike/ped count data
- Maintain and update bike/ped count database
- Annual reports of bike/ped count data to NDDOT and MnDOT

Products**Completion
Date**

2021 Updated Bicycle and Pedestrian Counts Database	4th QTR
2021 Updated Bicycle and Pedestrian Counts Database	4th QTR
2021 Annual Report to MnDOT and NDDOT	4th QTR
2022 Annual Report to MnDOT and NDDOT	4th QTR
Collection and processing of manual and automatic bike and ped counts.	On-going

603 Heartland Trail Extension (Countywide Coordination & Corridor Study – Clay County Portion)**Participant(s):** Metro COG

The Heartland Trail is currently a 49-mile paved shared-use path that runs from Cass Lake, MN to Park Rapids, MN. In 2006 an extension of the Heartland Trail was legislatively authorized to extend west to the City of Moorhead — a distance of 85 to 100 miles. Metro COG will work with representatives from Clay County, including the cities of Hawley, Glyndon, Dilworth, Moorhead, the Mn DNR and other local agencies on a detailed study that would determine trail alignment, right-of-way needs, land ownership, and cost estimates. In addition, Metro COG will continue to work with Clay County Heartland Trail Advisory Committee to oversee Heartland Trail efforts through Clay County.

Activities:

- Request for Proposal development
- Consultant selection process
- Staff support and input into the Study

Products**Completion
Date**

Heartland Trail Advisory Committee and Committee Support	On-going
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604 Bicycle Safety Education**Participant(s):** Metro COG

Provide staff assistance in Streets Alive. Specific decisions relating to programming, funding, and other needs are developed in cooperation with the Metropolitan Bicycle and Pedestrian Committee and other interested parties. The need for activities that provide continued education and encouragement to use bicycling as a mode of transportation was identified in the 2016 Metropolitan Bicycle and Pedestrian Plan. The Metropolitan Bike Summit serves to advance key educational initiatives identified in the 2016 Plan. This program area covers only the internal resources to coordinate and organize the Metropolitan Bike Summit which is morphing into an organization with a safety education focus. Specific costs related to programming of the event are to be covered by local partnering agencies and would be outside of Metro COG's UPWP.

Activities:

- Staff assistance and activity facilitation and support

Products

2021 Activity facilitation and support.
2022 Activity facilitation and support.

**Completion
Date**

On-going
On-going

**603 Dilworth Glyndon Fleton School District Safe Routes
to School Plan**

Participant(s): Metro
COG/Cities of Dilworth and
Glyndon/DGF School
District

In 2020, DGF schools in Dilworth and Glyndon are undergoing renovations. Some of these renovations will change pedestrian, bicycle, and vehicular routes to school. This creates a situation where an SRTS Plan in late 2021 is an important next step in identifying necessary and desirable roadway and pedestrian facility improvements to improve pedestrian and bicycle safety.

Metro COG staff will work with the DGF School Districts and the Cities of Dilworth and Glyndon to complete the SRTS Plan in the latter half of 2021 and early 2022.

Activities:

- Project management
- Host monthly progress call updates
- Host Study Review Committee (SRC) meetings
- Existing conditions inventory and analysis with mapping
- Hold an Open House / host a table at the Back-to-School night at each school location
- Survey administration and instructions
- Survey results review
- Site investigations
- Circulation and challenges identification through tables and maps
- Recommendations tables and maps
- Project prioritization
- Suggest Safe Routes to School maps
- Funding opportunities
- Document development
- City of Dilworth Document presentation
- City of Glyndon Document presentation
- DGF School District Document presentation
- Metro COG TTC presentation
- Metro COG Policy Board presentation

Products
DGF SRTS Plan

Completion Date
2nd QTR 2022

700 Local Planning Assistance

Objective:

Knowing that land use and transportation are inexorably linked, Metro COG has created a program to assist local jurisdictions in planning efforts that may affect the regional transportation network. This includes assisting local jurisdictions with comprehensive planning efforts, educating communities on MPO goals, efforts, and initiatives, attendance at local planning commission meetings/commission meetings, and generally providing outreach to get communities involved in regional coordination.

Assigned Staff Hours: 356 (2021) 980 (2022)

Previous Accomplishments:

- Dilworth Comprehensive Plan
- Attendance at various local meetings
- Participation in Fargo Downtown Infocus Study
- Participation in Main Ave Corridor Study
- Participation in NP/Center Ave build alternative development
- Participation in Moorhead's downtown planning input events

Figure 10.7 Activity Budget and Funding Source Split for Program Area 700

Funding Source	2021		2022		Total Activity Budget 2021-2022
	Percent	Amount	Percent	Amount	
CPG	80%	\$16,608.10	80%	\$38,588	\$55,196
Local	20%	\$4,152.02	20%	\$9,647	\$13,799
Total	100%	\$20,760	100%	\$48,235	\$68,995

701 Agency Outreach

Participant(s): Metro COG

This task is to provide the opportunity for Metro COG staff to participate in local decision making, coordinating roadway construction projects, and educating jurisdictions on Metro COG goals and processes.

Activities

- Attendance at local planning commission meetings
- Attendance at local City Commission/Council meetings
- Education and Outreach efforts

Products
Local Outreach and Participation

Completion Date
Ongoing

702 Local Planning Assistance

Participant(s): Metro COG

This activity reflects the participation of Metro COG planners in local land use, transportation, comprehensive and other planning efforts in the metropolitan planning area. The intent of this participation is to instill sound transportation planning themes within local planning documents. Staff will also work with smaller jurisdictions that do not have the capabilities of carrying out long-range planning activities.

Activities

- Working with local units of government on long-range planning
- Development of local transportation initiatives that tie into regional efforts

Products

Local Planning Assistance

Completion Date

On-going

800 General Administration

Objective:

To provide for the efficient administration of Metro COG programs; compliance with federal, state and local regulations; administer human resources and benefits responsibilities; and reporting on activities of the agency. Estimated staff hours and budget for vacation, sick leave, holidays and other leave is included in the total assigned staff hours and budget for this category of the UPWP.

Assigned Staff Hours: 4,552 (2021) 4,745 (2022)

Previous Accomplishments:

- Multiple webinars and training sessions
- FHWA EDC5 Innovation Workshop
- MN APA Confence
- Office organization and maintenance
- Timesheet Preparation and Review
- Staff Meetings
- Quarterly Reports
- Preparation of Monthly Reimbursement Packets
- Review of Invoices
- Staff Evaluations

Figure 10.8 Activity Budget and Funding Source Split for Program Area 800

Funding Source	2021		2022		Total Activity Budget 2021-2022
	Percent	Amount	Percent	Amount	
CPG	80%	\$183,636.46	80%	\$202,809	\$386,445
Local	20%	\$45,909.11	20%	\$50,702	\$96,611
Total	100%	\$229,546	100%	\$253,511	\$483,056

801 General Administration, Management, IT, and Secretarial

Participant(s):

Metro COG

Administrative, management, information technology, or secretarial/office management tasks which are not attributable to specific transportation program aspects. This task includes human resources and personnel management, as well as other operational duties required to ensure efficient and functional operations of Metro COG. From an accounting perspective, this element of the work plan also includes holidays, vacation, sick leave and other types of leave identified in the Metro COG Personnel Manual.

Activities:

- Employee benefits administration (benefits, retirement, health and other insurance programs)
- Human resource activities (personnel reviews)
- Coordination with and oversight of Metro COG's contract accountant
- Annual audits
- Records management and retention
- General correspondence
- Timesheet preparation and review
- Initial contact (answering phone calls, staffing the front desk)
- Staff retention and recruitment efforts
- Maintenance of Metro COG Operations/Personnel Manual
- Preparation of and review of travel requests
- Preparation of Quarterly Reports
- Development of a QAQC Policy and Procedure and Implementation
- Weekly staff meetings and timesheet development and approval

Products

2021 Employee Benefits
2022 Employee Benefits

Completion Date

On-going
On-going

2020 Audit in 2021	2nd QTR
2021 Audit in 2022	2nd QTR
Staff Performance Evaluations	As required
QAQC Policy and Procedure	2nd QTR
Timesheets	Biweekly
Quarterly Report	Quarterly
Travel Requests	As-needed
Expense Reports	As-needed

802 Financial Budgeting and Tracking

Participant(s): Metro COG

This task is designed for the Executive Director and Administrative Assistant to review invoices, prepare and review NDDOT reimbursement submittals, and other such financial documents needed to administer the Metro COG program. This includes working with Metro COG's accountant on tracking time and expenses.

Activities

- Preparing NDDOT monthly reimbursement documentation
- Tracking Metro COG's Finances
- Preparation and processing of agency dues/invoices
- Evaluation of CPG balances
- Consult with NDDOT and MnDOT on financial and contractual obligations
- Review of invoices received from contractors and vendors
- Review of expense reports and credit card statements
- Tracking of project budgets
- Coordination with Metro COG's accountants and auditors

Products

Metro COG NDDOT Reimbursement Package
CPG Balance Tracking
NDDOT Grant Contract
MnDOT Grant Contract
Coordination with Accountant

Completion Date

Monthly
On-going
4th QTR
1st QTR
On-going

803 Professional Development, Education and Training

Participant(s): Metro COG

Attend and host relevant training courses, workshops, conferences, webinars, and other educational and professional development opportunities. Such opportunities may be provided by, but not limited to, the American Planning Association (APA), National Highway Institute (NHI), National transit Institute (NTI), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Institute of Transportation Engineers (ITE), North Dakota and Minnesota Departments of Transportation (NDDOT & MnDOT), and other such organizations and opportunities. This also includes attaining Certification Maintenance (CM) credits for staff with their AICP or other professional certifications.

Activities:

- Webinars, workshops, conferences and training sessions

Products

Training and educational opportunities

**Completion
Date**

On-going

900 Publications, Public Information and Communication

Objective:

To publicize Metro COG activities and accomplishments to Metro COG member jurisdictions, state and local officials, and the public. To provide transportation-related information and data to public and private sector representatives. To maintain contact databases and inventories of media resources and agency contact information.

Assigned Staff Hours:

230 (2021) 273 (2022)

Previous Accomplishments:

- Published Metro COG Annual Report.
- Provided information related to transportation planning to the public, including traffic counts and forecasts, TIP, TDP and the MTP.
- Retrieve recent and past studies and maps in response to requests from the public.
- Developed new Metro COG website in 2018
- Updated Metro COG Webpages and Social Media
- Ongoing maintenance of website and social media

Figure 10.9 Activity Budget and Funding Source Split for Program Area 900

Funding Source	2021		2022		Total Activity Budget 2021-2022
	Percent	Amount	Percent	Amount	
CPG	80%	\$7,974.65	80%	\$9,823	\$17,797
Local	20%	\$1,993.66	20%	\$2,456	\$4,449
Total	100%	\$9,968	100%	\$12,278	\$22,246

901 Metro COG Newsletter

Participant(s): Metro COG

Develop, produce and disseminate at least one issue of the Metro COG newsletter, both hard copy and electronic copies sent to interested individuals and posted on the Metro COG website. Metro Connection is sent to local units of government, cognizant agencies, the general public, interested persons, community stakeholders, and other targeted interest groups. The newsletter is intended to provide an introduction and outline of project updates while also disseminating important information to the public and interested parties. Distribution of Metro Connection is timed to allow for notifications regarding key public involvement opportunities for Metro COG programs and projects, including the TIP and MTP development.

Activities:

- Develop newsletter content and final copy
- Post on Metro COG website and publish
- Distribute hard copy and/or email versions

Products

2021 Metro COG Newsletter
2022 Metro COG Newsletter

**Completion
Date**

Quarterly
Quarterly

902 Website and Social Media**Participant(s):** Metro COG

This work activity includes the necessary resources for Metro COG to accurately and efficiently maintain and manage its website (www.fmmetrocog.org) and social media accounts. The Metro COG website is the primary tool in implementing the current PPP. Metro COG posts all relevant program materials on its website and uses the website to directly notify stakeholders and interested persons about public input and involvement opportunities. Additionally, Metro COG utilizes the website to post project and study specific information and other surface transportation-related information.

This activity also includes maintaining project level or task-specific websites managed by Metro COG.

Activities:

- Post information to website and social media accounts as required
- Maintain BikeFM.org website
- Maintain and monitor Metro COG website
- Maintain and monitor social media accounts
- Respond, as required, to requests generated from social media interactions

Products

2021 Updated Metro COG website and Social Media platforms
2022 Updated Metro COG website and Social Media platforms

**Completion
Date**

On-going
On-going

1000 Community Planning and Technical Assistance

Objective:

To provide technical planning assistance to local jurisdictions and perform various contracted planning functions to be funded entirely with funding provided by local jurisdictions.

Assigned Staff Hours:

1,604 (2021) 134 (2022)

Previous Accomplishments:

- Dilworth Comprehensive and Transportation Plan
- Casselton Comprehensive and Transportation Plan
- Food Systems Advisory Commission support

Figure 10.10 Activity Budget and Funding Source Split for Program Area 1000

Funding Source	2021		2022		Total Activity Budget 2021-2022
	Percent	Amount	Percent	Amount	
CPG	80%	\$57,121.16	80%	\$8,486	\$65,607
Local	20%	\$14,280.29	20%	\$2,122	\$16,402
Total	100%	\$71,401	100%	\$10,608	\$82,009

1001 Cass-Clay Food Systems Advisory Commission**Participant(s):** Metro
COG/CCFSAC

Metro COG will provide administrative and technical assistance to the Cass-Clay Food Systems Initiative (CCFSI) Food Systems Advisory Commission (created by a joint powers agreement). Metro COG will serve to coordinate the functions of the commission. As part of its work on the joint powers board, Metro COG will assist and facilitate in commission proceedings, provide technical assistance, collect local, regional or national data, and serve to coordinate food systems planning issues among related stakeholders, etc.

Activities:

- Support to Food Commission during Covid19 pandemic, when frequent information was provided in writing and on social media, including Facebook Live presentations, to inform people with reduced income about resources for food security.
- Regional Food Commission meeting facilitation and staff supportTravel time to meetings
- Presentations and information exchanges
- Attend conferences and training sessions

Products**Completion
Date**

2021 Regional Food Commission Support
2022 Regional Food Commission Support

On-going
On-going

**1002 Clay County Comprehensive Plan (2021)
(CARRYOVER)****Participant(s):** Metro
COG/Clay County

Update Clay County Comprehensive Plan based on an agreed upon scope of work. Carry out public engagement and stakeholder involvement. Clay County will

supplement with approximately \$18,000 to \$20,000 of local funds to allow Metro COG staff to fully address elements of the plan that are ineligible for use of CPG funds.

Activities:

- Data Collection and Mapping
- Draft Chapter and Final Draft development
- Study Review Committee Meetings
- Travel time to meetings
- Public Engagement, presentations and information exchanges

Products

**Completion
Date**

Clay County Comprehensive Plan Update

4th QTR 2019

Summary

Estimates of staff hours for 2021 and 2022 are shown in Figures 10.11 and 10.12 on the following pages. Estimates for 2021 are more refined due to a higher level of project clarity. As more details become clear for the 2022 work program, staff hours will be refined.

	Figure 10.11 2021 Metro COG UPWP Amendment #5 Staff Hourly Estimates	Total Cost	Total Hours	Executive Director	Senior Planner	Transp. Planner	C/T Analyst	Assistant Planner (1)	Assistant Planner (2)	Exec. Asst.	Intern
				87.98	59.64	50.64	44.27	46.00	37.27	32.98	16.48
100	Policy and Administrative Forums	\$62,823.70	1175	310	110	90	120	90	90	340	25
101	Metro COG Policy Board	\$20,241.50	405	80	40	30	40	30	30	150	5
102	Metro COG Executive Committee	\$7,890.00	125	70	0	0	0	0	0	50	5
103	Transportation Technical Committee (TTC)	\$20,076.50	405	80	40	30	40	30	30	140	15
104	Federal, State, and Local Committee Meetings	\$14,815.70	240	80	30	30	40	30	30	0	0
200	Contracted Planning Services	\$120,526.83	2223	244	649	680	80	225	305	0	40
201	MATBUS Transit Development Plan (TDP) (carryover)	\$5,203.60	90	10	60	0	0	0	20	0	0
202	Veterans Boulevard Corridor Extension Study (carryover)	\$5,625.20	100	20	0	40	0	40	0	0	0
203	Moorhead 17th Street Corridor Study (carryover)	\$3,801.12	74	4	10	20	0	40	0	0	0
204	Dynamic Traffic Assignment Model (carryover)	\$1,982.60	30	10	10	10	0	0	0	0	0
205	Intersection Traffic Data Reporting (carryover)	\$506.40	10	0	0	10	0	0	0	0	0
206	Moorhead Intersection Traffic Data Collection (carryover)	\$1,006.80	30	0	0	15	0	0	0	0	15
207	Advanced Traffic Assignment Performance Measurement (carryover)	\$759.60	15	0	0	15	0	0	0	0	0
208	NDSU ATAC Participation (TDM Model Development)	\$2,534.00	40	10	15	15	0	0	0	0	0
209	Household & Job Data Purchase for Update of TDM	\$8,021.80	150	10	60	20	20	20	20	0	0
210	Assistance with Review/Adjustments to HH and Job Data (ATAC)	\$596.40	10	0	10	0	0	0	0	0	0
211	Traffic and Freight Counting Program	\$6,272.80	120	10	10	80	0	0	20	0	0
212	Bicycle and Pedestrian Plan Update	\$19,327.00	410	10	10	240	20	20	100	0	10
213	DTA Analysis of Select Locations (ATAC)	\$4,409.88	79	10	24	25	0	10	10	0	0
214	Interstate Operations Analysis	\$28,562.40	440	120	200	120	0	0	0	0	0
215	Moorhead Intersection Traffic Data Collection	\$2,002.65	55	0	0	10	0	15	15	0	15
216	Fargo Transportation Plan	\$20,813.00	380	20	240	20	0	0	100	0	0
217	Red River Greenway Study	\$9,101.60	190	10	0	40	40	80	20	0	0
300	Federal Transportation Planning Documentation	\$84,055.06	1419	374	205	84	164	494	114	4	80
301	Transportation Improvement Program (TIP)	\$24,354.42	524	4	60	10	10	400	20	0	20
302	Unified Planning Work Program (UPWP)	\$19,633.44	240	200	20	4	4	4	4	4	0
303	Public Participation	\$13,691.20	280	40	40	40	40	40	40	0	40
304	Congestion Management Process	\$5,904.80	0	40	40	0	0	0	0	0	0
305	Federal and State Rules and Regulations Compliance and Maintenance	\$4,876.80	70	40	20	0	0	0	0	0	10
306	Civil Rights / Title VI / LEP/ Environment Justice	\$6,184.60	95	40	15	0	40	0	0	0	0
307	2040 and 2045 LRTP Implementation	\$3,258.00	60	10	10	10	10	10	10	0	0
308	2020 Census Coordination and Technical Assistance	\$6,151.80	150	0	0	0	60	40	40	0	10
400	Technical Transportation Data & Analysis	\$95,705.72	2221	60	310	320	115	375	781	0	260
401	Performance Measures	\$6,401.50	125	15	40	0	0	10	60	0	0
402	Federal Functional Classification Update	\$5,696.80	140	0	40	0	0	0	80	0	20
403	Travel Demand Model (TDM) maintenance and Operation	\$4,464.90	70	15	40	15	0	0	0	0	0
404	Freight and Goods Movement	\$3,865.50	80	0	20	15	15	15	15	0	0
405	FM Metropolitan Profile	\$11,415.30	290	10	40	0	10	20	160	0	50
406	Metropolitan Traffic Counting Program	\$9,211.60	220	0	40	80	0	10	40	0	50
407	Metropolitan Technical Assistance	\$12,418.20	250	10	40	80	40	40	40	0	0
408	ITS/Traffic Operations Technical Assistance	\$2,025.60	40	0	0	40	0	0	0	0	0
409	GIS	\$13,050.42	346	0	10	10	40	40	206	0	40
410	West Fargo Traffic Calming Study	\$27,155.90	660	10	40	80	10	240	180	0	100
411	Household & Job Assignments to TAZs to TDM	\$0.00	0	0	0	0	0	0	0	0	0
500	Transit Planning	\$18,144.64	336	0	266	0	0	10	40	0	20
501	Transit Technical Assistance	\$15,013.64	276	0	226	0	0	10	20	0	20
502	MAT Coordinating Board	\$3,131.00	60	0	40	0	0	0	20	0	0
600	Bicycle & Pedestrian Planning	\$43,631.00	990	0	20	480	10	220	150	10	100
601	Bicycle-Pedestrian Activities and Technical Assistance	\$11,460.10	250	0	0	160	10	40	20	0	20
602	Bicycle and Pedestrian Counts and Analysis	\$8,047.40	200	0	10	80	0	20	40	10	40
603	Heartland Trail Extension (Countywide Coordination & Corridor Study)	\$4,423.90	90	0	0	80	0	0	10	0	0
604	Bicycle Safety Education	\$4,796.60	100	0	0	80	0	0	20	0	0
605	DGF School District Safe Routes to School Plan	\$14,903.00	350	0	10	80	0	160	60	0	40
700	Local Planning Assistance	\$20,760.12	356	90	60	20	126	50	10	0	0
701	Agency Outreach	\$11,830.42	176	80	30	10	46	10	0	0	0
702	Local Planning Assistance	\$8,929.70	180	10	30	10	80	40	10	0	0
800	General Administration	\$229,545.57	4551.5	961.5	380	380	380	380	380	1620	70
801	General Administration, Management, IT, Secretarial and Leave Time	\$110,030.40	2316	476	116	116	116	116	116	1200	60
	Leave Time (holiday - 80, estimated vacation - 80, estimated sick 40)	\$73,191.12	1426	204	204	204	204	204	204	204	0
802	Financial Budgeting and Tracking	\$24,632.45	377.5	221.5	0	0	0	0	0	156	
803	Professional Development, Education and Training	\$21,691.60	430	60	60	60	60	60	60	60	10
900	Publications, Public Information and Communication	\$9,968.31	229.5	10.5	30	8	50	21	10	100	0
901	Metro COG Newsletter	\$1,236.79	20.5	0.5	20	0	0	0	0	0	
902	Website and Social Media	\$8,731.52	209	10	10	8	50	21	10	100	
1000	Community Planning and Technical Assistance	\$71,401.45	1604	30	50	38	1035	215	200	6	30
1001	Cass - Clay Food Systems Advisory Commission	\$6,141.25	145	0	0	0	135	0	0	0	10
1002	Clay County Comprehensive Plan	\$65,260.20	1459	30	50	38	900	215	200	6	20
	Total	\$756,562.40	15105	2080	2080	2080	2080	2080	2080	2080	625

	Figure 10.12 2022 Metro COG UPWP Amendment #5 Staff Hourly Estimates	Total Cost	Total Hours	Executive Director	Senior Planner	Transp. Planner	C /T Analyst	Assistant Planner (1)	Assistant Planner (2)	Exec. Asst.	Intern
				92.30	62.73	52.46	46.38	48.76	43.15	34.27	17.43
100	Policy and Administrative Forums	\$65,898.30	1160	310	110	90	120	90	90	340	10
101	Metro COG Policy Board	\$21,220.00	400	80	40	30	40	30	30	150	0
102	Metro COG Executive Committee	\$8,174.50	120	70	0	0	0	0	0	50	0
103	Transportation Technical Committee (TTC)	\$21,051.80	400	80	40	30	40	30	30	140	10
104	Federal, State, and Local Committee Meetings	\$15,452.20	240	80	30	30	40	30	30	0	0
200	Contracted Planning Services	\$102,408.96	1846	140	450	636	210	220	160	0	30
214	Interstate Operations Analysis (continued)	\$23,433.50	370	80	100	160	10	10	10	0	0
217	Red River Greenway Study	\$21,122.20	410	10	80	20	20	200	80	0	0
218	NDSU ATAC Annual Participation (TDM Model Dev)	\$3,166.80	60	0	20	20	0	0	20	0	0
219	Dynamic Traffic Assignment Analyses (ATAC)	\$3,956.80	60	10	40	10	0	0	0	0	0
220	Irs Update (ATAC)	\$15,262.60	270	10	80	160	20	0	0	0	0
221	Demographic Forecast Update	\$10,441.50	200	10	40	10	120	10	10	0	0
222	Travel Demand Model Update (ATAC)	\$7,924.86	136	10	50	56	20	0	0	0	0
223	TH 10 Corridor Study through Dilworth	\$15,528.60	290	10	40	180	20	0	40	0	0
224	Moorhead Intersection Data Collection (2022)	\$1,572.10	50	0	0	20	0	0	0	0	30
300	Federal Transportation Planning Documentation	\$124,206.58	2,107	446	426	75	240	530	325	15	50
301	Transportation Improvement Program (TIP)	\$31,913.80	650	10	80	10	10	300	240	0	0
302	Unified Planning Work Program (UPWP)	\$22,592.10	260	200	30	10	10	10	10	10	0
303	Public Participation	\$12,138.90	246	16	40	40	40	40	40	0	30
304	Congestion Management Process	\$8,289.08	146	10	56	0	20	60	0	0	0
305	Federal and State Rules and Regulations Compliance and Maintenance	\$4,703.10	70	20	30	0	0	20	0	0	0
306	Civil Rights / Title VI / LEP/ Environment Justice	\$7,444.30	145	10	10	5	50	60	5	5	0
307	2045 LRTP Implementation	\$3,457.80	60	10	10	10	10	10	10	0	0
308	2020 Census Coordination and Technical Assistance	\$3,107.50	60	10	10	0	10	10	10	0	10
309	TMA Transition	\$30,560.00	450	160	160	0	90	20	10	0	10
400	Technical Transportation Data & Analysis	\$125,404.55	2715	40	260	345	430	585	795	0	260
401	Performance Measures	\$10,990.20	190	20	80	20	0	10	60	0	0
402	Federal Functional Classification Update	\$3,777.70	85	0	20	25	0	0	20	0	20
403	Travel Demand Model (TDM) maintenance and Operation	\$5,556.10	110	0	10	40	40	20	0	0	0
404	Freight and Goods Movement	\$5,734.80	120	0	20	80	20	0	0	0	0
405	FM Metropolitan Profile	\$11,877.70	310	0	10	20	20	20	160	0	80
406	Metropolitan Traffic Counting Program	\$7,920.00	200	0	80	10	10	40	40	0	80
407	Metropolitan Technical Assistance	\$10,139.20	200	0	40	40	40	40	40	0	0
408	ITS/Traffic Operations Technical Assistance	\$6,905.60	140	0	60	60	20	0	0	0	0
409	GIS	\$16,976.00	410	0	20	20	60	10	240	0	60
410	West Fargo Traffic Calming Study	\$0.00	0	0	0	0	0	0	0	0	0
411	Household and Job Assignments to for TDM	\$45,527.25	950	20	80	20	120	435	235	0	40
500	Transit Planning	\$21,896.70	370	0	280	0	0	80	10	0	0
501	Transit Technical Assistance	\$14,496.40	240	0	200	0	0	40	0	0	0
502	MAT Coordinating Board	\$7,400.30	130	0	80	0	0	40	10	0	0
600	Bicycle & Pedestrian Planning	\$37,386.80	790	0	20	460	20	110	100	0	80
601	Bicycle-Pedestrian Activities and Technical Assistance	\$10,970.20	230	0	0	140	10	40	20	0	20
602	Bicycle and Pedestrian Counts and Analysis	\$6,708.40	160	0	0	80	10	10	20	0	40
603	Heartland Trail Extension (Countywide Coordination & Corridor Study)	\$5,982.90	110	0	20	80	0	0	10	0	0
604	Bicycle Safety Education	\$4,628.30	90	0	0	80	0	0	10	0	0
605	Dilworth Glyndon Fleton SRTS Plan	\$9,197.00	200	0	0	80	0	60	40	0	20
700	Local Planning Assistance	\$48,234.90	980	90	120	80	400	40	130	0	120
701	Agency Outreach	\$23,317.30	430	80	80	40	100	20	50	0	60
703	Local Planning Assistance	\$24,917.60	550	10	40	40	300	20	80	0	60
800	General Administration	\$253,510.65	4735	1044	404	384	384	384	384	1665	86
801	General Administration, Management, IT, Secretarial and Leave Time	\$129,071.57	2531	580	120	120	120	120	120	1281	70
	Leave Time (holiday - 84, est. vacation - 80, estimated sick - 40)	\$77,530.20	1428	204	204	204	204	204	204	204	0
802	Financial Budgeting and Tracking	\$23,827.00	340	200	20	0	0	0	0	120	0
803	Professional Development, Education and Training	\$23,081.88	436	60	60	60	60	60	60	60	16
900	Publications, Public Information and Communication	\$12,276.14	273	10	10	10	86	41	46	60	10
901	Metro COG Newsletter	\$6,130.35	121	10	10	10	50	10	21	10	0
902	Website and Social Media	\$6,147.78	152	0	0	0	36	31	25	50	10
1000	Community Planning and Technical Assistance	\$10,607.92	234	0	0	0	190	0	40	0	4
1001	Cass - Clay Food Systems Advisory Commission	\$5,969.92	134	0	0	0	90	0	40	0	4
	To be determined - local planning project	\$4,639.00	100	0	0	0	100	0	0	0	0
Total		\$801,833.50	15210	2080	2080	2080	2080	2080	2080	2080	650

METRO COG POLICY BOARD (AS OF SEPTEMBER 2020)
Voting Members

Duane Breitling	Cass County, North Dakota – County Commission
Dave Fenelon (VC)	City of Horace, North Dakota – City Council
Tony Gehrig	City of Fargo, North Dakota – City Commission
Amanda George	City of West Fargo, North Dakota – City Commission
John Gunkelman	City of Fargo, North Dakota – Planning Commission
Chuck Hendrickson	City of Moorhead, Minnesota – City Council
Steve Jesme	City of Dilworth, Minnesota – City Council
Johnathan Judd	City of Moorhead, Minnesota – City Council (Mayor)
Jenny Mongeau	Clay County, Minnesota – County Commission
Brad Olson (C)	City of West Fargo, North Dakota – City Commission
Dave Piepkorn	City of Fargo, North Dakota – City Commission
Alette Preston	City of Fargo, North Dakota – City Commission
Rocky Schneider	City of Fargo, North Dakota – Planning Commission
John Strand	City of Fargo, North Dakota – City Commission
Maranda Tasa	City of Fargo, North Dakota – Planning Commission
Sara Watson Curry	City of Moorhead, Minnesota – City Council
*(C) Chair and (VC) Vice Chair	

ASSOCIATE MEMBERS

Charlie Francis	City of Casselton, North Dakota – City Council
Ben Gunkelman	City of Hawley, North Dakota – City Council
Kevin Odegard	Mapleton, North Dakota – City Council
David Owings	City of Glyndon, Minnesota – City Council
Michael Rietz	City of Barnesville, Minnesota – City Administrator
Richard Sundberg	City of Harwood, North Dakota – City Council

EX-OFFICIO MEMBERS

Bob Walton	North Dakota Dept. of Transportation – Fargo District Engineer
Shiloh Wahl	Minnesota Dept. of Transportation – District 4 Engineer

VOTING AND ASSOCIATE MEMBER ALTERNATES

Wendy Affield	City of Glyndon, Minnesota – City Clerk/Treasurer
Lee Anderson	City of Casselton, North Dakota – Mayor
Chris Brungardt	City of West Fargo, North Dakota – Public Works
Casey Eggermont	City of Harwood, North Dakota – City Auditor
Jim Haney	Clay County, Minnesota – County Commission
Cecil Johnson	City of Glyndon, Minnesota – Mayor
Chelsey Johnson	City of Horace, North Dakota – City Councilmember
Karen Lauer	City of Barnesville, Minnesota – Economic Development Authority
Barry Lund	City of Mapleton, North Dakota – Mayor
Chad Olson	City of Dilworth, Minnesota – Mayor
Chad Peterson	Cass County, North Dakota – County Commissioner
Stacey Reidberger	City of Hawley, Minnesota – City Councilmember
Scott Stofferahn	City of Fargo, North Dakota – Planning Commissioner
Timothy Stone	City of Moorhead, Minnesota – City Councilmember

Appendix B. Policy Board and Transportation Technical Committee Meeting Schedules

Transportation Technical Committee (as of Sept. 2020)

Jonathan Atkins	<i>City of Moorhead, City Traffic Engineer</i>
Jason Benson	<i>Cass County, North Dakota Public Works Department</i>
Julie Bommelman	<i>City of Fargo, North Dakota Transit (MATBUS)</i>
Matthew Jacobson	<i>Clay County Planning Director</i>
Kristen Sperry	<i>Federal Highway Administration (Ex-Officio)</i>
Jeremy Gorden (VC)	<i>City of Fargo, North Dakota Engineering Department</i>
Cindy Gray (C)	<i>Fargo-Moorhead Metropolitan Council of Governments</i>
Robin Huston	<i>City of Moorhead City Planning and Zoning</i>
Kim Lipetzky	<i>Bicycle - Pedestrian Committee Representative</i>
Jaclynn Maahs	<i>Minnesota University Representative</i>
Aaron Nelson	<i>City of Fargo, Planning Department</i>
Grace Puppe	<i>Cass County Planning Department</i>
Joe Raso	<i>Greater Fargo-Moorhead Economic Development Foundation</i>
Mary Safgren	<i>Minnesota Department of Transportation District 4</i>
Russ Sahr	<i>City of Horace, Planning Department</i>
Tim Solberg	<i>City of West Fargo, Planning Department</i>
Justin Sorum	<i>Clay County, Minnesota County Engineering Department</i>
Brit Stevens	<i>North Dakota University Representative</i>
Peyton Mastera	<i>City of Dilworth, Minnesota</i>
Ranae Tunison	<i>Federal Transit Administration (Ex-Officio)</i>
Lori Van Beek	<i>City of Moorhead, Minnesota Moorhead Transit (MATBUS)</i>
Mark Wolter	<i>Freight Committee Representative</i>
Andrew Wrucke	<i>City of West Fargo, Engineering Department</i>
Wayne Zacher	<i>North Dakota Department of Transportation</i>

note: C = Chair, VC= Vice Chair

Metro COG Staff

Cynthia Gray	<i>Executive Director</i>
Michael Maddox	<i>Senior Transportation Planner</i>
Dan Farnsworth	<i>Transportation Planner</i>
Adam Altenburg	<i>Community and Transportation Analyst</i>
Luke Champa	<i>Assistant Planner</i>
Ari Del Rosario	<i>Assistant Planner</i>
Savanna Leach	<i>Executive Assistant</i>
Amy Kronbeck	<i>Intern</i>

Appendix B.

Policy Board and Transportation Technical Committee Meeting Schedules

2021		2022	
Transportation Technical Committee	Metro COG Policy Board	Transportation Technical Committee	Metro COG Policy Board
January 14, 2021	January 21, 2021	January 13, 2022	January 20, 2022
February 11, 2021	February 18, 2021	February 10, 2022	February 17, 2022
March 11, 2021	March 18, 2021	March 10, 2022	March 17, 2022
April 8, 2021	April 15, 2021	April 14, 2022	April 21, 2022
May 13, 2021	May 20, 2021	May 12, 2022	May 19, 2022
June 10, 2021	June 17, 2021	June 9, 2022	June 16, 2022
July 8, 2021	July 15, 2021	July 14, 2022	July 21, 2022
August 12, 2021	August 19, 2021	August 11, 2022	August 19, 2022
September 9, 2021	September 16, 2021	September 8, 2022	September 15, 2022
October 14, 2021	October 21, 2021	October 13, 2022	October 20, 2022
November 11, 2021	November 18, 2021	November 10, 2022	November 17, 2022
December 9, 2021	December 16, 2021	December 8, 2022	December 15, 2022

Metro COG Policy Board meetings are generally held at 4:00pm (CST). Transportation Technical Committee meetings are generally held at 10:00am (CST). Both meetings are generally held at the Metro COG offices:

FM Metro COG
Case Plaza, Suite 232
1 – 2nd Street North
Fargo, North Dakota 58102-4807

Meeting agenda packets are posted to the Metro COG website: www.fmmetrocog.org and are available at the Metro COG offices one week in advance of the meetings.

Appendix C. Notice of 2016 Planning Emphasis Areas Letter



U.S. Department
of Transportation

Federal Highway
Administration
Federal Transit
Administration

1200 New Jersey Avenue, SE.
Washington, DC 20590

March 18, 2015

In Reply Refer To: HEPP-1/TPE-1

Attention: Executive Directors of Metropolitan Planning Organizations

In 2014, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) sent a letter to the Executive Directors of the Metropolitan Planning Organizations (MPO) and the heads of the State Departments of Transportation (State DOT) encouraging you to give priority to the following emphasis areas in your updated unified planning work programs (UPWP) and statewide planning and research programs: MAP-21 Implementation, Regional Models of Cooperation, and Ladders of Opportunity. These three priorities are included in Secretary Foxx's strategic objectives for the Surface Transportation Program. We are requesting State DOTs and MPOs reiterate and emphasize these planning emphasis areas in their respective planning work programs for Fiscal Year 2016. We are also directing our FHWA and FTA field offices to continue to work with you and your organizations to identify tasks that advance these U.S. Department of Transportation priorities.

MAP-21 Implementation

Transition to Performance-based Planning and Programming – We encourage State DOTs and MPOs to further develop their performance management approach to transportation planning and programming. Performance-based planning and programming includes using transportation performance measures, setting targets, reporting performance, and programming transportation investments directed toward the achievement of transportation system performance outcomes. Appropriate UPWP work tasks could include working with local planning partners to identify how to implement performance-based planning provisions such as collecting performance data, selecting and reporting performance targets for the metropolitan area, and reporting actual system performance related to those targets. The MPOs might also explore the option to use scenario planning to develop their metropolitan transportation plan. We encourage you to use the following resources to help develop your approach: [Performance Based Planning and Programming Guidebook](#), [Model Long Range Transportation Plans Guidebook](#), and [Small Metropolitan Areas: Performance Based Planning](#).

Regional Models of Cooperation

Ensure a Regional Approach to Transportation Planning by Promoting Cooperation and Coordination across Transit Agency, MPO and State Boundaries – To improve the effectiveness of transportation decisionmaking, we encourage State DOTs, MPOs, and providers of public transportation to think beyond traditional borders and adopt a coordinated approach to transportation planning. A coordinated approach supports common goals and capitalizes on opportunities related to project delivery, congestion management, safety, freight, livability, and

2

commerce across boundaries. Improved multi-jurisdictional coordination by State DOTs, MPOs, providers of public transportation, and rural planning organizations (RPO) can reduce project delivery times and enhance the efficient use of resources, particularly in urbanized areas that are served by multiple MPOs. The MPOs can revisit their metropolitan area planning agreements to ensure that there are effective processes for cross-jurisdictional communication among State DOTs, MPOs, and providers of public transportation to improve collaboration, policy implementation, technology use, and performance management. State DOTs and MPOs can explore the opportunity to partner with RPOs to conduct transportation planning in nonmetropolitan areas. We encourage you to visit FHWA's [Regional Models of Cooperation](#) and [Every Day Counts Initiative](#) Webpages for more information.

Ladders of Opportunity

Access to Essential Services – We encourage State DOTs, MPOs, and providers of public transportation, as part of the transportation planning process, to identify transportation connectivity gaps in accessing essential services. Essential services include employment, health care, schools/education, and recreation. Suggested UPWP work tasks include developing and implementing analytical methods to identify gaps in the connectivity of the transportation system and developing infrastructure and operational solutions that provide the public, especially the traditionally underserved populations, with adequate access to essential services. Other effective work tasks could include: evaluating the effectiveness of public participation plans for engaging transportation disadvantaged communities in the transportation decisionmaking process; updating the Section 5310 Coordinated Human Service Public Transportation Plans; assessing the safety and condition of pedestrian and bicycle facilities; and evaluating compliance with Americans with Disabilities Act, particularly around schools, concentrations of disadvantaged populations, social services, medical, and transit facilities.

Sincerely yours,

Gregory G. Nadeau
Deputy Administrator
Federal Highway Administration

Therese W. McMillan
Acting Administrator
Federal Transit Administration

Appendix D. Documentation of Local Match

2021 and 2022 jurisdiction dues and project-specific responsibilities, as presented, were originally approved June, 2020 as part of the 2021-2022 Metro COG Budget. Each jurisdiction was provided written documentation of the approved local match following Policy Board approval.

The following table shows Metro COG's updated operations and overhead, and breakout between Federal and local funding for 2021.

Jurisdiction Operations Dues Summary - 2021 Budget

Dues and Local Match on Contracted Planning Projects	Participating Jurisdictions	Jurisdiction								Total Cost Split Between Jurisdictions
		Cass Co.	Clay Co.	Dilworth	Fargo	Horace	Moorhead	West Fargo	MnDOT	
Metro COG Dues										
Approved Dues Formula		7.7%	8.2%	1.9%	50.0%	1.2%	18.4%	12.5%	0.0%	100.00%
Internal Operations (eligible costs)										
Metro COG Personnel (Total Loaded Wage)	All	\$9,629.54	\$10,196.97	\$2,426.53	\$62,247.97	\$1,465.33	\$22,953.74	\$15,575.86	\$26,820.00	\$ 756,579.72
Metro COG Overhead Costs	All	\$3,087.20	\$3,269.12	\$777.94	\$19,956.49	\$469.78	\$7,358.89	\$4,993.57	\$0.00	\$ 199,564.92
MnDOT Match Requirement	All	\$518.62	\$549.18	\$130.69	\$3,352.50	\$78.92	\$1,236.22	\$838.87	\$0.00	\$ 6,705.00
Total Dues (Internal)		\$13,235.35	\$14,015.27	\$3,335.15	\$85,556.96	\$2,014.02	\$31,548.86	\$21,408.30	\$26,820.00	\$962,849.64
Internal Operations (ineligible costs)	All	\$210.77	\$223.19	\$53.11	\$1,362.50	\$32.07	\$502.42	\$340.93		\$2,725.00
Total		\$13,446.13	\$14,238.46	\$3,388.27	\$86,919.46	\$2,046.10	\$32,051.28	\$21,749.23	\$26,820.00	\$965,574.64

Appendix D. Documentation of Local Match

The following table shows the updated projects, project budgets, and breakout between Federal and local funding for 2021.

Jurisdiction Project Dues Summary - 2021 Budget

Dues and Local Match on Contracted Planning Projects	Participating Jurisdictions	Jurisdiction ¹								Total Cost	Federal Share ²	Federal %	Local Share	Local %
		Cass Co.	Clay Co.	Dilworth	Fargo	Horace	Moorhead	West Fargo	Other					
Metro COG Dues														
Approved Dues Formula		7.7%	8.2%	1.9%	50.0%	1.2%	18.4%	12.5%	0.0%	100.00%				
Regional Contracted Planning Projects														
NDSU ATAC Annual Participation (TDM Model Dev)	All	\$154.70	\$163.81	\$38.98	\$1,000.00	\$23.54	\$368.75	\$250.22	\$0.00	\$10,000.00	\$8,000.00	80%	\$2,000.00	20%
Household and Job Data Purchase for update of TDM (O/D data to be derived from StreetLight)	All	\$232.04	\$245.72	\$58.47	\$1,500.00	\$35.31	\$553.12	\$375.33	\$0.00	\$15,000.00	\$12,000.00	80%	\$3,000.00	20%
Assistance with Review and Adjustments to HH & Job Data by ATAC	All	\$154.70	\$163.81	\$38.98	\$1,000.00	\$23.54	\$368.75	\$250.22	\$0.00	\$10,000.00	\$8,000.00	80%	\$2,000.00	20%
Metro COG Traffic and Freight Counting Program	All	\$2,011.05	\$2,129.56	\$506.76	\$13,000.00	\$306.02	\$4,793.71	\$3,252.90	\$0.00	\$130,000.00	\$104,000.00	80%	\$26,000.00	20%
Bicycle and Pedestrian Plan Update ³	All	\$2,320.45	\$2,457.18	\$584.73	\$15,000.00	\$353.10	\$5,531.20	\$3,753.34	\$0.00	\$150,000.00	\$120,000.00	80%	\$30,000.00	20%
DTA Analysis of Select Locations	All	\$154.70	\$163.81	\$38.98	\$1,000.00	\$23.54	\$368.75	\$250.22	\$0.00	\$10,000.00	\$8,000.00	80%	\$2,000.00	20%
Interstate Operations Analysis (\$200,000 in 2021 and \$200,000 in 2022, 2-year project with NDDOT and MnDOT funding participation) ⁴	All	\$1,237.57	\$1,310.50	\$311.85	\$8,000.00	\$188.32	\$2,949.97	\$2,001.78	\$56,000.00	\$200,000.00	\$128,000.00	80%	\$16,000.00	20%
Total - Projects Shared Across Metro Area		\$6,265.20	\$6,634.39	\$1,578.76	\$40,500.00	\$953.38	\$14,934.25	\$10,134.02	\$56,000.00	\$525,000.00	\$388,000.00		\$81,000.00	
Jurisdiction-Specific Contracted Planning Studies														
Moorhead Intersection Traffic Data Collection	Moorhead						\$2,000.00			\$10,000.00	\$8,000.00	80%	\$2,000.00	20%
Fargo Transportation Plan	Fargo				\$28,000.00					\$140,000.00	\$112,000.00	80%	\$28,000.00	20%
Red River Greenway Study	Fargo				\$2,000.00					\$10,000.00	\$8,000.00	80%	\$2,000.00	20%
Total - Jurisdiction-Specific Planning Studies		\$0.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$160,000.00	\$128,000.00		\$32,000.00	
Grand Total Project Dues		\$6,265.20	\$6,634.39	\$1,578.76	\$70,500.00	\$953.38	\$16,934.25	\$10,134.02	\$56,000.00	\$685,000.00	\$516,000.00		\$113,000.00	

Notes:

¹Contracted Studies will be billed to jurisdictions when the project is to begin.

²Contracted Planning Studies are contingent on the availability of federal funding.

³Increase budget if federal funding becomes available

⁴Funding participation is anticipated from NDDOT and MnDOT.

Appendix D. Documentation of Local Match

The following table shows Metro COG's updated operations and overhead, and breakout between Federal and local funding for 2022.

Jurisdiction Operations Dues Summary - 2022 Budget

Dues and Local Match on Contracted Planning Projects	Participating Jurisdictions	Jurisdiction								Total Cost Split Between Jurisdictions
		Cass Co.	Clay Co.	Dilworth	Fargo	Horace	Moorhead	West Fargo	Other	
Metro COG Dues		20 Percent Local Match Distributed by Jurisdiction								
Approved Dues Formula		7.7%	8.2%	1.9%	50.0%	1.2%	18.4%	12.5%	0.0%	100.00%
Internal Operations (eligible costs)										
Metro COG Personnel (Total Loaded Wage)	All	\$10,329.54	\$10,938.23	\$2,602.92	\$66,773.01	\$1,571.85	\$24,622.34	\$16,708.13	\$26,820.00	\$ 801,830.14
Metro COG Overhead Costs	All	\$3,182.34	\$3,369.86	\$801.91	\$20,571.49	\$484.26	\$7,585.67	\$5,147.46	\$0.00	\$ 205,714.92
MnDOT Match Requirement	All	\$518.62	\$549.18	\$130.69	\$3,352.50	\$78.92	\$1,236.22	\$838.87	\$0.00	\$ 6,705.00
Total Dues (Internal)		\$14,030.50	\$14,857.27	\$3,535.52	\$90,697.01	\$2,135.02	\$33,444.24	\$22,694.46	\$26,820.00	\$1,014,250.06
Internal Operations (ineligible costs)	All	\$210.77	\$223.19	\$53.11	\$1,362.50	\$32.07	\$502.42	\$340.93		\$2,725.00
Total		\$14,241.27	\$15,080.46	\$3,588.63	\$92,059.51	\$2,167.09	\$33,946.65	\$23,035.39	\$26,820.00	\$1,016,975.06

Appendix D. Documentation of Local Match

The following table shows the updated projects, project budgets, and breakout between Federal and local funding for 2022.

Jurisdiction Project Dues Summary - 2022 Budget

Dues and Local Match on Contracted Planning Projects	Participating Jurisdictions	Jurisdiction ¹								Total Cost	Federal Share ²	Federal %	Local Share	Local %
		Cass Co.	Clay Co.	Dilworth	Fargo	Horace	Moorhead	West Fargo	Other					
Approved Metro COG Dues Formula		7.7%	8.2%	1.9%	50.0%	1.2%	18.4%	12.5%	0.0%	100.00%				
Regional Contracted Planning Projects														
NDSU ATAC Annual Participation (TDM Model Dev)	All	\$154.70	\$163.81	\$38.98	\$1,000.00	\$23.54	\$368.75	\$250.22	\$0.00	\$10,000.00	\$8,000.00	80%	\$2,000.00	20%
Dynamic Traffic Assignment Analyses (ATAC)	All	\$77.35	\$81.91	\$19.49	\$500.00	\$11.77	\$184.37	\$125.11	\$0.00	\$5,000.00	\$4,000.00	80%	\$1,000.00	20%
ITS Update (ATAC)	All	\$433.15	\$458.67	\$109.15	\$2,800.00	\$65.91	\$1,032.49	\$700.62	\$0.00	\$28,000.00	\$22,400.00	80%	\$5,600.00	20%
Demographic Forecast Update	All	\$773.48	\$819.06	\$194.91	\$5,000.00	\$117.70	\$1,843.73	\$1,251.11	\$0.00	\$50,000.00	\$40,000.00	80%	\$10,000.00	20%
Travel Demand Model Update (ATAC)	All	\$928.18	\$982.87	\$233.89	\$6,000.00	\$141.24	\$2,212.48	\$1,501.34	\$0.00	\$60,000.00	\$48,000.00	80%	\$12,000.00	20%
Interstate Operations Analysis (\$200,000 in 2021 and \$200,000 in 2022, 2-year project with NDDOT and MnDOT funding participation) ⁴	All	\$1,237.57	\$1,310.50	\$311.85	\$8,000.00	\$188.32	\$2,949.97	\$2,001.78	\$56,000.00	\$200,000.00	\$128,000.00	80%	\$16,000.00	20%
Total - Projects Shared Across Metro Area		\$3,604.43	\$3,816.82	\$908.27	\$23,300.00	\$548.48	\$8,591.80	\$5,830.19	\$56,000.00	\$353,000.00	\$250,400.00		\$46,600.00	
Jurisdiction-Specific Contracted Planning Studies														
Red River Greenway Study ⁵	Fargo				\$29,000.00					\$145,000.00	\$116,000.00	80%	\$29,000.00	20%
TH 10 Corridor Study Through Dilworth ³	MnDOT and Dilworth								\$32,000.00	\$160,000.00	\$128,000.00	80%	\$32,000.00	20%
Moorhead Intersection Data Collection	Moorhead						\$2,000.00			\$10,000.00	\$8,000.00	80%	\$2,000.00	20%
Total - Jurisdiction-Specific Planning Studies		\$0.00	\$0.00	\$0.00	\$29,000.00	\$0.00	\$2,000.00	\$0.00	\$32,000.00	\$315,000.00	\$252,000.00		\$63,000.00	
Grand Total		\$3,604.43	\$3,816.82	\$908.27	\$52,300.00	\$548.48	\$10,591.80	\$5,830.19	\$88,000.00	\$668,000.00	\$502,400.00		\$109,600.00	

Notes:

¹Contracted Studies will be billed to jurisdictions when the project is to begin.

²Contracted Planning Studies are contingent on the availability of federal funding.

³Local match from MnDOT

⁴Funding participation anticipated from NDDOT and MnDOT

⁵Increase budget if funding is higher than estimated. Seek additional funding (or local match) from Fargo Park District.

Appendix E. Metro COG Cost Allocation Plan

Metro COG Cost Allocation Plan

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) has prepared a cost allocation plan in support of the 2019-2020 Unified Planning Work Program (UPWP). It is intended to describe the procedures used by Metro COG to distribute indirect project costs incurred over the 24-month period (January 1, 2019 — December 31, 2020) among local, state, and federal granting agencies.

Metro COG Funding & Billing Procedures

Federal

For 2019-2020 Metro COG will receive the majority of its revenues from a Consolidated Planning Grant (CPG) administered by the North Dakota Department of Transportation. The 20% share of the CPG eligible costs are covered through local and state sources of funding. Metro COG bills NDDOT monthly for reimbursement of eligible CPG activities. Metro COG reimbursement requests to NDDOT break out costs by direct labor, indirect costs, and contracted planning costs.

State

Metro COG will receive approximately \$26,820 (based on estimates for CY 2019 and CY 2020 provided by MnDOT) annually from the Minnesota Department of Transportation (MnDOT) through a state funded planning grant. The MnDOT grant requires a 20% local match, which is met out of expenses billed to Program Area 901; and through the dues collected from Metro COG's member units of government. The 20% match on the MnDOT is estimated annually at approximately \$6,705 based on CY 2018 MnDOT Grant. The other 80% of the MnDOT grant is used as the 20% match on CPG eligible activities. Metro COG bills MnDOT three times annually for reimbursement of the state planning grant funds (50%, 40% and 10%).

Local

Metro COG will collect local dues annually from its local members' units of government. The local dues make up the majority of the required 20% match on CPG eligible costs for internal operations. Local match on contracted planning activities (Program Area 1000) are collected directly from benefiting jurisdictions or agencies and are not covered by Metro COG local dues contributions. Metro COG invoices all local member units of government once annually for payment of local dues and required match on contracted planning activities.

Appendix E. Metro COG Cost Allocation Plan

Labor Costs (Direct Costs)

The direct cost of Metro COG staff is determined based on both the annual salary and related labor costs which include fringe benefits. Metro COG includes the cost of fringe benefits (health, dental and vision), SIMPLE (retirement) plan contributions, Social Security, Medicare and other employee related expenses into its hourly billing rate. When Metro COG bills NDDOT or other benefiting agencies, it is directly recouping these employees' related costs.

Indirect Costs (Overhead, Administration and Release Time)

Metro COG's indirect costs for 2019 and 2020 are demonstrated in Program Area 800 and overhead costs 800a-800r. Program Area 800 is Administrative time billed by Metro COG staff that is not attributable to any specific program activity in that it benefits the overall operation of Metro COG, as discussed under Program Area 800. Program Area 800a – 800r is overhead costs incurred to support the operations of Metro COG.

Metro COG's indirect costs support the implementation of Program Area 100-900 of the UPWP, as outlined below. Indirect (overhead) costs attributable to *non-metropolitan wide* Program Area 1000 projects are not charged against Metro COG's overhead for items such as advertising and meeting space costs. These costs are directly recouped from the project-specific Program Area 1000 budget. Certain soft costs such as printing, postage and miscellaneous supply costs for Program Area 1000 projects are charged against Metro COG's overhead, as these costs are difficult to separate. Indirect (overhead) costs attributable to Program Area 1000 projects, which are metropolitan wide (area wide plans, the MTP or modal plan updates, etc.), are billed against Metro COG's overhead costs.

Metro COG clearly delineates indirect costs from direct project costs (billable staff time or consultant and contracted charges) when it bills NDDOT for CPG reimbursements. Metro COG bills NDDOT an indirect rate (which is reconciled and approved annually) to recoup overhead and administrative costs incurred as part of its operation, as expressed through activities and expenses related to Program Area 800 and 800a – 800r.

For internal budgeting purposes Metro COG splits the overhead component of its indirect costs by those eligible for CPG reimbursement (overhead costs) and those ineligible for CPG reimbursement (801). Costs shown in 801 are cost considered ineligible for reimbursement with CPG funds. Metro COG uses costs incurred in 801 to partially meet the local match against the annual MnDOT state planning grant, which requires a local match of 20%, which is estimated annually at approximately \$6,705 based on CY 2018 MnDOT Grant. Metro COG and

Appendix E. Metro COG Cost Allocation Plan

NDDOT annually reconciles indirect billing amounts to ensure accuracy of costs being reimbursed as indirect with CPG funds.

Metro COG uses 19 categories of overhead costs; many are self-explanatory but a full description is provided below:

- *800a -Travel/Registration/Training:* Registration fees for conferences, workshops and seminars; mileage and travel reimbursements, including per diems, related to pre-approved staff travel.
- *800b - Dues/Subscriptions:* Expenses for dues and subscriptions for transportation planning related publications and professional organizations (if CPG eligible).
- *800c - Office Supplies:* Materials and supplies (paper, pens, pencils, etc.).
- *800d - Postage:* Postage meter lease and postage costs.
- *800e - Advertising:* Advertising costs related to the publication of Metro COG meetings and events (PPP); and ads regarding employee recruitment.
- *800f - Office Rent:* Rent payments regarding Metro COG office space.
- *800g - Insurance:* Several interrelated insurance policies protecting Metro COG material items, liability for staff, the Director, and the Policy Board.
- *800h - Communications:* Monthly internet/phone/data charges.
- *800i - Information Systems:* Related to support of information systems (IS) of Metro COG, including hardware, software, website hosting, and Managed IT services.
- *800j - Audit (contracted):* Metro COG's annual audit.
- *800k - Office Equipment:* Replacement/purchase of office equipment, including desks, chairs, computers etc. (Metro COG is a stand-alone organization, and all equipment used by Metro COG is used solely for Metro COG functions).
- *800l - Equipment Rental (including printing):* This relates to the lease/rental of equipment, primarily Metro COG's office multifunction printer; including cost-per-copy printing.
- *800m - Attorney's Fees:* Legal costs. *Banking Fees:* Service charges
- *800n - Accounting Services (contracted):* Costs related to accounting services.
- *800o – HR Services:* Expenses related to Metro COG's use of Human Resources services.

Appendix E. Metro COG Cost Allocation Plan

- 800p – *Traffic Count Equipment Maintenance*: Costs related to replacement/purchase of traffic count equipment and maintenance.
- 800q – *Payroll Services*: Payroll services not covered under accounting services.
- 800r – *Newsletter Printing and Mailing*: Costs related to the printing and distribution of the *Metro Connection*, Metro COG's quarterly newsletter (postage for distribution included).

Locally Funded Overhead

- 801a - *Miscellaneous (Locally funded)*: Covers miscellaneous costs that are not eligible for federal reimbursement (occasional food/meals for meetings); and is used to cover unexpected expenses for which no other overhead category is suitable. With this UPWP, local funds were requested to build up a traffic count equipment replacement account.

Overhead Costs - 2021-2022 Budget

800 Overhead		2021	2022
800a	Travel / Registrations/ Training/etc..	\$26,920.00	\$28,520.00
800b	Dues / Subscriptions	\$8,625.00	\$9,065.00
800c	Office Supplies	\$4,000.00	\$4,000.00
800d	Postage	\$2,400.00	\$2,420.00
800e	Advertising	\$2,000.00	\$2,000.00
800f	Office Rent	\$63,600.00	\$66,000.00
800g	Insurance	\$8,100.00	\$8,200.00
800h	Communications	\$3,960.00	\$4,080.00
800i	Information Systems	\$40,000.00	\$40,000.00
800j	Audit	\$11,500.00	\$11,750.00
800k	Office Equipment	\$500.00	\$500.00
800l	Printing	\$5,999.92	\$5,999.92
800m	Legal Services	\$1,000.00	\$1,200.00
800n	Accounting Services	\$15,900.00	\$16,800.00
800o	HR Services	\$500.00	\$500.00
800p	Traffic Count Equipment Maintenance and Replacement	\$500.00	\$500.00
800q	Payroll Services	\$1,560.00	\$1,680.00
800r	Newsletter Printing and Mailing	\$2,500.00	\$2,500.00
Total Overhead¹		\$199,564.92	\$205,714.92
801 Overhead (Funded Locally)		2021	2020 Estimated
801a	Bike Map App Updates and misc. locally funded supplies	\$1,700.00	\$1,725.00
801b	Traffic Count Equipment Replacement Fund	\$1,000.00	\$1,000.00
Total Overhead (Funded Locally)²		\$2,700.00	\$2,725.00
Total 2021 and 2022 Overhead Costs		\$202,264.92	\$208,439.92

¹Metro COG is required to provide a 20% local match on its annual MnDOT State Planning Contract. For CY 2019 this is estimated at \$6,705. In order to satisfy this 20% local matching requirement, Metro COG withholds Consolidated Planning Grant (CPG) reimbursement of indirect costs (800) from its billing to NDDOT, and thus assumes these costs with 100% local funds, less other ineligible indirect costs as outlined in 801.

² Funds used for non-federally reimbursable products or purchases, less other ineligible indirect costs as outlined in 801.

Appendix E. Metro COG Cost Allocation Plan

³ Amendment #2 (March, 2019) – Addition of \$5,126.17 to the 2019 Operations/Oberhead Budget for replacement of traffic count equipment. Funds consist of \$2,000 remaining from 2018 budget and \$3,126.17 from Metro COG reserves. Local match amounts not affected. Equipment maintenance budget, previously set at \$500, has been retained.

⁴Amendment #3 (June, 2019) – Policy Board approved an amended Overhead and Operations Budget for 2020.

Metro COG's Indirect Rate

Metro COG's indirect rate is determined based on a reconciliation of past year costs (e.g. the CY 2020 indirect rate will be based on actual reconciled indirect costs for 2019). A new indirect rate is approved each calendar year by NDDOT. Indirect costs take into account all overhead costs (as show in Program 800a-800r) and administrative costs shown in Program Area 800, as a factor of total direct costs (*indirect costs/direct costs = indirect rate*). The indirect rate is applied to all work (almost exclusively in the 1000 program area) provided by Metro COG for which costs are not reimbursed by NDDOT with CPG funds.

Contracted Planning Costs

All direct and identifiable indirect costs attributable to *non-metropolitan wide* Contracted Planning projects in Program Area 1000 are recouped directly from the project budget, and are therefore treated as excluded costs. No indirect costs for project implementation of non-metropolitan wide contracted planning studies (public meeting notices or meeting space rentals) are billed to Metro COG's overhead. The only deviation would be nominal costs incurred through actions such as photocopying and other tasks, which generate a very small cost to Metro COG's overhead, mostly related to the consultant procurement or contract management.

Special Project Costs

Metro COG has estimated that less than 5% of all billable labor by Metro COG staff over the calendar years of 2019-2020 will not be eligible for reimbursement through the CPG funds administrated by the NDDOT. These costs are exclusive to Program 1000, Community Planning and Technical Assistance. For services provided in the 1000 Program Area Metro COG recoups ineligible direct costs and indirect costs based on an hourly billing rate through a contact with the recipient community. For projects with a partial CPG component, costs are tracked and billed accordingly; and reconciled at the end of the project and the end of each calendar year. Metro COG timesheets and indirect cost tracking procedures allow for accurate tracking of costs by UPWP Program Area, and task activity.

Appendix F. Metro COG 2019 Transportation Improvement Program Self Certification Statement

TRANSPORTATION PLANNING PROCESS SELF CERTIFICATION STATEMENT

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) hereby certifies that it is carrying out a continuing, cooperative and comprehensive transportation planning process for the region in accordance with the applicable requirements of:

- 23 USC 134 and 49 USC 5303, and 23 CFR Part 450;
- In non-attainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
- Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- Section 1101(b) of the Moving Ahead to Progress to the 21st Century (MAP-21) (Pub. L. 109-59) and 49 CFR part 26 regarding the involvement of Disadvantaged Business Enterprises in USDOT funded planning projects;
- 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;
- The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- Section 324 of Title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

Full documentation of Metro Cog's federal certification can be obtained by contacting Metro COG at 701.232.3242, metrokog@fmmetrokog.org, or by visiting in person at One 2nd Street North Suite 232, Fargo, North Dakota 58102.

**F-M Metropolitan Council of
Governments**


Signature

Policy Board Chair
Title

Sept. 20, 2018
Date

**North Dakota Department of
Transportation**


Signature

Local Government Engineer
Title

10-2-18
Date

Appendix F. Metro COG 2019 Transportation Improvement Program Self Certification Statement

To be replaced
with the resolution
on the following
page after the
2021-2024 TIP is
adopted.

A RESOLUTION ENDORSING THE FY 2019 - FY 2022 TRANSPORTATION IMPROVEMENT PROGRAM FOR THE FARGO-MOORHEAD METROPOLITAN AREA

WHEREAS, the members of the Fargo-Moorhead Metropolitan Council of Governments (Metro COG) have been formally designated by their respective legislative bodies to act as the official representative in planning matters of mutual concern; and

WHEREAS, Metro COG is the designated Metropolitan Planning Organization (MPO) for the greater Fargo-Moorhead metropolitan area; and

WHEREAS, it is the responsibility of the MPO, in conjunction with the States, to certify that the transportation planning process complies with all applicable federal laws and regulations; and

WHEREAS, a fiscally constrained and prioritized Transportation Improvement Program (TIP) for intermodal planning is required by the U.S. Department of Transportation (DOT) and was developed by the MPO for the greater Fargo-Moorhead metropolitan area; and

WHEREAS, the Fiscal Year 2019 - 2022 Transportation Improvement Program, dated September 2018, which defines the capital improvements for streets, highways, bicycle and pedestrian facilities and transit for the local jurisdictions in the metropolitan area for a four-year period, has been approved by the Transportation Technical Committee; and

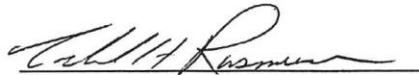
WHEREAS, the Metro COG region is in attainment for all air quality standards and projects contained within the TIP are not subject to conformity regulations contained in 40 CFR part 93, subpart A; and

WHEREAS, the FY 2019 - 2022 Transportation Improvement Program has been given due consideration by the Metro COG Policy Board; therefore, be it

RESOLVED, that Metro COG approves the FY 2019 - 2022 Transportation Improvement Program, dated September 2018, and recommends said program be forwarded to the appropriate state and federal agencies; and be it further

RESOLVED, that Metro COG certifies that the transportation planning process complies with applicable federal laws and regulations as required in 23 CFR 450.336.

PASSED this 21 day of September, 2018



Arland Rasmussen, Chairperson
Metro COG

**A RESOLUTION ENDORSING THE FY 2021 - FY 2024
TRANSPORTATION IMPROVEMENT PROGRAM
FOR THE
FARGO-MOORHEAD METROPOLITAN AREA**

WHEREAS, the members of the Fargo-Moorhead Metropolitan Council of Governments (Metro COG) have been formally designated by their respective legislative bodies to act as the official representative in planning matters of mutual concern; and

WHEREAS, Metro COG is the designated Metropolitan Planning Organization (MPO) for the greater Fargo-Moorhead metropolitan area; and

WHEREAS, it is the responsibility of the MPO, in conjunction with the States, to certify that the transportation planning process complies with all applicable federal laws and regulations; and

WHEREAS, a fiscally constrained and prioritized Transportation Improvement Program (TIP) for intermodal planning is required by the U.S. Department of Transportation (DOT) and was developed by the MPO for the greater Fargo-Moorhead metropolitan area; and

WHEREAS, the Fiscal Year 2021 - 2024 Transportation Improvement Program, dated September 2020, which defines the capital improvements for streets, highways, bicycle and pedestrian facilities, and transit for the local jurisdictions in the metropolitan area for a four-year period, has been approved by the Transportation Technical Committee; and

WHEREAS, the Metro COG region is in attainment for all air quality standards and projects contained within the TIP are not subject to conformity regulations contained in 40 CFR part 93, subpart A; and

WHEREAS, the Fiscal Year 2021 - 2024 Transportation Improvement Program has been given due consideration by the Metro COG Policy Board; therefore, be it

RESOLVED, that Metro COG approves the Fiscal Year 2021 - 2024 Transportation Improvement Program, dated September 2020, and recommends said program be forwarded to the appropriate state and federal agencies; and be it further

RESOLVED, that Metro COG certifies that the transportation planning process complies with applicable federal laws and regulations as required in 23 CFR 450.336.

PASSED this ____ day of _____, 2020

Brad Olson, Chair
Metro COG Policy Board

Appendix G. Certification of Restrictions on Lobbying

I, Brad Olson, Fargo-Moorhead Metropolitan Council of Governments (Metro COG) Policy Board Chair, hereby certify on behalf of Metro COG that to the best of my knowledge:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

The certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code.

Executed this ____ day of _____, 2020

By _____

Brad Olson, Chair
Fargo-Moorhead Metropolitan Council of Governments
Policy Board

Date

Appendix H. MATBUS FTA Section 5307 Projects

Local Transit Planning (FTA 5307 Funded)	Participant(s): City of Fargo Transit Division
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This section describes transit planning activities conducted by the City of Fargo through Section 5307 transit funding, so that FM COG's UPWP reflects the complementary nature of area wide and local planning efforts. Funding for these projects is not included in FM COG's UPWP budget, because the funding is provided directly to the City of Fargo.

Objective:

To provide staff support for planning activities for the City of Fargo transit system, including coordination with the City of Moorhead and other private and public transportation services and human service agencies for community wide transportation opportunities for the general public, elderly, disabled and economically disadvantaged.

Assigned Staff Hours: 335 (2021) 370 (2022)

Activities:

- Ridership and statistical analysis
- Financial planning - update short and long-term financial plans, capital improvement plans, asset management plans
- Route and operations planning - evaluation route performance, plan new routes and changes to existing routes, conduct passenger surveys
- Safety and security - review plans and analyze effectiveness
- Transit marketing - evaluate plans and analyze effectiveness of activities and communication through social media
- Meeting participation - Transportation Technical Committee, Bike and Pedestrian Committee, Metropolitan Area Transit Coordinating Board, Metropolitan Council of Governments Policy Board, Transportation Improvement Plan, Transit Development Plan, Long-range Transportation Plan, Downtown Comprehensive Plan, NP/1st Ave Corridor Plan, West Acres Study, U-Pass Program, and other transit and human service agencies
- Metro Transit Development Plan staff assistance and administration

Products

Completion Date

Ridership and Operations/Performance Reports	Monthly
Annual Ridership and Statistical Report	1st Quarter
Farebox Revenue Analyses	Quarterly
10-Year Financial Plan	2nd Quarter
5-Year Capital Improvement Plan	3rd Quarter
Asset Management Plan Update	1st Quarter
Safety and security analysis	Ongoing
Marketing and social media	Ongoing
Meeting Participation	Monthly

Appendix H. MATBUS FTA Section 5307 Projects

Local Transit Planning (FTA 5307 Funded)	Participant(s): City of Moorhead Transit Division
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This section describes transit planning activities conducted by the City of Moorhead through Section 5307 transit funding, so that FM COG's UPWP reflects the complementary nature of area wide and local planning efforts. Funding for these projects is not included in FM COG's UPWP budget, because the funding is provided directly to the City of Moorhead.

Objective:

To provide staff support for planning activities for the City of Moorhead transit system, including coordination with the City of Fargo and other private and public transportation services and human service agencies for community wide transportation opportunities for the general public, elderly, disabled and economically disadvantaged.

Assigned Staff Hours: 336 (2021) 370 (2022)

Activities:

- Ridership and statistical analysis
- Financial planning - update short and long-term financial plans, capital improvement plans, asset management plans
- Route and operations planning - evaluation route performance, plan new routes and changes to existing routes, conduct passenger surveys
- Safety and security - review plans and analyze effectiveness
- Transit marketing - evaluate plans and analyze effectiveness of activities and communication through social media
- Meeting participation - Transportation Technical Committee, Bike and Pedestrian Committee, Metropolitan Area Transit Coordinating Board, Metropolitan Council of Governments Policy Board, Transportation Improvement Plan, Transit Development Plan, Long-range Transportation Plan, Greater Minnesota Transit Investment Plan, U-Pass Program, and other transit and human service agencies
- Metro Transit Development Plan staff assistance and administration

Products

Completion Date

Ridership and Operations/Performance Reports	Monthly
Annual Ridership and Statistical Report	1st Quarter
Farebox Revenue Analyses	Quarterly
10-Year Financial Plan	2nd Quarter
5-Year Capital Improvement Plan	3rd Quarter
Asset Management Plan Update	1st Quarter
Safety and security analysis	Ongoing
Marketing and social media	Ongoing
Meeting Participation	Monthly



To: Metro COG Policy Board
From: Dan Farnsworth, Transportation Planner
Date: September 11, 2020
Re: **2020 Bicycle & Pedestrian Count Report**

Over the years Metro COG has counted bicycle and pedestrian traffic throughout the Fargo-Moorhead Metro Area. In 2013 Metro COG started an annual program consistently counting bicycle and pedestrian traffic along roadways, paths, and at intersections across the Metro Area. These counts are performed manually and occur once a year in September.

In addition, Metro COG has five automated bicycle and pedestrian counters which have been counting trail and sidewalk users since 2014. These counters collect data 24 hours a day, 365 days a year.

Every few years Metro COG compiles the data from both the manual counts and automated counters and develops a report. The purpose of the report is to show local bicycle and pedestrian activity to the public, elected officials, interested persons, parks departments, local planners and engineers, and more. This information also informs Metro COG of bicycle and pedestrian usage throughout our planning area. Metro COG uses guidance from the National Bicycle and Pedestrian Documentation Project (www.bikepeddocumentation.org) when counting bicycle and pedestrian traffic. Metro COG has submitted the count data to this organization for use and research in their national database.

Attached is the 2020 Bicycle and Pedestrian Count Report. This report includes all count data from 2013 through 2019.

For more information regarding these counts, or to request the raw bicycle & pedestrian count data, don't hesitate to contact Dan Farnsworth at 701-532-5106 or farnsworth@fmmetrocog.org.

To: Metro COG Policy Board
From: Dan Farnsworth, Transportation Planner
Date: September 11, 2020
Re: **Changes in bicycle/pedestrian activity due to COVID-19**

The COVID-19 pandemic has caused major changes internationally, nationally, and locally. Among those are changes to transportation and recreation trends. With stay-at-home measures in place (particularly during the early months of the pandemic), trends have been observed throughout the nation showing less vehicular traffic and more people embracing outdoor activities such as biking and walking. Meanwhile downtown business districts have seen less activity due to the nature of the shutdowns and many employees working from home.

Metro COG has gathered data from their automated bicycle and pedestrian counters to get a feel for the effects of bicycle and pedestrian activity in light of the COVID-19 pandemic.

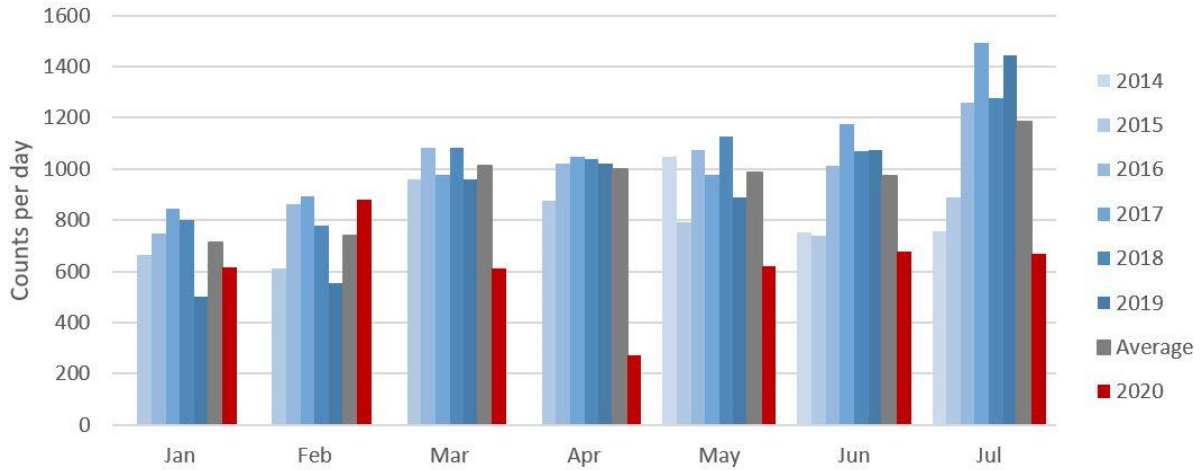
Below are graphs and tables showing the changes in bicycle and pedestrian activity at four of the five counter locations. It can be seen that the counter located on Broadway in downtown Fargo saw a significant decrease in pedestrian activity starting in March when the pandemic restrictions began to take place. Meanwhile, counters located in residential areas saw a significant increase in bicycle/pedestrian activity.

It is important to note that count data was not available for the months of April and May at the Lindenwood/Gooseberry Park Bridge due to the spring river flood. Also the counter at the Oak Grove/Memorial Park Bridge is not included due to the flood and the resulting damage to the counter.

Metro COG will continue to observe these trends as the pandemic continues. For more information regarding these counts, or to request bicycle & pedestrian count data, feel free to contact Dan Farnsworth at 701-532-5106 or farnsworth@fmmetrocog.org.

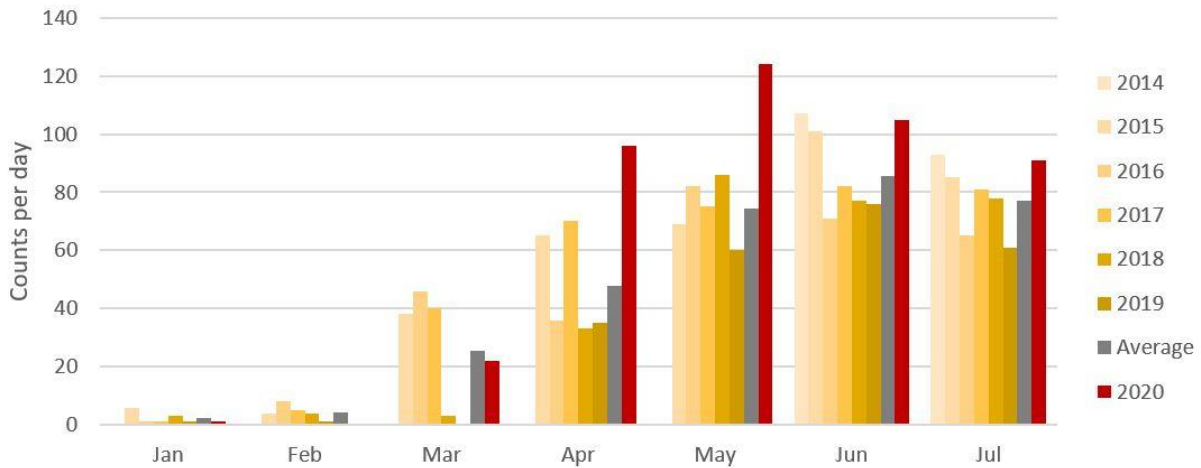
[Please see following pages for bicycle/pedestrian count data]

Broadway Sidewalk - Just S. of 2nd Ave N

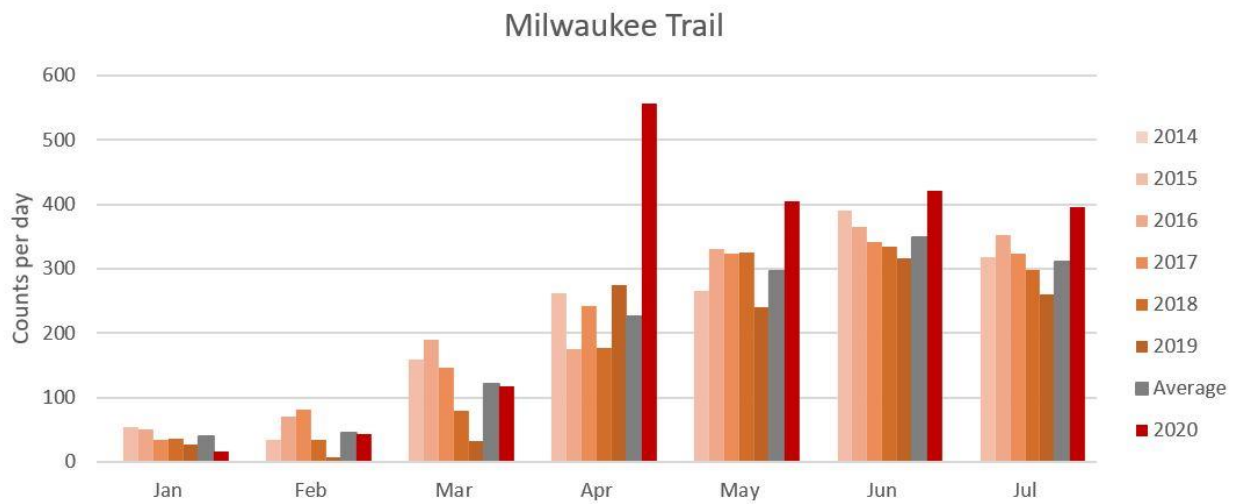


Broadway Sidewalk – Just S. of 2 nd Ave N							
	Jan	Feb	Mar	Apr	May	Jun	Jul
Average year	712	741	1012	1001	984	972	1186
2020	614	880	610	274	621	676	669
% Change	-14%	19%	-40%	-73%	-37%	-30%	-44%

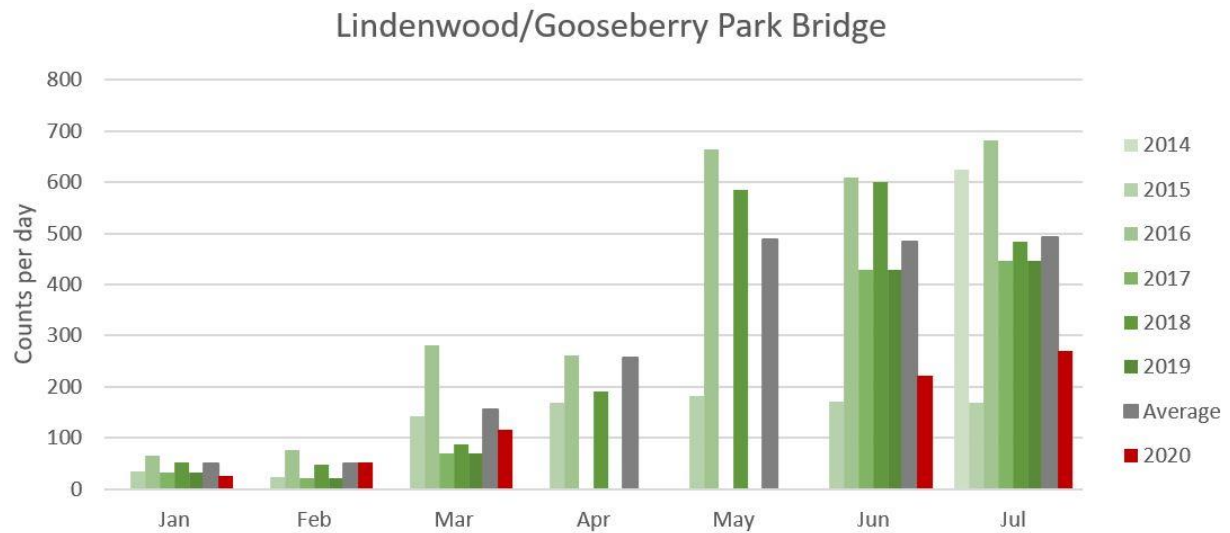
Eagle Run Trail



Eagle Run							
	Jan	Feb	Mar	Apr	May	Jun	Jul
Average year	2	4	25	48	74	86	77
2020	1	0	22	96	124	105	91
% Change	-50%	-	-12%	100%	68%	22%	18%



Milwaukee Trail							
	Jan	Feb	Mar	Apr	May	Jun	Jul
Average year	41	46	122	226	297	350	311
2020	17	44	117	557	405	421	396
% Change	-59%	-4%	-4%	146%	36%	20%	27%



Lindenwood/Gooseberry Park Bridge							
	Jan	Feb	Mar	Apr	May	Jun	Jul
Average year	49	49	156	256	488	485	493
2020	25	53	116	-	-	222	270
% Change	-49%	8%	-26%	-	-	-54%	-45%

2020 Bicycle and Pedestrian Count Report

Counts located in: West Fargo, Fargo, Moorhead, Dilworth
Data from 2013—2019



Prepared by:
The Fargo-Moorhead Metropolitan Council of Governments

METROCOG
FM REGIONAL TRANSPORTATION PLANNING ORGANIZATION

August, 2020

2020 Bicycle and Pedestrian Count Report

Report background

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) is the designated metropolitan planning organization for the Fargo-Moorhead metro area. A major responsibility of Metro COG's efforts is transportation planning which includes planning for bicycle and pedestrian facilities. Understanding the demand for bicycle and pedestrian facilities allows local member units of government and Metro COG to plan for future bicycle and pedestrian use in the area. This report details both manual and automated counts taken since 2013 and 2014 respectively.

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Automated Counts

2014—2019

Automated Counts

Metro COG Counters

A total of five automated counters are placed at various locations in the Fargo-Moorhead Area. The counters five counters are TRAFx G3 Infrared Trail Counters. Below is a description of the counter locations.

- Broadway west sidewalk just south of 2nd Ave N, Downtown Fargo
- Eagle Run Neighborhood Trail between Rendezvous Park and 9th St W, West Fargo
- Lindenwood Park / Gooseberry Park bicycle & pedestrian bridge, Fargo/Moorhead
- Milwaukee Trail between 35th Ave S and 37th Ave S, Fargo
- Oak Grove Park / Memorial Park bicycle & pedestrian bridge, Fargo/Moorhead

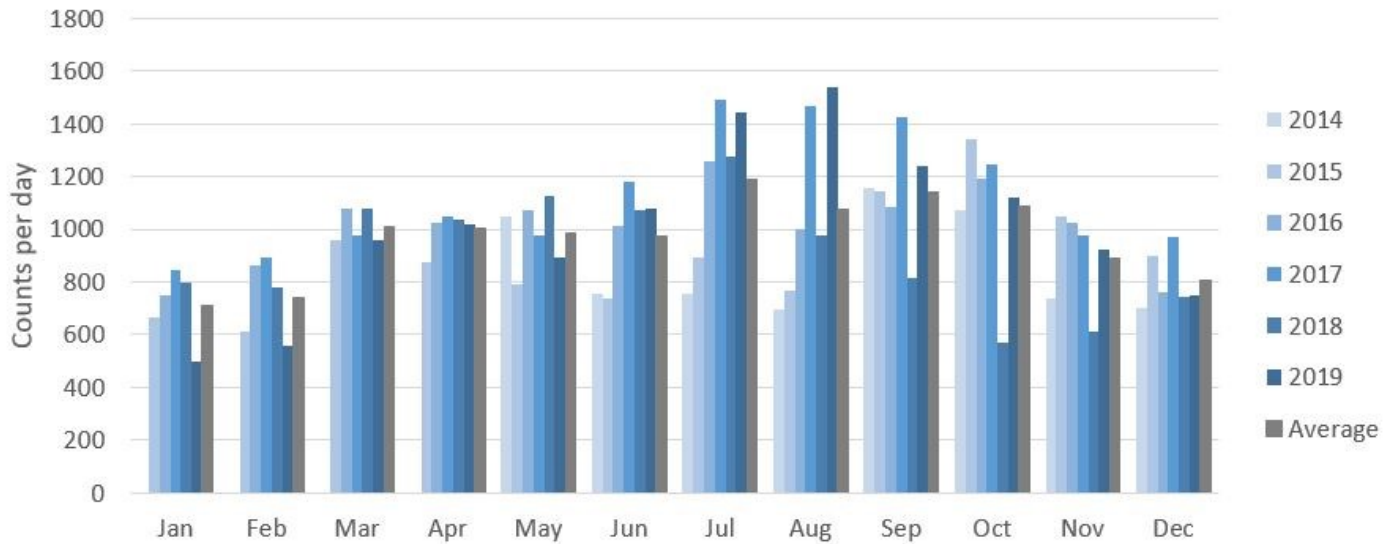
These counters count passer-byers 7 days a week, 24 hours a day, 365 days a year. It is important to note that these counters are not capable of differentiating between bicyclists and pedestrians. In addition, if two or more people are walking/biking side-by-side, the counter often records the group as one individual. Therefore, actual counts are higher than recorded. In 2020 Metro COG conducted a study to determine how many people actually passed by a counter versus the number recorded by the counter. The counter located along the Milwaukee Trail showed that 1.44 times more people actually passed by the counter than were recorded. The counter located on Broadway showed 1.77 times more people passed by than were recorded by the counter. Since not all automated counters were studied, and for data consistency, these multipliers are not incorporated in the data shown in this report.

MnDOT Counter

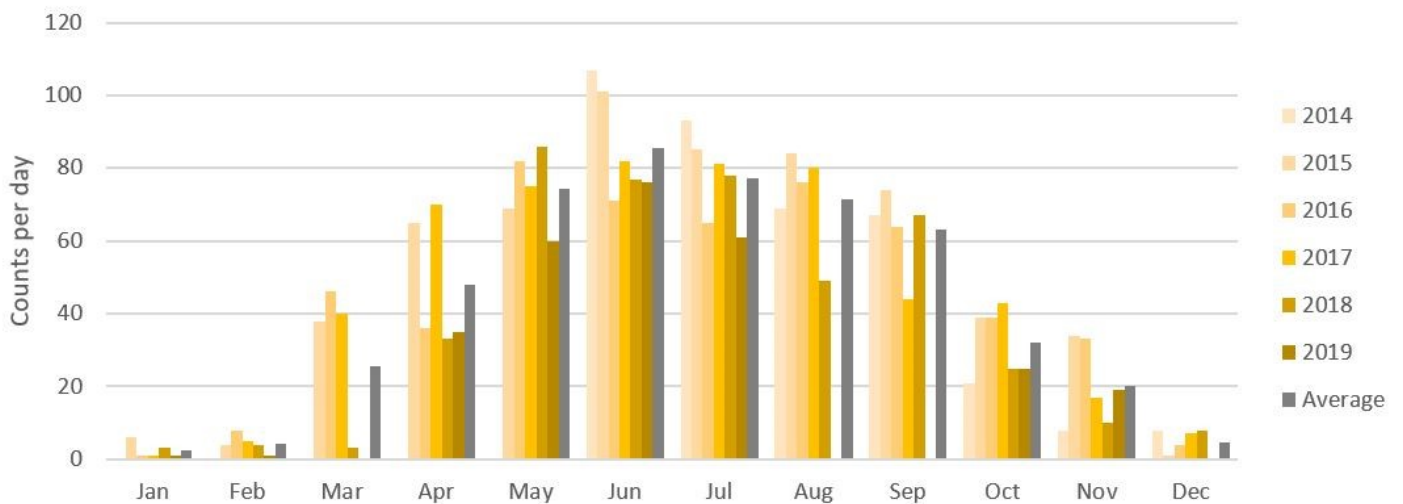
The Minnesota Department of Transportation (MnDOT) installed an automated counter in 2016 when the I-94 interchange at 8th St (US 75) was reconstructed. The counter is made by EcoCounter and uses both infrared technology and inductive pavement loop detection, allowing the counter to differentiate between bicycles and pedestrians. In addition, this counter is capable of detecting both directions of travel on the path. This counter is located on & along the shared use path on the east side of 8th St just north of the I-94 westbound off-ramp. The counter is one of 22 bicycle/pedestrian counters located across Minnesota.

The following pages show the monthly count data per counter along with an overall comparison of counts per location annually.

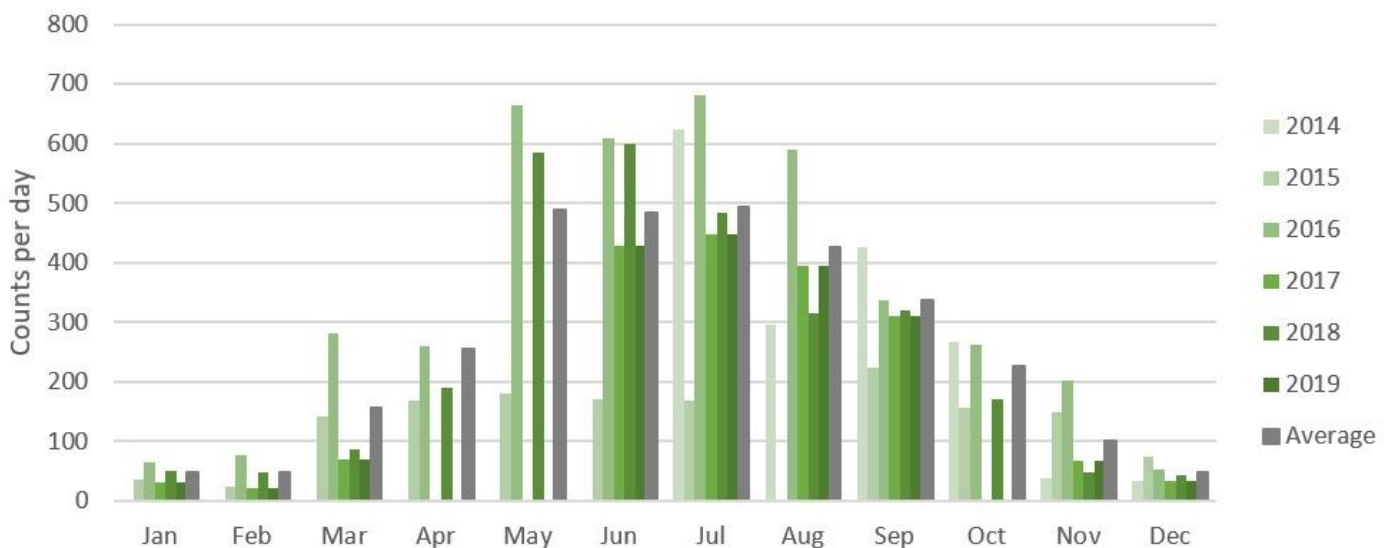
Broadway Sidewalk - Just S. of 2nd Ave N



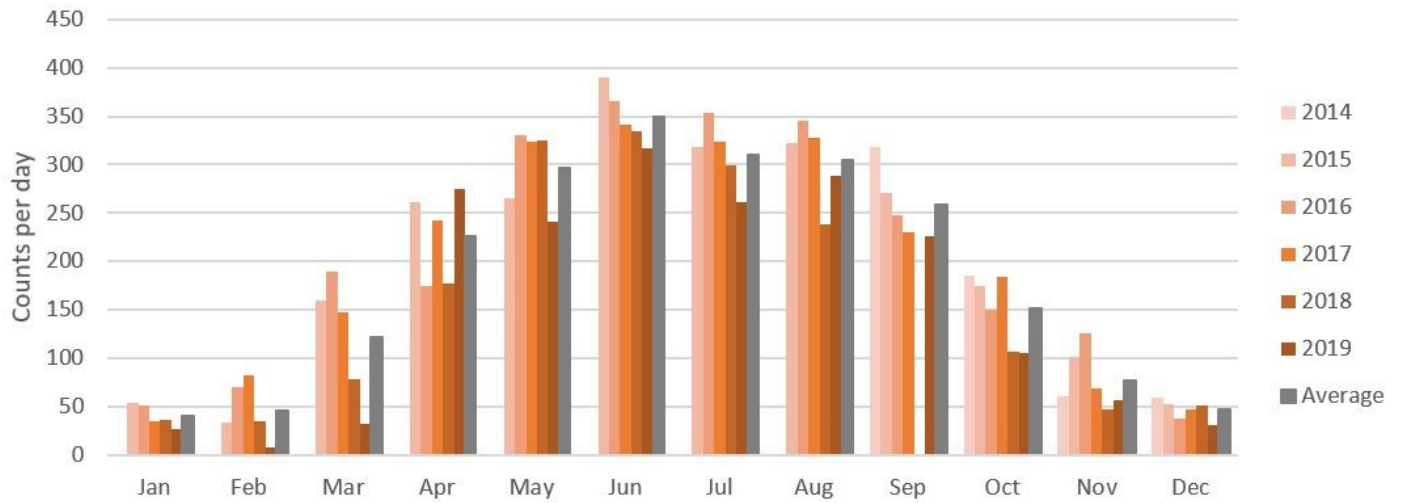
Eagle Run Trail



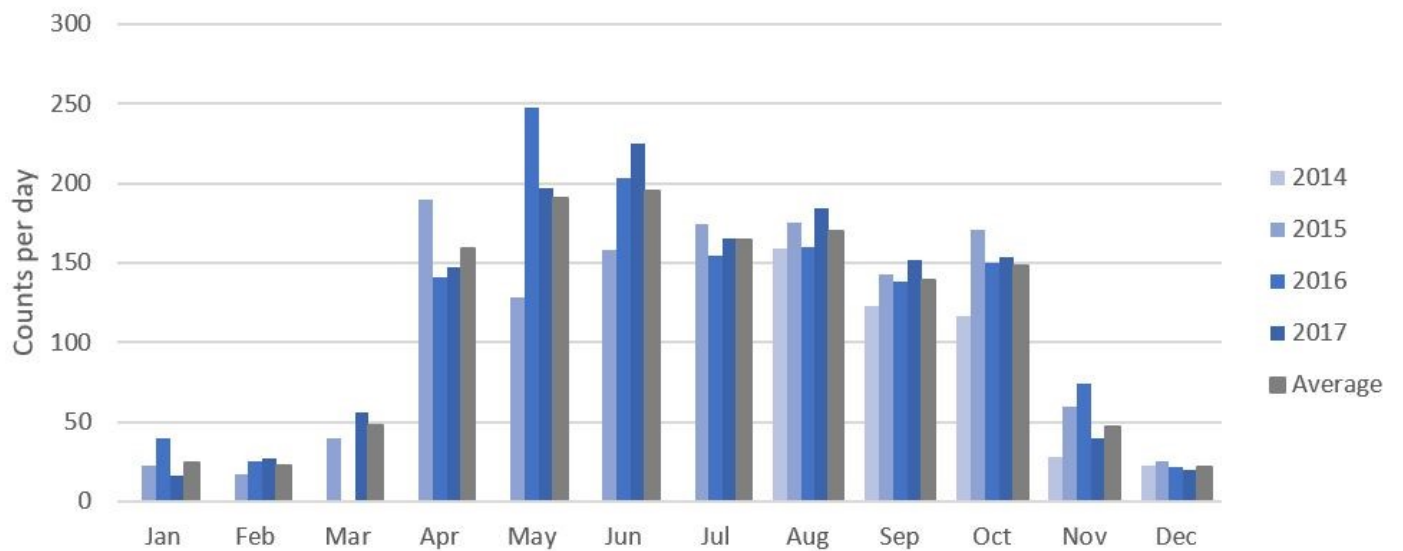
Lindenwood/Gooseberry Park Bridge



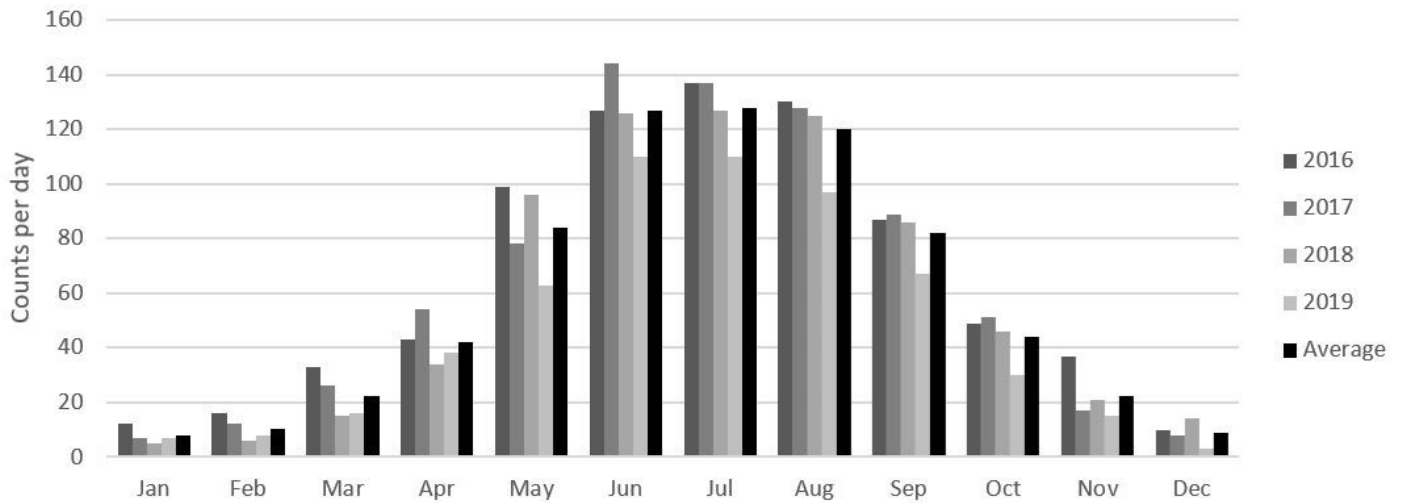
Milwaukee Trail



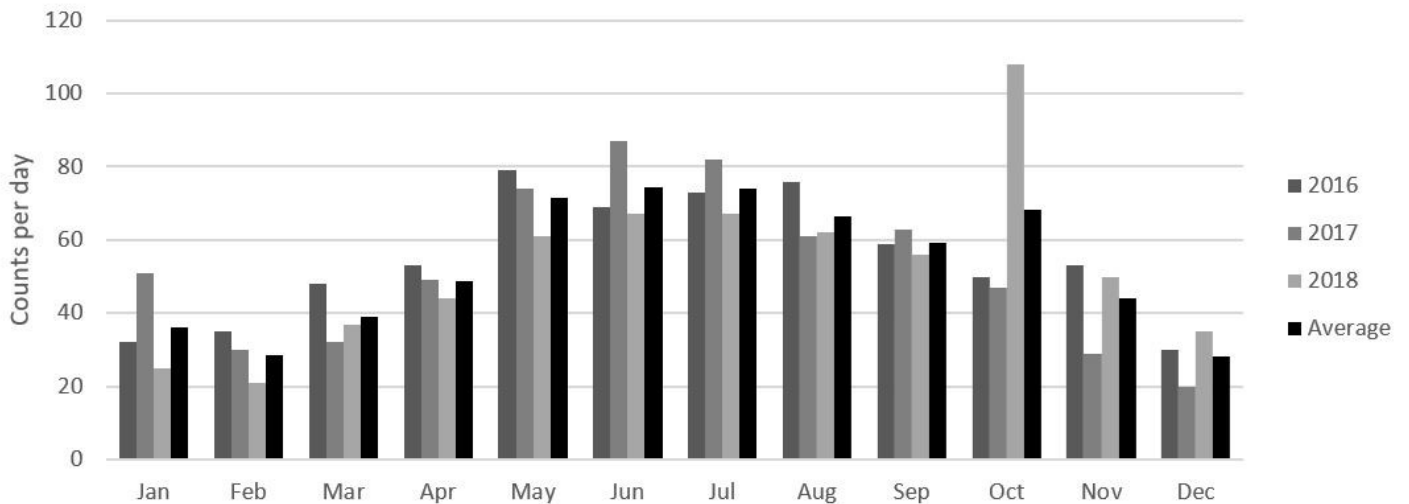
Oak Grove/Memorial Park Bridge



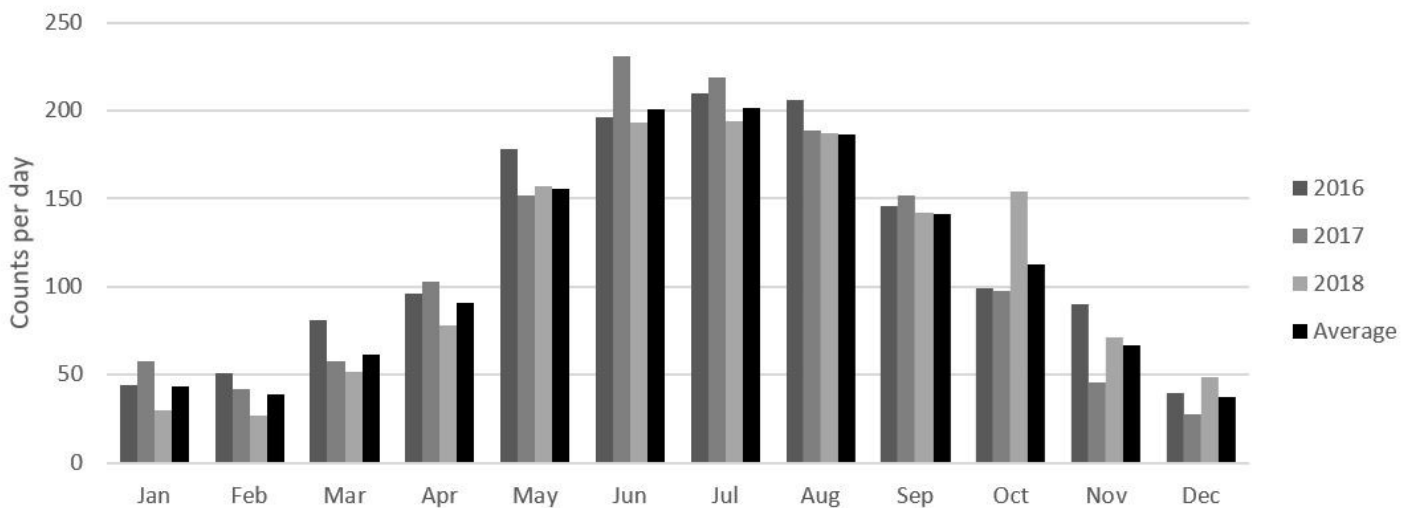
Moorhead 8th St Trail crossing I-94 - Bicycles



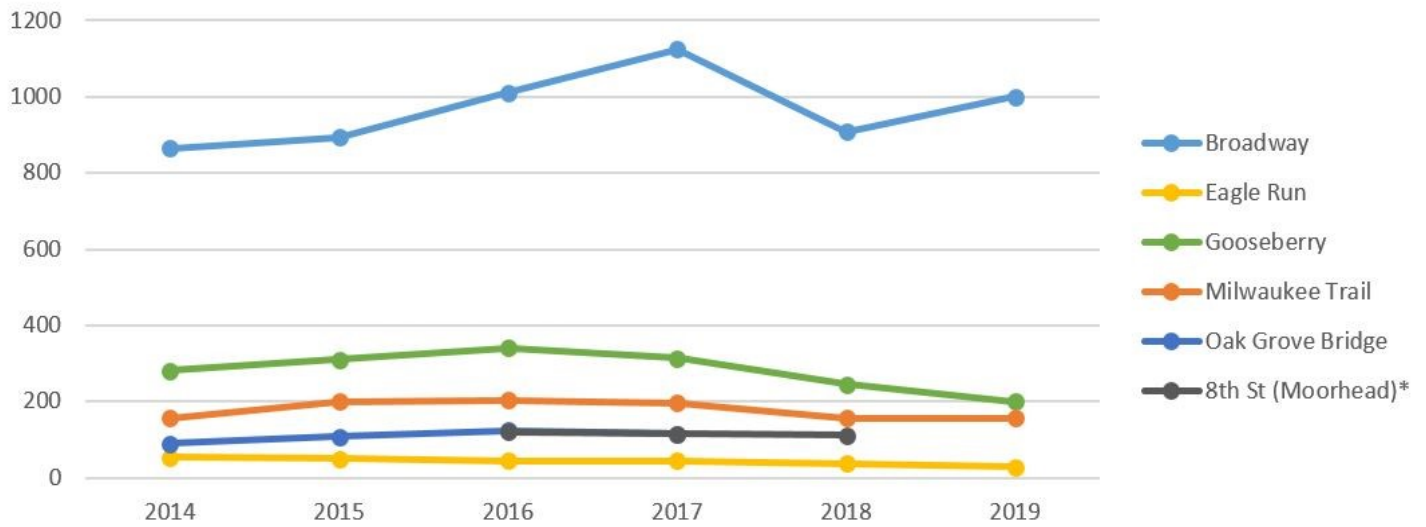
Moorhead 8th St Trail crossing I-94 - Pedestrians



Moorhead 8th St Trail crossing I-94 - Bike & Pedestrians



Average Annual Daily Counts



* Includes both bicycle & pedestrian counts

Average Annual Daily Counts

	2014	Δ 14-15	2015	Δ 15-16	2016	Δ 16-17	2017	Δ 17-18	2018	Δ 18-19	2019	Average Change(Δ)/year
Broadway	865	3%	894	13%	1011	11%	1124	-19%	908	10%	1001	4%
Eagle Run Trail	53	-6%	50	-13%	44	4%	45	-19%	37	-25%	28	-12%
Gooseberry Bridge	281	11%	311	10%	341	-8%	315	-22%	245	-18%	201	-6%
Milwaukee Trail	156	28%	200	1%	203	-4%	196	-20%	157	-1%	156	1%
Oak Grove Bridge	90	21%	109	13%	123	-7%	115	-	-	-	-	9%
8th St (Moorhead)*	-	-	-	-	120	-4%	115	-3%	111	-	-	-4%

*Includes both bicycle & pedestrian counts

Manual Counts

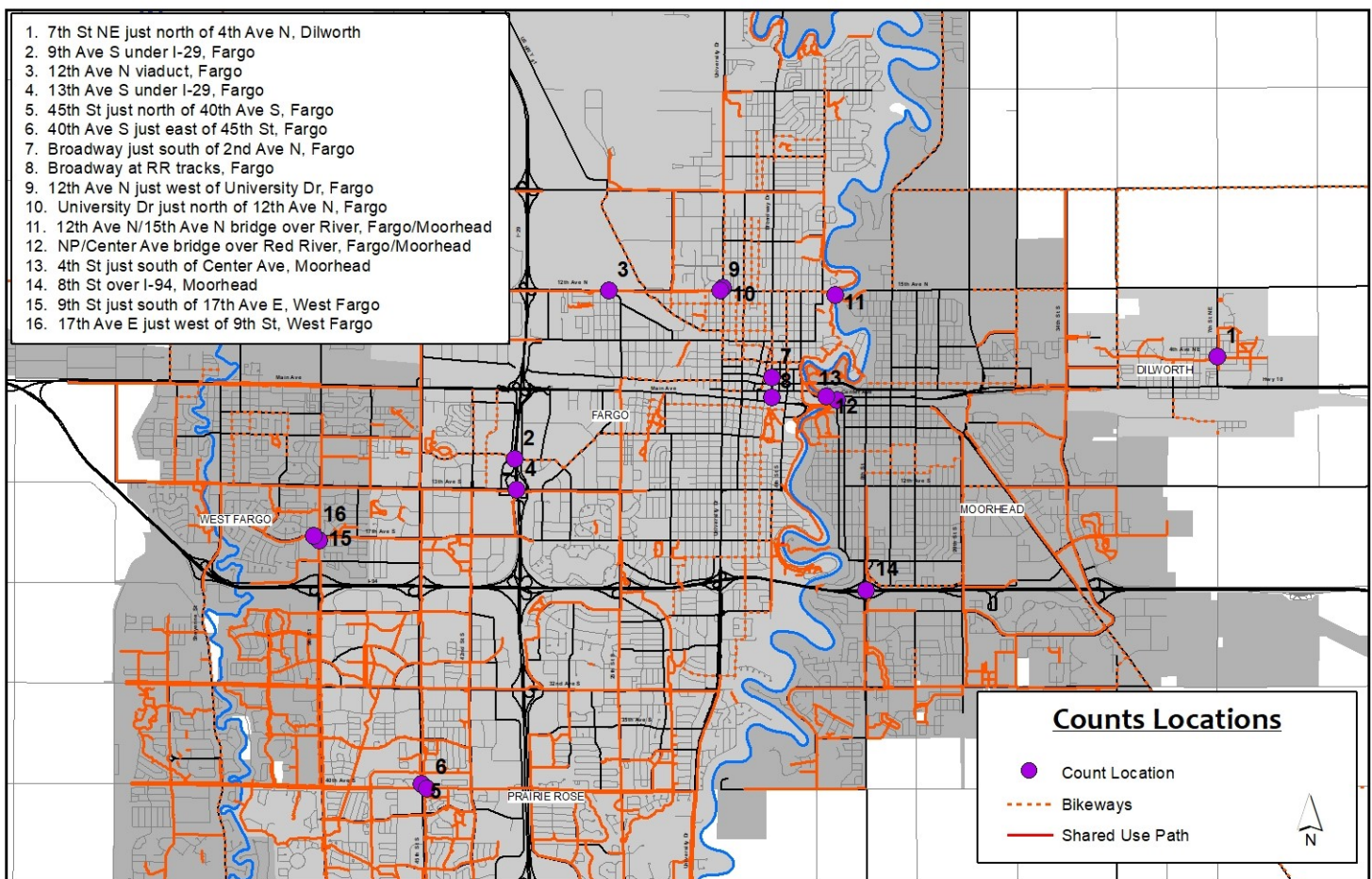
2013—2019

Manual Counts

Manual counts are conducted once a year for a four-hour period on a typical weekday in September (Note: locations near NDSU campus are counted for a five-hour period). Based on availability of staff and resources some locations are counted for two consecutive weekdays to increase accuracy. The counts are taken at 16 locations in the Fargo-Moorhead Metro Area. These counts differentiate between pedestrians, bicyclists on the path/sidewalk, and bicyclists on the street where applicable. Poor weather conditions are avoided in order to provide a consistent count platform. However, variations in weather do occur which likely have some effect on the number of bicyclists and pedestrian from year to year.

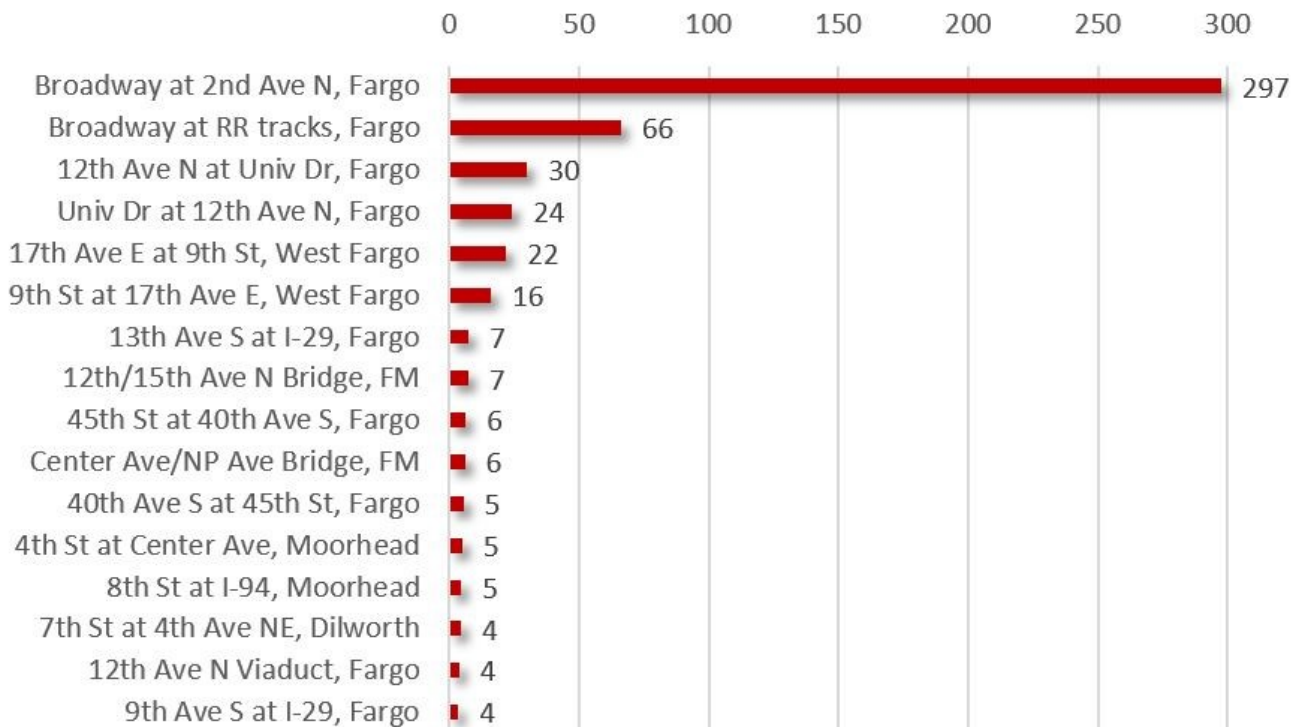
The count data shown in this section of the report includes years 2013 through 2019, however several locations may not include all years due to previous counting mythology, construction, or equipment failure. Below is a map showing the location of each manual count:

Manual Count Locations

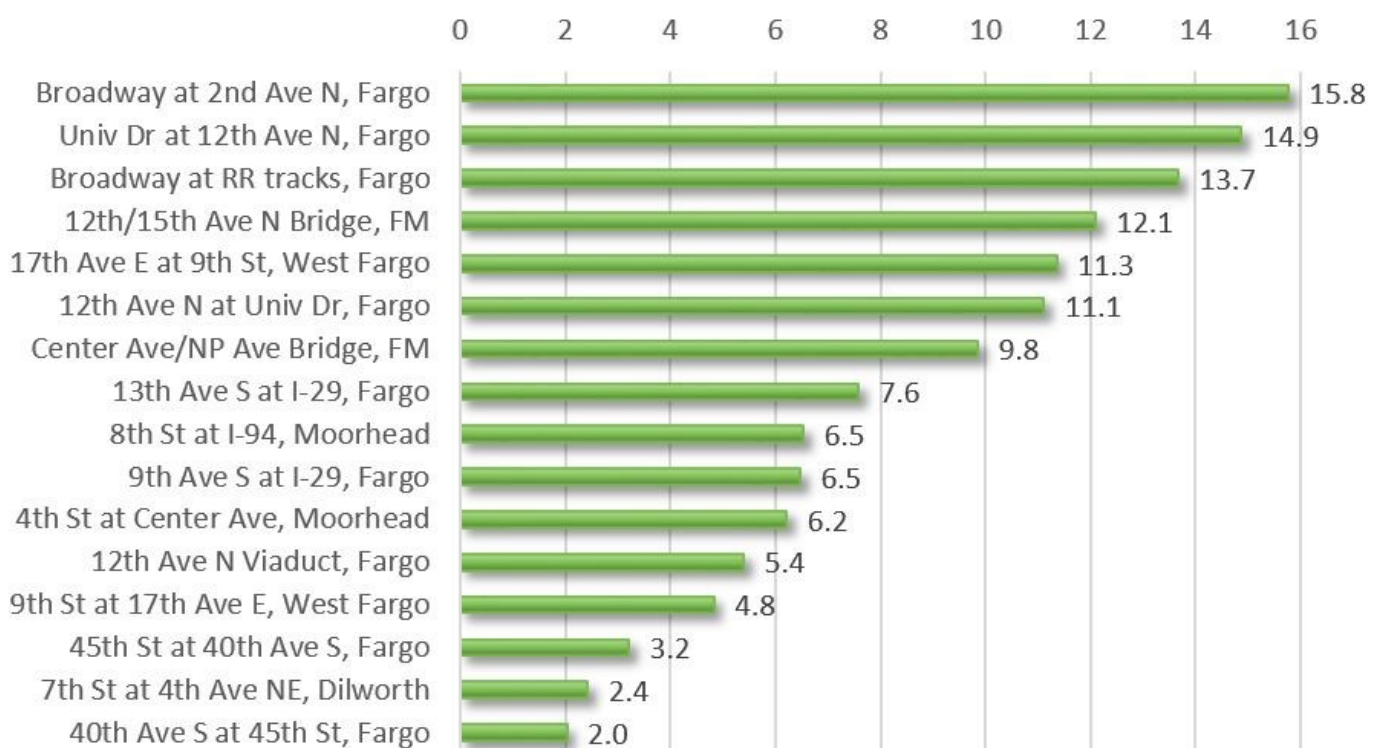


The following pages show the manual bicycle and pedestrian count data for the years 2013 through 2019.

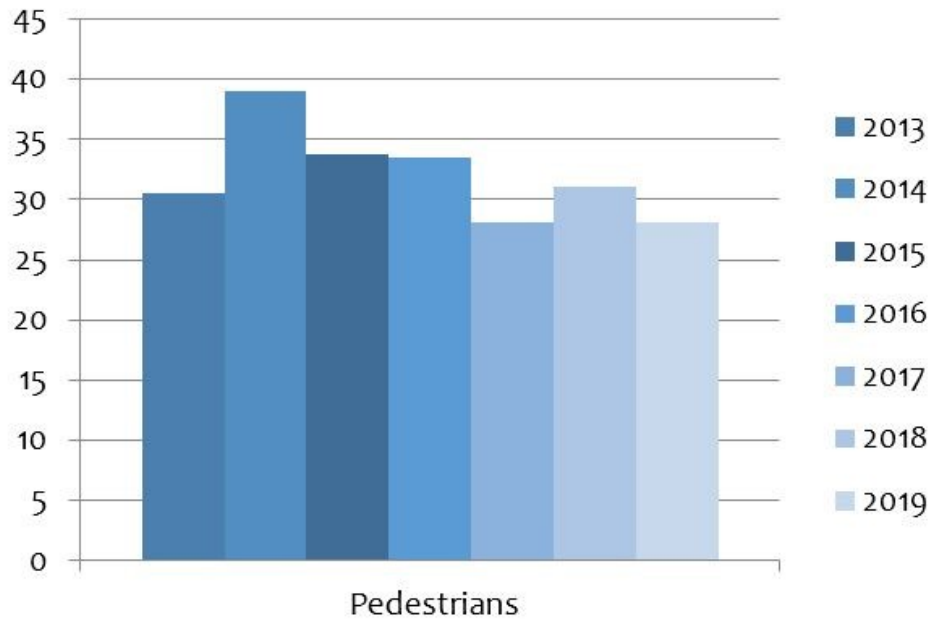
Pedestrians per hour (Average of years 2013 - 2019)



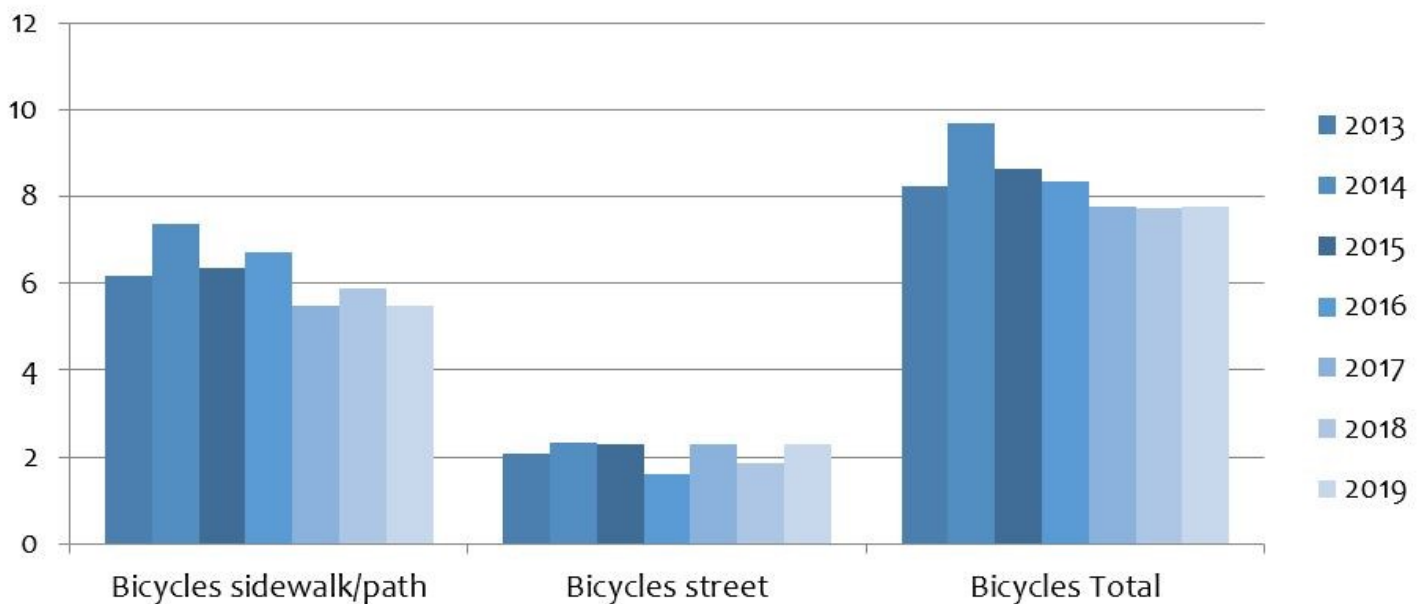
Bicycles per hour (Average of years 2013 - 2019)



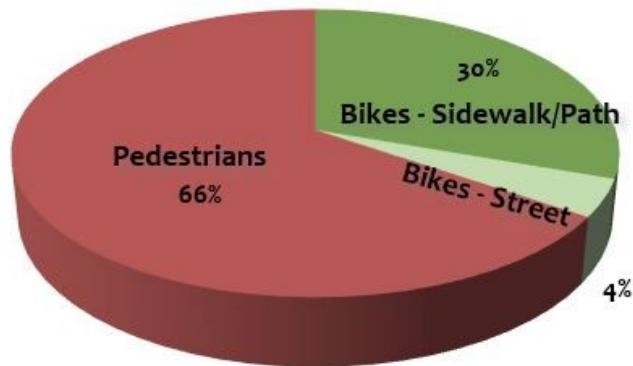
Pedestrian counts per hour by year (average of all locations)



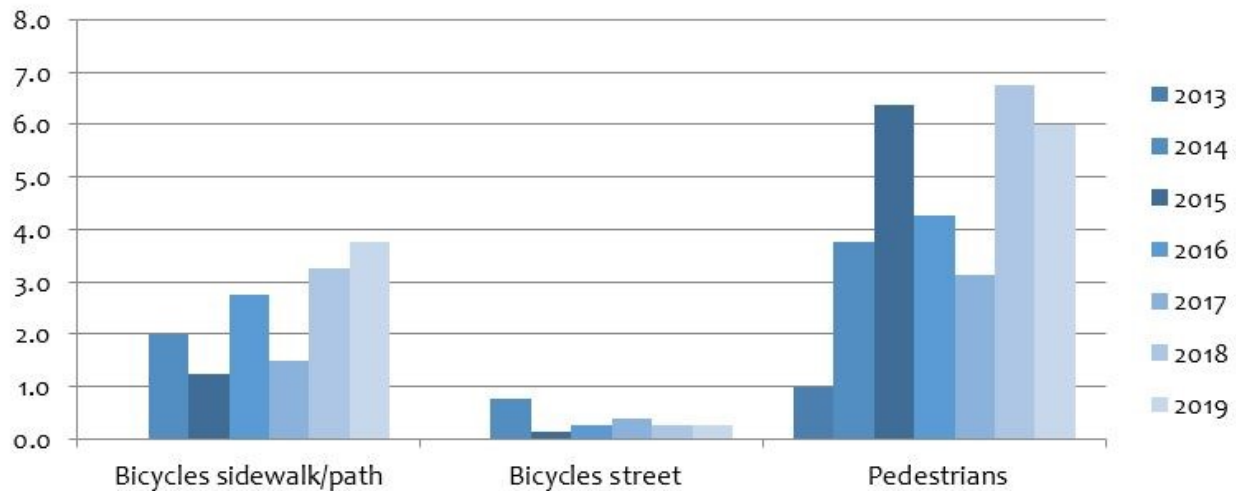
Bicycle counts per hour by year (average of all locations)



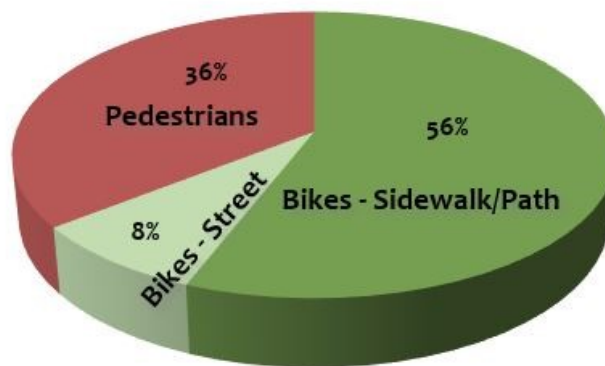
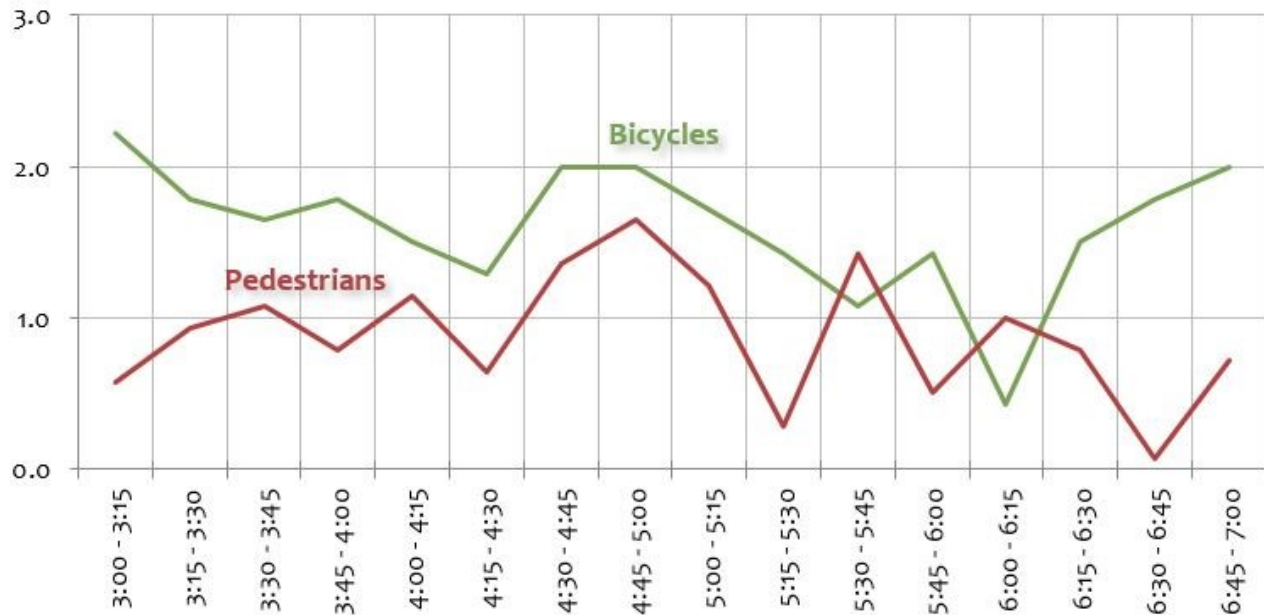
Dilworth—7th St NE just north of 4th Ave NE (Average of years 2013-2019)



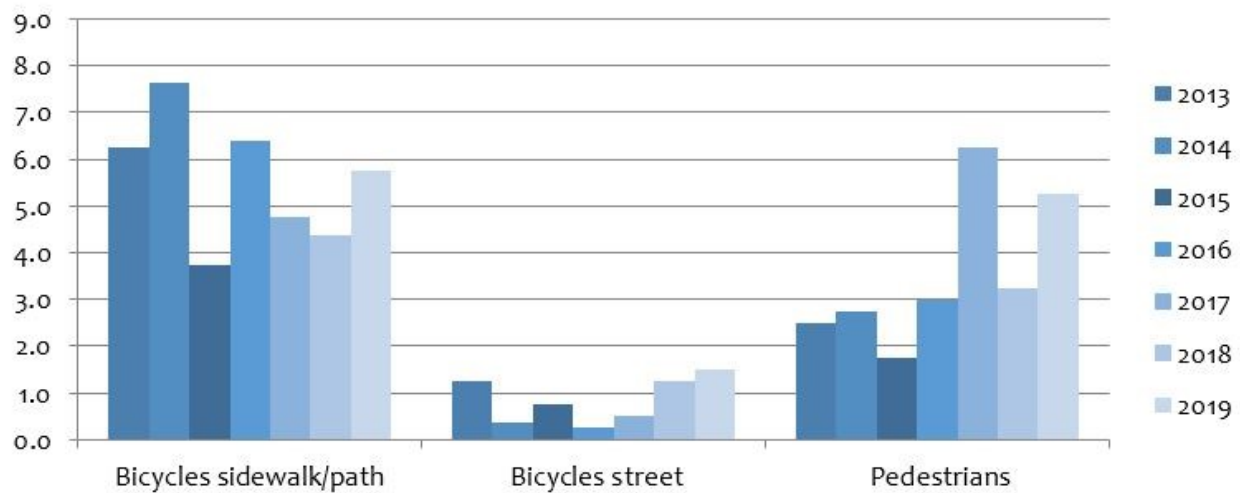
Counts per hour



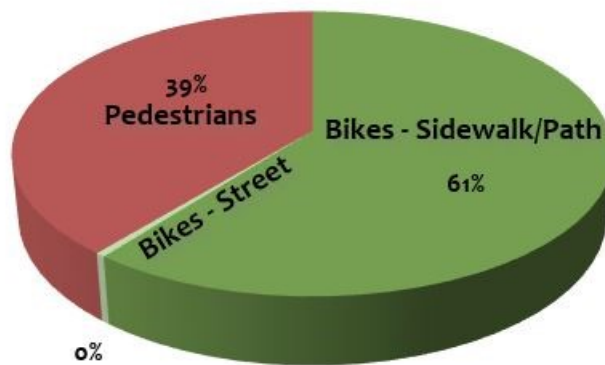
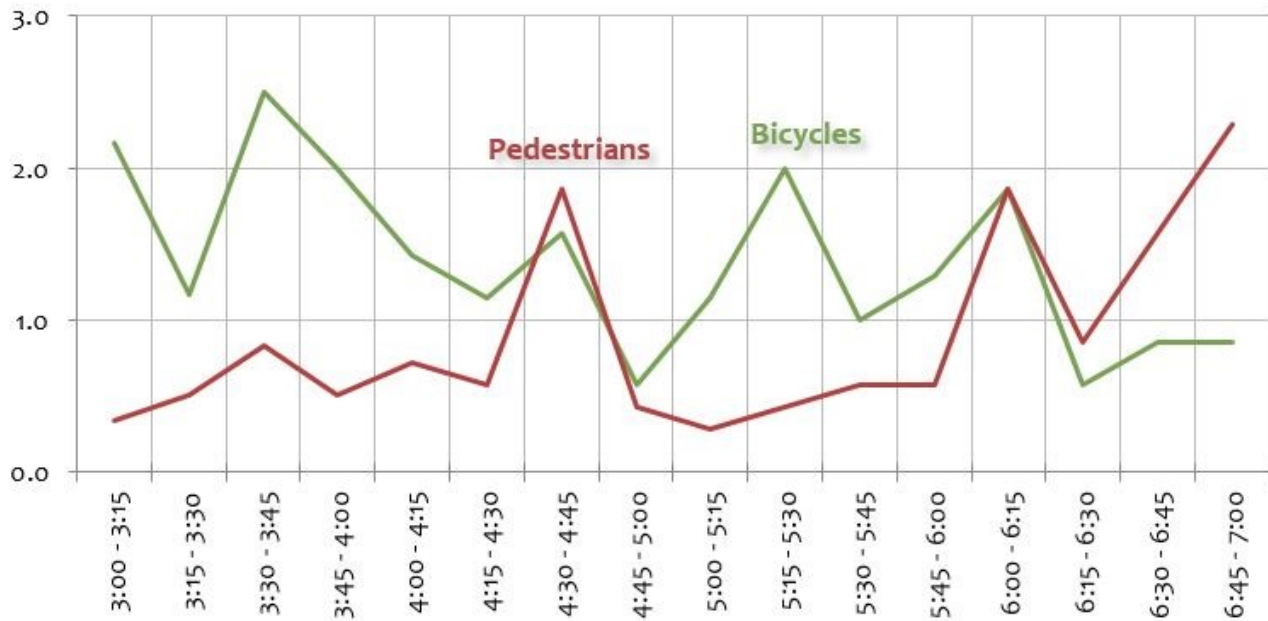
Fargo—9th Ave S under I-29 (Average of years 2013-2019)



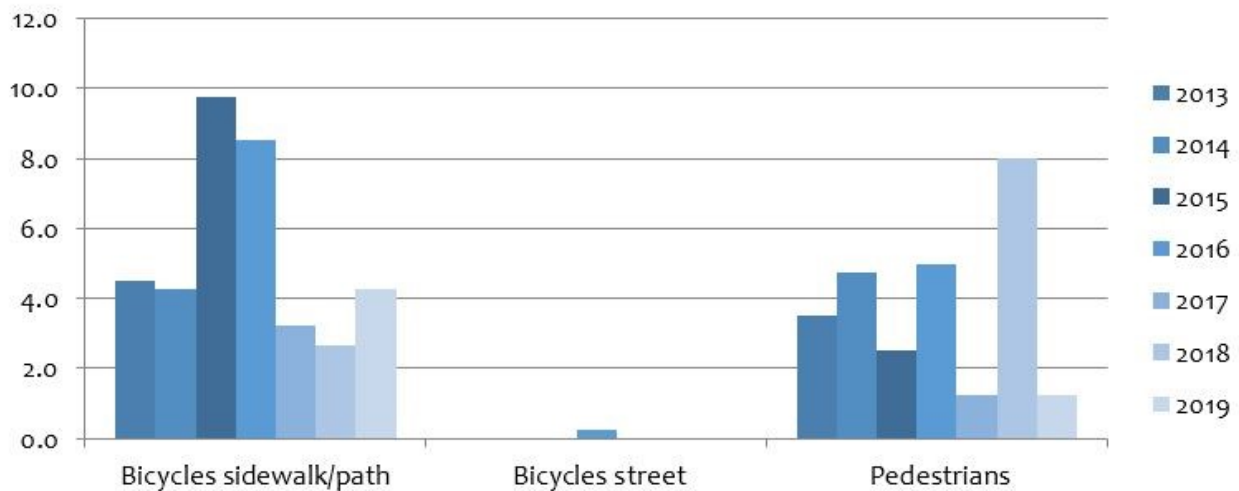
Counts per hour



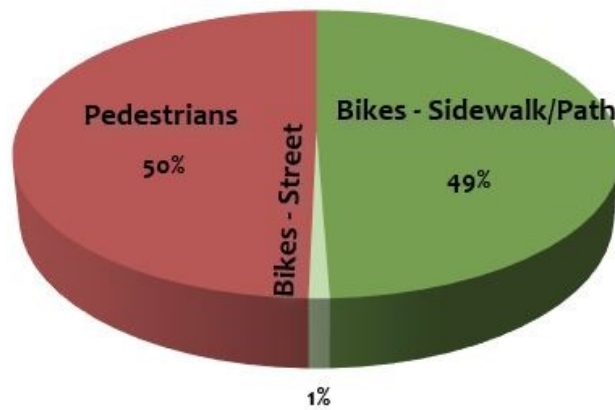
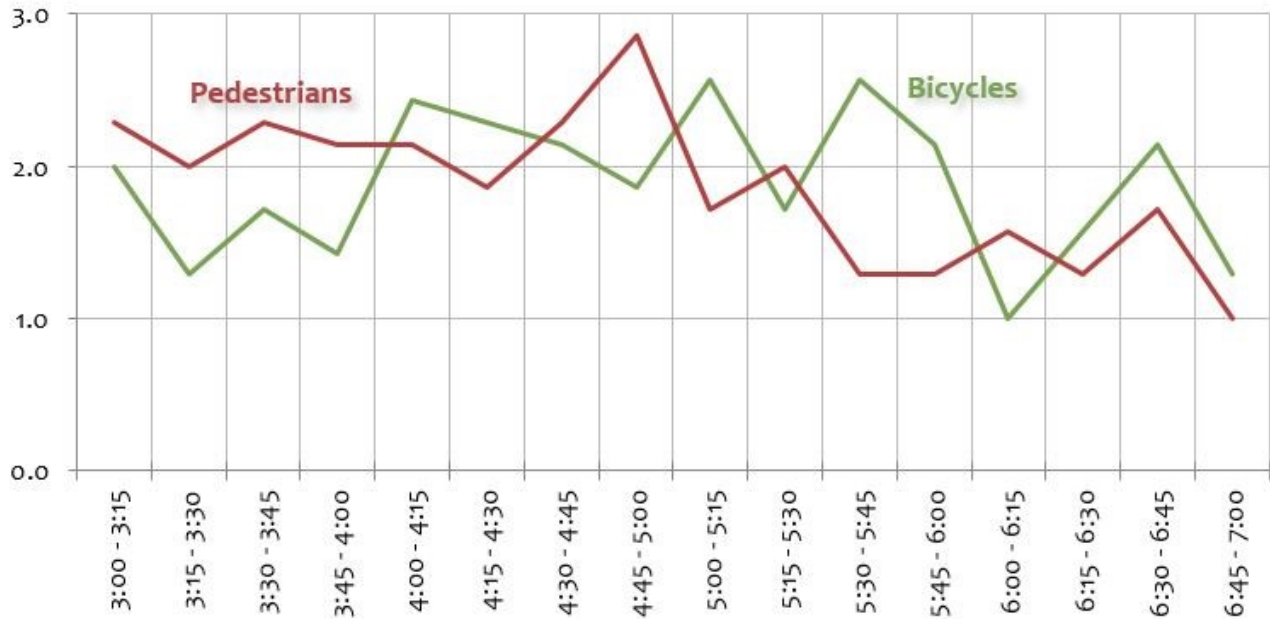
**Fargo—12th Ave N viaduct
(between 19th St & 29th St)
(Average of years 2013-2019)**



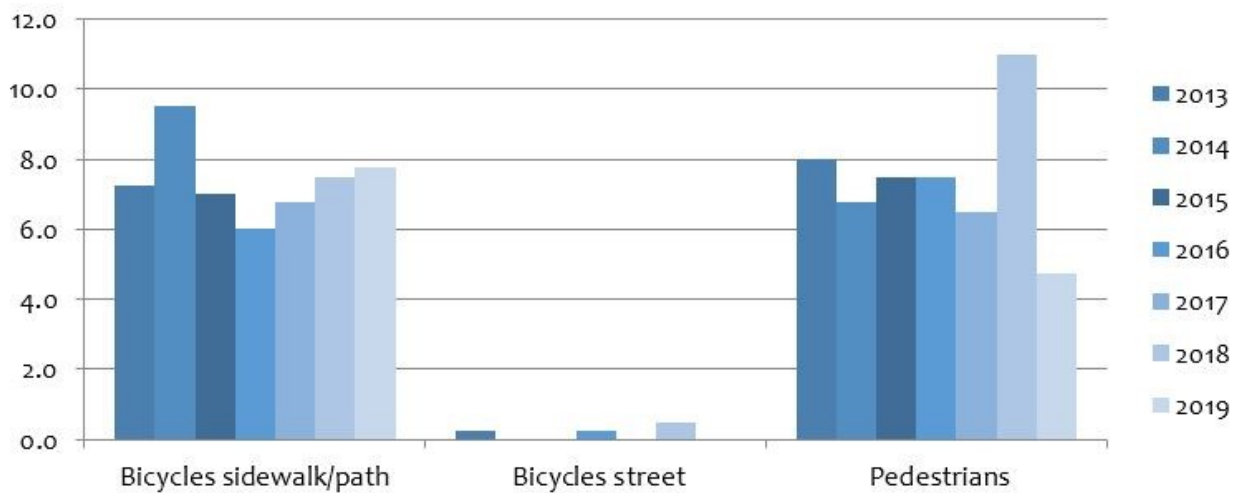
Counts per hour



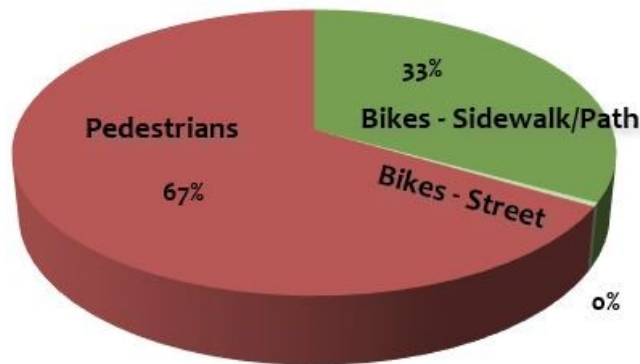
Fargo—13th Ave S under I-29 (Average of years 2013-2019)



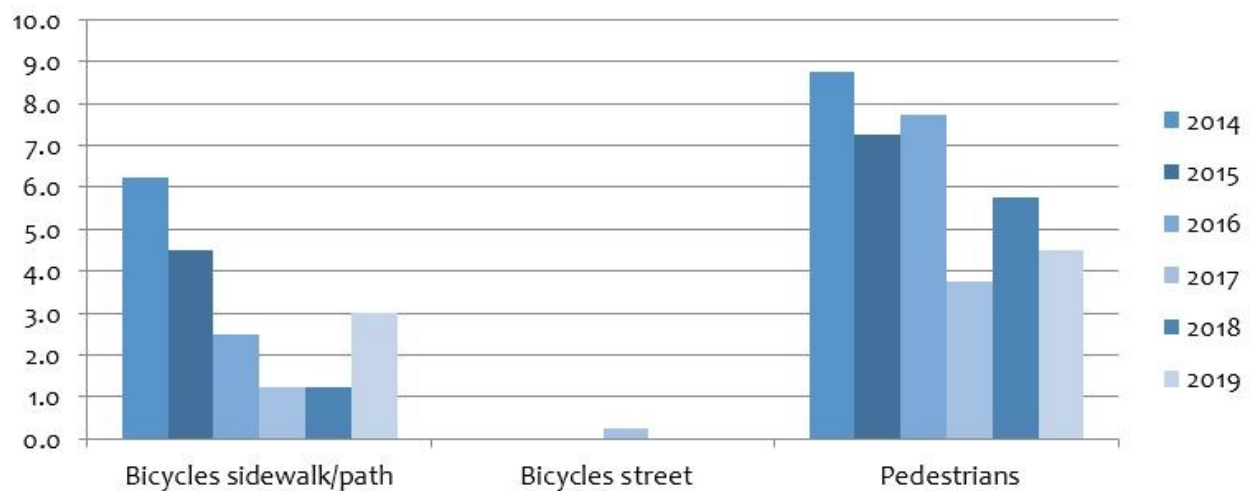
Counts per hour



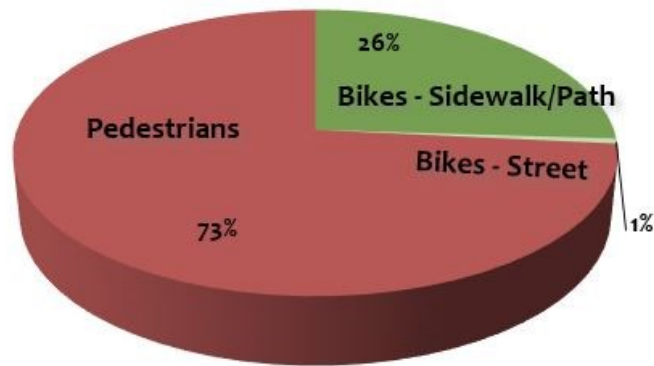
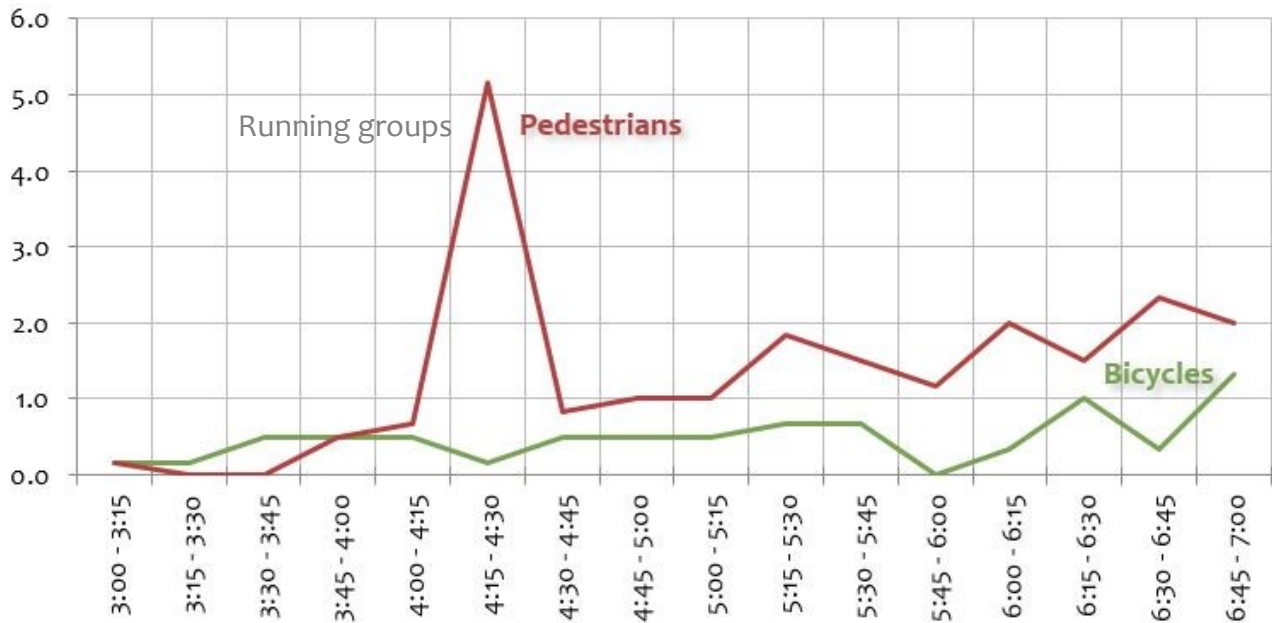
Fargo—45th St just north of 40th Ave S (Average of years 2014-2019)



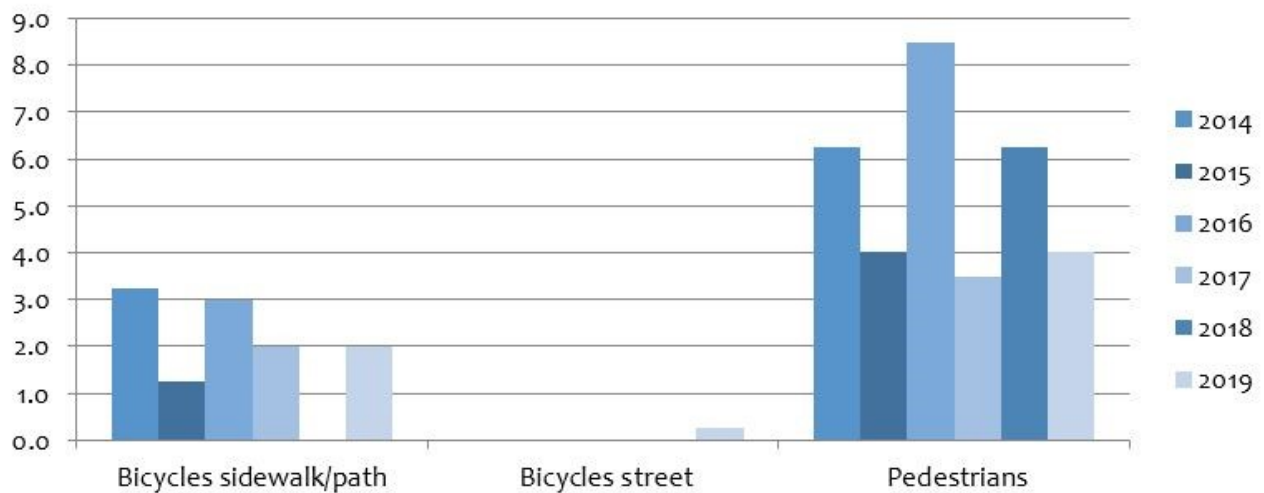
Counts per hour



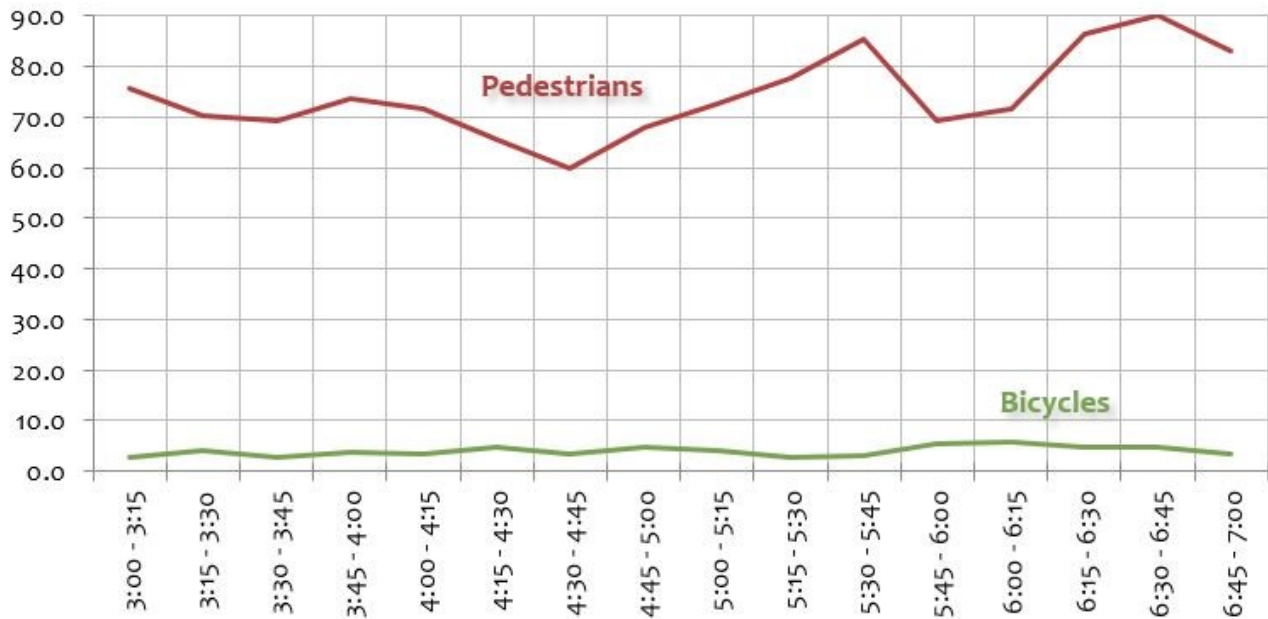
Fargo—40th Ave S just east of 45th St (Average of years 2014-2019)



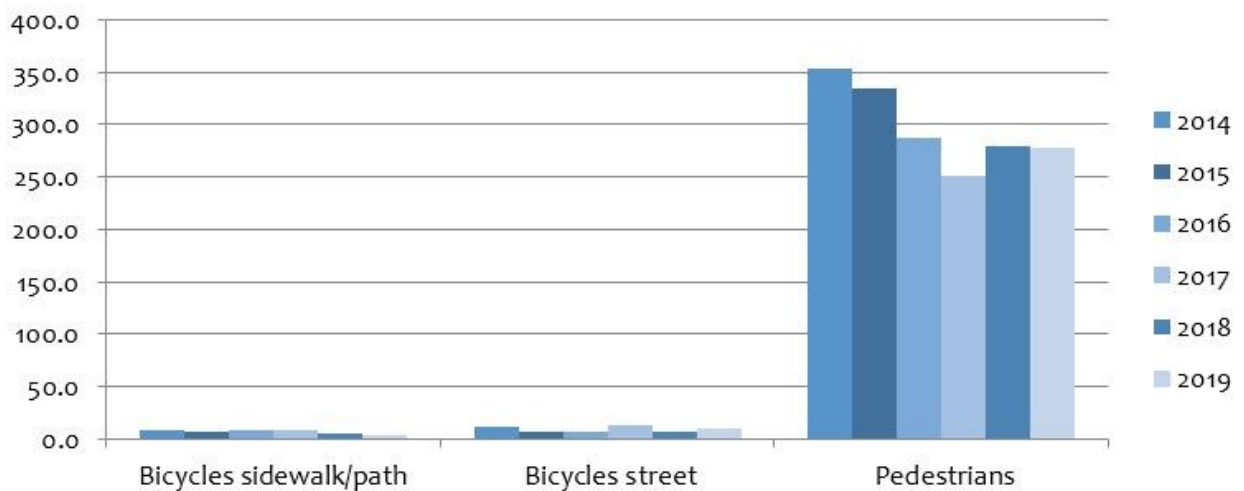
Counts per hour



Fargo—Broadway just south of 2nd Ave N (Average of years 2014-2019)



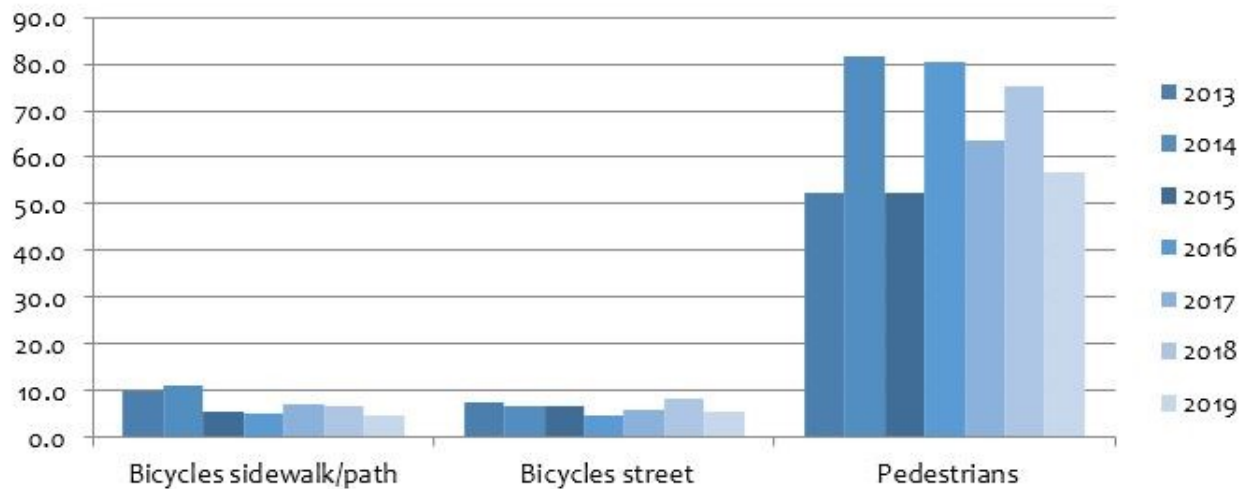
Counts per hour



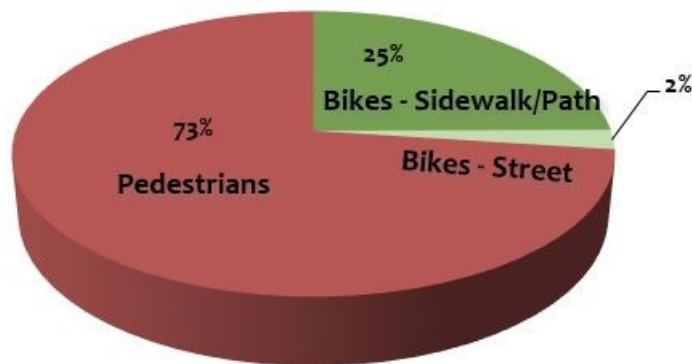
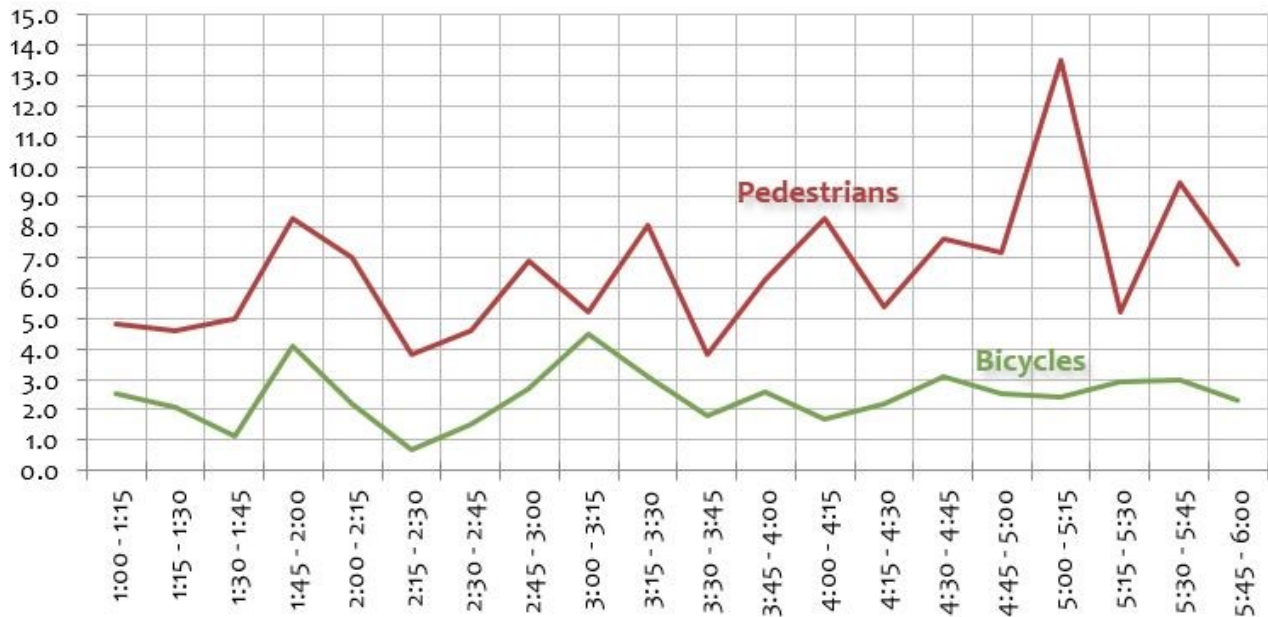
**Fargo—Broadway at RR tracks
(between NP Ave & Main Ave)
(Average of years 2013-2019)**



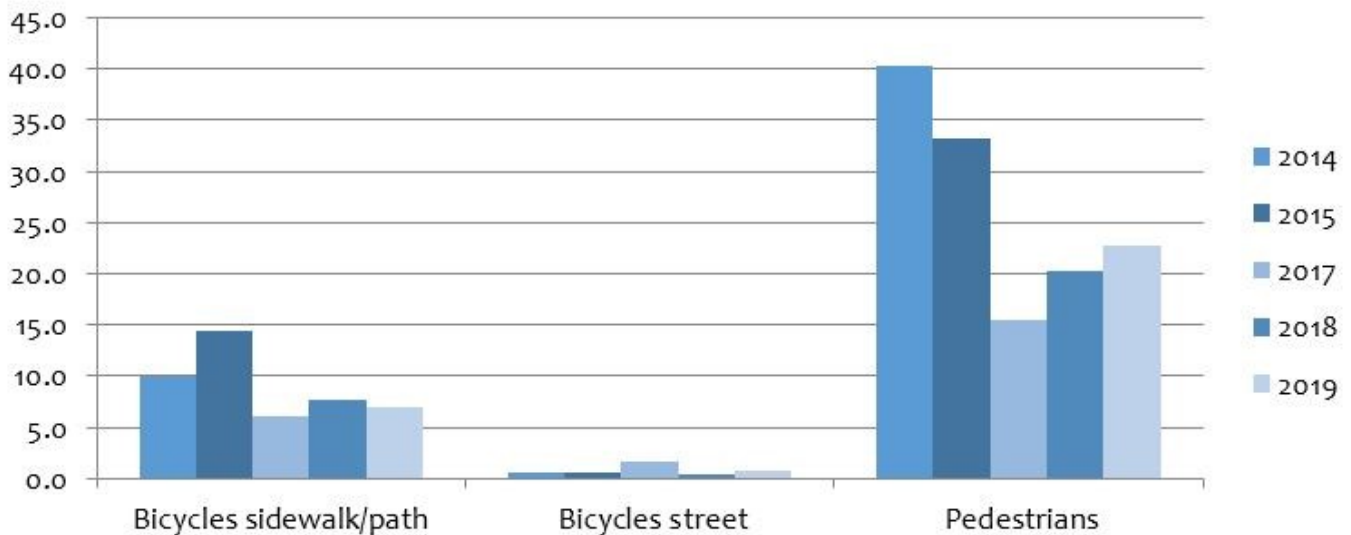
Counts per hour



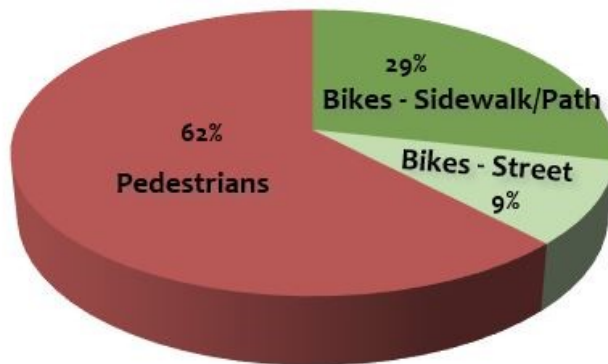
Fargo—12th Ave N just west of University Dr. (Average of years 2014-2019)



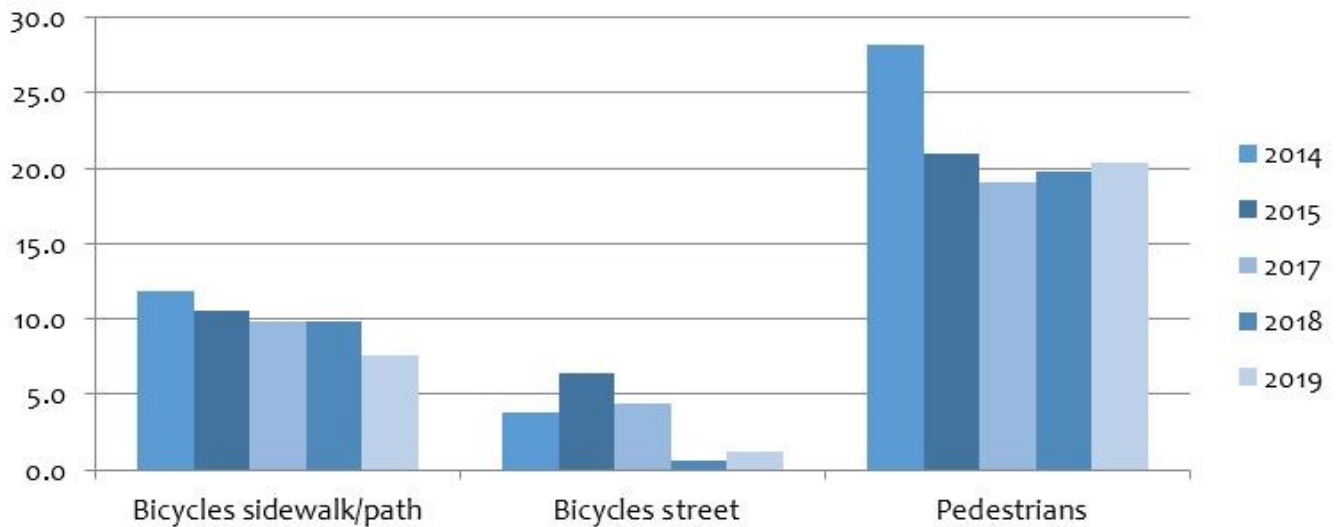
Counts per hour



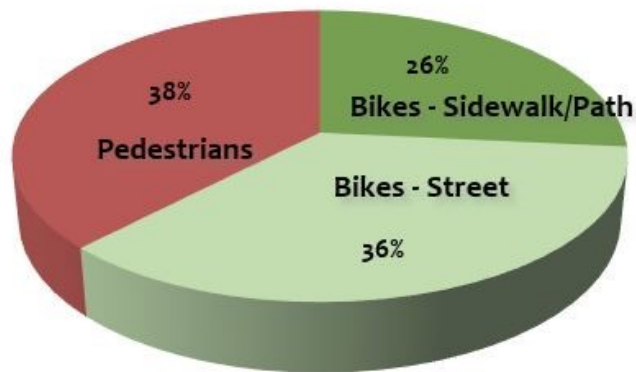
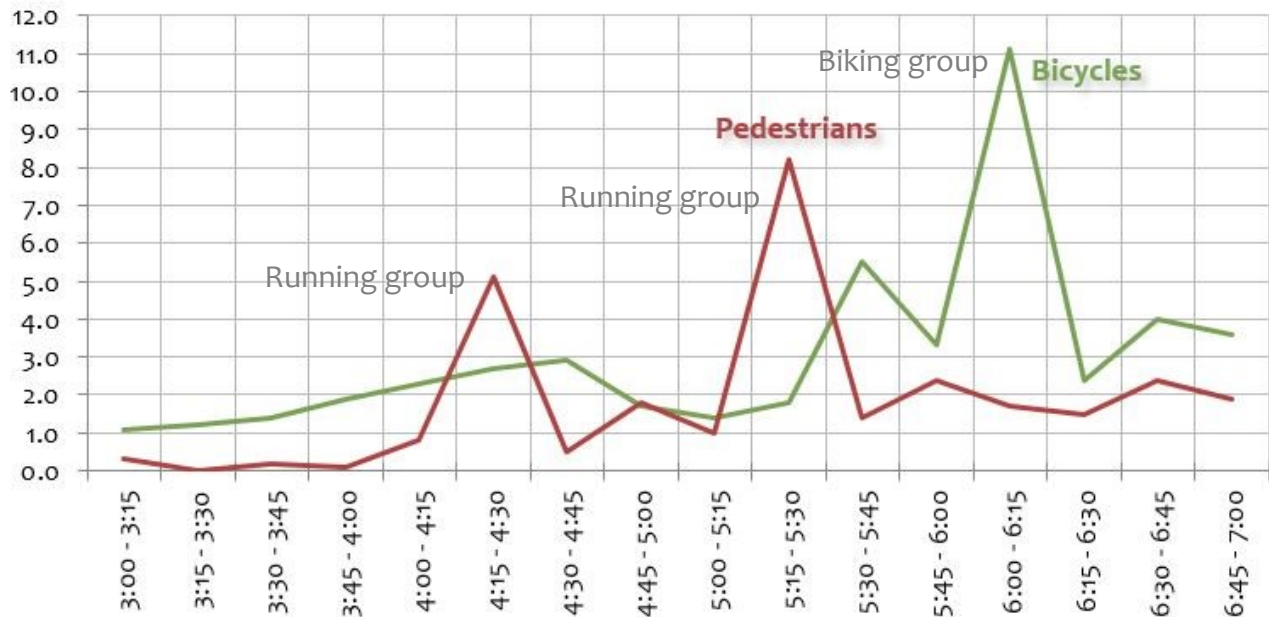
Fargo—University Dr just north of 12th Ave N (Average of years 2014-2019)



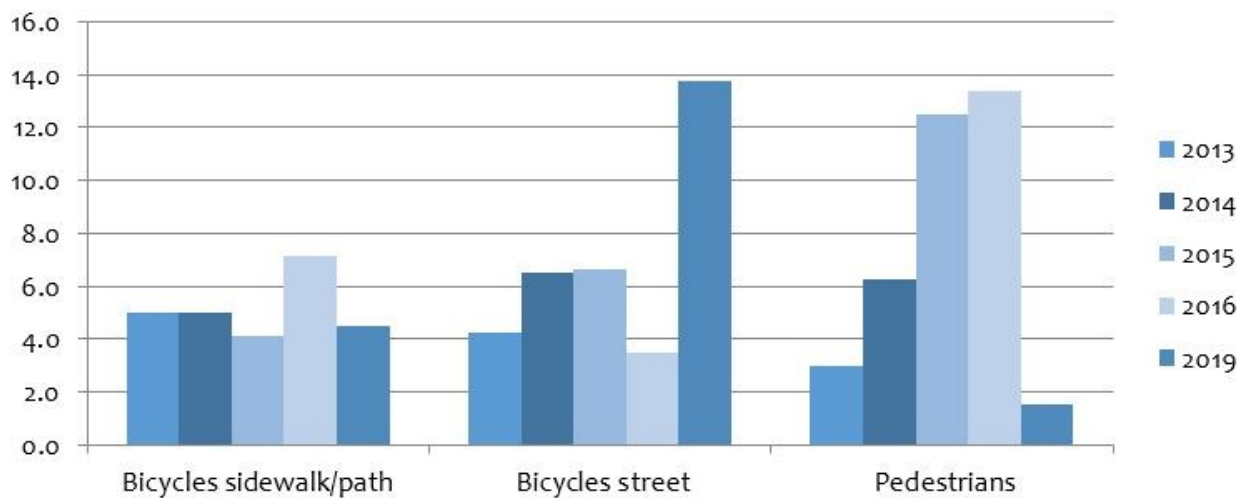
Counts per hour



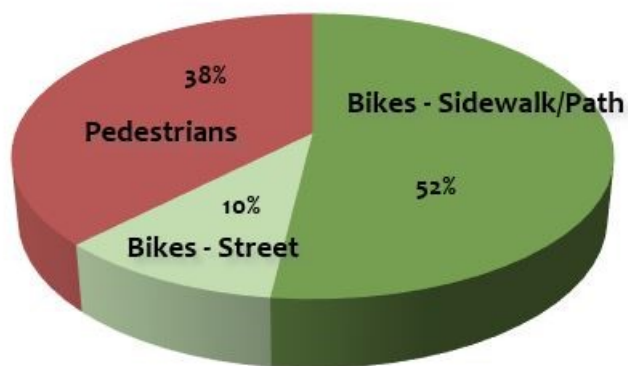
Fargo/Moorhead—12th Ave N/15th Ave N Bridge over Red River (Average of years 2013-2019)



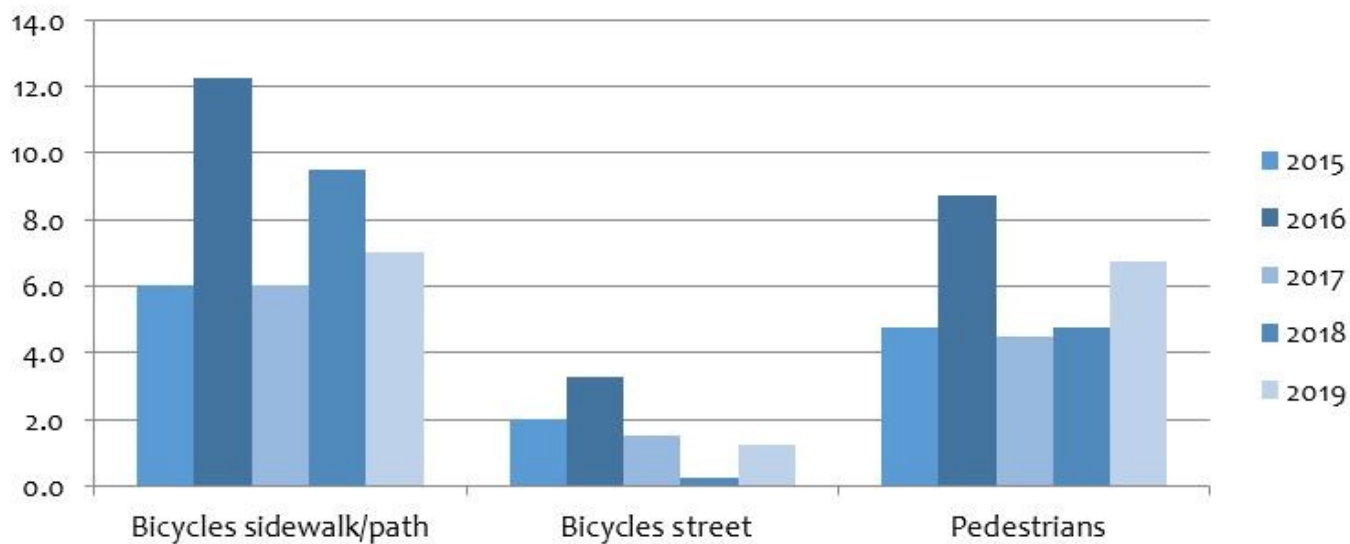
Counts per hour



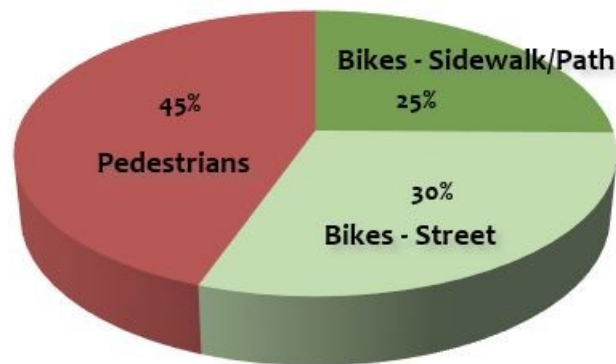
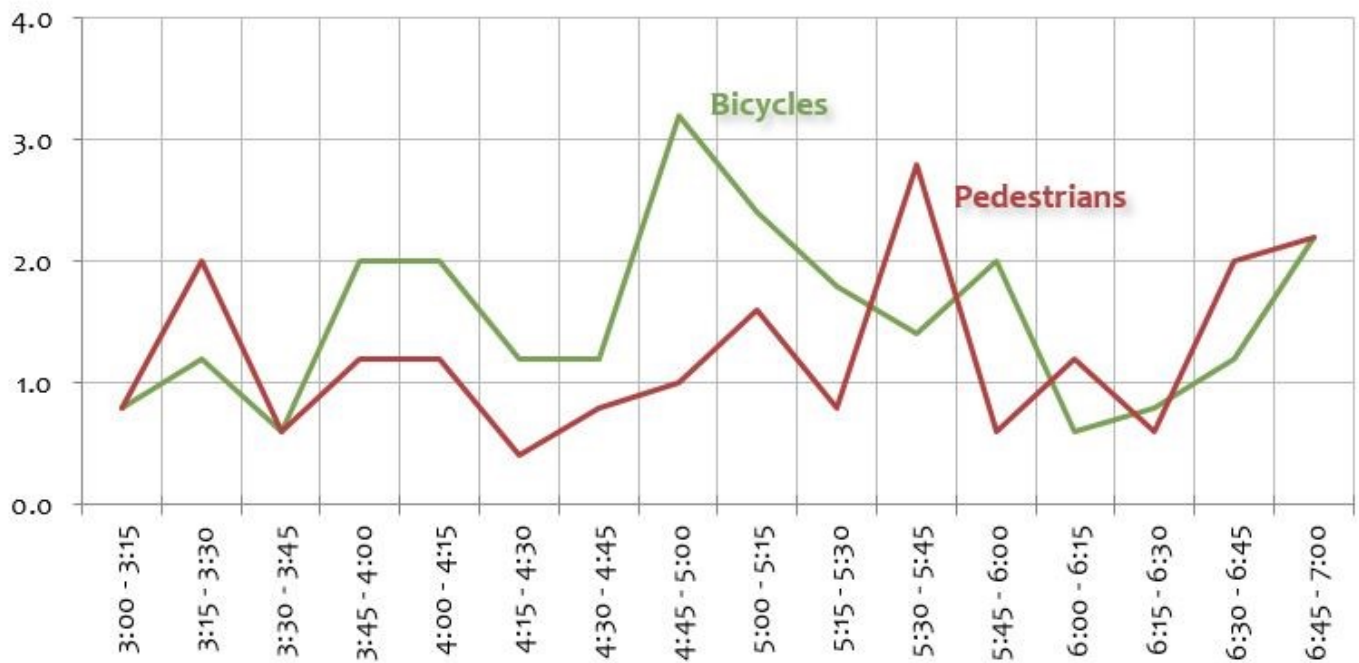
Fargo/ Moorhead—NP Ave/Center Ave bridge over Red River (Average of years 2015-2019)



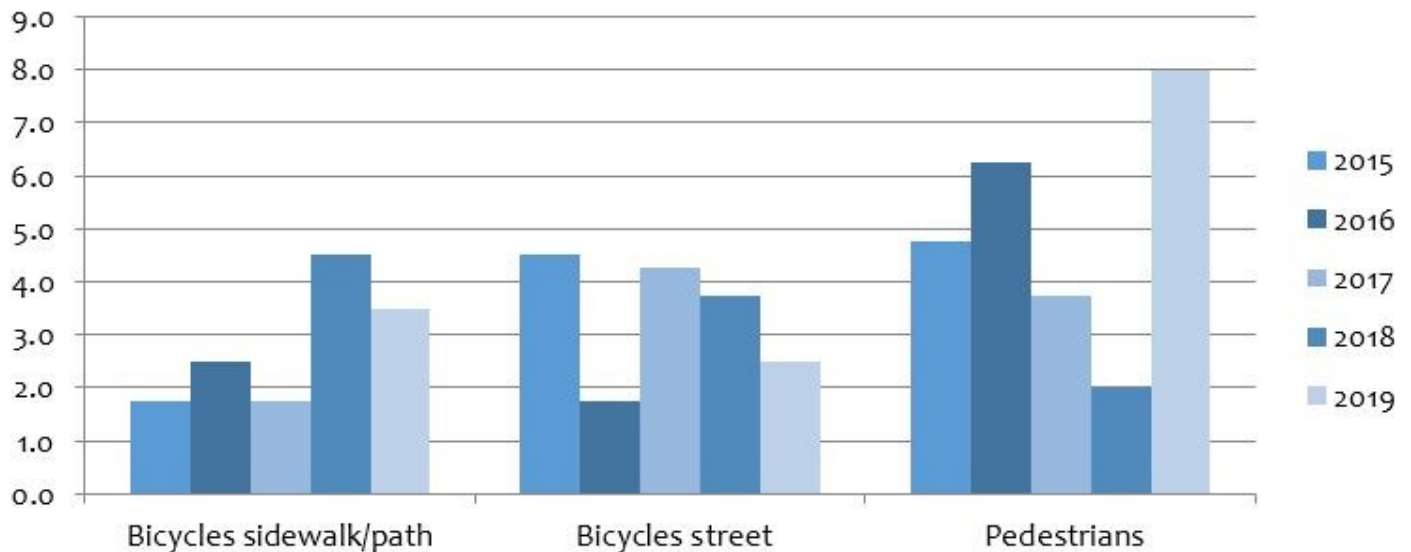
Counts per hour



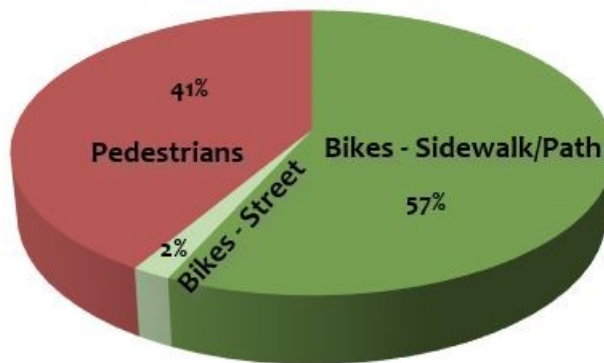
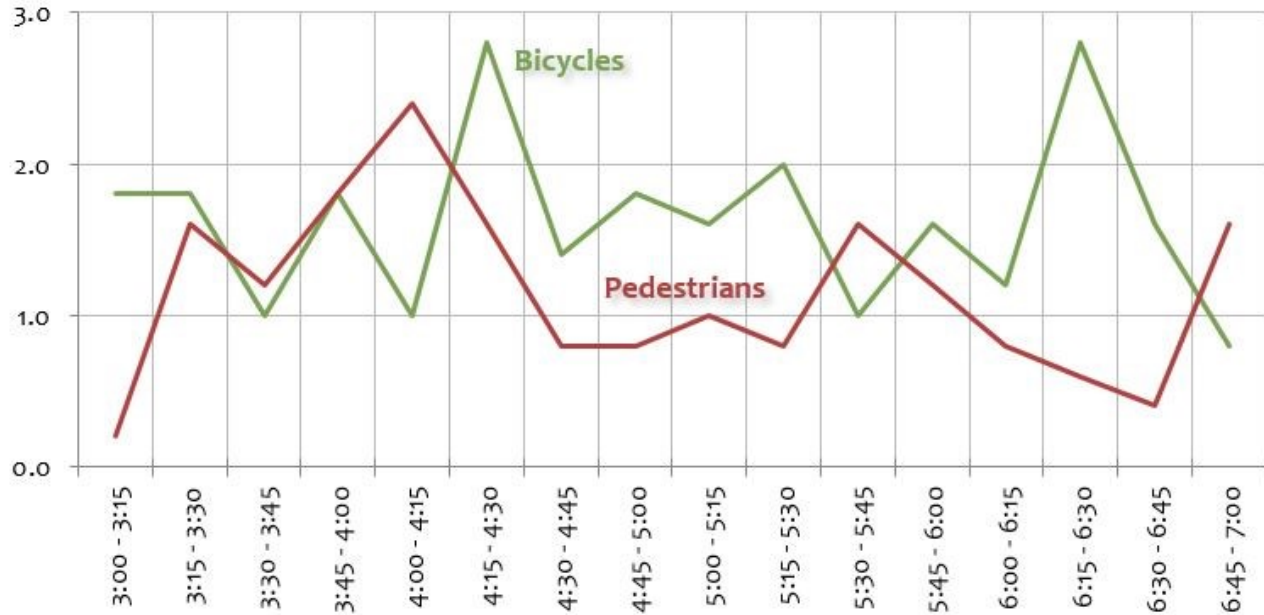
Moorhead—4th St just south of Center Ave (Average of years 2015-2019)



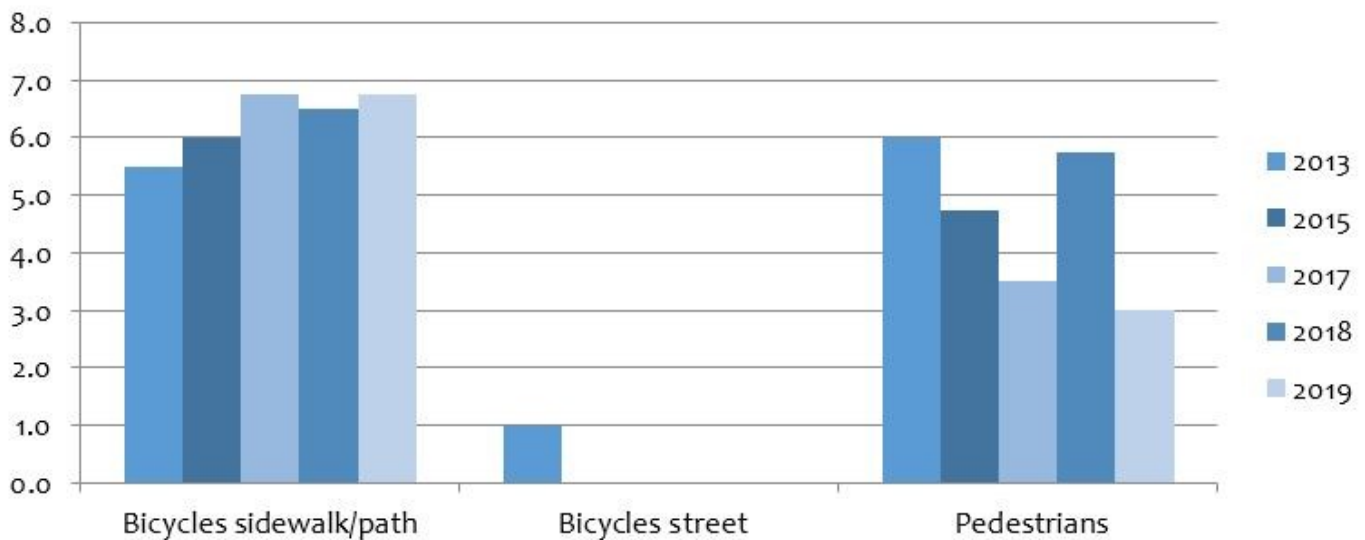
Counts per hour



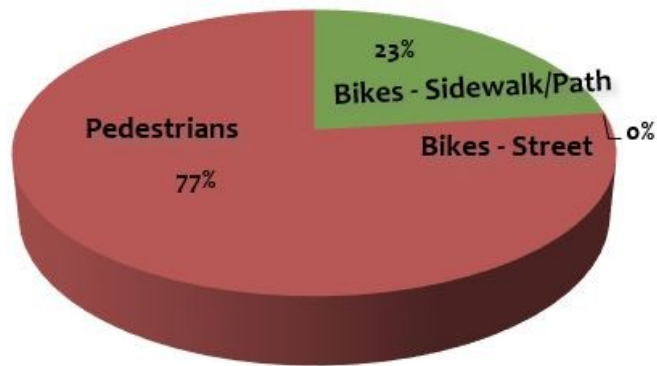
Moorhead—8th St over I-94 (Average of years 2013-2019)



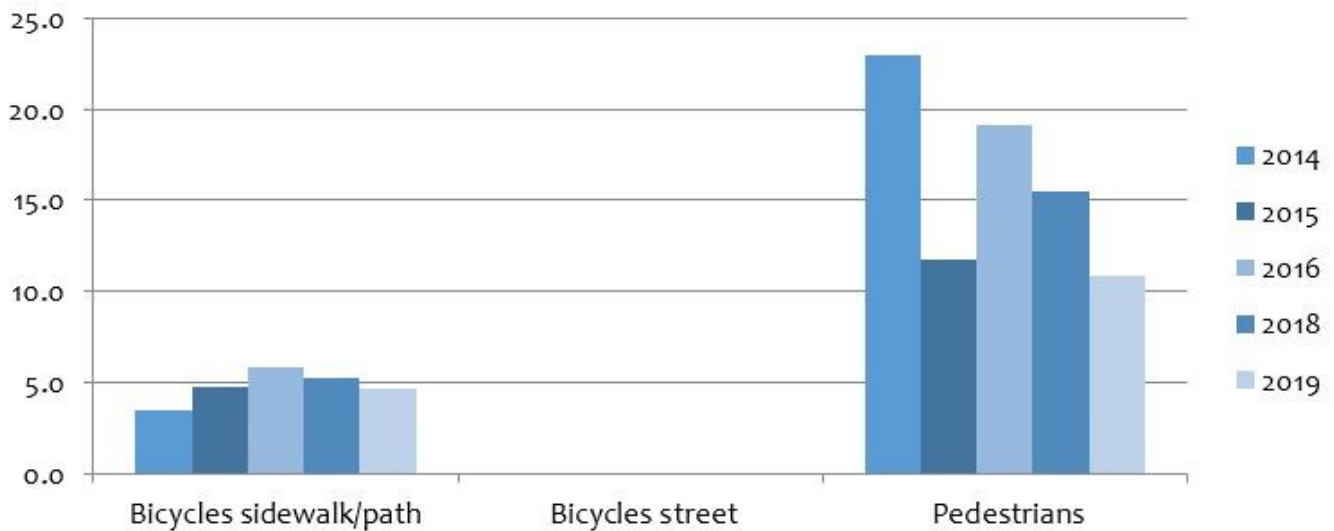
Counts per hour



West Fargo—9th St just south of 17th Ave E (Average of years 2014-2019)



Counts per hour



West Fargo—17th Ave E just west of 9th St (Average of years 2014-2019)

