

The 560th Policy Board Meeting Fargo-Moorhead Metropolitan Council of Governments

THURSDAY, November 15, 2018 – 12:00 NOON

Metro COG Conference Room

One 2nd Street North, Suite 232

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 October 18, 2018 Board Meeting Action Item
 - d. Approve November 2018 Bills Action Item
2. Consent Agenda Action Item
 - a. October 2018 End of Month Report
 - b. Horace Comprehensive and Transportation Plan Consultant Selection
 - c. FM Bikeways Gap Analysis Consultant Selection
 - d. MATBUS Transit Facility Analysis and Development Strategy Contract Amendment
 - e. Agreement for Services for Food Systems Planning and Implementation Efforts
 - f. 2018 Metro Profile
3. Regular Agenda
 - a. Public Comment Opportunity – Chair Rasmussen Public Input
 - b. 2019-2020 Unified Planning Work Program Action Item
 - c. High Tension Guardrail Projects – Bob Walton, NDDOT Information Item
 - d. Appreciation for Chair Arland Rasmussen Information Item
 - e. Election of new Policy Board Chair and Vice Chair Action Item
4. Additional Business Information Item
5. Adjourn

REMINDER: The next Metro COG Policy Board Meeting will be held Thursday, December 20, 2018 at **12:00 NOON** in the Metro COG Conference Room.

Red Action Items require roll call votes.

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

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Agenda Item 1c, Attachment 1

559th Policy Board Meeting
Fargo-Moorhead Metropolitan Council of Governments
Thursday, October 18th, 2018 – 4:00 pm
Metro COG Conference Room

Members Present:

Roger	Buscher	Moorhead Planning Commission
Shara	Fischer	Fargo Planning Commission
John	Gunkelman	Fargo Planning Commission
Steve	Jesme	Dilworth City Council (alternate for Kevin Spaulding)
Jenny	Mongeau	Clay County Commission
Brad	Olson	West Fargo City Commission
Arland	Rasmussen	Cass County Commission
John	Strand	Fargo City Commission
Sara	Watson Curry	Moorhead City Council (alternate for Brenda Elmer)

Members Absent:

Brenda	Elmer	Moorhead City Council
Tony	Gehrig	Fargo City Commission
Steve	Gehrtz	Moorhead City Council
Eric	Gjerdevig	West Fargo City Commission
Tony	Grindberg	Fargo City Commission
John	Koerselman	Horace City Commission
Dave	Piepkorn	Fargo City Commission
Rocky	Schneider	Fargo Planning Commission
Kevin	Spaulding	Dilworth City Council

Others Present:

Adam	Altenburg	Metro COG
Luke	Champa	Metro COG
Dan	Farnsworth	Metro COG
Cindy	Gray	Metro COG
Savanna	Leach	Metro COG
Michael	Maddox	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 October 18th, 2018 by Chair Rasmussen, noting a quorum was present. Introductions were made.

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

Chair Rasmussen asked for approval for the overall agenda. Item 2e under the Consent Agenda will not be acted upon this month.

MOTION: Approve the contents of the Overall Agenda of the 559th Policy Board Meeting.

Mr. Jesme moved, seconded by Mr. Buscher.

MOTION, passed. 9-0.

Motion carried unanimously.

1c. Past Meeting Minutes, approved

Chair Rasmussen asked for approval of the Minutes of the September 20, 2018 Meeting.

MOTION: Approve the September 20, 2018 Policy Board Meeting Minutes.

Mr. Gunkelman moved, seconded by Mr. Olson.

MOTION, passed. 9-0.

Motion carried unanimously.

1d. Monthly Bills, approved

Chair Rasmussen asked for approval of the October 2018 Bills as listed on Attachment 1d.

MOTION: Approve the October 2018 Bills List.

Mr. Jesme moved, seconded by Mr. Buscher.

MOTION, passed. 9-0.

Motion carried unanimously.

***Ms. Mongeau joined the meeting at 4:08 pm**

2. CONSENT AGENDA

Chair Rasmussen asked for approval of Items a-h on the Consent Agenda.

- a. October End of Month Report
- b. 2019 Health Insurance
- c. Performance Measures #2 and #3 Resolutions
- d. Accounting RFP
- e. ~~2018 Metro Profile~~
- f. Section 5339 Transit Grant Application
- g. Staff Salary Update
- h. Metro COG 3rd Quarter Report

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

Ms. Mongeau moved, seconded by Mr. Gunkelman.

MOTION, passed. 10-0.

Motion carried unanimously.

3. REGULAR AGENDA

3a. Public Comment Opportunity

No public comments were made or received.

No MOTION

3b. 76th Avenue Corridor Study Consultant Selection and Contract

Mr. Maddox presented the 76th Avenue Corridor Study consultant selection as Stantec. Contract negotiations and a final scope of work have been finalized with the contract presented before the board.

MOTION: Approval of the selection of Stantec and the subsequent contract with Stantec (inclusive of the scope of work) to complete the 76th Avenue South Corridor Study by the Policy Board.

Ms. Fischer moved, seconded by Mr. Gunkelman.

MOTION, passed. 10-0.

Motion carried unanimously.

3c. Fargo Safe Routes to School Plan Consultant Selection

Mr. Farnsworth presented the Fargo Safe Routes to School Plan consultant selection as Alta, with sub-consultant KLJ. During contract negotiation, the scope of work was revised to include Metro COG staff time to assist in field investigation. Metro COG will be using the intern budget for this staff time.

MOTION: Policy Board approval of Metro COG entering into contract negotiations with Alta/KLJ for the Fargo Safe Routes to School Plan, provided the necessary information is submitted to Metro COG.

Mr. Gunkelman moved, seconded by Mr. Olson.

MOTION, passed. 10-0.

Motion carried unanimously.

3d. Overview of Grant Solicitations

Mr. Farnsworth presented an overview of various grant opportunities available to jurisdictions in both North Dakota and Minnesota.

No MOTION

3e. November and December Policy Board Meeting Dates

Chair Rasmussen explained that due to a scheduling conflict with the FM Diversion Authority Board, the Metro COG Policy Board meetings for November and December will remain scheduled for the same days, but rescheduled for 12:00 noon on those days, instead of the regularly scheduled 4:00 pm meeting time.

No MOTION

4. Additional Business

Ms. Gray noted that the election of the new Policy Board chair will be held at the November meeting, as it will be Chair Rasmussen's last meeting.

The promotional video for public input for the LRTP was shown to the board.

5. Adjourn

**MOTION: Adjourn the 559th Meeting of the FM Metro COG Policy Board
Mr. Olson moved, seconded by Ms. Mongeau.**

MOTION, passed. 10-0.

Motion carried unanimously.

The 559th Meeting of the FM Metro COG Policy Board held Thursday, October 18th, 2018 was adjourned at 5:04 pm.

- A. THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD Thursday, November 15th, 2018, at 12:00 NOON. AT THE FM METRO COG CONFERENCE ROOM, ONE NORTH 2ND STREET, CASE PLAZA SUITE 232, FARGO, ND.**

Respectfully Submitted,

Savanna Leach
Executive Secretary



Fargo-Moorhead Metropolitan
Council of Governments

Case Plaza Suite 232 | One 2nd Street North
Fargo, North Dakota 58102-4807
p: 701.232.3242 | f: 701.232.5043
e: metrocog@fmmetrocog.org
www.fmmetrocog.org

To: Metro COG Policy Board
From: Adam Altenburg, AICP
Date: November 8, 2018
Re: **Horace Comprehensive and Transportation Plan Consultant Selection**

The Fargo-Moorhead Metropolitan Council of Governments and the City of Horace are in the process of initiating an update of the 2007 Horace Comprehensive Plan. This planning effort will focus on two primary components: an innovative comprehensive plan reflective of the changing dynamics of the city; and a detailed citywide transportation plan incorporating a flexible policy framework for addressing vehicular and multi-modal transportation system improvements.

In September, Metro COG's Policy Board approved the RFP to secure a consultant to complete the technical and planning tasks outlined in the scope of work under an approved budget of \$160,000. Metro COG received five (5) proposals prior to the October 19 closing date. The consultants who submitted proposals were: Interstate Engineering, KLJ, SRF, Stantec, and WSB.

The selection committee met with and interviewed all five consultants on October 31 and November 1 to further understand each consultant's technical qualifications, task deliverables, and past project experience. Based on scoring criteria, written technical proposals, and the in-person interviews, the selection committee has chosen the proposal submitted by Stantec and their subconsultant, Land Elements.

The initial cost proposal form submitted by Stantec is \$159,974.04. Total project costs would be split 50% Metro COG CPG funds and a 50% local match from the City of Horace and the Horace Park Board. Invoices for the local match on this contract will be sent immediately following contract execution. Metro COG is tentatively scheduled to enter final contract negotiations with Stantec the week of November 19 to review and finalize the scope and fee for this project.

Requested Action: Approve the contract with Stantec to complete the Horace Comprehensive and Transportation Plan pending contract negotiations to finalize the scope and fee, and the development of a final contract document.

To: Metro COG Policy Board
From: Dan Farnsworth
Date: November 8, 2018
Re: **FM Metro Bikeways Gap Analysis Consultant Selection**

On November 2nd, the consultant selection committee for the FM Metro Bikeways Gap Analysis interviewed the four consulting teams who proposed on the FM Metro Bikeways Gap Analysis. These teams included KLJ, SRF, Toole, and Vireo.

Upon interviews with the four firms, Toole was the highest ranked firm. The provided cost proposal came in at \$149,959, which is below the budgeted amount of \$150,000 for the project.

Requested Action:

Approval of Metro COG entering into contract negotiations with Toole Design for the FM Metro Bikeways Gap Analysis.

To: Transportation Technical Committee
From: Michael Maddox, AICP
Date: November 8, 2018
Re: **MATBUS Transit Facility Analysis and Development Strategy Contract Amendment**

Metro COG has been working with MATBUS and its consultant KLJ to complete an analysis of current and future MATBUS facilities such as the MTG, GTC, and West Acres Transit Hub. KLJ has asked for a contract extension for the project. Staff has indicated the willingness to allow for a schedule extension with the following conditions:

1. All public engagement is to be completed at least one week prior to Thanksgiving
2. A draft of the document would be presented to Metro COG and MATBUS before Thanksgiving
3. The final document be presented to TTC and Policy Board for approval in December
4. There will be no project expenditures after December 31st
5. The final project invoice be submitted to Metro COG no later than January 15, 2019 so that it can be paid at the January Policy Board meeting.

KLJ accepted these conditions. Staff is asking that the contract to the project be amended to include the extension of the schedule until December 31, 2018 and include the above conditions. Staff will file this memo with the contract and treat it as an amendment.

Requested Action: Metro COG Staff requests approval of the schedule extension, inclusive of the aforementioned conditions, for the MATBUS Transit Facility Analysis and Development Strategy by the Policy Board.



Fargo-Moorhead Metropolitan
Council of Governments

Case Plaza Suite 232 | One 2nd Street North
Fargo, North Dakota 58102-4807
p: 701.232.3242 | f: 701.232.5043
e: metrocog@fmmetrocog.org
www.fmmetrocog.org

To: Metro COG Policy Board
From: Adam Altenburg, AICP
Date: November 8, 2018
Re: **Agreement for Services for Food Systems Planning and Implementation Efforts**

Since September 2014, Metro COG has assisted with coordination activities for the Cass Clay Food Commission, as well as miscellaneous food systems planning efforts as part of its programs and activities in the Unified Planning Work Program (UPWP). These activities have aided in implementing recommendations of the 2013 Metropolitan Food Systems Plan and raising awareness of the increasing relationships between MPO's and public health officials in areas such as urban agriculture, food access, and hunger awareness. The continued scope of work for these activities include providing technical assistance for the Cass Clay Food Commission, as well as general consultation and planning work as needed. Total direct and indirect costs shall not exceed \$6,000 and will be funded through a grant from the North Dakota Chronic Disease program. Funding for this program will run through September 30, 2019.

This work effort is 100% grant funded and will not use federal planning or additional local funds.

Requested Action: Approve the Agreement for Services with Fargo Cass Public Health and the City of Fargo for continued support of the Cass Clay Food Commission and additional food systems planning and implementation efforts.

AGREEMENT FOR SERVICES

THIS AGREEMENT, effective the 1st day of October 2018, by and between Fargo Cass Public Health ("FCPH"); and Fargo-Moorhead Metropolitan Council of Governments (Independent Contracting Consultant).

NOW, THEREFORE, it is hereby agreed by and between the parties hereto as follows:

- A. Term of Agreement:** The parties entered into a written agreement for the period of October 1, 2018, through September 30, 2019.
- B. Services to be provided by independent contractor:** Independent contractor will work closely with the Cass Clay Food Partners Steering Committee to implement and conduct the Cass Clay Food Commission meetings according to the Joint Powers Agreement guidelines; continue to provide guidance and administrative support for the Commission (keep minutes, compile and send out agenda packets, arrange room and technology for meetings, etc.). Oversee the Metropolitan Food Systems Plan update and network with local jurisdictions to incorporate food systems in city/county comprehensive and land development plans.
- C. Reimbursement:** The independent contracting consultant shall be reimbursed \$6000 for services and will submit an invoice quarterly.
- D. Termination:** This Agreement may be terminated by either party upon the giving of thirty (30) days written notice.
- E. Confidentiality:** The independent contracting consultant agrees to not, directly or indirectly, disclose, make known, divulge, publish or communicate any individually identifiable health information or other confidential information to any person, firm or corporation without consent unless that disclosure is authorized under North Dakota law.

Special Considerations:

- A.** It is understood and agreed that the relationship created by this Agreement shall be that of independent contractor and contractee that shall not be deemed to be an employee of Fargo Cass Public Health for any other purpose.
- B.** This service agreement shall be governed by the laws of the State of North Dakota. I hereby certify that the above assurances and provisions of service have been reviewed and our agency has agreed upon the conditions as set forth.
- C.** It is understood any forms or paperwork required by Fargo Cass Public Health and the City of Fargo to receive payment for services will be completed as needed.
- D.** Services including printing and other miscellaneous costs may be discussed and agreed to by the parties as needed.

In Witness thereof, this purchase of service agreement has been executed between the Consultant and Fargo Cass Public Health on the date-executed below.

FARGO CASS PUBLIC HEALTH

FM Metropolitan Council of Governments

By _____
Desi Fleming, Director of Public Health

By _____
Cindy Gray, Executive Director

Date _____

Date _____

By _____
Timothy, J. Mahoney
Mayor, City of Fargo

Date _____

To: Policy Board
From: Anna Pierce
Date: October 12, 2018
Re: **2018 Metro Profile**

Each year Metro COG produces the Metropolitan Profile (Metro Profile), which serves as a fact book summarizing major trends and data within the MPA for that year. The Metro Profile is separated into five chapters, each of which focuses on trends affecting the development patterns and multi-modal transportation network of the Fargo-Moorhead Metropolitan Area. Additionally, the Profile serves as a tool to evaluate the accuracy of projections and assumptions set forth in various elements of the LRTP, TIP, and other plans and programs.

Per direction from the TTC in March 2018, Metro COG staff revised the overall look and style of the Metro Profile in an effort to make the document more user-friendly to stakeholders, board members, and the public. The goal was to streamline the document, add more info graphics, and focus the text content to key information related to the performance measures in the LRTP.

There was a major overhaul to the layout in this 2018 Metro Profile. Metro COG staff expect that future Metro Profiles will be further refined to contain key content and graphics that are useful to track yearly progress towards the goals of the 2045 LRTP: Metro GROW.

In the 2018 Metro Profile, information and data from the 2017 calendar year has been compiled and analyzed.

Upon favorable recommendation by the Policy Board, both electronic and hard copies of the 2018 Metro Profile will be distributed to member jurisdictions and other interested parties in the Fargo-Moorhead area and will be posted on Metro COG's website.

Requested Action:

Recommend approval and adoption of the draft 2018 Metropolitan Profile.

METROPOLITAN PROFILE 2018

ANNUAL REPORT FOR THE FARGO-MOORHEAD METROPOLITAN AREA



PREPARED BY
METROCOG
FM REGIONAL TRANSPORTATION PLANNING ORGANIZATION

ADOPTED: NOVEMBER 15, 2018
1 - 2ND STREET N, SUITE 232
FARGO, ND 58102
WWW.FMMETROCOG.ORG

The preparation of this document was funded in part by the United States Department of Transportation with funding administered through the North Dakota and Minnesota Departments of Transportation, the Federal Highway Administration and the Federal Transit Administration. Additional funding was provided by the Minnesota Department of Transportation and through local contributions from the governments of Fargo, Horace, West Fargo and Cass County in North Dakota; and Moorhead, Dilworth and Clay County in Minnesota. The United States government and the states of North Dakota and Minnesota assume no liability for the contents or use thereof.

This document does not constitute a standard, specification, or regulation. The United States Government, the states of North Dakota and Minnesota, and the Fargo-Moorhead Metropolitan Council of Governments do not endorse products or manufacturers. Trade or manufacturers' names may appear therein only because they are considered essential to the objective of this document.

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

Interested Persons, Stakeholders, Jurisdictions, Agencies and Organizations --

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) is pleased to present the 2018 Metropolitan Profile (Metro Profile), a document previously known as the Surveillance and Monitoring Report for the Fargo-Moorhead Metropolitan Area. The data presented within this Profile pertains to the 2017 calendar year (January 1, 2017 through December 31, 2017).

As background, Metro COG has produced the Metropolitan Transportation Surveillance and Monitoring Report since 1981. Over time, it has taken various forms in order to ensure compliance and compatibility with relevant surface transportation authorization. Under Fixing America's Surface Transportation Act (FAST Act), the Metro Profile has become an essential performance management tracking tool.

The Metro Profile is structured to document and monitor the following:

- (a) Changes, improvements, and projects affecting the transportation system;
- (b) Demographic and socio-economic conditions affecting the region;
- (c) Land use and development patterns;
- (d) The accuracy of projections made within Metro 2040 – Mobility for the Future, Metro COG's Long Range Transportation Plan (LRTP); and
- (e) Implementation of the Transportation Improvement Program (TIP).

The Metro COG Policy Board believes this data to be critical to both accurately represent the state of the transportation network and to maintain and to implement elements of the Metropolitan Transportation Planning Program, such as the TIP, LRTP, and regional Travel Demand Model (TDM).

For convenience, the Profile is separated into five sections:

- Section 1: Community Profile
- Section 2: Roadway Network
- Section 3: Freight Network - Truck, Rail, Air, Pipeline
- Section 4: Bicycle & Pedestrian Network
- Section 5: Transit Network

It is Metro COG's goal to continue to enhance the ease and accuracy of collecting and reporting metropolitan transportation data, as well as improve accessibility to this information for all interested persons.

Any questions or comments on the content of this document should be directed to Metro COG. Additionally, supporting plans, studies, and other transportation data for the Fargo-Moorhead Metropolitan Planning Area are available by contacting Metro COG via:

Phone: 701.532.5100
Email: metrocog@fmmetrocog.org
Website: www.fmmetrocog.org
Address: Case Plaza
1 - 2nd Street North, Suite 232
Fargo, ND 58102

Sincerely,

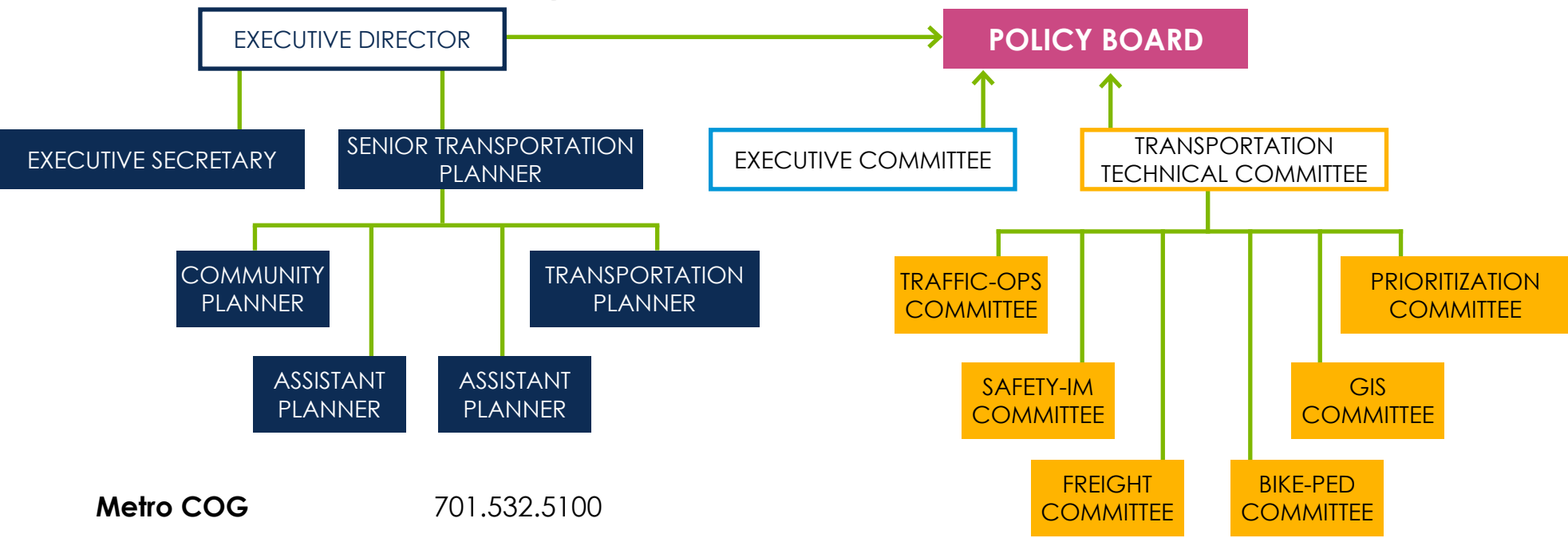
Arland Rasmussen
Chair, Metro COG Policy Board

Cindy Gray
Executive Director, Metro COG

ACRONYMS

AADT	Average Annual Daily Traffic	Metro COG	Fargo-Moorhead Metropolitan Council of Governments	UZA	Urbanized Area or FAUA
ACS	American Community Survey (U.S. Census Bureau)			VMT	Vehicle Miles Traveled
ADA	Americans with Disabilities Act of 1990	MnDOT	Minnesota Department of Transportation	VSS	Valley Senior Services
ADT	Average Daily Traffic	MPA	Metropolitan Planning Area		
ATAC	Advanced Traffic Analysis Center	MPO	Metropolitan Planning Organization		
ATR	Automatic Traffic Recorder	MSA	Metropolitan Statistical Area (includes all of Cass County and Clay County)		
CFR	Code of Federal Regulations	MSUM	Minnesota State University – Moorhead		
CSAH	Minnesota County State Aid Highway	NAICS	North American Industry Classification System		
DNR	Department of Natural Resources	NDDOT	North Dakota Department of Transportation		
FHWA	Federal Highway Administration	NDSU	North Dakota State University		
FTA	Federal Transit Administration	PPP	Public Participation Plan		
FAUA	Federal Aid Urbanized Area or UZA	TAZ	Traffic Analysis Zone		
HSS	U.S. Dept. of Health and Human Services	TDM	Travel Demand Model		
HUD	U.S. Dept. of Housing & Urban Development	TDP	Transit Development Plan		
ITS	Intelligent Transportation System	TH	Minnesota Trunk Highway		
LRTP	Long-Range Transportation Plan	TIP	Transportation Improvement Program		
MATBUS	Metro Area Transit of Fargo-Moorhead	UPWP	Unified Planning Work Program		
		USC	United States Code		

Organizational Chart



Metro COG	701.532.5100
Executive Director Cindy Gray.....	701.532.5103
Executive Secretary Savanna Leach	701.532.5101
Senior Transportation Planner Michael Maddox	701.532.5104
Transportation Planner Dan Farnsworth	701.532.5106
Community Planner Adam Altenburg	701.532.5105
Assistant Planner Anna Pierce	701.532.5102
Assistant Planner Luke Champa	701.532.5107

INTRODUCTION

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) is both the designated Council of Governments (COG) and Metropolitan Planning Organization (MPO) for the greater Fargo-Moorhead Metropolitan Area. An MPO is a transportation policy-making organization comprised of representatives from local government and transportation authorities. The Federal Surface Transportation Assistance Act of 1973 requires the formation of a MPO for any urbanized area with a population greater than 50,000. MPOs ensure that existing and future expenditures for transportation projects and programs are based on a comprehensive, cooperative, and continuing planning process, known as the “3-C” process.

The core of an MPO is the urbanized area, which is initially identified and defined by the U.S. Census Bureau as part of the Decennial Census update. This boundary is adjusted by local officials and approved by the overseeing Department of Transportation. The result of which is the official Adjusted Urban Area Boundary (known as the UZA). In Metro COG’s case the overseeing DOT is North Dakota Department of Transportation (NDDOT). The UZA boundary is used to determine the type of transportation funding programs potential projects may be eligible to

receive. In 2012 Metro COG worked closely with local jurisdictions, NDDOT, and the Minnesota Department of Transportation (MnDOT) to establish an Adjusted Urban Area Boundary for the Fargo-Moorhead area. This Adjusted UZA was subsequently approved by the Metro COG Policy Board, FHWA, and both the Minnesota and North Dakota Departments of Transportation in 2013.

In addition to the urban area (defined as the urbanized jurisdictions plus any additional urban areas immediately adjacent to the jurisdiction limits), the MPO boundary includes any contiguous areas which may become urbanized within a twenty-year forecast period. Collectively, this area is known as the Metropolitan Planning Area (MPA). Metro COG’s MPA boundary was most recently expanded in 2013 and is comprised of approximately 1,073 square miles (687,000 acres), 14 cities, and 30 townships. The MPA boundary is effectively Metro COG’s “study area” or area of influence respective to the metropolitan planning program. These areas are significant not only as potential future population centers, but also due to their proximity to existing and future transportation assets of regional significance. Although many of these areas are not developed nor are they likely to experience development pressure in the near future, they are participants in the required metropolitan planning process.

The map in Figure 1 provides an overview of these boundaries for the Fargo-Moorhead area, specifically depicting:

- a) The Metropolitan Planning Area Boundary and townships within the MPA;
- b) The Adjusted UZA boundary; and
- c) Cities within the MPA.

The Metropolitan Profile (Profile) is separated into five chapters, each of which focuses on trends affecting the development patterns and transportation network of the Fargo-Moorhead Metropolitan Area. Together, they provide a comprehensive snapshot of the conditions and trends affecting the metro area as of 2017.

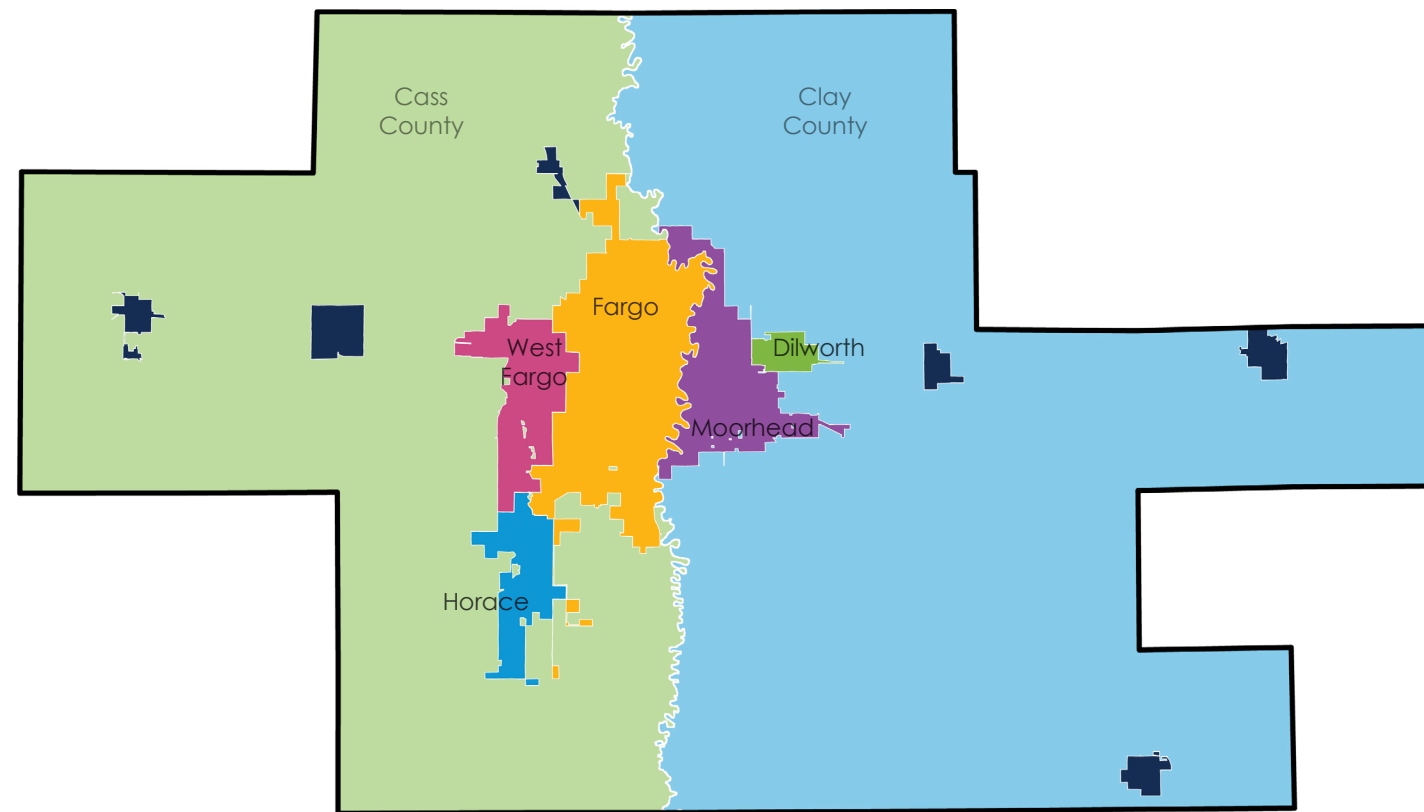


Figure 1. Map of Jurisdictions located within Metro COG's MPA

Metro COG serves a bi-state area that covers 14 townships in Cass County, ND and 16 townships in Clay County, MN.

Within that area there are seven (7) member jurisdictions: Cass County, Clay County, City of Fargo, City of Moorhead, City of West Fargo, City of Dilworth, and City of Horace. These jurisdictions pay dues and have voting rights on the policy board and transportation technical committee.

Associate Jurisdictions are located within the MPA and have populations over 700. These jurisdictions do not pay dues and do not have voting rights on the policy board and transportation technical committee. These include in Minnesota: Barnesville, Glyndon, and Hawley; and in North Dakota include: Casselton, Harwood, and Mapleton.

Additionally there is a third designation of jurisdiction, which are non-member jurisdictions. These jurisdictions have populations under 700 or have chosen not to participate in Metro COG and include in Minnesota: Comstock and Sabin; and in North Dakota: Argusville, Briarwood, Frontier, Kindred, North River, Oxbow, Prairie Rose, and Reiles Acres.

The (14) Townships within the MPA in North Dakota include: Barnes, Berlin, Casselton, Durbin, Everest, Harmony, Harwood, Mapleton, Normanna, Pleasant, Raymond, Reed, Stanley, Warren.

The (16) Townships within the MPA in Minnesota include: Alliance, Barnesville, Eglon, Elkton, Elmwood, Glyndon, Hawley, Holy Cross, Humboldt, Kragnes, Kurtz, Moland, Moorhead, Morken, Oakport, Riverton.

COMMUNITY PROFILE

POPULATION
EMPLOYMENT
HOUSING
LAND USE

ROADWAY NETWORK

SAFETY
SYSTEM
PRESERVATION
SYSTEM
MANAGEMENT &
OPERATIONS
ECONOMIC VITALITY
TRENDS IN VMT
SYSTEM RELIABILITY
TRAFFIC COUNTS
INTELLIGENT
TRANSPORTATION
SYSTEM (ITS)
FEDERAL
FUNCTIONAL
CLASSIFICATION

FREIGHT NETWORK

PIPELINES
RAIL
AVIATION
TRUCK

BICYCLE & PEDESTRIAN NETWORK

NETWORK
STUDIES & PLANS

TRANSIT NETWORK

2017 EQUIPMENT,
PROJECTS,
RIDERSHIP & ON TIME
PERFORMANCE
SERVICES

VISION STATEMENT

PROVIDE QUALITY, PROACTIVE REGIONAL PLANNING SERVICES FOR A CHANGING SOCIETY.

MISSION

- Harmonize the activities of federal, state, and local agencies,
- Render technical assistance
- Encourage public participation in the development of the area

CORE FUNCTIONS

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
- Increase the safety of the transportation system for motorized and non-motorized users.
- Increase the security of the transportation system for motorized and non-motorized users.
- Increase accessibility and mobility for people and freight.
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
- Promote efficient system management and operation.
- Emphasize the preservation of the existing transportation system.
- Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.
- Enhance travel and tourism.

EXECUTIVE SUMMARY

Fargo-Moorhead Metropolitan Council of Governments (Metro COG) is both the designated Council of Governments (COG) and Metropolitan Planning Organization (MPO) for the greater Fargo-Moorhead Metropolitan Area. Metro COG coordinates planning efforts across state lines for the 7 member jurisdictions and 6 associate jurisdictions within the MPA.

Each year Metro COG produces the Metropolitan Profile (Metro Profile), which serves as a fact book summarizing major trends and data within the MPA for that year. The Metro Profile is separated into five chapters, each of which focuses on trends affecting the development patterns and multi-modal transportation network of the Fargo-Moorhead Metropolitan Area.

In the 2018 Metro Profile, information and data from the 2017 calendar year has been compiled and analyzed. The following are some highlights.

In 2017, the MPA grew by 1.6% for an estimated MSA population of 241,356. The demand for housing also remained strong with an MSA occupancy rate of 92.4%, while 8,507 housing units were built. Although, there was an increase in the apartment annual vacancy rate to 9.1%, which meant that less people

were living in apartments in 2017. Additionally, unemployment was at an all-time low of 2.6%.

Total fatalities were down from 16 in the MPA in 2016 to only 8 in 2017. Five (5) of the crashes occurred in Fargo or West Fargo, while only one (1) occurred in the rural portion of the MPA in North Dakota and two (2) occurred in the rural portion of the MPA in Minnesota.

In 2017, 97.9% of pavement on the Interstate System was considered to be in good condition. In Minnesota and North Dakota, the pavement on the Non-interstate NHS that is in poor condition exceeded the targets set by their associated state DOT. Thus, each of segment in poor condition should be reviewed closer in order to determine project priorities over the next four years.

Additionally, the percentage of NHS bridges classified as in good condition in North Dakota and Minnesota both fell below the associated state DOT performance measure targets that are set for 2018. This means that NHS bridges should be further examined and a project priority and implementation list established, as to improve the overall NHS bridge conditions over the next 4 years to meet the set targets.

In 2017, 89.4% of commuters commuted to/from work in a personal vehicle (alone or as a carpool), whereas only 1.3% bicycled, 3.2% walked, and 1.0% took public transportation. These percentages are about static compared to 2016's commuter travel modes. This information draws into question as to why there is no change in the percentage of people using alternative modes of transportation to/from work.

At the end of 2016, Fed EX Express moved their air cargo operations from Grand Forks, ND to Fargo, ND. This has had a major influence on the air traffic in the area. Overall, Hector International has seen an increase in landings with a 176.6%

increase in air cargo landings and an additional 2.2% increase in landings/departures of commercial airlines. Even charter airline passenger totals are up from 2016.

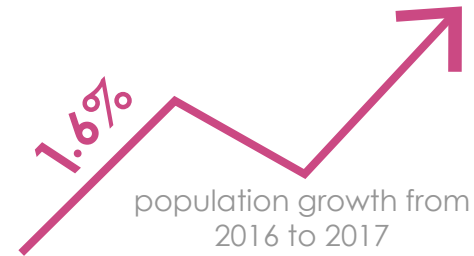
Overall the bicycle and pedestrian network remained unchanged.

The transit network saw some changes in 2017. A few route changes occurred, and there were purchases and decommissions of some of the fleet on both sides of the river. MATBUS - Moorhead's fixed route service saw ridership increase by 1.23% from 2016 and on-time performance was up 5.21%. At the same time, MATBUS - Fargo's fixed route service saw a decrease in ridership by 4.88% and the on-time performance was down 5.66%. This may be in part to the implementation of the Great Rides Bike Share, which launched in 2015. Metro COG in coordination with MATBUS needs to further compare the factors involved in the increase in Moorhead ridership and on-time performance versus Fargo ridership and on-time performance. The information gleaned from further review may help increase system wide on-time performance and ridership.

Overall in 2017, the Fargo-Moorhead Metropolitan Planning Area has seen steady growth in the community's profile. Across the multi-modal transportation network there were safety improvements that reduced the number of fatalities in the urbanized area. As construction projects were completed across the region, the roadway and freight networks saw increased reliability indexes. Despite increased travel time reliability, concerns on roadway condition and bridge condition have surfaced. Transit and bicycle/pedestrian networks have stayed stable in the MPA from 2016-2017.

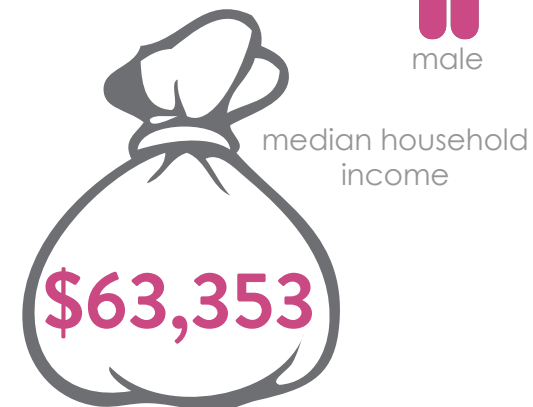


MSA POPULATION... **241,356**



208,321 Total Population of Member Jurisdictions

32.9 median age in MSA



EMPLOYMENT | JOBS

The Fargo-Moorhead Metropolitan Statistical Area had 192,117 people over the age of 16. Once a person turns 16, they are considered eligible to work and count towards the workforce. Of those eligible in 2017, approximately 76.5% participated in the workforce.



Unemployment rate of 2.6%

In 2017, the MSA had an **unemployment rate of 2.6%**. Besides 2015, where the unemployment rate was 2.6% as well, this is the lowest it has been in over a decade.

*INFORMATION RETRIEVED FROM THE AMERICAN CENSUS SURVEY ON CENSUS.GOV FOR 2017 AND 2016 FOR THE FARGO-MOORHEAD METROPOLITAN STATISTICAL AREA.

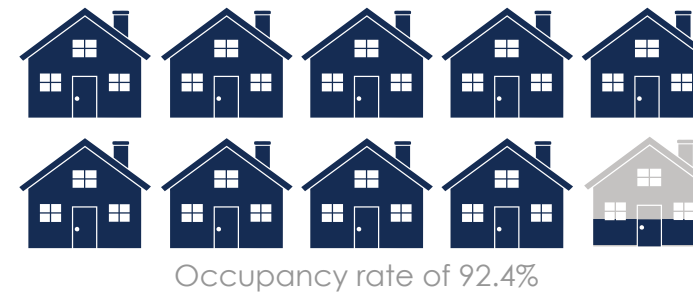
HOUSING

In 2017, the Fargo-Moorhead MSA's average household size was **2.31 people**. In 2017 there were **100,721 households** counted, which is up from 99,968 households in 2016. If no housing units were built in 2017 there would have been a housing shortage. To maintain an occupancy rate of 95%, only 5,036 units would have needed to have been built in 2017 in the MSA. Instead 8,507 housing units were built in 2017 for a total of **108,958 housing units** in the MSA, which left the MSA with an **occupancy rate of 92.4%**.

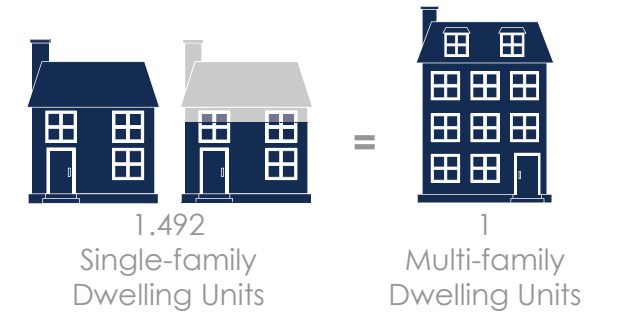


Jurisdictions try to keep the occupancy rate between 91-97% for a stable market.

Of the occupied housing units, **58.4% were owner-occupied** and 41.6% were renter-occupied.



In 2017, there was a ratio of **1.492** Single-Family Dwelling Units for every 1 Multi-family Dwelling Unit. Within the MSA there was an **apartment annual vacancy rate of 9.1%** in 2017.



*INFORMATION RETRIEVED FROM THE AMERICAN CENSUS SURVEY ON CENSUS.GOV FOR 2017 AND 2016 FOR THE FARGO-MOORHEAD METROPOLITAN STATISTICAL AREA.

BUILDING PERMITS

Within the Metropolitan Planning Area **1,779** total new residential building unit permits were issued.

- Single-family Residential - **735 units**
 - 318 units Fargo
 - 251 units West Fargo
 - 42 units Horace
 - 118 units Moorhead
 - 6 units Dilworth
- Multi-family Residential - **1,044 units**
 - 907 units Fargo
 - 90 units West Fargo
 - 2 units Horace
 - 45 units Moorhead
 - 0 units Dilworth

*BUILDING PERMIT DATA RECEIVED FROM EACH JURISDICTION. APARTMENT VACANCY RATE CALCULATED BY APPRAISAL SERVICES INC. SINGLE FAMILY REFERS TO ONE UNIT PER BUILDING. MULTI-FAMILY REFERS TO TWO OR MORE UNITS PER BUILDING.

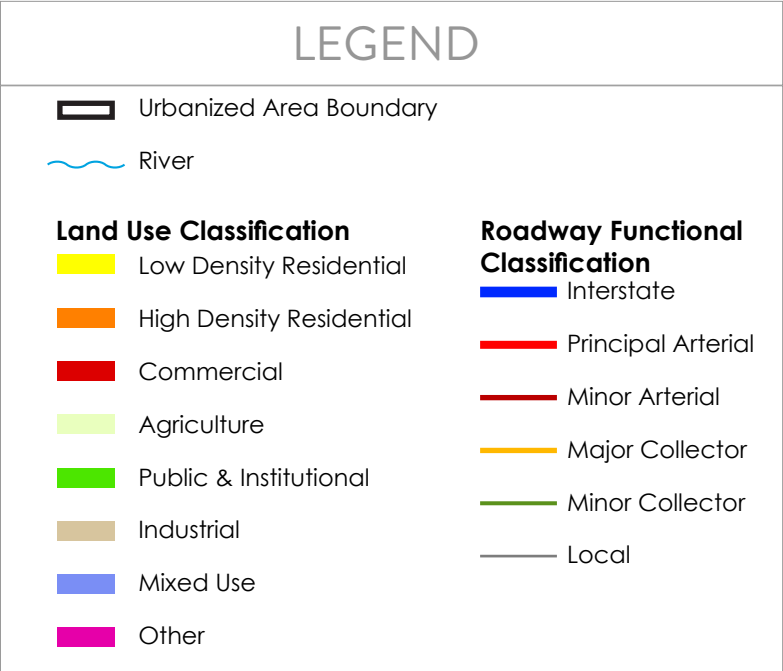
INCORPORATED ACREAGE BY JURISDICTION

North Dakota

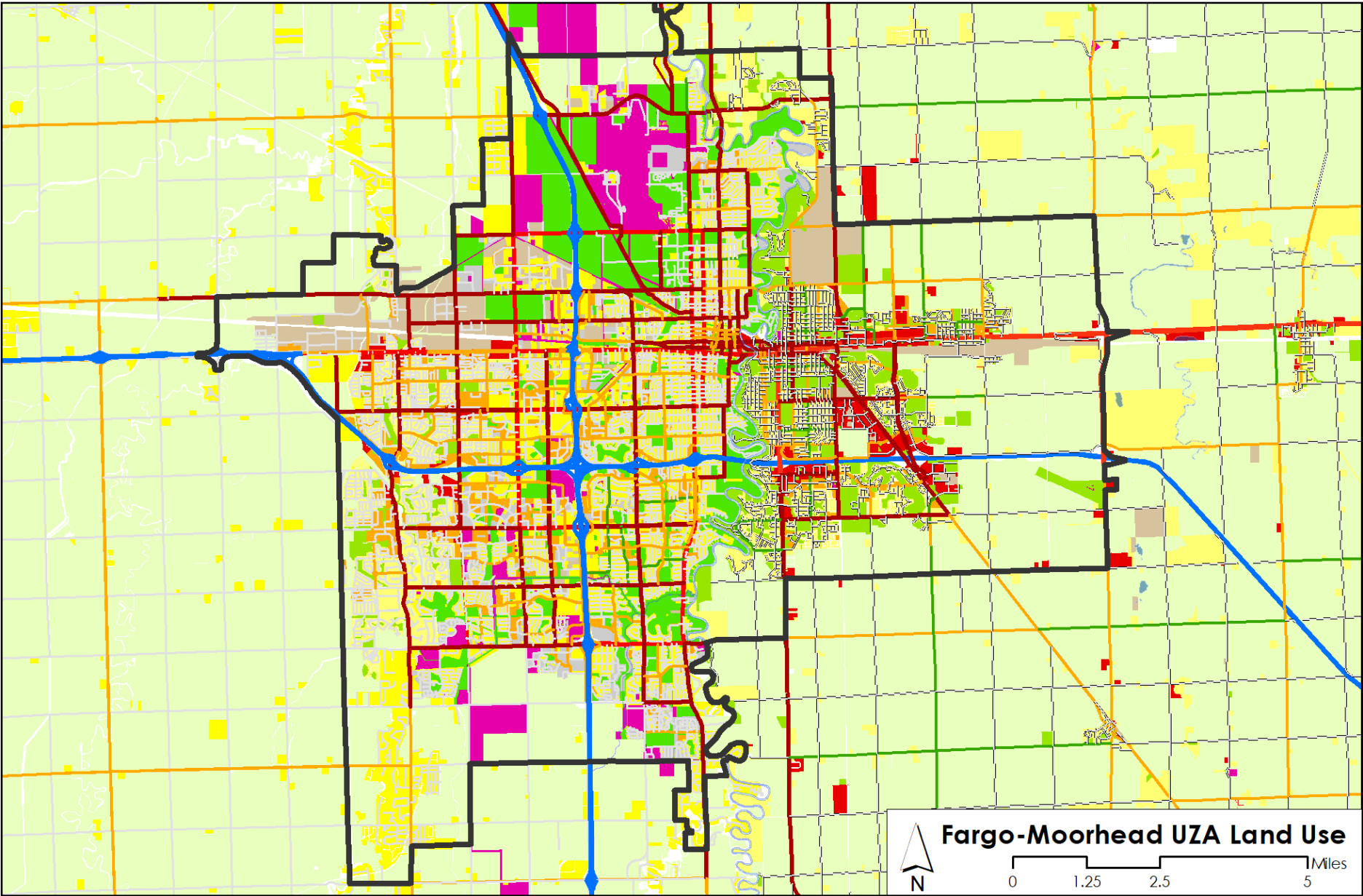
- Cass County ~ 1,131,520 AC
- Fargo ~ 31,400 AC
- West Fargo ~ 9,768 AC
- Horace ~ 7,123 AC
- Casselton ~1,226 AC
- Harwood ~ 771 AC
- Mapleton ~ 2,503 AC

Minnesota

- Clay County: 673,732.9 AC
- Moorhead: 14,267.8 AC
- Dilworth: 2,054 AC
- Barnesville ~ 1,397 AC
- Glyndon ~ 926 AC
- Hawley ~ 1,571 AC



2017 FARGO-MOORHEAD URBANIZED AREA LAND USE



*LAND USE MAP DEVELOPED BY METRO COG WITH GIS DATA FROM EACH JURISDICTION. SOME CLASSIFICATIONS WERE SIMPLIFIED AND/OR COMBINED TO CREATE A VISUALLY CONSISTENT MAP. JURISDICTION ACREAGE WAS CALCULATED FROM THE GIS INFORMATION PROVIDED BY EACH JURISDICTION.

PERFORMANCE
MEASURES

SAFETY

8 Fatal motorized crashes in 2017

34 Serious Injury motorized crashes in 2017

4,354 Total motorized crashes in 2017

0.227 Rate of motorized fatalities per 100 million VMT in 2017

0.965 Rate of motorized serious injuries per 100 million VMT in 2017

ROADWAY NETWORK

SAFETY

SYSTEM
PRESERVATION

SYSTEM
MANAGEMENT &
OPERATIONS

ECONOMIC VITALITY

TRENDS IN VMT

SYSTEM RELIABILITY

TRAFFIC COUNTS

INTELLIGENT
TRANSPORTATION
SYSTEM (ITS)

FEDERAL
FUNCTIONAL
CLASSIFICATION

ECONOMIC VITALITY

1 Projects were constructed in 2017 that were previously studied by Metro COG (12th Avenue North from 9th Street NW to 45th Street | West Fargo, ND to Fargo, ND)

1 Projects completed that use Planning and NEPA in the same document/process in 2017 (52nd Avenue South | Fargo, ND)

TRENDS IN VMT

Vehicle Miles Travelled (VMT) is often used to measure the relative traffic demand on the transportation network, as well as assist with the calibration of the Traffic Demand Model (TDM). For the purposes of the Metro Profile, VMT is annualized and refers to the total number of miles traveled by all vehicles on an annual basis.

In the MPA in 2017 there were **3,524,803,989 VMT**.

This is up 1.39% from 2016.

VMT per capita is the number of vehicle miles traveled per person. This is a statistical tool that is used to determine the amount and length of trips people are taking. It also can be used to determine which modes of transportation people are using. In the MPA in 2017 there were **14,604.17 V/C**.

SYSTEM MANAGEMENT &
OPERATIONS

A good measure of roadway capacity is the percentage of VMT on the modeled network with vehicle/capacity ratio. Near capacity levels are considered 0.85-0.95, so as a measurement Metro COG uses the percentage to gauge the roadway network's capacity levels. These percentages are calculated using the Traffic Demand Model (TDM).

Since Metro COG updates the TDM every 5 years, the last traffic numbers are from 2015. Thus, in 2015, the VMT on the modeled network with vehicle/capacity ratio greater than 0.9 was **2.15%**. What this means is that the roadway network is under capacity.

Another indicator that the transportation network is under capacity is that the average travel speed for the TDM network in 2015 was **49.6 mph**.

Further, the roadway network can be examined by the level of travel time reliability (LOTR). Federal Highway Administration (FHWA) uses this measurement as in Performance Measure 3 (PM3). This information is elaborated on in the System Reliability | Accessibility section.

SYSTEM PRESERVATION

MAP-21 requires MPOs to adopt system preservation targets for each state that they operate in or to set their own targets for the entire MPA. This is considered Performance Measure 2 (PM2).

In 2018, MnDOT and NDDOT set their respective statewide PM2 targets for 2018-2021 based on 2017 data. By November 16, 2018, Metro COG needs to adopt PM2 targets. In order to do so, Metro COG will examine the 2017 data and determine if the targets proposed by the respective states are applicable and/or aligned with the regional planning goals. Then Metro COG can adopt the respective statewide PM2 targets and/or set their own MPA-wide targets.

Adjacent are the 2017 system preservation numbers that are used to determine the PM2 targets. The data has been grouped by the entire MPA, North Dakota's portion of the MPA, and Minnesota's portion of the MPA.

Pavement is evaluated using the Pavement Condition Index (PCI), which provides a numerical rating of 0 to 100.

Excellent	86-100
Good	71-85
Fair	56-70
Poor	0-55

Bridges are evaluated using the national Bridge Inventory (NBI), which provides a numerical rating of 0 to 9.

Good	7-9
Fair	5-6
Poor	0-4

The higher the percentage of pavement or bridges in good/excellent condition the better and the lower the percentage of pavement or bridges in poor condition the better.

MPA

2017 INTERSTATE PAVEMENT

97.9% in good condition

0.0% in poor condition

2017 NON-INTERSTATE NHS PAVEMENT

89.3% in good condition

2.9% in poor condition

NORTH DAKOTA - 2017

Interstate Pavement in ND

95.7% in good condition

0.0% in poor condition

NON-INTERSTATE NHS PAVEMENT IN ND

88.6% in good condition

2.3% in poor condition

MINNESOTA - 2017

Interstate Pavement in MN

100% in good condition

0.0% in poor condition

NON-INTERSTATE NHS PAVEMENT IN MN

90.0% in good condition

3.4% in poor condition

2017 NHS BRIDGE CLASSIFICATION

49.0% in good condition

1.0% in poor condition

2017 NHS BRIDGES CLASSIFIED IN ND

47.0% in good condition

2.0% in poor condition

2017 NHS BRIDGES CLASSIFIED IN MN

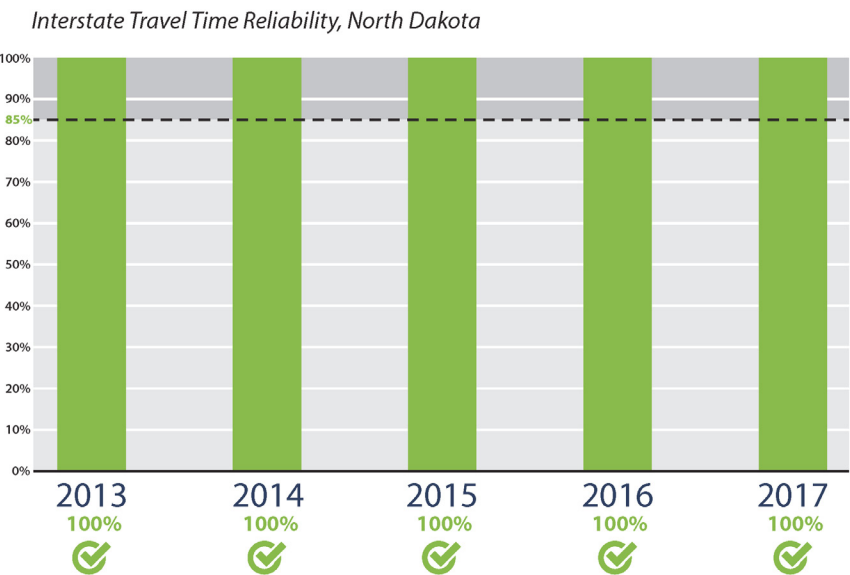
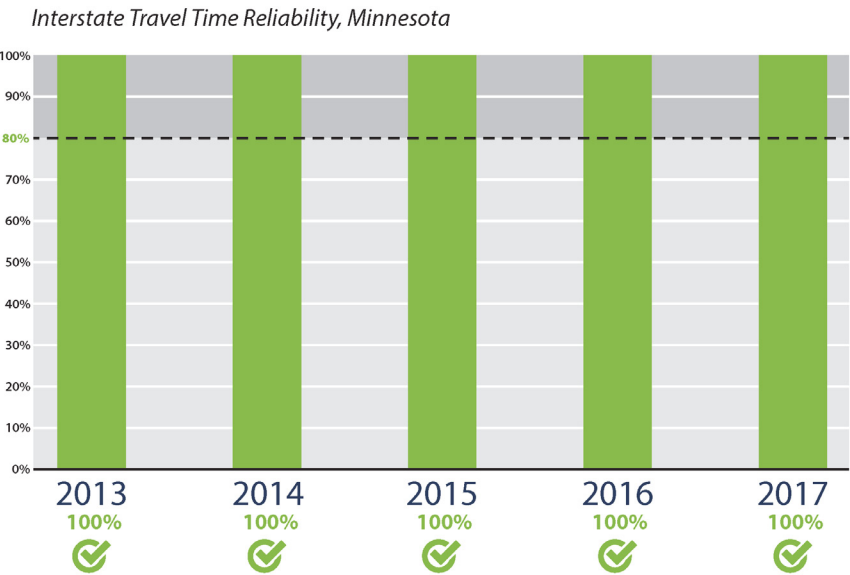
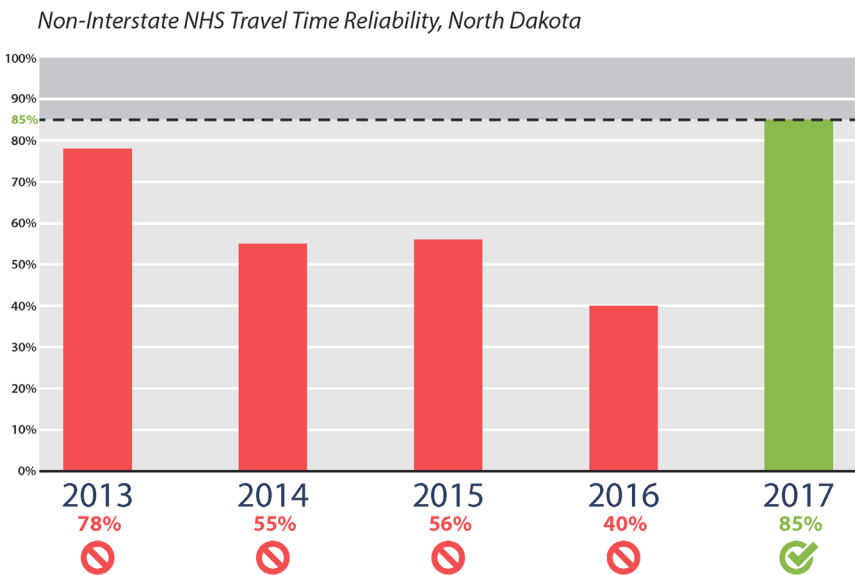
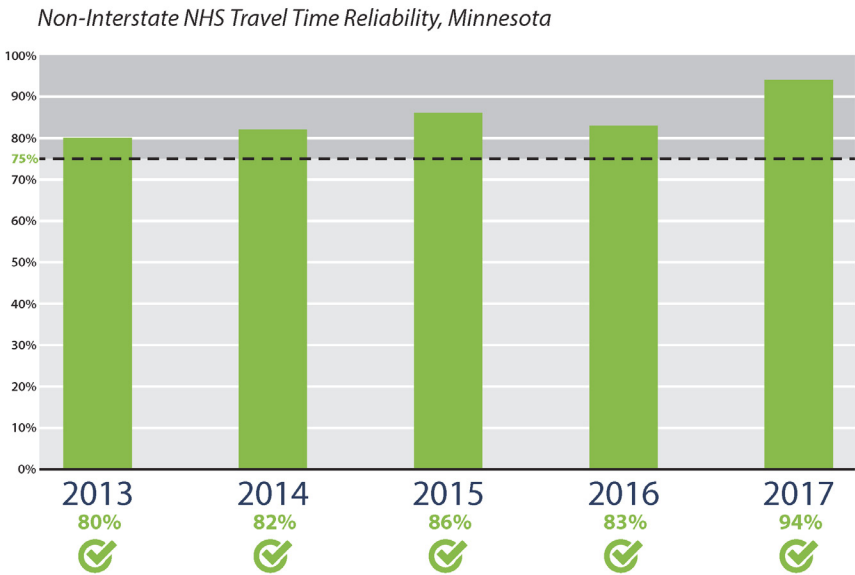
52.0% in good condition

0% in poor condition

*SAFETY STATISTICS WERE CALCULATED USING THE CRASH DATA FROM MNDOT AND NDDOT RESPECTIVELY. VMT DATA WAS CALCULATED USING THE MNDOT YEAR-END REPORT IN MINNESOTA AND IN NORTH DAKOTA. A 3% GROWTH RATE WAS APPLIED FOR 2015-2016 AND 2016-2017. THE TRAVEL DEMAND MODEL, WHICH USES DATA COLLECTED IN 2015 AND IS PRODUCED BY ATAC FOR METRO COG, WAS USED TO CALCULATE THE VEHICLE/CAPACITY RATIO, AVERAGE MPH, AND TOTAL MOTOR VEHICLE TRIPS, HENCE THE 2015 REFERENCE. SYSTEM PRESERVATION DATA WAS CALCULATED BY USING THE NATIONAL PERFORMANCE MANAGEMENT RESEARCH DATA SET (NPMRDS) AND LOCATION JURISDICTIONAL DATA.

SYSTEM RELIABILITY

TRAVEL TIME RELIABILITY



MAP-21 requires MPOs to adopt system reliability targets for each state that they operate in or to set their own targets for the entire MPA. System Reliability targets are considered Performance Measure 3 (PM3).

In 2018, MnDOT and NDDOT set their respective statewide system reliability targets for 2018-2021 based on 2017 data. Metro COG will examine the 2017 data and determine if the targets proposed by the respective states are applicable and/or aligned with the regional planning goals. Then Metro COG can adopt the respective statewide PM3 targets and/or set their own MPA-wide targets.

On the adjacent page are the Travel Time Reliability for Interstate and Non-Interstate NHS for each state. The dotted line notes the goals of each state for that target and the bars represent the Travel Time Reliability in that state's portion of the MPA. If the bar is green it meets or exceeds the target. If the bar is red, it does not meet the target. In 2017, all set performance measure targets for system reliability were met in the MPA.

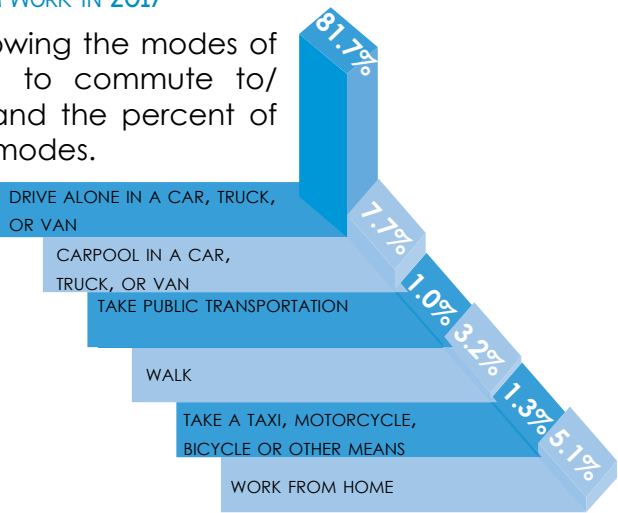
It is important to note that between 2016 and 2017 the reliability of the data dramatically improved as there was a switch in data providers at a national level. Minnesota recalculated their data for previous years, hence why there wasn't a significant difference in the Minnesota data.

ITS

Metro COG maintains an Intelligent Transportation System (ITS) plan for the MSA and works in cooperation with the Advance Traffic Analysis Center (ATAC) on the maintenance of the Regional ITS Architecture. The ITS Deployment Strategy and Regional ITS Architecture were both updated and adopted by Metro COG in December 2014. The primary recommendations of the ITS Deployment Strategy and Regional Architecture focus on interoperability and regionalization of existing and future ITS deployments and place a high priority on the centralization and integration of signal systems within the MSA.

TRAVEL MODES TO & FROM WORK IN 2017

Below is a chart showing the modes of transportation used to commute to/from work in 2017 and the percent of people using those modes.



1.87 MINUTE DELAY PER PEAK TRIP*

*Does not include off-peak trips.

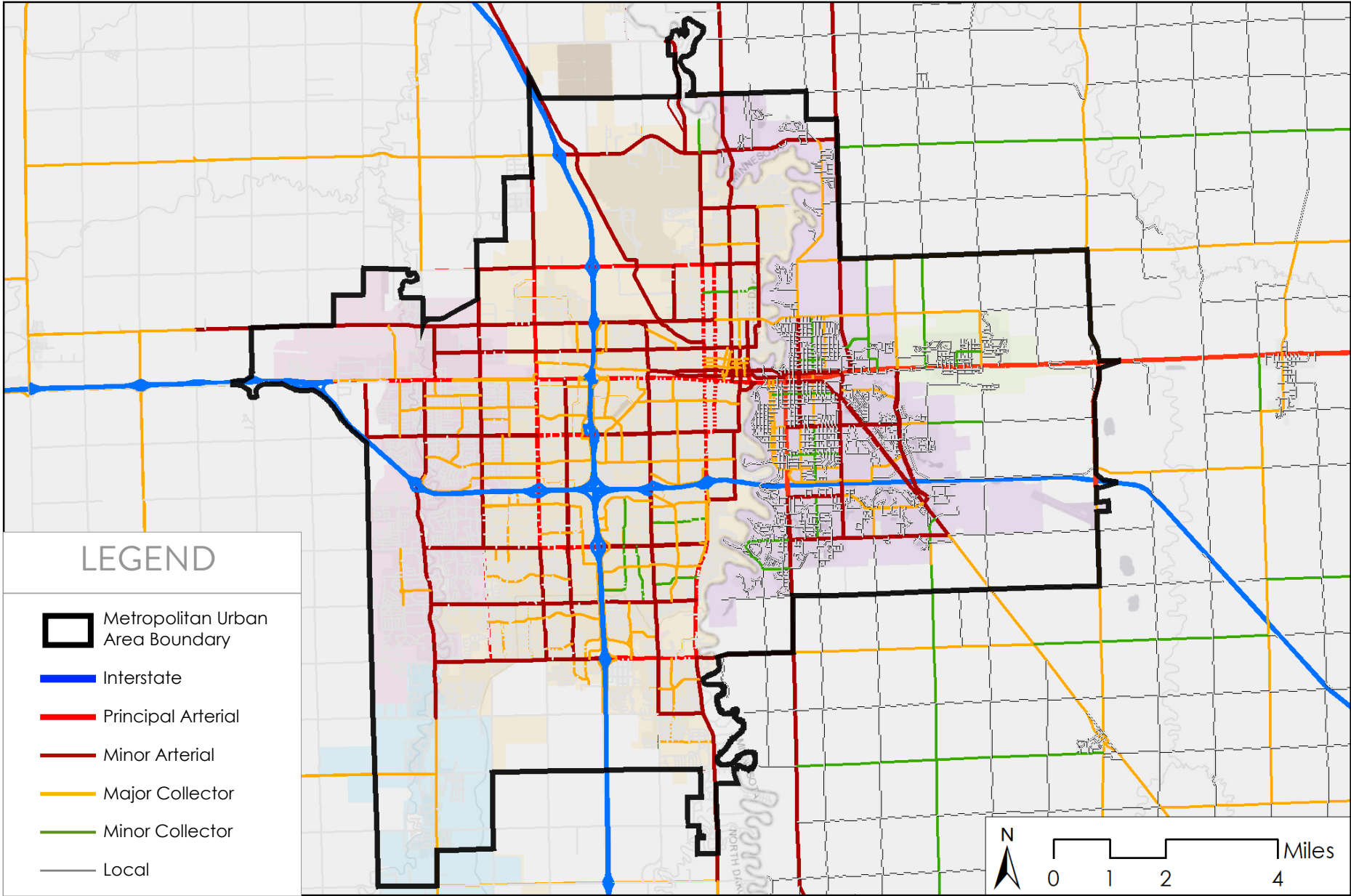
TRAFFIC COUNTS

Metro COG collects 12-hour turning movement counts, peak turning movement counts, and multi-day volume counts at the request of local jurisdictions to assist in various planning efforts. In addition, every five years Metro COG conducts a metro area-wide traffic count operation which collects 48-hour average daily traffic (ADT) counts and vehicle class counts at certain locations. The most recent area-wide traffic count operation was in 2015. The information collected was used to help calibrate the Travel Demand Model in 2017, as well as assist Metro COG and other agencies in various planning efforts.

Access to Metro COG's traffic counts, and links to NDDOT, MnDOT, and the local jurisdictions' counts can be found on Metro COG's website at: www.fmmetrocog.org/resources/traffic-counts

*TRAVEL TIME RELIABILITY WAS CALCULATED USING THE NATIONAL PERFORMANCE MANAGEMENT RESEARCH DATA SET (NPMRDS) AND LOCATION JURISDICTIONAL DATA.

2017 FEDERAL FUNCTIONAL CLASSIFICATION



FEDERAL FUNCTIONAL CLASSIFICATION

The FHWA groups roadways into functional classes according to the character of service the roadway is intended to provide. In order to be eligible for federal transportation funding, a roadway must be identified as a collector, arterial, or interstate in the Federal Functional Classification (FFC) road network.

All streets and highways are classified depending on the character of the traffic and the degree of land access that they provide. Higher level facilities, such as interstate highways, have lower access, allowing for higher speeds and capabilities. Conversely, lower level facilities allow for greater access, but have reduced mobility due to lower speeds and capabilities.

The classifications are listed below in the legend. The roadway classifications are organized from highest level facilities on top to lowest level facilities on the bottom.

FARGO-MOORHEAD METROPOLITAN ROADWAY NETWORK

Roadways meeting certain categories under the functional classification system have access to federal transportation funds, which can be utilized for studies, network improvements, and construction. Local facilities, residential streets, and rural minor collectors (pursuant to CFR 470.103) are not eligible for federal transportation funding assistance.

In 2015, Metro COG worked with MnDOT and the FHWA to update the Federal Functional Classification network for Clay County, Minnesota. This update introduced new recommended roadway types on to the local system, which were first outlined in a document published by the FHWA in 2013.

Cass County Federal Functional Classification has not been updated since 2007. It is currently being updated due to the significant roadway network changes over the last decade. This major undertaking will be completed in 2019.

The map on the adjacent page illustrates the current classification of the Metropolitan Urban Area and some of the surrounding MPA area.

*DATA FOR THE FEDERAL FUNCTIONAL CLASSIFICATION MAP WAS RECEIVED FROM MNDOT, NDDOT, AND CASS COUNTY TO CREATE THE MAP.

PIPELINES

Oil and gas production in western North Dakota has encouraged the expansion of pipeline development throughout the region and the nation. Pipelines move petroleum products from production areas to refineries without the need to utilize surface transportation freight networks.

FREIGHT NETWORK

PIPELINES
RAIL
AVIATION
TRUCK

RAIL



The Metropolitan area is and continues to be a hub for the rail network. This form of transportation is an integral part of the daily operation of the area with the many railroad crossings through the MPA.

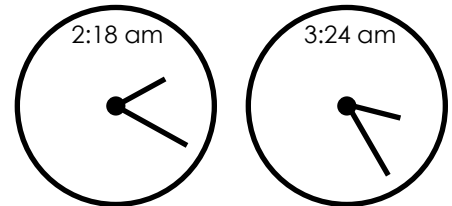
BNSF Railway owns the tracks throughout the MPA and is the primary railroad operator throughout the region. Although, Otter Tail Valley Railroad (OTVR) has trackage rights to haul chemicals, coal, and grain from the Dilworth Yard to Barnesville and Fergus Falls, to the southeast. Red River Valley & Western (RRVW) owns and operates 577 miles of track in North Dakota and Minnesota transporting grain, sugar, corn syrup, fertilizer, coal, gravel, feed, lumber, and steel to over 60 customers in the region.

Amtrak uses the rails to move people throughout the country on the Empire Builder. In 2017, Amtrak had 20,232 boardings/alightings in Fargo, which is down 6.3% from 2016. In 2017, Amtrak spent \$1,557,158 in Fargo on goods and services, which was up 0.46% from 2016.

AMTRAK

EMPIRE BUILDER

EASTBOUND DEPARTURE WESTBOUND DEPARTURE



Fargo, ND Station

AIR

Fargo-Moorhead MPA is home to five (5) airports. Smaller airports serve a majority of private air traffic for the region. This increases fluidity of non-commercial air traffic in the area.

Hector International Airport provides the only commercial service to the area. It is also the primary hub for air-based freight and mail activity for the region. In December 2016, Fed Ex Express moved their air cargo operations from Grand Forks, ND to Hector International in Fargo, ND. This move was a major contributor to the increase in air cargo landings and tonnage from 2016 to 2017.

AIR CARGO



3,869 landings
(176.6% increase)

248,112,284 TONS
(370.1% increase)

COMMERCIAL AIRLINES



7,076 landings/departures
(2.2% increase)



787,927 total passengers
(0.2% decrease)

392,889 total enplanements (boarding)
(0.7% decrease)

395,038 total deplanements (deboarding)
(0.4% increase)

CHARTER AIRLINES



6,701 total passengers
(3.9% increase)

TRUCK



In 2017, Truck Freight bottlenecks were identified as having delays per mile over 3 hours at two locations.

- At the interchange of US-75 (8th Street) and I-94/US-52 there is an AM Peak Average Delay of 6.09 hours, a Midday Average Delay of 12.11 hours, and a PM Peak Average Delay of 8.34 hours.
- Along I-94 at Exit 6 for MN-336/CR-11, there is an AM Peak Average Delay of 3.15 hours, a Midday Average Delay of 6.43 hours, and a PM Peak Average Delay of 1.99 hours. This is presumably caused by the tightness of the exit ramp's curve, which causes trucks to slow down to exit safely.

Three other intersections were identified as having Average Midday Peak Delays of 2-3.5 hours. These intersections should be watched closely over the next few years to see if there is any change.

- US-75 at US-10
- I-94 at Exit 2 for US-52/34th Street
- US-75 at 60th Avenue S/CR-74/ CR-12

*DATA USED IN THE PIPELINE SECTION WAS RETRIEVED FROM THE 2017 METRO PROFILE, AS THE DATA HAS NOT CHANGED. DATA USED IN THE RAIL SECTION WAS RETRIEVED FROM AMTRAK.COM, BNSF.COM, GWRR.COM, AND RRVW.NET. AIR DATA WAS COLLECTED FROM THE YEAR END STATISTICS PAGE ON FARGOAIRPORT.COM. TRUCK DATA WAS COLLECTED FROM NPMRDS AND LOCAL JURISDICTIONS AND ANALYZED BY METRO COG WITH THE HELP OF HDR IN COORDINATION WITH THE LRTP DEVELOPMENT.

2018 METROPOLITAN PROFILE | 18



* TRUCK TRAVEL TIME RELIABILITY DATA WAS COLLECTED FROM THE NPMRDS DATA AND FORMULATED INTO TABLES BY HDR FOR METRO COG IN DEVELOPMENT OF PERFORMANCE MEASURE TARGETS FOR THE LRTP.

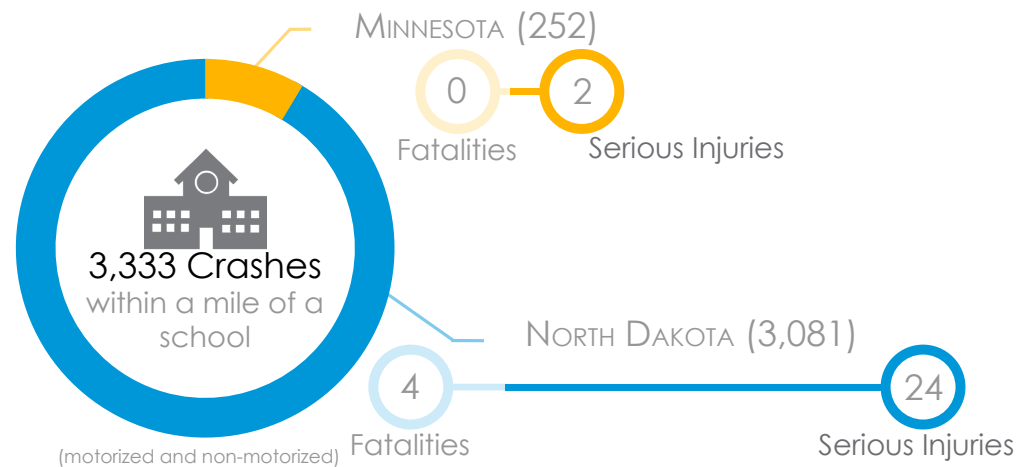
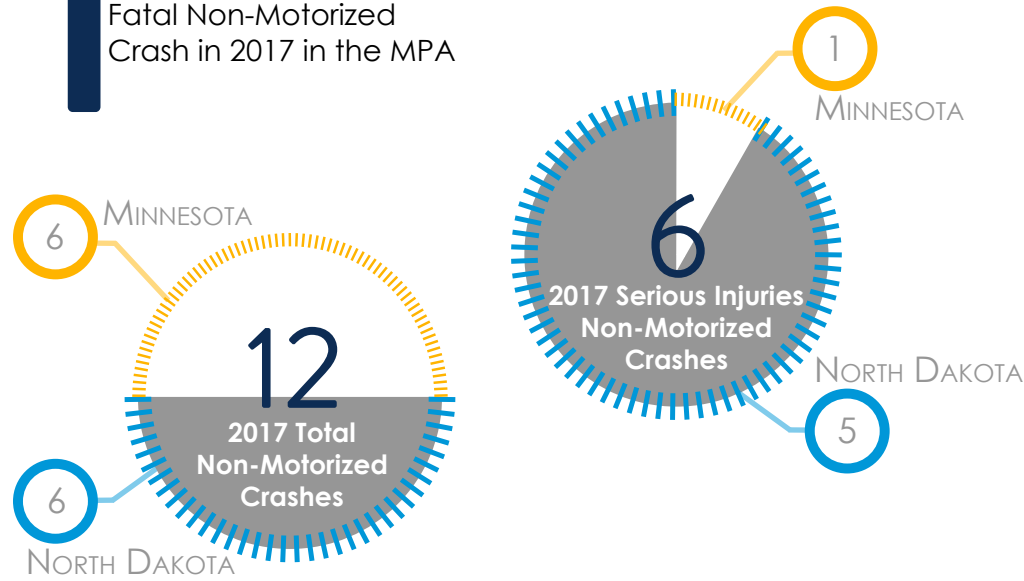


PERFORMANCE MEASURES

SAFETY

1

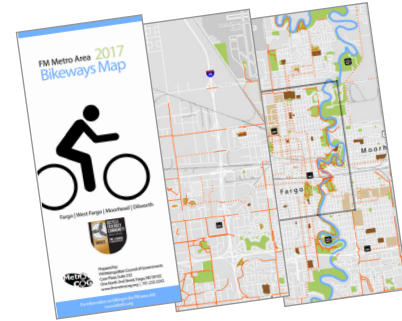
Fatal Non-Motorized
Crash in 2017 in the MPA



*SAFETY STATISTICS WERE CALCULATED USING THE CRASH DATA FROM MNDOT AND NDDOT RESPECTIVELY. SYSTEM PRESERVATION, ECONOMIC VITALITY, ACCESSIBILITY/CONNECTIVITY, AND ENVIRONMENTAL CONSERVATION DATA WAS PROVIDED BY EACH JURISDICTION. IF A JURISDICTION DIDN'T PROVIDE DATA, IT WAS NOTED. BICYCLE COUNTS WERE CONDUCTED BY METRO COG AND ADDITIONAL INFORMATION CAN BE FOUND ONLINE AT FMMETROCOG.ORG IN THE 2018 BICYCLE AND PEDESTRIAN COUNT REPORT.

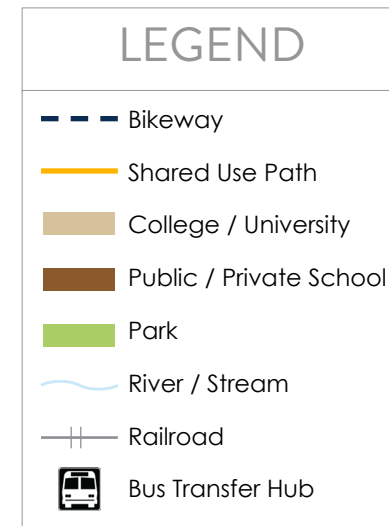
BICYCLE & PEDESTRIAN NETWORK

NETWORK
STUDIES&PLANS

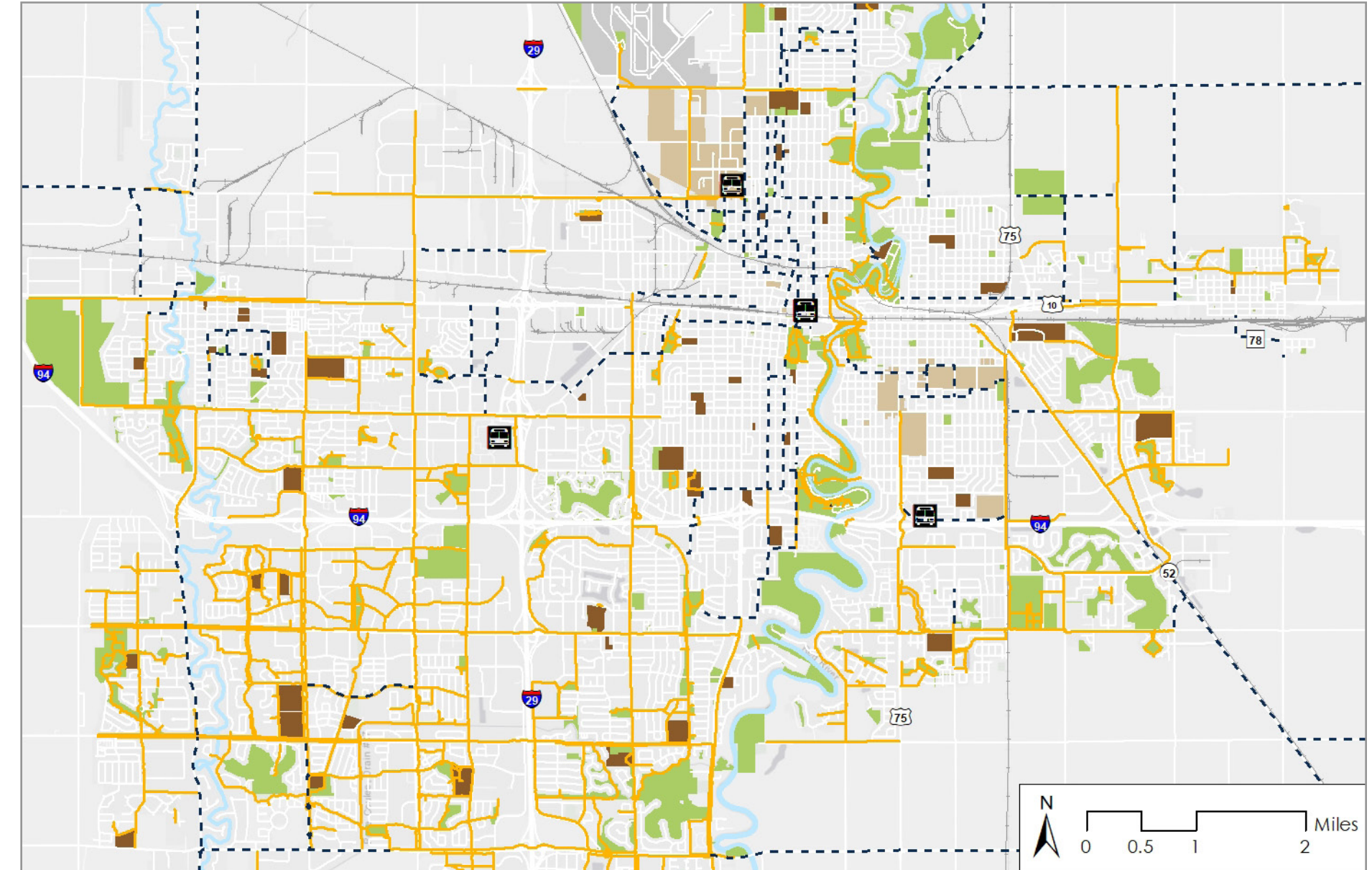


FM Metro Area Bikeways Maps are available at various locations throughout the metro and for download at:

http://www.fmmetrocog.org/application/files/2315/3548/3945/2017_FM_Bikeways_Map.pdf



2017 BICYCLE AND PEDESTRIAN MAP



*BIKEWAY AND SHARED USE PATH MAP DEVELOPED AND UPDATED BY METRO COG WITH INPUT FROM THE JURISDICTIONS AND METROPOLITAN BICYCLE AND PEDESTRIAN COMMITTEE.

PERFORMANCE MEASURES

ENVIRONMENTAL CONSERVATION

MOORHEAD

- 5 Complete Street Projects
- 1 Project with an environmental improvement component (Pond expansion)

FARGO, HORACE, WEST FARGO, DILWORTH

- 2017 Environmental Conservation data not available

ACCESSIBILITY | CONNECTIVITY

MOORHEAD

- 2.70 Miles of trails/sidewalk added in 2017
- 18 Projects were installed within a mile of a school
- 4 Recreational/Trail improvements/expansions in 2017
- 0.93 Miles of on-street bike facilities added
- 18% Intersections are ADA compliant

FARGO, HORACE, WEST FARGO, DILWORTH

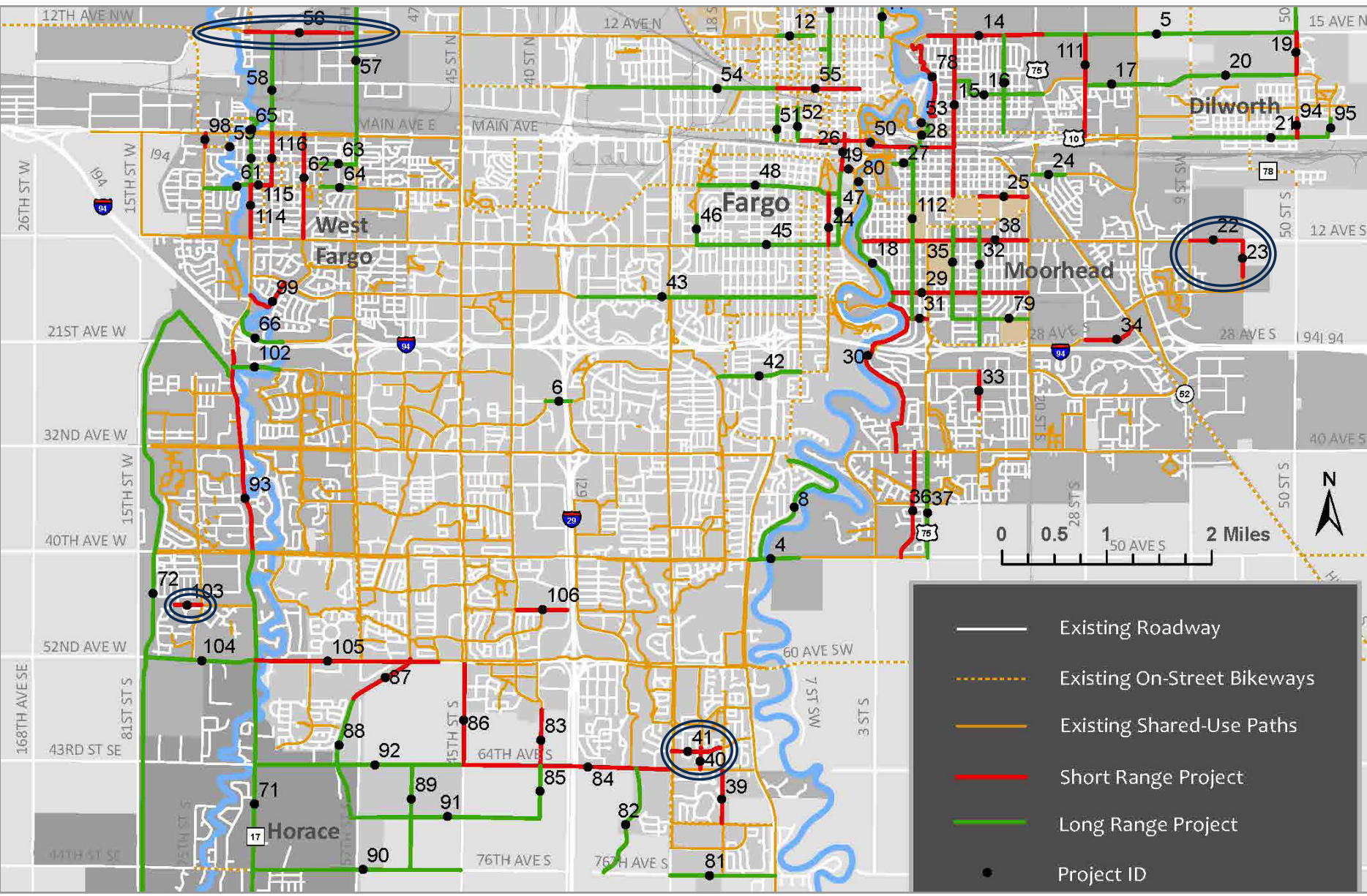
- 2017 Accessibility | Connectivity data not available

6 PROJECTS INSTALLED FROM BIKE/PED PLAN IN 2017

- 56 - City of West Fargo constructed a shared use path on 12th Avenue NE from CR-17 to 9th Street
- 103 - City of West Fargo constructed a shared use path on 9th Street W to 11th Street W
- 40 - City of Fargo constructed a shared use path on 21st Street S from 58th Avenue S to 64th Avenue S
- 41 - City of Fargo constructed a shared use path on 62nd Avenue S from 25th Street to 18th Street
- 22 - City of Moorhead constructed a shared use path on 12th Avenue S from 40th Street S to 45th Street S
- 23 - City of Moorhead constructed a shared use path on 45th Street S from 4th Avenue S to 0.4 mi S of 12th Avenue S

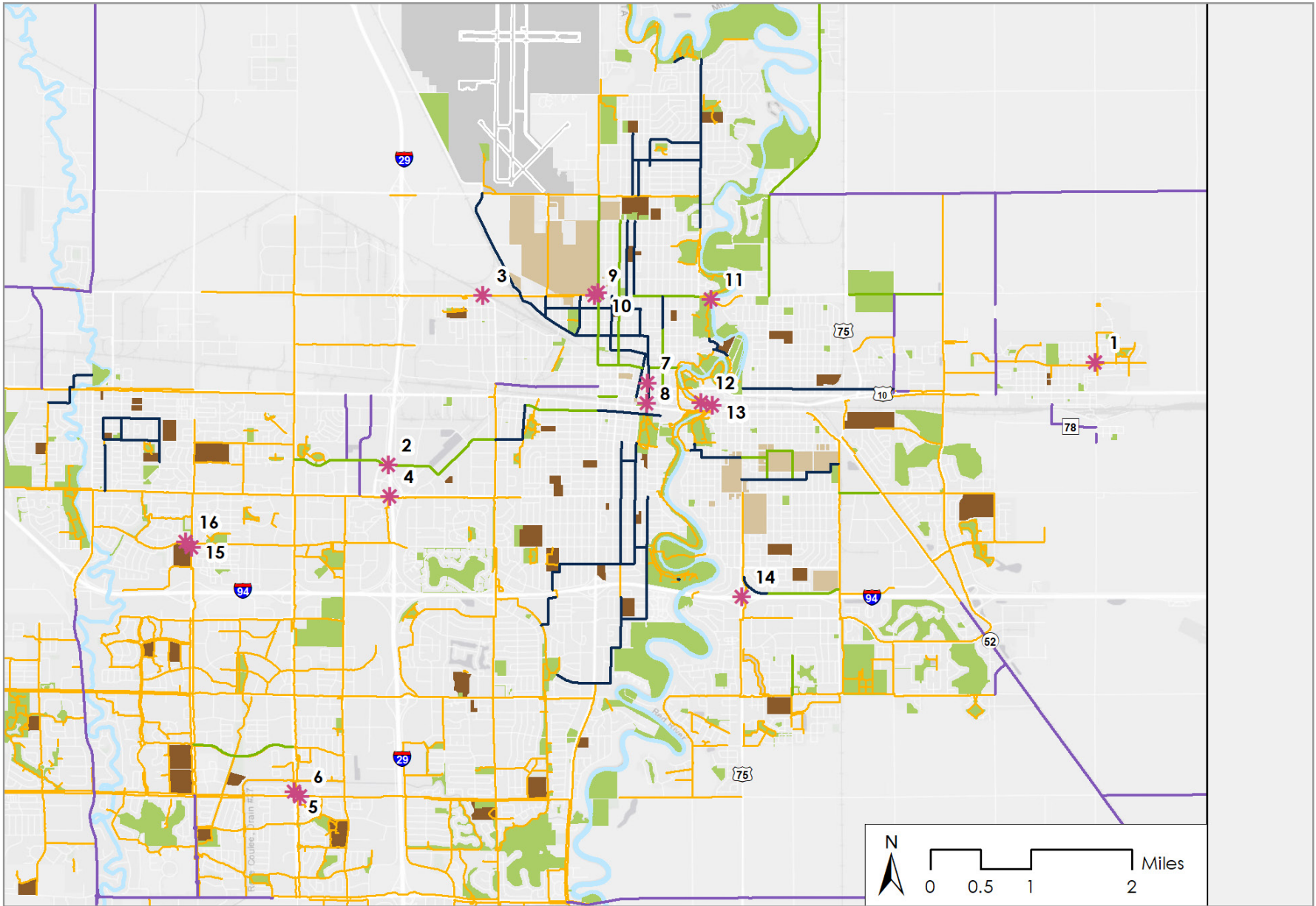
 = project installed in 2017

2016 BICYCLE AND PEDESTRIAN PLAN - IMPROVEMENTS MAP



*2016 BICYCLE AND PEDESTRIAN PLAN - IMPROVEMENTS MAP FOUND IN THE 2016 BICYCLE AND PEDESTRIAN PLAN AS DEVELOPED AND UPDATED BY METRO COG. PROJECTS WERE IDENTIFIED AS BEING IMPLEMENTED IN 2017 PER JURISDICTIONAL FEEDBACK.

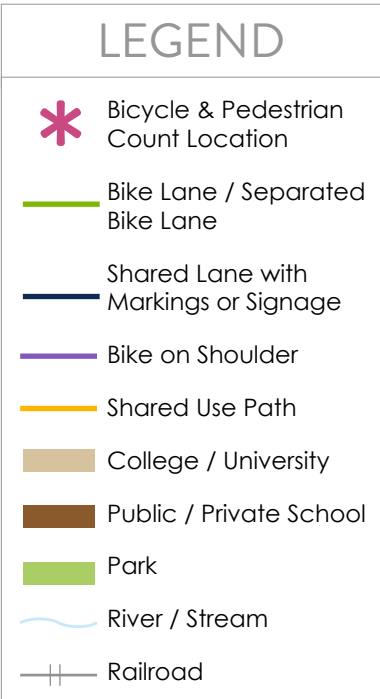
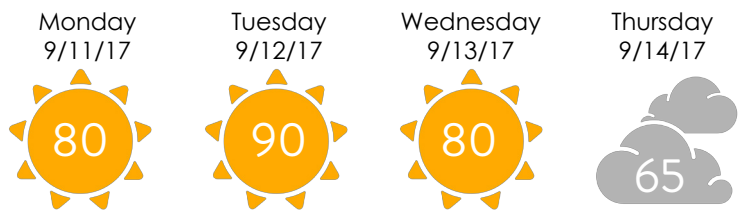
2017 BICYCLE & PEDESTRIAN COUNT MAP



PERFORMANCE MEASURES

BICYCLE & PEDESTRIAN COUNTS

In 2017, Metro COG staff conducted bicycle and pedestrian counts between Monday, September 11th and Thursday, September 14th. The weather on each day was as indicated below.



In order to conduct as many counts within the same timeframe, Metro COG staff with the assistance of volunteers and traffic cameras manually counted bicycle and pedestrian traffic at each location. The locations of each count can be seen on the Bicycle and Pedestrian Count Map on page 24.

Depending on resources available, some locations were counted only on one day, while other locations were counted on two consecutive days. Locations 5, 6, 8 and 12 were counted on one day, while locations 1, 2, 4, 7, 9, 10, 11, and 14 were counted on two consecutive days. All locations with the exception of 9 and 10 were counted between the hours of 3:00pm and 7:00pm.

In order to more accurately count the bicycle and pedestrian movements adjacent to North Dakota State University, the timeframe of the counts was adjusted to 1:00pm to 6:00pm for two consecutive days at locations 9 and 10.

Due to the resources available in 2017, locations 3, 13, 15 and 16 were not counted.

Further information about bicycle and pedestrian counts and detailed counts can be found on Metro COG's website at: www.fmmetrocog.org/resources/planning/bicycle-pedestrian-planning

*BIKEWAY AND PEDESTRIAN COUNT MAP DEVELOPED AND USED BY METRO COG TO CONDUCT BICYCLE AND PEDESTRIAN COUNTS FROM YEAR TO YEAR WITH CONSISTENT LOCATIONS.

PERFORMANCE MEASURES

2017 EQUIPMENT

FLEET INVENTORY

9 - 35' Buses in service in Moorhead

27 - 35' Buses in service in Fargo

4 - 40' Buses in service in Fargo

1 - 35' Bus removed from service

2 - 35' Buses authorized for purchase, to be put in service in Sept. 2018

PARATRANSIT INVENTORY

4 - Cutaway Buses owned by Moorhead

11 - Cutaway Buses owned by Fargo

2 - Sold in May 2017 and not replaced

VALLEY SENIOR SERVICE INVENTORY

4 - Dodge Caravans in service in Moorhead

2017 FACILITY

PURCHASES, REPLACEMENTS & IMPROVEMENTS

MTG

- Purchased and replaced security cameras
- Added security readers to several doors

2017 PURCHASES

4 fixed route buses replaced

9 new fixed route buses purchased, delivered in 2018

1 replacement van for Metro Senior Ride purchased, delivered in 2018

4 replacement Paratransit buses purchased, delivered in 2018

- 1** mini-van purchased by Fargo
- As a support vehicle utilized for transfer of drivers between busses & routes, staff events, and shop runs

1 Replacement Printing & Encoding Machine (PEM) purchased by Moorhead

GTC

- Purchased and replaced security cameras
- Added security readers to several doors
- Replaced perimeter fencing
- Replaced several display monitors
- Removed large planters to create more space for potential street furniture in the future

TRANSIT NETWORK

2017 EQUIPMENT,
PROJECTS,
RIDERSHIP & ON TIME
PERFORMANCE

SERVICES

2017 RIDERSHIP

FIXED ROUTES

930,718 Fargo riders, down 4.88% from 2016

451,934 Moorhead & Dilworth riders, up 1.42% from 2016

490,576 NDSU route riders, down 4.47% from 2016

MAT PARATRANSIT ROUTES

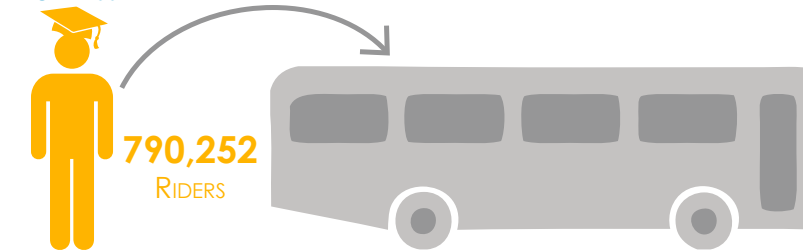
10,673 Moorhead & Dilworth riders, down 0.25% from 2016

41,836 Fargo & West Fargo riders, up 0.28% from 2016

SENIOR RIDE & RURAL TRANSIT ROUTES

10,907 Moorhead & Dilworth riders, up 1.32% from 2016

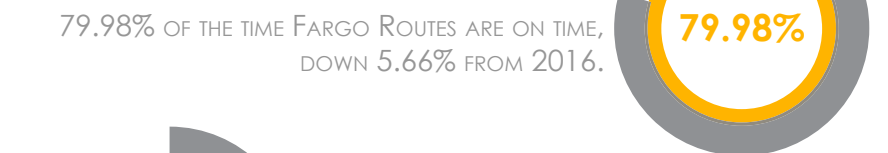
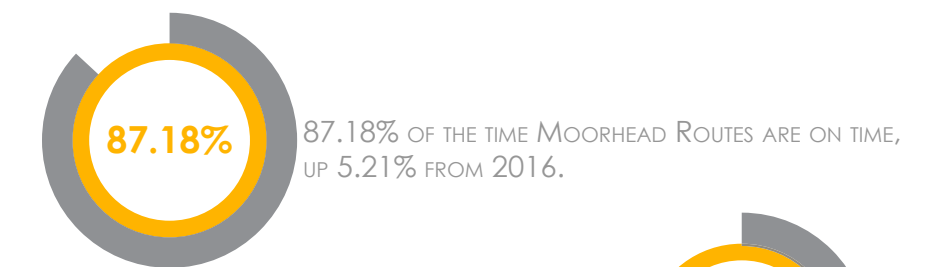
U-PASS



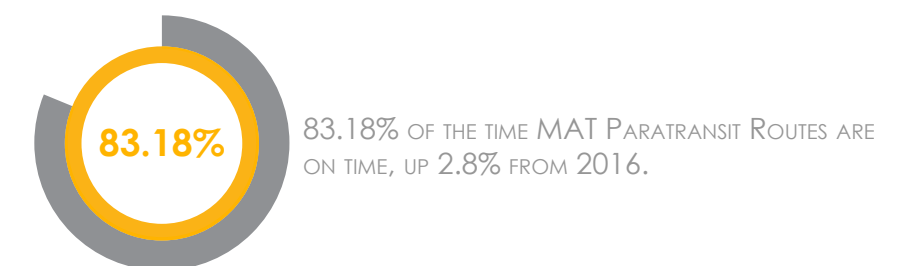
DURING THE 2016-2017 ACADEMIC YEAR

2017 ON TIME PERFORMANCE

FIXED ROUTES

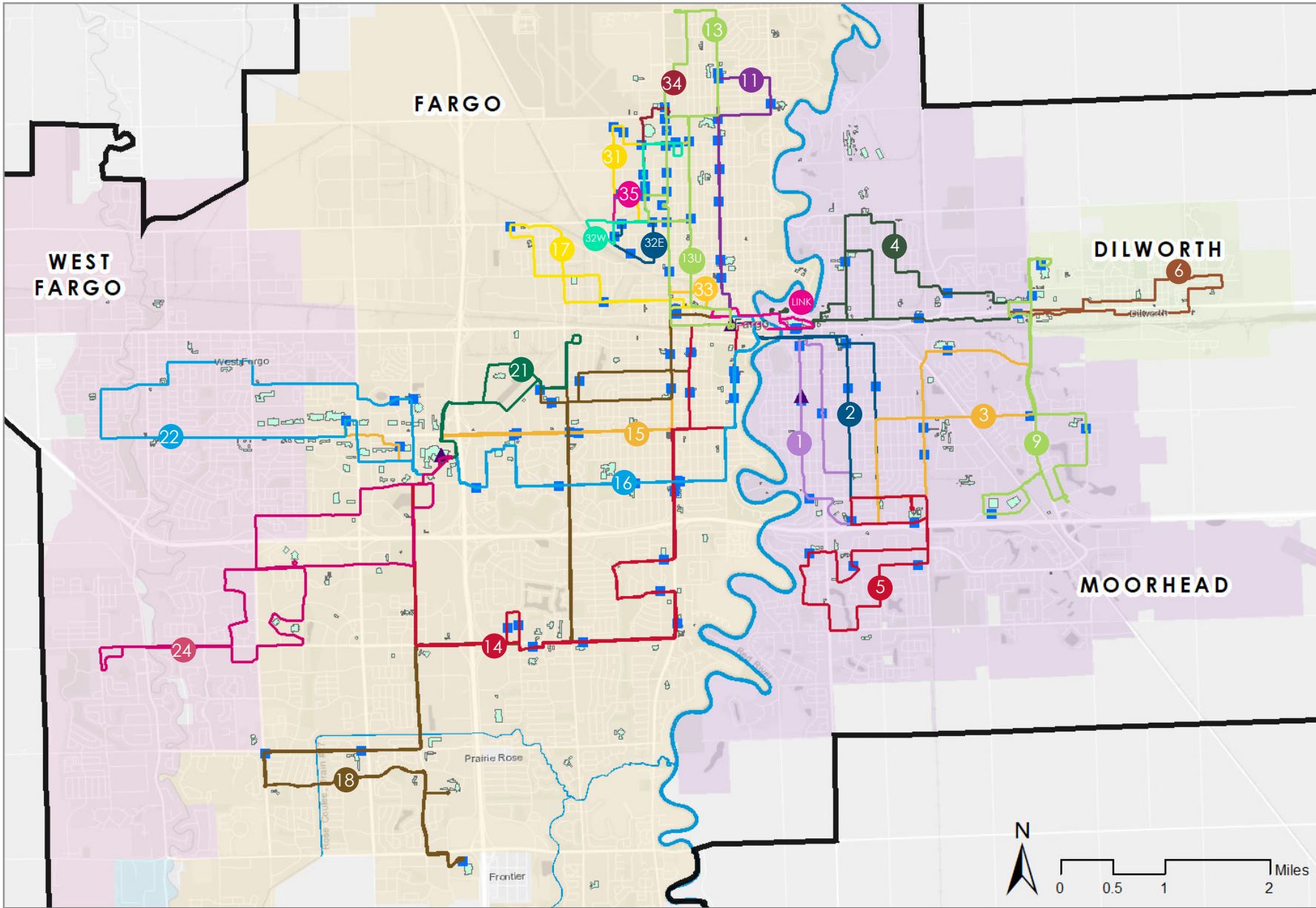


MAT PARATRANSIT ROUTES



*DATA PROVIDED BY MATBUS.

2017 MATBUS ROUTE MAP



ROUTE CHANGES

EFFECTIVE 3/1/17

- Replaced Rt. 7 evening service to north Moorhead with Rt. 4 evening service with 30-minute frequency
- Revised Route 4 to move from 20th ST to 17th ST between 8th Ave and 13th Ave N
- Revised Rt. 8 to travel by Hornbachers near campus

EFFECTIVE 7/1/17

- Added Rt. 24 service between West Acres and the new Sanford Medical Center / West Fargo
- Added Sunday Paratransit service to Moorhead & Dilworth from 7 A.M. to 5 P.M.
- Revised Rt. 5 near M | State due to road changes and adjusted route between Grand Inn & Hornbachers to avoid traffic on 8th ST
- Replaced Rt. 8 evening service to south Moorhead with Rt. 1, 2, 3, & 5
- Added 2nd bus for 30-minute frequency on Saturday Rt. 1, 2, 3 & 5
- Implemented Transit Development Plan route changes to Rt. 13, 14, 16, 17, & 18
- Added Rt. 21, 22, 24
- Combined Rt. 18 with old Rt. 23 and added the 25th ST corridor
- Added U32 Apartment loop to Rt. 13
- Removed West Fargo loop on Rt. 16 and the route became hour-long route instead of 90-minutes
- Removed 2.5 revenue hours at night on Rt. 13U
- Added 2 revenue hours at night on Rt. 17

LEGEND

Shelter

Hub

Route 1

Route 2

Route 3

Route 4

Route 4 Extension

Route 5

Route 6

Route 9

Route 11

Route 13

Route 13U

Route 14

Route 15

Route 16

Route 17

Route 18

Route 21

Route 22

Route 24

Route 31

Route 32E

Route 32W

Route 33

Route 34

Route 35

Link FM

*DATA PROVIDED BY MATBUS. METRO COG DEVELOPED THE MAP.

2017 PROJECTS

- ❑ Refinished GTC Deck & filled cracks; Moved & replaced ground air exchanger from parking lot to south curb; Removed slippery overlay in pedestrian area
- ❑ Moved bus stop by M | State from 24th Ave to door N2 due to Rt. 5 changes
- ❑ Moved shelter at M | State on 28th Ave to southside of the street & further east due to Rt. 5 changes
- ❑ Moved bus stop by Hornbachers on Main Ave in Moorhead due to road narrowing
- ❑ Removed shelter by Safari Theater in Moorhead due to Rt. 5 changes
- ❑ Ordered a new shelter for Cash Wise location in Moorhead, to be delivered in 2018
- ❑ Installed a fall restraint protection system in the Metro Transit Garage for the technicians hwn working on the taller hybrid vehicles

2017 FARES, ROUTE & SERVICE CHANGES

- ❑ Implemented a new 30-day Downtown Business Pass at a discount price of \$22.50. Pass can be purchased by downtown businesses for their employees.
- ❑ Approved new 90-day youth pass at \$26 discount price; replaces 30-day Youth Pass and Summer Youth Pass (effective 1/1/18)
- ❑ Fargo approved TapRide program on NDSU campus from 8 PM to 11:15 PM during academic year under 6-month pilot program (to begin 1/8/18) and suspension of Route 35 effective 1/15/18
- ❑ Fargo Implemented Transit Development Plan route changes to Routes 13, 14, 16, 17, and 18. Added Routes 21, 22, and 24. Removed Route 23
- ❑ Moorhead implemented Transit Development Plan route changes to Routes 4, 7 and 8
- ❑ Moorhead revised Route 5 near M | State due to road changes and adjusted route between Grand Inn and Hornbachers to avoid traffic on 8th Street 7/1/17
- ❑ Moorhead implemented various service expansions under a two-year New Service Expansion (NSE) pilot program funded by the State of Minnesota 7/1/17:
- ❑ Moorhead added Sunday Paratransit Service in Dilworth & Moorhead (Fargo has provided Sunday Paratransit Service for several years)

2017 STUDIES

- ❑ Began ADA Transition Plan for sidewalks, curbcuts, transit facilities through Metro COG & Moorhead Public Works with SRF (to be completed in 2018)
- ❑ Purchased Remix Route Planning Software
- ❑ Began Transit Hub & Facility Analysis through Metro COG with KLJ (to be completed in 2018)
- ❑ Participated in a study by Small Urban and Rural Transit Center (SURTC): Evaluation Study of the Bike Share Program in Fargo, ND
- ❑ Participated in a study by Small Urban and Rural Transit Center (SURTC): Aging in Place in Small Urban and Rural Communities





METROCOG
WWW.FMMETROCOG.ORG

To: Policy Board Members
From: Cindy Gray, Executive Director
Date: November 9, 2018
Re: **2019-2020 Unified Planning Work Program (UPWP)**

At its November 8th meeting, the Transportation Technical Committee (TTC) reviewed the draft 2019-2020 UPWP and recommended approval, subject to having the opportunity to review the document over the course of the next week to identify any further questions or comments. If any further TTC comments or questions are received over the next week, they will be shared with the Policy Board.

The UPWP lays out the work plan and budget of the organization over the next two years. Amendments will occur as time goes on, with the first amendment of the new year typically consisting of an update to the budgets of carryover projects from 2018.

It is important to note that the budget and local match amounts are very consistent with (or less than) what was adopted as the 2019-2020 budget in May of 2018. A few changes have been made to projects, but they are budget-neutral. They include:

- Reducing the cost of the Moorhead 17th Street N ROW analysis from \$175,000 to \$100,000. This reduces Moorhead's local share from \$35,000 to \$20,000 for that project, reducing Moorhead's project local match obligation by \$15,000.
- Carrying over an anticipated unused balance from the Fargo / West Fargo Parking and Access Study of approximately \$40,000.
- Applying the \$40,000 and \$75,000 (total of \$115,000) savings from the above two changes to a new project – the FM Diversion Recreation Plan. The local match for this project is anticipated to be paid by the Diversion Authority, with the federal/local split being 50:50 for a total project cost of \$230,000, which would be spread over the two-year time frame covered by this UPWP.

This past week, we received input from FHWA as to the type of documentation that we need to provide to move forward with our remodeling project. Staff will be working on that documentation and submitting it to FHWA with the UPWP. The requested documentation is aimed at ensuring that the improvements are justified.

Staff is requesting Policy Board approval of the draft so it can be submitted to NDDOT and FHWA for review and approval. This will help ensure that the UPWP is approved before the end of 2018, which is important to ensure we don't have an interruption to our ability to keep moving forward with all of our projects at the beginning of 2019.

Requested Action: Approve the Draft 2019-2020 Draft Unified Planning Work Program for submittal to NDDOT and FHWA for final review and approval.

Unified Planning Work Program

2019 - 2020

DRAFT November 9, 2018

METROCOG
FM REGIONAL TRANSPORTATION PLANNING ORGANIZATION

Fargo-Moorhead Metropolitan Council of Governments

DRAFT

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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 2019-2020 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 across jurisdictional boundaries.

Metro COG is the Council of Governments (COG) and the federally required Metropolitan Planning Organization (MPO) for the greater Fargo-Moorhead metropolitan area. 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)
Eglon (MN)	Kragnes (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 Continuing, Comprehensive and Cooperative (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 also is 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.

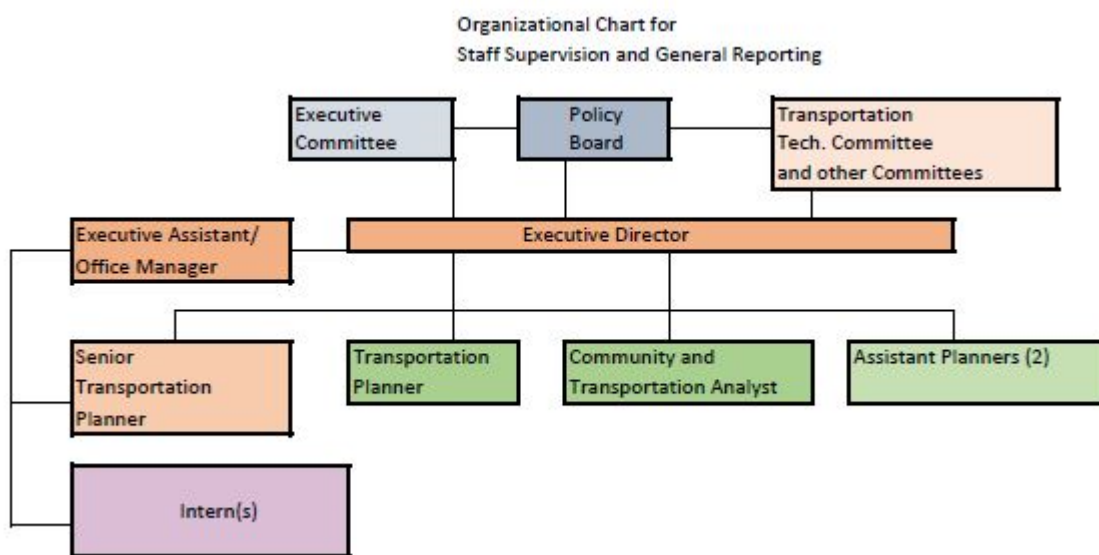
Many federal transportation programs, policies and funding categories rely upon a clear and well-documented distinction between urban and rural areas. Urban and rural areas are explicitly defined by the Census Bureau according to specific population, density and related criteria. The boundary separating 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 adjusted UZA for the Metro COG 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 Metro COG region. 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 each 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 *Metro COG Articles of Association*.

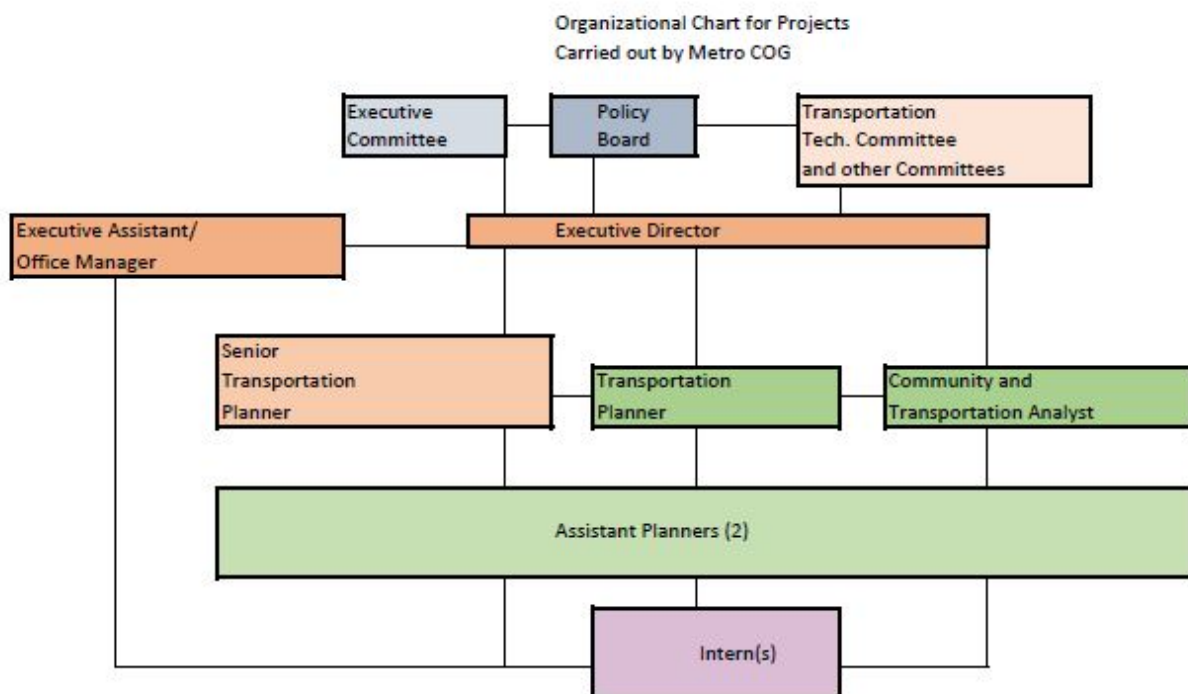
The Metro COG Transportation Technical Committee (TTC) reviews and makes recommendations related to transportation to the Policy Board. The TTC is a 22-member body with representatives from the planning and public works/engineering departments of local jurisdictions, transit agencies, state Departments of Transportation, the MPO and members representing special interests in the Metro COG region. 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 web site 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 a 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 of the region to the extent possible with the resources available.

The transportation planning process in the Fargo-Moorhead metropolitan area takes into account all modes of transportation; road and highway, transit, pedestrian, bicycle, air, and rail. The provisions of transportation and non-transportation services must also be consistent and compatible with the overall goals and development of the region.

In addition to the UPWP, Metro COG's responsibilities include the development and maintenance of a Metropolitan Transportation Plan (MMTP), 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 (2017)*. 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 12 program areas with multiple sub-tasks assigned to each. Sub-tasks are specific work activities or projects within each program area.

The 2019-2020 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

3. Metro COG Long Range Plans, FAST 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 2040: Mobility for the Future* was approved in July 2014. It established seven goals and associated objectives to guide transportation investments in the Metro COG Region through the year 2040. These goals include:

- Maintain the existing transportation system
- Improve the efficiency, performance and connectivity of a balanced transportation system.
- Maximize the cost effectiveness of transportation
- Promote consistency between land use and transportation plans to enhance mobility and accessibility
- Provide safe and secure transportation
- Support economic vitality
- Protect the environment and conserve resources.

Figure 3.1 identifies the Program Areas of the UPWP that address the goals identified in the Metro COG MTP.

Figure 3.1 Metro COG 2040 Goals Addressed in the Metro COG UPWP

Program Area	Metro 2040: Mobility for the Future Planning Goals						
	Maintenance	Efficiency & Performance	Cost Effectiveness	Land Use and Transportation	Safety and Security	Economic Vitality	Environment & Resources
100 Policy and Administrative Forums							
200 Contracted Planning	★	★	★		★	★	
300 Federal Transportation Planning Documentation	★	★	★	★	★	★	★
400 Technical Transportation Data & Analysis	★	★			★		
500 Transit Planning	★	★	★		★		★
600 Bicycle & Pedestrian Planning		★	★	★			★
700 Local Planning Assistance				★	★	★	★
800 General Administration							
900 Publications, Public Information and Communication							
1000 Community Planning and Technical Assistance		★		★	★	★	★

Source: Metro 2040: Mobility for the Future (2014)

Metro COG is currently working on an update to the MTP. The updated plan, entitled *Metro Grow*, is scheduled for completion and adoption in 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 (FAST). FAST 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 Metro COG 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

Program Area	FAST Planning Factors									
	Economic Vitality	System Safety	System Security	Accessibility	Project Environment	Integration of System	Efficiency	System Preservation	Resiliency & Reliability	Travel & Tourism
100 Policy and Administrative Forums										
200 Contracted Planning		★		★		★	★	★	★	
300 Federal Transportation Planning Documentation	★	★	★	★	★	★	★	★	★	★
400 Technical Transportation Data & Analysis	★	★	★	★	★	★	★	★	★	★
500 Transit Planning		★	★	★	★	★	★			
600 Bicycle & Pedestrian Planning		★	★	★	★	★	★	★		
700 Local Planning Assistance	★			★	★	★	★			★
800 General Administration										
900 Publications, Public Information and Communication										
1000 Community Planning and Technical Assistance	★	★	★		★	★	★		★	★

Source: Metro COG (2016)

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 programming as per MAP-21, and implemented through FAST. In 2018, Metro COG adopted Performance Measures regarding safety, reliability, and pavement/bridge condition. 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. A current example is the 2045 MTP. In addition, committees dealing with bicycle and pedestrian use, 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 essential services in which 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 Area	Program Area									
	100	200	300	400	500	600	700	800	900	1000
FAST Performance-Based Planning		★	★	★	★					
Models of Regional Planning Cooperation		★	★	★	★	★	★			
Ladders of Opportunity					★	★	★			

Source: Metro COG (2017)

4. 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 based on the transportation element associated with each individual project.

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 through special assessments 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. Tables showing local jurisdiction dues for 2019 and 2020 are included as Appendix D. A summary of the approved 2019-2020 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 2019 and 2020, 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 2019-2020 UPWP Operating Budget by Program Area

Program Area	2019		2020	
	Budget	Staff Hours	Budget	Staff Hours
100 Policy and Administrative Forums	\$54,079.90	1,120	\$62,668.30	1,230
200 Contracted Planning	\$141,501.10	3,320	\$75,090.70	1,850
300 Federal Transportation Planning & Documentation	\$73,739.70	1,390	\$103,697.10	1,920
400 Technical Transportation Data & Analysis	\$73,063.40	1,825	\$90,542.10	2,215
500 Transit Planning	\$16,293.00	355	\$26,857.80	545
600 Bicycle & Pedestrian Planning	\$25,595.40	670	\$43,390.30	1,030
700 Local Planning Assistance	\$40,759.20	930	\$54,411.00	1,190
800 General Administration	\$195,623.50	4,470	\$214,628.80	4,590
900 Publications Public Information and	\$11,976.70	310	\$14,044.70	350
1000 Community Planning and Technical Assistance	\$24,590.50	650	\$4,718.80	120

Source: Approved Metro COG Annual Budgets, 2019 and 2020

5. 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 2017 and 2018 Carryover Projects

2017-2018 Carryover Projects							
Project	Jurisdiction	Total Cost	Total Estimated Carryover	Federal %	Federal Share	Local %	Local Share
13th Avenue Study (2017)	West Fargo	\$ 249,735.47	\$ 116,556	80%	\$ 93,245	20%	\$ 23,311
2045 Long Range Transportation Plan	Regional	\$ 372,649.38	\$ 280,098	80%	\$ 224,079	20%	\$ 56,020
12th Ave South Corridor Study	Moorhead	\$ 175,000.00	\$ 130,672	80%	\$ 104,538	20%	\$ 26,134
US 10/US 75 Corridor Study	MnDOT	\$ 200,000.00	\$ 199,721	80%	\$ 159,777	20%	\$ 39,944
Cass County CR18 Corridor Study	Cass County	\$ 125,000.00	\$ 81,806	80%	\$ 65,445	20%	\$ 16,361
ATAC - Intersection Traffic Data Reporting	Regional	\$ 38,000.00	\$ 38,000	80%	\$ 30,400	20%	\$ 7,600
Fargo Safe Routes to Schools Plan	Fargo	\$ 200,000.00	\$ 200,000	80%	\$ 160,000	20%	\$ 40,000
Regional Bike Gap Analysis	Regional	\$ 150,000.00	\$ 150,000	80%	\$ 120,000	20%	\$ 30,000
76th Avenue Corridor Study	Horace/Fargo/Cass	\$ 175,000.00	\$ 174,914	80%	\$ 139,931	20%	\$ 34,983
Horace Comprehensive & Transportation Plan	Horace	\$ 160,000.00	\$ 160,000	50%	\$ 80,000	50%	\$ 80,000
Transit Authority Implementation Study	Fargo/Moorhead	\$ 200,000.00	\$ 200,000	80%	\$ 160,000	20%	\$ 40,000
Total		\$ 2,045,384.85	\$ 1,731,768		\$ 1,337,414		\$ 394,354

There is a larger number of carryover projects between 2018 and 2019 due to the large number of projects added to the work program in the second half of 2018. These projects were added to the UPWP to address a number of issues that had arisen since adoption of the 2040 MTP, and had not yet been addressed. Many concerns and issues were raised by local jurisdictions due to the high growth rate the region is

experiencing. Many of the projects initiated in 2018 and carried over into 2019 address these issues.

6. 2019 and 2020 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 2019 and 2020. 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 2019 Contracted Planning Projects

2019 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
Metro COG Office Remodel & Furnishing (2019-2020)	Regional	\$320,000	80%	\$256,000	20%	\$64,000
9th Street Corridor Study	West Fargo	\$125,000	80%	\$100,000	20%	\$25,000
Northwest Metro Transportation Plan (2019-2020)	Fargo/West Fargo	\$175,000	80%	\$140,000	20%	\$35,000
Fargo-Moorhead Diversion Rec Plan (2019-2020)*	Diversion Authority	\$80,000	50%	\$40,000	50%	\$40,000
Total		\$710,000		\$544,000		\$166,000

* For 2019, uses unspent dollars from the 2018 Fargo - West Fargo Parking and Access Study (approximately \$40,000) and for 2020, uses budget correction for the Moorhead 17th Street Study (\$75,000). Local share is assumed to be paid by Diversion Authority at 50%.

Figure 6.2 2020 Contracted Planning Projects

2020 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
MATBUS Transit Development Plan	MATBUS	200,000	80%	160,000	20%	40,000
Metro COG Traffic Counting Program	Regional	125,000	80%	100,000	20%	25,000
17th Street Corridor Study	Moorhead	100,000	80%	80,000	20%	20,000
Fargo-Moorhead Diversion Rec Plan (2019-2020)*	Diversion Authority	150,000	50%	75,000	50%	75,000
Northwest Metropolitan Transportation Plan	Fargo/West Fargo	50,000	80%	40,000	20%	10,000
Metro COG Office Remodel and Furnishing	Regional	25,000	80%	20,000	20%	5,000
Total		660,000		483,000		177,000

* For 2019, uses unspent dollars from the 2018 Fargo - West Fargo Parking and Access Study (approximately \$40,000) and for 2020, uses budget correction for the Moorhead 17th Street Study (\$75,000). Local share is assumed to be paid by Diversion Authority at 50%.

7. 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

					2019-2020 UPWP					
Major Program Activity	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	*	*	*	*	*	*	*	*	*	*

Source: Metro COG (2015)

8. 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 February, 2018, Metro COG adopted the 2017 Title VI Annual Report, which provided an annual update reporting on accomplishments of the agency relative to the Title VI program. 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:

Adam Altenburg
Metro COG Title VI Coordinator
Case Plaza, Suite 232
One North 2nd Street
Fargo, North Dakota 58102-4807
altenburg@fmmetrocog.org
701.532.5105

The 2017 Title VI Annual Report and a downloadable version of the Discrimination Complaint Form can also be found on the Metro COG website at:
www.fmmetrocog.org

9. 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, sex, 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 its 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.

10. Program Areas and Sub-tasks

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: 1,120 (2019) 1,230 (2020)

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	2019		2020		Total Activity Budget 2019-2020
	Percent	Amount	Percent	Amount	
CPG	80%	\$43,264	80%	\$50,134.64	\$93,399
Local	20%	\$10,816	20%	\$12,533.66	\$23,350
Total	100%	\$54,080	100%	\$62,668	\$116,748

101 Metro COG Policy Board

Participant(s): Metro COG

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

2019 Monthly Policy Board meetings
2020 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

2019 Executive Committee Meetings (as needed).
2020 Executive Committee Meetings (as needed).

Completion Date

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

2019 Monthly TTC meetings
2020 Monthly TTC meetings

**Completion
Date**

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.

In 2019, it is Metro COG's turn to host the summer Minnesota MPO Conference. Responsibility for planning and hosting the event rotates between the Minnesota MPOs. Staff time will be required to prepare for this event. In addition to all other MPOs within Minnesota, Metro COG will invite NDDOT and the Bismarck-Mandan MPO to participate in this conference.

Additional meetings and coordination were initiated in 2018 by MNDOT's efforts to study and prepare MPOs and communities around the state for connected and autonomous vehicle (CAV) technology. This coordination is anticipated to continue into 2019 and beyond.

Activities:

- Agenda development
- Staff support and research
- Travel to and from meeting venue
- Planning and hosting 2019 Minnesota MPO Conference
 - Coordination with other MPOs
 - Make venue arrangements
 - Solicit presentations for the conference program, establish schedule, and plan networking arrangements
 - Communicate with prospective attendees and handle conference registration

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: 3,320 (2019) 1,850 (2020)

Previous Accomplishments:

- Regional Freight Plan
- Regional Railroad Safety Plan
- Metro COG Socioeconomic Data Development Plan
- Aerial Photography/LiDAR Update
- O-D Data Purchase
- 17th Avenue S Corridor Study
- Cass County Comprehensive and Transportation Plan
- Moorhead ADA Transition Plan

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

Funding Source	2019		2020		Total Activity Budget 2019-2020
	Percent	Amount	Percent	Amount	
CPG	80%	\$113,200.88	80%	\$60,073	\$173,273
Local	20%	\$28,300.22	20%	\$15,018	\$43,318
Total	100%	\$141,501	100%	\$75,091	\$216,592

NOTE: This table needs to be adjusted to reflect that some projects are not an 80/20 funding split (e.g. Horace Comprehensive and Transportation Plan).

2018-201 Metro COG 2045 Metropolitan Transportation Plan (MTP) Update (CARRYOVER)

Participant(s): Metro COG/Consultant

Develop the 2045 MTP to be adopted by June of 2019. Work with a hired consultant to update the existing 2040 MTP including evaluation and update of goals, objectives and performance measures, as well as updating the content of chapters contained in the 2040 MTP. This element also involves a proactive public participation effort guided by the consultant as well as a financial analysis and a prioritized, fiscally constrained list of projects. Input to the update will include recommendations from other Metro COG studies and reports.

Activities:

- Project management and oversight
- Continue working with the consultant to complete traffic forecasts and identify system needs
- Oversight of scenario planning
- Identification and prioritization of future improvements
- Review of draft plan
- Coordinate with SRC (TTC and Traffic Operations Committee) on review of draft plan
- Participation in final public engagement events
- Coordinate individual jurisdictional reviews of the plan
- Present to TTC and Policy Board for final approval

Products

Updated 2045 Metropolitan Transportation Plan

**Completion
Date**

2nd QTR 2019

**2019-202 ATAC Travel Demand Model
Development (2019-2020)**

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

Products

Travel Demand Model Update
Regional ITS Architecture Update

**Completion
Date**

Ongoing
Ongoing

**2019-203 ATAC Intersection Traffic Data Import and
Reporting (CARRYOVER - 2018)**

Participant(s): Metro
COG/Consultant

ATAC will develop 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**

1st QTR 2019

2019-204 13th Avenue Corridor Study (2017) (CARRYOVER)

Participant(s): Metro
COG/Consultant

This corridor study addresses 13th Avenue in West Fargo from Main Avenue West to 17th Street East. The corridor study will include a review of existing and future conditions along the corridor including proposed future development. The study will also include a public participation component, identification of issues and project need, a review of both existing and forecast year 2040 project conditions, environmental impact review of alternatives, and an evaluation of alternatives. Project was initiated in the 2nd quarter of 2017.

Activities:

- Project management and oversight
- Coordinate with SRC (TTC and Traffic Operations Committee) on review of draft plan
- Review of draft and final plan
- Participation in final stakeholder and public engagement events
- Coordinate jurisdictional review of the plan
- Present to TTC and Policy Board for final approval

Products

13th Avenue Corridor Study Final Report

**Completion
Date**

2nd QTR 2019

2019-205 12th Avenue South Corridor Study – 4th Street to 20th Street (2018) (CARRYOVER)

Participant(s): Metro
COG/Consultant

The completion of a corridor study is taking place along 12th Avenue South from 4th Street to 20th Street. The corridor study would include a review of existing and future conditions along the corridor including proposed future development. The study also

includes a public participation component, identification of issues and project need, a review of both existing and forecast year 2040 project conditions, environmental impact review of alternatives, and an evaluation of alternatives. Project was initiated in 2nd Quarter of 2018.

Activities:

- Project management and oversight
- Coordinate with SRC
- Review of draft and final plan
- Participation in final stakeholder and public engagement events
- Coordinate jurisdictional review of the plan
- Present to TTC and Policy Board for final approval

Products

Completion

Date

12th Avenue South Corridor Study – 4th Street to 20th Street Final Report

2nd QTR 2019

**2019-206 Cass County CR 18 Corridor Study (2018)
(CARRYOVER)**

Participant(s): Metro
COG/Consultant

The section of 52nd St SE between Cass Hwy 15 (165th Ave SE) and Cass Hwy 17 (170th Ave SE) is currently a township road. The east mile is located in Pleasant Township and the West 4 miles are located in Normanna Township. The two issues this route currently has for the township is the increased traffic from the Oxbow students driving to Kindred for school and the potential slide area just south of the Norman Lutheran Church near the Sheyenne River oxbow. The township's costs for maintaining this section of road are continuing to increase each year. The County is interested in having a better understanding of the cost of maintaining this segment of road as gravel given the traffic volumes and potential slide issues at the church. In the past the township has mentioned that they would be interested in taking over County Hwy 36 in Normanna Township if the County took over 52nd Ave SE. County Hwy 36 (51st Ave SE), starts at Cass Hwy 15, goes east two miles, north 0.5 miles (167th Ave SE), east one mile (50th ½ St SE), then 2.5 miles north (168th Ave SE) to County Hwy 16 (48th St SE). If this change were made as a result of this study, the County would likely retain ownership the bridge on both routes. This segment would most likely need to be graded and some sort of gravel stabilization or possibly paving depending on the projected traffic volumes. This study is aimed at evaluating this potential jurisdictional transfer and the resulting recommended roadway improvements.

Activities:

- Project management and oversight
- Coordinate with SRC
- Review of draft and final plan
- Participation in final stakeholder and public engagement events
- Coordinate jurisdictional review of the plan

- Present to TTC and Policy Board for final approval

Products

CR 18 Corridor Study Report

Completion

Date

2nd QTR 2019

2019-207 US75/US10 Corridor Study (2018) (CARRYOVER)

Participant(s): Metro
COG/Consultant

The purpose of the US 75/10 Corridor Study is to update the 2008 and 2013 planning studies. Highway 75 from north of the diverging diamond to Main Avenue and Highway 10 from the Red River to the east junction of 75 will be reconstructed in Moorhead in 2025. The corridor needs and alternatives will be identified as part of this study.

Activities:

- Project management and oversight
- Organize and attend SRC meetings and other SRC coordination
- Review of draft and final plan
- Participation in final stakeholder and public engagement events
- Coordinate jurisdictional review of the plan
- Present to TTC and Policy Board for final approval

Products

Final Corridor Study Report

Completion

Date

4th QTR 2019

2019-208 Fargo Safe Routes to Schools Study (2018) (CARRYOVER)

Participant(s): Metro

COG/Consultant

Update to the current study that would include the new schools that have been constructed and needed improvements due to the movement away from neighborhood based schools. The project would come up with guidance on needed facilities, preferred access routes from neighborhoods to schools, engagement of parents and school faculty, field data collection of existing conditions and school pedestrian and bicycle patterns, and a study document that will identify and document issues at individual schools and prioritize improvements.

Activities:

- Project management and oversight
- Organize and attend SRC meetings and other SRC coordination

- Review of draft and final plan
- Participation in final stakeholder and public engagement events
- Coordinate jurisdictional review of the plan
- Present to TTC and Policy Board for final approval
- Assistance with school observations and field investigations

Products

Final Corridor Study Report

***Completion
Date***
4th QTR 2019

**2019-209 Regional Bicycle and Pedestrian Gap Analysis
(2018) (CARRYOVER)
COG/Consultant**

Participant(s): Metro

This study will examine the feasibility, opportunities and constraints, and alternatives for closing the highest priority gaps in the metro area's bikeway system. The gaps to be analyzed were identified in the 2016 FM Metro Bicycle & Pedestrian Plan. The objective of the study is to develop planning-level alternatives for closing the gaps, including graphics (sketches and renderings), information about impact to adjacent properties, the extent to which standards can be met, comparison of alternatives, and planning level cost estimates. Projects will be prioritized based on information provided by the alternatives analysis and public input. A report and graphics will provide information and recommendations for closure of bikeway system gaps.

Activities:

- Project management and oversight
- Organize and attend SRC meetings and other SRC coordination
- Review of draft and final plan
- Participation in final stakeholder and public engagement events
- Coordinate jurisdictional review of the plan
- Present to TTC and Policy Board for final approval

Products

Final Corridor Study Report

***Completion
Date***
4th QTR 2019

2019-210 76th Avenue Corridor Study

Participant(s): Metro
COG/Consultant

Metro COG and its local partners have placed a priority on developing a vision for the 76th Avenue Corridor before extensive development occurs along the corridor, and will collaborate on the project with the goal of identifying future characteristics of the roadway, such as capacity, multi-modal features, and corridor aesthetics. Specific project goals include:

- Identify right of way for needed roadway cross-sections (both now and in the future),
- Identify future capacity needs of the corridor,
- Determine the desired functionality of the corridor,
- Identify safety features that should be considered as part of roadway design,
- Preserve functionality through access management applications,
- Create a vision and palette of features that will result in a livable corridor that adds to the aesthetics of the community regardless of the corridor's functionality,
- Integrate multimodal transportation options through a complete streets approach,
- Create feasible alternatives that can be carried forward into the NEPA process, and
- Plan for phased roadway installation in a manner that allows the initial roadway investment to become part of the ultimate roadway configuration for the purpose of preserving initial investments made in the roadway.

An important element of the project will involve working toward consensus between the City of Fargo, City of Horace, Cass County and the North Dakota Department of Transportation regarding the vision for the corridor and future roadway characteristics.

Activities:

- Document Development
- Planning level cost estimates
- Adjacent land use recommendations
- Project management and oversight
- Organize and attend SRC meetings and other SRC coordination
- Review of draft and final plan
- Participation in public engagement events
- Coordinate jurisdictional review of the plan
- Present to TTC and Policy Board for final approval

Products

Final Corridor Study Report

***Completion
Date***

4thQTR 2019

2019-211 Horace Comprehensive and Transportation Plan

Participant(s): Metro

COG/Consultant

The objective of this project is the preparation of a new Comprehensive and Transportation Plan for Horace, North Dakota which will document a vision for the city's future and provide strategic guidance relative to future growth decisions. The plan will include goals and guidelines that are tangible and achievable during a 25 year planning horizon. Horace is experiencing rapid growth and it would like make sure that it is creating a robust roadway network as development occurs. With the rapid growth that is occurring, Horace would like to make sure that its comprehensive plan details the policies it would like to apply towards development. It would also like to know what connections it needs to make to adjacent communities and where/how many crossings over Drain 53 should be planned. The plan will also incorporate roadway network policies and best practices for the City. The plan, incorporating the most recent census data, city and regional trends, development challenges and issues, and best planning practices, should create an overall blueprint for Horace and recognize and appropriately plan for the city's physical, social, and economic assets. Metro COG will only be funding the transportation element of the plan (\$80,000 Federal, \$20,000 local) and the City of Horace will pay for an additional \$60,000 for a total project cost estimated at \$160,000.

Activities:

- SRC Meetings
- Public Presentations/Open Houses
- Document Development
- Proposed roadway configuration
- Policies for roadway platting and development
- Land Use Planning

Products

Final Comprehensive and Transportation Plan

***Completion
Date***

3rd QTR 2019

2019-212 MATBUS Transit Authority Implementation Study

Participant(s): Metro
COG/Consultant

This study will analyze the feasibility, financial implications, and possible governance structures that will be necessary in order to evaluate the formation of a MATBUS transit authority. The study will be a collaborative effort between Fargo and Moorhead (and possibly other regional jurisdictions) to explore funding options for MATBUS operations. A consultant will be an objective third party expert who will educate city leadership on the costs/benefits of various funding options, gain consensus among the jurisdictions involved, and walk MATBUS through the process of implementing the recommendations of the plan. Recommendations could include how MATBUS shares facilities, reviewing MOU's, setting up articles of association, analyzing the structure and necessary staff (HR, legal, etc), looking at the funding components of the agency (especially with the shift to a major metropolitan area over 200,000 people) and developing a strategy that MATBUS

can use to approach the North Dakota and Minnesota legislatures in 2019 to create a transit authority.

Activities:

- Study impacts to revenue stream after 2020 census results
- Document and analyze projected financial outlook
- Review of organizational alternatives
- Study the need for regulatory changes at the state level
- Organize and hold SRC Meetings
- Public Presentations/Open Houses
- Documentation for the Creation of a Transit Authority or alternative organizational recommendation
- Guidance on how to formally combine Transit agencies

Products

Final MATBUS Transit Authority Study

***Completion
Date***
4th QTR 2019

2019-213 -Office Remodel and Furniture (2019-2020)

Participant(s):
Capital Purchase

Metro COG's offices have not been refurbished for many years, and at that time, only a portion of the office was recarpeted and painted. Office furniture is outdated and ergonomically problematic given the heavy use of PCs by all staff. Growth in the metropolitan area has resulted in expanded TTC and Policy Board membership, resulting in over-crowded conference room conditions. The lack of a second meeting room creates inconvenience and inefficiency. There is no separate employee breakroom with a sink, refrigerator, microwave and seating area; these features are spread between two spaces at this time. Generally, the office is worn, outdated and inefficient. Metro COG will work with the building owner to plan a remodel, which may include the absorption of additional square footage to better accommodate a larger conference room and a second smaller conference room. In addition, the remodel will include an improved entry area for visitors and guests to wait for interviews and meetings, and additional office spaces to better accommodate additional staff once the metro area becomes a Transportation Management Area (TMA). Individual office furniture will be replaced. Technological improvements will be included in a new conference room to allow for video conferencing and up-to-date audio-visual equipment. It is anticipated that after the initial remodeling is complete, needs that were initially unanticipated will arise. To address these needs, a smaller amount of funds has been budgeted for 2020 as well.

Activities:

- Coordination with Goldmark Development and Enclave Development to prepare plans for remodeling
- Documentation of existing furnishings to be sold or discarded

- Packing and moving to temporary office space in Fargo's former City Administration offices for the duration of the remodel and moving back into the remodeled space
- Coordination with Metro COG's IT service provider to get set up in temporary space and in refurbished space
- Monitoring progress and coordinating with building owner
- Selecting and arranging for furnishings

Products

Remodeled Office and Furnishings

**Completion
Date**

2nd QTR 2019
and 1st QTR 2020

2019- 214 9th Street Corridor Study – 7th Ave E to 19th Ave NE (2019)

Participant(s): Metro COG/Consultant

The City of West Fargo anticipates the need for reconstruction of this portion of 9th St E in the near future. Issues that need to be addressed include interactions with the West Fargo High School traffic and pedestrian activities, transit accommodations, intersection issues at Main Avenue, and rural to urban section transition north of Main Avenue. Traffic along this corridor ranges from residential to heavy industrial.

Activities:

- Corridor Analysis
- Organize and attend SRC meetings and other SRC coordination
- 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

- 9th Street E Corridor Study

**Completion
Date**

- 4th QTR 2019

2019- 215 Northwest Metro Transportation Plan (2019-2020)

Participant(s): Metro COG/Consultant

The City of Fargo is currently working to improve utility services in support of development pressures in the City's northwestern growth area. Additionally, the Cities of Fargo and West Fargo are currently working to establish a new extraterritorial agreement in coordination with a recent utility service agreement between the two cities. Within this context there is a need to coordinate the efficient development of public infrastructure, including the transportation system. There is a need to develop a

northwest metro transportation plan to guide the development of the transportation system in coordination with larger infrastructure improvements.

Activities:

- Corridor Analysis
- Organize and attend SRC meetings and other SRC coordination
- 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

Northwest Metro Transportation Plan

**Completion
Date**

1st QTR 2020

2019- 216 Fargo-Moorhead Diversion Recreation Plan (2019-2020)

Participant(s): Metro
COG/Diversion
Authority/
Consultant

The Fargo-Moorhead Diversion presents a significant opportunity for trails and associated recreational features on the banks of the channel. A trail system could be the most continuous feature of the plan. Connections to the metropolitan trail network would be an important feature that would increase use of the facilities and ensure access for local users. The purpose of the plan is to facilitate recreational concepts into the design and construction of the diversion project. In addition, these concepts would be developed so they can be constructed in phases both during and after the diversion construction as funding is available. The plan would prepare concepts for trails, trail connections, and recreational features, and would allow for the preparation of planning level cost estimates. Given the route of the diversion channel, the recreation plan would involve multiple jurisdictions, including Fargo, West Fargo, Cass County, Horace, and possibly others within the metropolitan planning area.

Activities:

- Corridor Analysis
- Diversion Authority and Multijurisdictional Coordination
- Organize and attend SRC meetings and other SRC coordination
- Conceptual layout alternatives
- Visualizations
- Planning level cost estimates
- Project management and oversight
- Document Development
- Review of draft and final plan
- Public engagement events

- Coordinate Diversion Authority and jurisdictional review of the plan
- Present to TTC and Policy Board for final approval

Products

Fargo-Moorhead Diversion Recreational Plan

***Completion
Date***

3rd QTR 2020

2020- 217 Metro COG Traffic Counting Program (2020)

Participant(s): Metro COG/Consultant

The year 2020 will be the base year for the 2024 Metropolitan Transportation Plan update. Metro COG will work with NDDOT, MNDOT and local partners to arrange for traffic counts to be taken on functionally classified roadways throughout the metropolitan area. These counts will serve as the basis for calibrating the 2020 base year travel demand model.

Activities:

- Identify count locations
- Coordinate with NDDOT, MNDOT and local partners to determine where counts are being taken in association with other counting efforts
- Project Management
- QA/QC of data
- Comparison of count data with prior years

Products

2020 Traffic Counts

***Completion
Date***

4th QTR 2020

2020- 218 MATBUS Transit Development Plan (2020)

Participant(s): Metro COG/Consultant

In 2020, the Metro COG will update the 2017-2021 Transit Development Plan (TDP) for the Metropolitan Area. Metro COG will work in cooperation with MATBUS on the TDP update. A portion of the scope of work will require procurement of a consultant and Metro COG staff will work 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.

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**4th QTR 2020**2020- 219 Moorhead 17th Street N Corridor Study – 1st Ave N to 15th Ave N (2020)****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 would investigate options to repurposing 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

Products17th Street N Corridor Study**Completion
Date**4th QTR 2020**300 Federal Transportation Planning Documentation****Objective:**

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

Assigned Staff Hours: 1390 (2019) 1920 (2020)**Previous Accomplishments:**

- 2018-2021 Transportation Improvement Program
- 2019-2022 Transportation Improvement Program
- Implementation of Public Participation Plan
- Title VI and Environmental Justice Report
- Initiating a Congestion Management Process

- Amendments to 2017-2018 UPWP
- 2019-2020 UPWP
- Ensuring compliance with Federal and state rules and regulation

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

Funding Source	2019		2020		Total Activity Budget 2019-2020
	Percent	Amount	Percent	Amount	
CPG	80%	\$58,992	80%	\$82,958	\$141,949
Local	20%	\$14,748	20%	\$20,739	\$35,487
Total	100%	\$73,740	100%	\$103,697	\$177,437

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 2020 (2020-2023) and 2021 (2021-2024)TIPs
- Process TIP Amendments, as required
- Develop Annual List of Obligated Projects (ALOP) for 2018 and 2019

Products

Completion Date

2019 TIP	3rd QTR
2020 TIP	3rd QTR
TIP amendments	As required
2018 Annual List of Obligated Projects	With 2020 TIP
2019 Annual List of Obligated Projects	With 2021 TIP

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

Participant(s): Metro COG

In 2019 Metro COG will amend the UPWP and budget as required and in 2020 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**

2019 - 2020 Updated UPWP / Amendments	On-going
2019 - 2020 Quarterly Reports to ND and MN DOTs	Quarterly
2019 Annual Report	1st Qtr 2018
2020 Annual Report	1st Qtr 2019
2019 - 2020 Monthly Reports to Policy Board	Monthly
2019 - 2020 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**

- | | |
|---|-------------------------------------|
| <ul style="list-style-type: none"> • Updated Metro COG Public Participation Plan • Implementing the PPP | 3 rd QTR 2019
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
going

Certification Review

Mid-year FHWA/NDDOT reviews (2019 - 2020)

Completion Date

On-

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

2019 Annual Report on Title VI /LEP Activities	1 st QTR
2020 Annual Report on Title VI /LEP Activities	1 st QTR
2019 Annual report of Environmental Justice areas	1 st QTR
2020 Annual report of Environmental Justice areas	1 st QTR
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 2019 and 2020 Metro COG will further the implementation of the adopted MTP. This will initially consist of the 2040 MTP, and after mid-2019, 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 2040 and/or 2045 MTP as required
- Annual review of the TIP projects against the of goals and objectives of the 2040 and/or 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 2040 and 2045 MTPs	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 2010 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 anticipates assisting with 2020 Census related activities as well as maintaining and updating the Environmental Justice Database based on Census and ACS data as necessary. Metro COG will be called upon to provide technical assistance in preparation for the 2020 census of the United States. 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
- 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 for the 2020 Census

Completion Date

4th QTR 2020

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:

1,805 (2019) 2,215 (2020)

Previous Accomplishments:

- 2018 Traffic Counting Program
- 2018 Metropolitan Profile
- Working toward Functional Classification Update
- Performance Measure Training and Coordination
- Development of TDM base year network
- Maintenance of the TDM

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

Funding Source	2019		2020		Total Activity Budget 2019-2020
	Percent	Amount	Percent	Amount	
CPG	80%	\$58,450.72	80%	\$72,434	\$130,884
Local	20%	\$14,612.68	20%	\$18,108	\$32,721
Total	100%	\$73,063	100%	\$90,542	\$163,606

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 (2019)
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

2019 Biannual Regional Freight Committee (RFC) meetings
2020 Biannual Regional Freight Committee (RFC) meetings
Implementation of Freight Plan recommendations (2019&2020)

Completion Date

Quarterly
Quarterly
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

2019 Annual Update to the FM Metropolitan Profile
2020 Annual Update to the FM Metropolitan Profile

Completion Date

2nd QTR
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

Ongoing collection and processing of manual and automatic traffic data.
Updated traffic data database.
Preparation of Maps/Graphics

Completion Date

On-going
On-going
On-going

407 Metropolitan Transportation Technical Assistance

Participant(s): Metro COG

This work task provides Metro COG resources in both 2019 and 2020 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

Technical Assistance

Completion Date

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

2019 Quarterly Traffic Operations Committee (TOC) Meeting Facilitation	Quarterly
2020 Quarterly Traffic Operations Committee (TOC) Meeting Facilitation	Quarterly
Annual review and update of the Regional ITS Architecture (2017 & 2018)	On-going
2019 Review of TIP projects against Architecture	3rd QTR
2020 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 2019-2020 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 2019 and 2020 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

500 Transit Planning

Objective:

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

Assigned Staff Hours:

375 (2019) 545 (2020)

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	2019		2020		Total Activity Budget 2019-2020
	Percent	Amount	Percent	Amount	
CPG	80%	\$13,034	80%	\$21,486	\$34,521
Local	20%	\$3,259	20%	\$5,372	\$8,630
Total	100%	\$16,293	100%	\$26,858	\$43,151

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

2019 MATBUS Coordinating Meetings
2020 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:

670 (2019) 1,030 (2020)

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	2019		2020		Total Activity Budget 2019-2020
	Percent	Amount	Percent	Amount	
CPG	80%	\$20,476	80%	\$34,712	\$55,189
Local	20%	\$5,119	20%	\$8,678	\$13,797
Total	100%	\$25,595	100%	\$43,390	\$68,986

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

2019 Bike/Ped Committee Meetings
2020 Bike/Ped Committee Meetings

Completion Date

Quarterly
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**

2019 Updated Bicycle and Pedestrian Counts Database	4th QTR
2020 Updated Bicycle and Pedestrian Counts Database	4th QTR
2019 Annual Report to MnDOT and NDDOT	4th QTR
2020 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
--	----------

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

2019 Activity facilitation and support.
2020 Activity facilitation and support.

**Completion
Date**

On-going
On-going

605 Bikeways Map Maintenance and Development**Participant(s):**

Metro COG

Annually work with local jurisdiction to update and print the FM Metro Bikeways Map. This map lists all of the bicycle and pedestrian facilities in the region as well as provides information about proper bicycle operation and safety. This activity also includes implementation of the Bicycle Wayfinding Signage Study completed by Metro COG in 2016.

Activities:

- Maintenance of the Bikeways Map
- Pursuit of an online, app-based bikeways map and on-going maintenance agreement.
- Implementation of the Regional Wayfinding Signage

Products

Updated Bikeways Map

Completion Date

3rd QTR

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:

930 (2019) 1,190 (2020)

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	2019		2020		Total Activity Budget 2019-2020
	Percent	Amount	Percent	Amount	
CPG	80%	\$32,607.36	80%	\$43,529	\$76,136
Local	20%	\$8,151.84	20%	\$10,882	\$19,034
Total	100%	\$40,759	100%	\$54,411	\$95,170

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: 4,470 (2019) 4,590 (2020)

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	2019		2020		Total Activity Budget 2019-2020
	Percent	Amount	Percent	Amount	
CPG	80%	\$156,498.80	80%	\$171,703	\$328,202
Local	20%	\$39,124.70	20%	\$42,926	\$82,050
Total	100%	\$195,624	100%	\$214,629	\$410,252

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
- 2019 Minnesota MPO Retreat Organization and Facilitation

Products

2019 Employee Benefits
2020 Employee Benefits
2019 Audit
2020 Audit
Staff Performance Evaluations
QAQC Policy and Procedure
Timesheets
Quarterly Report
Travel Requests
Expense Reports

Completion Date

On-going
On-going
2nd QTR
2nd QTR
As required
2nd QTR
Biweekly
Quarterly
As-needed
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
- Review of expense reports and credit card statements
- Tracking of project budgets

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:

310 (2019) 350 (2020)

Previous Accomplishments:

- Published Metro COG Newsletter
- Published Metro COG Annual Report.
- Provided information related to transportation planning to the public, including traffic counts and forecasts, TIP, TDP and the MTP.
- Developed new Metro COG website in 2018
- Updated Metro COG Webpages and Social Media

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

Funding Source	2019		2020		Total Activity Budget 2019-2020
	Percent	Amount	Percent	Amount	
CPG	80%	\$9,581.36	80%	\$11,236	\$20,817
Local	20%	\$2,395.34	20%	\$2,809	\$5,204
Total	100%	\$11,977	100%	\$14,045	\$26,021

901 Metro COG Newsletter

Participant(s): Metro COG

Develop, produce and disseminate at least three issues 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 email versions

Products

2019 Metro COG Newsletters
2020 Metro COG Newsletters

**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

2019 Updated Metro COG website and Social Media platforms
2020 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:

650 (2019) 120 (2020)

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	2019		2020		Total Activity Budget 2019-2020
	Percent	Amount	Percent	Amount	
CPG	80%	\$19,672.40	80%	\$3,775	\$23,447
Local	20%	\$4,918.10	20%	\$944	\$5,862
Total	100%	\$24,591	100%	\$4,719	\$29,309

2018-1001 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:

- Regional Food Commission meeting facilitation and staff support
- Travel time to meetings
- Presentations and information exchanges
- Attend conferences and training sessions

Products

2019 Regional Food Commission Support
2020 Regional Food Commission Support

Completion Date

On-going
On-going

**2018-1002 Hawley Zoning & Subdivision Ordinance
Update (2018) (CARRYOVER)**

Participant(s): Metro
COG/Hawley

Update the current Hawley Zoning & Subdivision Ordinance. Organize and support a Study Review Committee. SRC Meetings and presentations to the Hawley City Council, Metro COG TTC and Metro COG Policy Board.

Activities:

- Draft Chapter and Final Draft development
- Study Review Committee Meetings
- Travel time to meetings
- Presentations and information exchanges

Products

Hawley Zoning & Subdivision Ordinance Update

***Completion
Date***

4th QTR 2019

**2018-1003 Casselton Comprehensive &
Transportation Plan (2018) (CARRYOVER)**

Participant(s): Metro
COG/Casselton

Develop a new comprehensive plan for the City of Casselton. Organize and support a Study Review Committee. SRC Meetings and presentations to the Casselton City Council, Metro COG TTC and Metro COG Policy Board.

Activities:

- Draft Chapter and Final Draft development
- Study Review Committee Meetings
- Travel time to meetings
- Presentations and information exchanges

Products

Casselton Comprehensive & Transportation Plan

Completion Date

1st QTR 2019

Estimates of staff hours for 2019 and 2020 are shown in Figures 10.11 and 10.12 on the following pages.

		Total Cost	Total Hours	Executive Director	Senior Planner	Transp. Planner	C/T Analyst	Assistant Planner (1)	Assistant Planner (2)	Exec. Asst.	Intern
	Figure 10.11 2019 Metro COG UPWP Staff Hourly Estimates			77.05	53.49	45.52	39.49	38.80	33.14	25.54	12.75
100	Policy and Administrative Forums	\$54,079.90	1120								
101	Metro COG Policy Board	\$17,849.20	400	100	30	30	30	30	30	150	
102	Metro COG Executive Committee	\$5,129.50	100	50	0	0	0	0	0	50	
103	Transportation Technical Committee (TTC)	\$17,083.00	370	100	30	30	30	30	30	120	
104	Federal, State, and Local Committee Meetings	\$14,018.20	250	100	30	30	30	30	30	0	
200	Contracted Planning Services	\$141,501.10	3320								
201	2045 Long Range Transportation Plan	\$21,903.90	430	80	160	40	40	60	40		10
202	ATAC TDM Development	\$2,355.70	50		10	40					
203	ATAC Intersection Traffic Data Reporting	\$2,108.10	50		10	20			20		
204	13th Avenue Corridor Study	\$6,017.15	135		15	100			20		
205	12th Avenue Corridor Study	\$5,146.25	125		15		110				
206	Cass County CR 18 Study	\$5,354.35	115		15	100					
207	US 10/US 75 Corridor Study	\$7,329.20	140		120	20					
208	Fargo Safe Routes to Schools Study	\$16,960.55	615		15	120		160	20		300
209	Regional Bikeway Gap Analysis	\$11,667.00	280		20	160			100		
210	78th Avenue Corridor Study	\$10,138.00	200		160		40				
211	Horace Comprehensive and Transportation Plan	\$11,772.00	300		40		160		100		
212	MATBUS Transit Authority Implementation Study	\$8,558.40	160		160						
213	Office Remodel and Furniture	\$15,039.40	300	100	30	30	30	30	30	30	20
214	9th Street Corridor Study	\$6,182.80	150		20		100	30			
215	Northwest Metro Transportation Plan	\$7,388.20	180		20		160				
216	Fargo Moorhead Diversion Rec Plan	\$3,580.10	90		20		30		40		
300	Federal Transportation Planning Documentation	\$73,739.70	1390								
301	Transportation Improvement Program (TIP)	\$11,578.50	300		50	50			200		
302	Unified Planning Work Program (UPWP)	\$26,544.60	380	300	30	10	10	10	10	10	
303	Public Participation	\$11,955.50	200	100		50	50				
304	Congestion Management Process	\$5,792.30	130		50		20	60			
305	Federal and State Rules and Regulations Compliance and Maintenance	\$4,922.30	70	50	20						
306	Civil Rights / Title VI / LEP/ Environment Justice	\$4,302.50	110				50	60			
307	2040 and 2045 LRTP Implementation	\$6,557.10	150		30	40	40	40			
308	2020 Census Coordination and Technical Assistance	\$2,086.90	50		10			40			
400	Technical Transportation Data & Analysis	\$73,083.40	1825								
401	Performance Measures	\$13,569.20	280	40	80			160			
402	Federal Functional Classification Update	\$6,863.80	165		20	25		120			
403	Travel Demand Model (TDM) maintenance and Operation	\$4,362.90	100		10	50		40			
404	Freight and Goods Movement	\$3,914.50	100				50	50			
405	FM Metropolitan Profile	\$8,570.60	220		10	20	20	160			10
406	Metropolitan Traffic Counting Program	\$10,097.00	310			80		10	160		60
407	Metropolitan Technical Assistance	\$16,641.20	420		40	80	100	50	150		
408	ITS/Traffic Operations Technical Assistance	\$4,388.20	110			60			50		
409	GIS	\$4,656.00	120					120			
500	Transit Planning	\$16,293.00	355								
501	Transit Technical Assistance	\$6,859.90	155		50	25		70	10		
502	MAT Coordinating Board	\$9,433.10	200		150			10		40	
600	Bicycle & Pedestrian Planning	\$25,595.40	670								
601	Bicycle-Pedestrian Activities and Technical Assistance	\$10,098.20	230			200			30		
602	Bicycle and Pedestrian Counts and Analysis	\$9,500.40	290			100		50	60		80
603	Heartland Trail Extension (Countywide Coordination & Corridor Study)	\$3,146.40	80			40			40		
604	Bicycle Safety Education	\$2,850.40	70			20		50			
700	Local Planning Assistance	\$40,759.20	930								
701	Agency Outreach	\$25,117.50	500	100	100	100	50	100	50		
703	Local Planning Assistance	\$15,641.70	430				130	100	200		0
800	General Administration	\$195,623.50	4470								
801	General Administration, Management, IT, Secretarial and Leave Time	\$165,138.30	3890	700	400	350	350	320	320	1450	
802	Financial Budgeting and Tracking	\$17,964.00	300	200						100	
803	Professional Development, Education and Training	\$12,521.20	280	40	40	40	40	40	40	40	
900	Publications, Public Information and Communication	\$11,976.70	310								
901	Metro COG Newsletter	\$7,818.70	185	20	20	20	50	25	10	40	
902	Website and Social Media	\$4,158.00	125				40	25	10	50	
1000	Community Planning and Technical Assistance	\$24,590.50	650								
2019-10	Cass - Clay Food Systems Advisory Commission	\$4,484.80	120	0	0	0	80	0	40	0	0
2019-10	Hawley Zoning & Subdivision Ordinance Update	\$16,665.60	440	0	40	0	200	0	200	0	0
2019-10	Cassellton Comprehensive Plan	\$3,440.10	90		10		40		40		
	Total	\$657,222.40	15040	2080	2080	2080	2080	2080	2080	2080	480

		Total Cost	Total Hours	Executive Director	Senior Planner	Transportation Planner	C & T Analyst	Assistant Planner (1)	Assistant Planner (2)	Executive Assistant	Intern
Figure 10.12 2020 Metro COG UPWP Staff Hourly Estimates				80.82	56.08	47.66	41.52	40.88	34.93	26.86	13.02
100	Policy and Administrative Forums	\$62,668.30	1230								
101	Metro COG Policy Board	\$19,719.10	420	100	40	30	40	30	30	150	
102	Metro COG Executive Committee	\$7,808.60	130	80	0	0	0	0	0	50	
103	Transportation Technical Committee (TTC)	\$19,450.50	410	100	40	30	40	30	30	140	
104	Federal, State, and Local Committee Meetings	\$15,690.10	270	100	40	30	40	30	30	0	
200	Contracted Planning Services	\$75,090.70	1850								
201	2045 Long Range Transportation Plan	\$0.00	0								
202	ATAC TDM Development	\$1,906.40	40			40					
203	ATAC Intersection Traffic Data Reporting	\$2,212.60	50		10	20			20		
204	West Fargo 13th Avenue Corridor Study	\$0.00	0								
205	Moorhead 12th Avenue Corridor Study	\$0.00	0								
206	Cass County CR 18 Study	\$0.00	0								
207	Moorhead US 10/US 75 Corridor Study	\$0.00	0								
208	Fargo Safe Routes to Schools Study	\$0.00	0								
209	Regional Bikeway Gap Analysis	\$0.00	0								
210	76th Avenue Corridor Study	\$0.00	0								
211	Horace Comprehensive and Transportation Plan	\$0.00	0								
212	MATBUS Transit Authority Implementation Study	\$0.00	0								
213	Office Remodel and Furniture	\$1,885.00	30	20						10	
214	West Fargo 9th Street Corridor Study	\$0.00	0								
215	Northwest Metro Transportation Plan	\$8,199.80	200		20		120		60		
216	Fargo Moorhead Diversion Rec Plan	\$16,411.60	420		20		200		200		
217	Metro COG Traffic Counting Program for LRTP	\$17,099.90	530		20	200			110		200
218	MATBUS Transit Development Plan (TDP)	\$19,392.00	400		200			200			
219	Moorhead 17th Street N Corridor Study	\$7,983.40	180		20	100			60		
300	Federal Transportation Planning Documentation	\$103,697.10	1920								
301	Transportation Improvement Program (TIP)	\$14,063.20	350		60	40		10	240		
302	Unified Planning Work Program (UPWP)	\$27,846.90	380	300	30	10	10	10	10	10	
303	Public Participation	\$10,759.00	200	40	40	50	60	10			
304	Congestion Management Process	\$7,703.60	150	20	50		20	60			
305	Federal and State Rules and Regulations Compliance and Maintenance	\$6,693.00	100	50	40			10			
306	Civil Rights / Title VI / LEP/ Environment Justice	\$5,337.00	120	10			50	60			
307	2045 LRTP Implementation	\$12,426.80	240	20	100	40	40	40			
308	2020 Census Coordination and Technical Assistance	\$18,867.60	380	20	160		160	40			
400	Technical Transportation Data & Analysis	\$90,542.10	2215								
401	Performance Measures	\$15,068.20	290	50	80			160			
402	Federal Functional Classification Update	\$3,948.30	85		20	25		40			
403	Travel Demand Model (TDM) maintenance and Operation	\$4,579.00	100		10	50		40			
404	Freight and Goods Movement	\$5,365.60	130				80	50			
405	FM Metropolitan Profile	\$9,406.00	250		10	20	20	160			40
406	Metropolitan Traffic Counting Program	\$10,852.00	330			80		10	160		80
407	Metropolitan Technical Assistance	\$18,236.20	430		40	80	160	50	100		
408	ITS/Traffic Operations Technical Assistance	\$8,621.20	200			60	60	80			
409	GIS	\$14,465.60	400		20		60	240			80
500	Transit Planning	\$26,857.80	545								
501	Transit Technical Assistance	\$17,022.10	345		220	25			100		
502	MAT Coordinating Board	\$9,835.70	200		150				10	40	
600	Bicycle & Pedestrian Planning	\$43,390.30	1030								
601	Bicycle-Pedestrian Activities and Technical Assistance	\$10,579.90	230			200			30		
602	Bicycle and Pedestrian Counts and Analysis	\$12,043.20	350			100		50	120		80
603	Heartland Trail Extension (Countywide Coordination & Corridor Study)	\$17,770.00	380		20	320			40		
604	Bicycle Safety Education	\$2,997.20	70			20		50			
700	Local Planning Assistance	\$54,411.00	1190								
701	Agency Outreach	\$29,250.70	560	110	100	100	100	100	50		
703	Local Planning Assistance	\$25,160.30	630		40		260	100	230		0
800	General Administration	\$214,628.80	4590								
801	General Administration, Management, IT, Secretarial and Leave Time	\$181,507.20	3990	800	400	350	350	320	320	1450	
802	Financial Budgeting and Tracking	\$19,971.60	320	200	20					100	
803	Professional Development, Education and Training	\$13,150.00	280	40	40	40	40	40	40	40	
900	Publications, Public Information and Communication	\$14,044.70	350								
901	Metro COG Newsletter	\$8,736.85	200	20	20	20	50	25	25	40	
902	Website and Social Media	\$5,307.85	150				40	35	25	50	
1000	Community Planning and Technical Assistance	\$4,718.80	120								
2019-1001	Cass - Clay Food Systems Advisory Commission	\$4,718.80	120				80		40		0
2019-1002	Hawley Zoning & Subdivision Ordinance Update	\$0.00	0								
2019-1003	Cassellton Comprehensive Plan	\$0.00	0								
Total		\$690,049.60	15040	2080	2080	2080	2080	2080	2080	2080	480

801 Includes Leave Time (holiday - 80, estimated vacation - 80, estimated sick 40)

Appendix A.

Policy Board, Transportation Technical Committee and Metro COG Staff

METRO COG POLICY BOARD

Voting Members

Roger Buscher	City of Moorhead, Minnesota – Planning Commission
Brenda Elmer	City of Moorhead, Minnesota – City Council
Shara Fischer	City of Fargo, North Dakota – Planning Commission
Tony Gehrig	City of Fargo, North Dakota – City Commission
Steve Gehrtz	City of Moorhead, Minnesota – City Council
Eric Gjerdevig	City of West Fargo, North Dakota – City Commission
Tony Grindberg	City of Fargo, North Dakota – City Commission
John Gunkelman	City of Fargo, North Dakota – Planning Commission
John Koerselman	City of Horace, North Dakota – City Council
Jenny Mongeau (C)	Clay County, Minnesota – County Commission
Brad Olson (VC)	City of West Fargo, North Dakota – City Commission
Dave Piepkorn	City of Fargo, North Dakota – City Commission
Arland Rasmussen	Cass County, North Dakota – County Commission
Rocky Schneider	City of Fargo, North Dakota – Planning Commission
Kevin Spaulding	City of Dilworth, Minnesota – City Council
John Strand	City of Fargo, North Dakota – City Commission

*(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 Odegaard	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
Chuck Hendrickson	City of Moorhead, Minnesota – City Councilmember
Brenton Holper	City of Horace, North Dakota – City Administrator
Cecil Johnson	City of Glyndon, Minnesota – Mayor
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
Larry Weil	City of West Fargo, North Dakota – Planning & Zoning

Appendix A. Policy Board, Transportation Technical Committee and Metro COG Staff

Transportation Technical Committee

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>
Hali Durand	<i>Clay County Planning Department</i>
Richard Duran	<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>
Michael Johnson	<i>North Dakota Department of Transportation</i>
Kristie Leshovsky	<i>City of Moorhead City Planning and Zoning</i>
Kim Lipetzky	<i>Bicycle - Pedestrian Committee Representative</i>
Aaron Nelson	<i>City of Fargo, Planning Department</i>
David Overbo	<i>Clay County, Minnesota County Engineering Department</i>
Mary Safgren	<i>Minnesota Department of Transportation District 4</i>
Russ Sahr	<i>City of Horace, Planning Department</i>
Dustin Scott	<i>City of West Fargo, Engineering Department</i>
Tim Solberg	<i>City of West Fargo, Planning Department</i>
Brit Stevens	<i>North Dakota University Representative</i>
Stan Thurlow	<i>City of Dilworth, Minnesota Planning Department</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>
[Vacant]	<i>Minnesota University Representative</i>
[Vacant]	<i>Cass County Planning Department Representative</i>
[Vacant]	<i>Greater Fargo-Moorhead Economic Development Foundation</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>
Anna Pierce	<i>Assistant Planner</i>
Luke Champa	<i>Assistant Planner</i>
Savanna Leach	<i>Executive Assistant</i>

Appendix B.

Policy Board and Transportation Technical Committee Meeting Schedules

2019		2020	
Transportation Technical Committee	Metro COG Policy Board	Transportation Technical Committee	Metro COG Policy Board
January 10, 2019	January 17, 2019	January 9, 2020	January 16, 2020
February 14, 2019	February 21, 2019	February 13, 2020	February 20, 2020
March 14, 2019	March 21, 2019	March 12, 2020	March 19, 2020
April 11, 2019	April 18, 2019	April 9, 2020	April 16, 2020
May 9, 2019	May 16, 2019	May 14, 2020	May 21, 2020
June 13, 2019	June 20, 2019	June 11, 2020	June 18, 2020
July 11, 2019	July 18, 2019	July 9, 2020	July 16, 2020
August 8, 2019	August 15, 2019	August 13, 2019	August 20, 2020
September 12, 2019	September 19, 2019	September 10, 2020	September 17, 2020
October 10, 2019	October 17, 2019	October 8, 2020	October 15, 2020
November 14, 2019	November 21, 2019	November 12, 2020	November 19, 2020
December 12, 2019	December 29, 2019	December 10, 2020	December 17, 2020

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
One North 2nd Street
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

2019 and 2020 jurisdiction dues and project-specific responsibilities, as presented, were approved May 17, 2018 as part of the 2019-2020 Metro COG Budget. Tables have been updated to reflect the changes included in this amendment.

Jurisdiction Operations Dues Summary - 2019 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	\$8,092.39	\$8,569.24	\$2,039.19	\$52,311.41	\$1,231.42	\$19,289.67	\$13,089.51	\$26,820.00	\$ 657,214.07
Metro COG Overhead Costs	All	\$2,204.17	\$2,334.05	\$555.42	\$14,248.36	\$335.41	\$5,254.04	\$3,565.26	\$0.00	\$ 142,483.56
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)		\$10,296.56	\$10,903.30	\$2,594.61	\$66,559.76	\$1,566.83	\$24,543.70	\$16,654.77	\$26,820.00	\$799,697.63
Internal Operations (ineligible costs)	All	\$153.15	\$162.17	\$38.59	\$990.00	\$23.30	\$365.06	\$247.72		\$1,980.00
Total		\$10,449.71	\$11,065.47	\$2,633.20	\$67,549.76	\$1,590.13	\$24,908.76	\$16,902.49	\$26,820.00	\$801,677.63

Jurisdiction Project Dues Summary - 2019 Budget

Dues and Local Match on Contracted Planning Projects	Participating Jurisdictions	Jurisdiction								Total Cost	Federal Share	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 (TOM 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%
Metro COG Office Remodel & Furnishing	All	\$4,950.28	\$5,241.99	\$1,247.41	\$32,000.00	\$753.28	\$11,799.90	\$8,007.13		\$320,000.00	\$256,000.00	80%	\$64,000.00	20%
total		\$5,104.98	\$5,405.80	\$1,286.40	\$33,000.00	\$776.82	\$12,168.65	\$8,257.35	\$0.00					
Individual Jurisdiction Contracted Planning														
9th Street Corridor Study	West Fargo							\$25,000.00		\$125,000.00	\$100,000.00	80%	\$25,000.00	20%
Northwest Metro Transportation Plan	Fargo/West Fargo				\$17,500.00			\$17,500.00		\$175,000.00	\$140,000.00	80%	\$35,000.00	20%
Fargo-Moorhead Diversion Rec. Plan (2019-2020)	Diversion Authority								\$40,000.00	\$80,000.00	\$40,000.00	50%	\$40,000.00	50%
										\$0.00	\$0.00	80%	\$0.00	20%
										\$0.00	\$0.00	80%	\$0.00	20%
Total Contracted Planning Studies		\$0.00	\$0.00	\$0.00	\$17,500.00	\$0.00	\$0.00	\$42,500.00	\$40,000.00	\$710,000.00	\$280,000.00		\$100,000.00	
Grand Total Project Dues		\$5,104.98	\$5,405.80	\$1,286.40	\$50,500.00	\$776.82	\$12,168.65	\$50,757.35	\$40,000.00					

Appendix D. Documentation of Local Match

Jurisdiction Operations Dues Summary - 2020 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										
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	\$8,600.23	\$9,107.01	\$2,167.16	\$55,594.22	\$1,308.69	\$20,500.19	\$13,910.94	\$26,820.00	\$ 690,042.16
Metro COG Overhead Costs	All	\$2,260.81	\$2,394.04	\$569.70	\$14,614.53	\$344.03	\$5,389.06	\$3,656.89	\$0.00	\$ 146,145.28
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)		\$10,861.04	\$11,501.04	\$2,736.85	\$70,208.74	\$1,652.72	\$25,889.25	\$17,567.83	\$26,820.00	\$836,187.44
Internal Operations (ineligible costs)	All	\$153.15	\$162.17	\$38.59	\$990.00	\$23.30	\$365.06	\$247.72		\$1,980.00
Total		\$11,014.19	\$11,663.22	\$2,775.45	\$71,198.74	\$1,676.03	\$26,254.31	\$17,815.55	\$26,820.00	\$838,167.44

Jurisdiction Project Dues Summary - 2020 Budget

Dues and Local Match on Contracted Planning Projects	Participating Jurisdictions	Jurisdiction								Total Cost	Federal Share	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%
Metro COG Traffic Counting Program	All	\$1,933.71	\$2,047.65	\$487.27	\$12,500.00	\$294.25	\$4,609.34	\$3,127.79		\$125,000.00	\$100,000.00	80%	\$25,000.00	20%
Metro COG Remodel and Furnishing	All	\$386.74	\$409.53	\$97.45	\$2,500.00	\$58.85	\$921.87	\$625.56		\$25,000.00	\$20,000.00	80%	\$5,000.00	20%
total		\$2,088.40	\$2,211.46	\$526.26	\$13,500.00	\$317.79	\$4,978.08	\$3,378.01	\$0.00					
Individual Jurisdiction Contracted Planning														
MATBUS Transit Development Plan	MATBUS				\$26,800.00		\$13,200.00			\$200,000.00	\$160,000.00	80%	\$40,000.00	20%
17th Street Corridor Study	Moorhead						\$35,000.00			\$175,000.00	\$140,000.00	80%	\$35,000.00	20%
Northwest Metropolitan Transportation Plan	Fargo/West Fargo				\$5,000.00			\$5,000.00		\$50,000.00	\$40,000.00	80%	\$10,000.00	20%
Fargo-Moorhead Diversion Rec Plan (2019-2020)	Diversion Authority								\$75,000.00	\$150,000.00	\$75,000.00	50%	\$75,000.00	50%
										\$0.00	\$0.00	80%	\$0.00	20%
										\$0.00	\$0.00	80%	\$0.00	20%
Total Contracted Planning Studies		\$0.00	\$0.00	\$0.00	\$31,800.00	\$0.00	\$48,200.00	\$5,000.00	\$75,000.00	\$735,000.00	\$415,000.00		\$160,000.00	
Grand Total		\$2,088.40	\$2,211.46	\$526.26	\$45,300.00	\$317.79	\$53,178.08	\$8,378.01	\$75,000.00					

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.

Overhead Costs - 2019-2020 Budget

800 Overhead		2019	2020
800a	Travel / Registrations/ Training/etc..	\$10,200.00	\$10,400.00
800b	Dues / Subscriptions	\$4,646.00	\$5,456.00
800c	Office Supplies	\$3,200.00	\$3,200.00
800d	Postage	\$1,500.00	\$1,500.00
800e	Advertising	\$2,200.00	\$2,200.00
800f	Office Rent	\$36,560.56	\$37,307.28
800g	Insurance	\$6,074.00	\$6,106.00
800h	Communications	\$4,140.00	\$4,200.00
800i	Information Systems	\$34,660.00	\$34,680.00
800j	Audit	\$8,000.00	\$8,250.00
800k	Office Equipment	\$500.00	\$1,500.00
800l	Printing	\$9,813.00	\$9,856.00
800m	Legal Services	\$550.00	\$550.00
800n	Accounting Services	\$15,600.00	\$16,000.00
800o	HR Services	\$500.00	\$500.00
800p	Traffic Count Equipment Maintenance	\$500.00	\$500.00
800q	Payroll Services	\$1,440.00	\$1,440.00
800r	Newsletter Printing and Mailing	\$2,400.00	\$2,500.00
Total Overhead¹		\$142,483.56	\$146,145.28
801 Overhead (Funded Locally)		2019	2020
801a	Misc.	\$1,980.00	\$1,980.00
Total Overhead (Funded Locally)²		\$1,980.00	\$1,980.00
Total 2019 and 2020 Overhead Costs		\$144,463.56	\$148,125.28

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

Metro COG's Indirect Rate

Metro COG's indirect rate is determined based on a reconciliation of past year costs (E.g. the CY 2019 indirect rate will be based on actual reconciled indirect costs for 2018). A new indirect rate is approved at the start of 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, metrocoq@fmmetrocog.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

**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

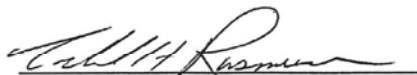
WHEREAS, the Metro COG region is in attainment for all air quality standards and projects contained within the TIP are not subject to conformity regulations contained in 40 CFR part 93, subpart A; and

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

Appendix G. Certification of Restrictions on Lobbying

I, Arland Rasmussen, 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 _____, 2018

By _____

Arland Rasmussen, 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: 515 (2019) 945 (2020)

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: 515 (2019) 945 (2020)

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



Fargo-Moorhead Metropolitan
Council of Governments

Case Plaza Suite 232 | One 2nd Street North
Fargo, North Dakota 58102-4807
p: 701.232.3242 | f: 701.232.5043
e: metrocog@fmmetrocog.org
www.fmmetrocog.org

To: Policy Board
From: Cindy Gray, AICP
Date: November 8, 2018
Re: **Election of Policy Board Officers**

The Metro COG Policy Board Chair and Vice-Chair both serve a one (1) year term (January – December). At the end of their terms, new officers must be elected. However, since current Chair Rasmussen's Commission term ends December 3, 2018, the election is necessary in November. The rotation schedule for these positions is set in the Policy Board's Bylaws. Per the schedule, the Clay County representative, Jenny Mongeau (currently Vice-Chair) will be the next Chair, and the next Vice-Chair will be the representative from West Fargo, Brad Olson.

Requested Action: Metro Cog requests the election of Jenny Mongeau (Clay County) as Chair and Brad Olson (West Fargo) as Vice-Chair.