

The 605th Policy Board Meeting
Fargo-Moorhead Metropolitan Council of Governments
THURSDAY, September 15, 2022 – 4:00 p.m.
Fargo, North Dakota

AGENDA

1. Call to Order and Introductions
 - a. Introductions Information Item
 - b. Approve Order and Contents of the Overall Agenda Action Item
 - c. Approve Minutes of the August 18, 2022 Board Meeting Action Item
 - d. Approve September 2022 Bills Action Item
2. Consent Agenda **Action Item**
 - a. August End of Month Report
 - b. 2021-2022 Unified Planning Work Program (UPWP) Amendment #6
3. Regular Agenda
 - a. Public Comment Opportunity Public Input
 - b. 2022-2025 Transportation Improvement Program (TIP) Amendment #8 **Action Item**
 1. Public Comment Opportunity
 - c. 2023-2026 Transportation Improvement Program (TIP) Adoption **Action Item**
 1. Public Comment Opportunity
 - d. 2023-2024 Unified Planning Work Program (UPWP) Adoption **Action Item**
 - e. Policy Board Bylaws Amendment **Action Item**
 - f. Transportation Management Area Funding Memorandum of Understanding **Action Item**
 - g. Public Participation Plan Update Information Item
4. Additional Business Information Item
5. Adjourn

REMINDER: The next Metro COG Policy Board Meeting will be held Thursday, October 20, 2022 at 4:00 p.m.

Due to ongoing public health concerns related to COVID-19, Metro COG is encouraging citizens to provide their comments on agenda items via email to leach@fmmetrocog.org. To ensure your comments are received prior to the meeting, please submit them by 8:00 a.m. on the day of the meeting and reference which agenda item your comments address. If you would like to appear via video or audio link for comments or questions on a regular agenda or public hearing item, please provide your e-mail address and contact information to the above e-mail at least one business day before the meeting.

For Public Participation, please REGISTER with the following link:

https://us02web.zoom.us/webinar/register/WN_9VzfFU8kR6S-vc-M-9Owzw

Red Action Items require roll call votes.

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

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

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

**605th Policy Board Meeting
 Fargo-Moorhead Metropolitan Council of Governments
 Thursday, August 18, 2022 – 4:00 pm
 Zoom Web Conference**

Members Present:

Amanda	George	West Fargo City Commission
Matthew	Gilbertson	Moorhead City Council
John	Gunkelman	Fargo Planning Commission
Chuck	Hendrickson	Moorhead City Council
Denise	Kolpack	Fargo City Commission
Steve	Lindaas	Moorhead City Council
Jenny	Mongeau	Clay County Commission
Julie	Nash	Dilworth City Council
Brad	Olson	West Fargo City Commission
Dave	Piepkorn	Fargo City Commission
Arlette	Preston	Fargo City Commission
Mary	Scherling	Cass County Commission
Rocky	Schneider	Fargo Planning Commission
Scott	Stofferahn	Fargo Planning Commission
Maranda	Tasa	Fargo Planning Commission
Bob	Walton	NDDOT – Fargo District (ex-officio)

Members Absent:

John	Strand	Fargo City Commission
Jeff	Trudeau	Horace City Council
Shiloh	Wahl	MnDOT – District 4 (ex-officio)

Others Present:

Adam	Altenburg	Metro COG
Paul	Bervik	Metro COG
Jaron	Capps	Metro COG
Ari	Del Rosario	Metro COG
Dan	Farnsworth	Metro COG
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG
Ayden	Schaffler	Metro COG

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

The meeting was called to order at 4:00 pm, on August 18, 2022 by Chair Piepkorn, noting a quorum was present. Introductions were made.

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

Chair Piepkorn asked for approval for the overall agenda.

MOTION: Approve the contents of the Overall Agenda of the August 18, 2022 Policy Board Meeting.

Mr. Lindaas moved, seconded by Mr. Gunkelman

MOTION, passed

Motion carried unanimously.

1c. Past Meeting Minutes, approved

Chair Piepkorn asked for approval of the Minutes of the July 21, 2022 Meeting.

MOTION: Approve the July 21, 2022 Policy Board Meeting Minutes.

Mr. Olson moved, seconded by Ms. Mongeau

MOTION, passed

Motion carried unanimously.

1d. Monthly Bills, approved

Chair Piepkorn asked for approval of the August 2022 Bills as listed on Attachment 1d.

MOTION: Approve the August 2022 Bills List.

Mr. Lindaas moved, seconded by Mr. Hendrickson

MOTION, passed

Motion carried unanimously.

2. CONSENT AGENDA

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

- a. July Month End Report
- b. Freight Representative for TTC
- c. Mapleton Transportation Alternatives Grant Application

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

Ms. Preston moved, seconded by Mr. Gunkelman

MOTION, passed

Motion carried unanimously.

3. REGULAR AGENDA

3a. Public Comment Opportunity

No public comments were made or received.

3b. 2022-2025 Transportation Improvement Program Amendment #7

Mr. Del Rosario presented 2022-2025 Transportation Improvement Program (TIP) amendment #7. A public notice was published in The Forum of Fargo-Moorhead on Wednesday, August 10, 2022, which advertised the public meeting, detailed how to request more information, and provided information on how to make public comment regarding the proposed amendment. The public notice advertised that public comments will be accepted until 12:00 p.m. (noon) on Thursday, August 18, 2022. No comments were received.

The proposed amendment to the 2022-2025 TIP is as follows:

- 1. **Modification of Project 4200016:** City of Fargo reconstruction of 52nd Avenue S (2023). The total project cost increased by 100% from \$7,000,000 to \$13,777,091 of which Surface Transportation Block Grant Program - Urban (STBGP-U) funds of \$4,000,000 were added to the project for FY 2023. Local funding for the project increased from \$2,000,000 to \$4,777,091.

Mr. Gilbertson asked if these funds were being used in 2022 or 2023, Mr. Del Rosario said that they are allocated for 2022, but will be carried over into 2023.

Ms. Preston asked why there was such a large increase in project cost. Mr. Maddox explained that the project was programmed a few years ago, and the increased cost and inflation have affected supply pricing.

Chair Piepkorn asked for any public comments. No comments were received.

MOTION: Approve Amendment #7 to the 2022-2025 Transportation Improvement Program

Mr. Olson moved, seconded by Mr. Gunkelman.

MOTION, passed

Motion carried unanimously.

3c. 2021-2022 Unified Planning Work Program Amendment #5

Mr. Maddox presented amendment #5 to the 2021-2022 Unified Planning Work Program (UPWP). The purpose of this agenda item is to discuss a proposed amendment to the 2021-2022 UPWP. The amendment includes the following change:

- The reallocation of unused budget from five projects toward the purchase of three Eco-Counter Pyro Box counters, installation materials and custom paint to allow the boxes to be as unnoticeable as possible to the traveling public.

Three of Metro COG's recent project contracts with ATAC were originally estimated at higher amounts than the budgets that were ultimately included in the scope of work and contract. The 2021 amendment for the Veterans Boulevard Corridor Study also resulted in a small amount of unspent funds.

The purpose of reallocating the funds is to purchase three bicycle/pedestrian counting devices which is anticipated to cost approximately \$10,075.00 (including shipping and installation materials).

Mr. Lindaas asked what will happen with the old counters. Mr. Farnsworth said the old counters being replaced are not in working order.

MOTION: Approve Amendment #5 to the 2021-2022 UPWP, to use \$10,075 in unused funds from other projects to purchase three bicycle and pedestrian counters and associated installation materials.

Mr. Lindaas moved, seconded by Ms. Kolpack.

MOTION, passed

Motion carried unanimously.

3d. 2050 Demographic Forecast Update

Mr. Altenburg presented an update to the 2050 Demographic Forecast Update. The project is almost wrapped up, with a final report submitted by the consulting firm. Metro COG staff found missing components and necessary figures, and is working to complete the final report for Policy Board approval. Staff hopes to get the final draft to the Policy Board before the September meeting.

Chair Piepkorn asked if the Demographic Forecast uses the updated census for their information. Mr. Altenburg said most of the information actually came from the US American Communities survey, as the 2020 Census has not yet been finalized.

3e. 2023-2026 DRAFT Transportation Improvement Program

Mr. Del Rosario said that the Draft 2023-2026 Transportation Improvement Program is available for review, and is open for public comments until September 15, where it will be approved at the Policy Board meeting.

There will be a Public Open House held August 22, 2022 at the Downtown Fargo Public Library from 5-7pm.

The full TIP can be viewed and accept comments on the Metro COG website as well.

3f. SS4A Action Plan Grant Application Update

Mr. Altenburg presented an update to the Safe Streets and Roads for All (SS4A) action plan grant application. If awarded, the goal of this comprehensive safety action plan will be to develop a holistic, well-defined strategy document that will prevent roadway fatalities and serious injuries in the region through both policies and specific construction projects. Up to \$1 billion in SS4A grant funding will be available through the Department of Transportation in FY 2022.

The action plan grant application will be evaluated on the following three major criteria: safety impact, equity, and additional safety considerations. The application will include a brief budget summary that provides a high-level overview of estimated project costs, as organized by task. Metro COG anticipates that the total study amount will be \$250,000, with \$200,000 being sought through SS4A and the remainder coming from local jurisdictions and potentially other sources.

Metro COG is tentatively planning to reach out to jurisdictions the week of August 15 to review the draft application and to solicit feedback at that time. The deadline for grant submissions is Thursday, September 15 at 4:00 PM.

It is anticipated that grant recipients will be notified by the end of 2022 or early 2023 on whether they have been awarded a grant or not. However, there is no exact timeline for when FY 2022 SS4A funding would be obligated via signed grant agreements. The Department of Transportation states that it expects to obligate SS4A award funding within 12 months after awards have been announced. This timeline would affect whether Metro COG and/or regional jurisdictions would be able to apply for implementation grants for FY 2023, or would have to wait until FY 2024.

To highlight joint support for the action plan grant application, Metro COG is asking that one Policy Board member from each member jurisdiction, as well as

Metro COG's Executive Director, be a signatory to a letter of support. Metro COG will have this letter of support ready for review prior to the meeting.

MOTION: Approve a Letter of Support signed by member jurisdictions for a comprehensive safety action plan under the SS4A program.

Mr. Lindaas moved, seconded by Ms. Preston

MOTION, passed

Motion carried unanimously.

4. Additional Business

No additional business.

5. Adjourn

The 605th Meeting of the FM Metro COG Policy Board held Thursday, August 18, 2022 was adjourned at 4:57 pm.

THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD September 15, 2022, 4:00 P.M.

Respectfully Submitted,

Savanna Leach
Executive Assistant



To: Policy Board
From: Cindy Gray, Executive Director
Date: September 9, 2022
Re: **Amendment #6, 2021-2022 Unified Planning Work Program (UPWP)**

The purpose of this agenda item is to discuss a proposed amendment to the 2021-2022 UPWP. The amendment includes the following change:

- The use of \$15,500 of carryover operations funding from 2021 and \$17,000 in unused operations funds in 2022 for the purchase of an Urban SDK software license.

Metro COG has been in discussions with Urban SDK about the merits of their platform and what it has to offer our metropolitan area. Information about the program is attached (Attachment 1). The platform is uniquely designed for use by MPOs and is currently in use by over 41 MPOs around the country. It provides a format for completing performance measure analysis, among other things. This first year of purchasing the platform would serve as an opportunity to test out the features of the Urban SDK platform and to determine if it would be helpful in future years. I believe it will speed up and facilitate our work on the performance measures and the metropolitan profile, among other things.

The cost of the platform is \$32,500 (Attachment 2). The source of funds to cover the cost of the program are shown below:

<u>Source</u>	<u>Amount</u>
o 2021 Carryover - Operations	\$15,500.00
o <u>2022 Operations (unfilled position)</u>	<u>\$20,000.00</u>
Total Unspent	\$35,500.00

The local match portion of the funding has already been paid by local jurisdictions so the amendment is budget neutral. The TTC recommended approval of Amendment 6 to the Policy Board at their September 8th meeting.

Requested Action: Approve Amendment 6 to the 2021-2022 UPWP, to use unused operations funds from 2021 and 2022 to purchase a software license for Urban SDK.

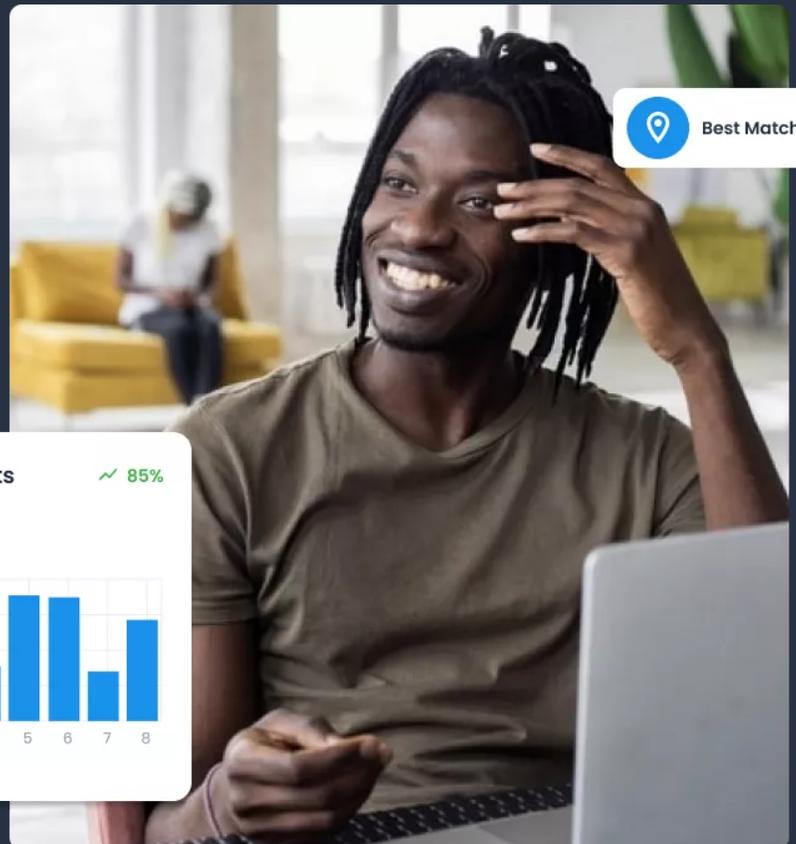


Make smarter location decisions

Get the location data and analytics tools you need to plan for a better future.

Fargo - Moorhead COG

Enterprise Plan 1



OUR MISSION

EMPOWER GOVERNMENTS TO TURN DATA INTO INSIGHTS

The only thing you need to understand is 95% of the world's data has just come online. With the emergence of IoT, mobile, and connected vehicles government organizations need access to better data and tools to accomplish their goals. While most organizations are under-staffed, expectations to deliver more data-driven activities and competition for grants has only increased.

In response to this problem, we've built a sophisticated platform that turns data into insights. Without us, all of this data is just noise. We aggregate data from the physical world and turn it into intelligence for city planning, real estate decisions, transportation improvements, and digital twins.

We replace manual data collection, cleaning and analysis in order to produce granular, more insightful information about your community. Our platform enriches data analysis and management workflows to increase productivity, profitability and regulatory compliance.

At Urban SDK, we're an advanced data analytics platform to make better decisions with location data.

Trusted by industry leaders



OUR PLATFORM

SUMMARY OF FEATURES

A MODERN DATA STACK FOR GOVERNMENT ORGANIZATIONS

LOCATION DATA ANALYTICS, VISUALIZATION, AND DATA MANAGEMENT.

We compile data from the real world, organize it, format it, and ingest it into our platform so you can easily access, use, and automate repetitive data tasks.

1. Automate data collection

We compile data from the real world, normalize it in our platform so you can access streaming data.

2. Analyze data easily

Visualize, analyze, style and share data insights as dashboards, maps and files with little training.

3. Publish and collaborate

Manage big data in one place, publish reports to your website and share results with less hassles.



INSIGHT MEASURES

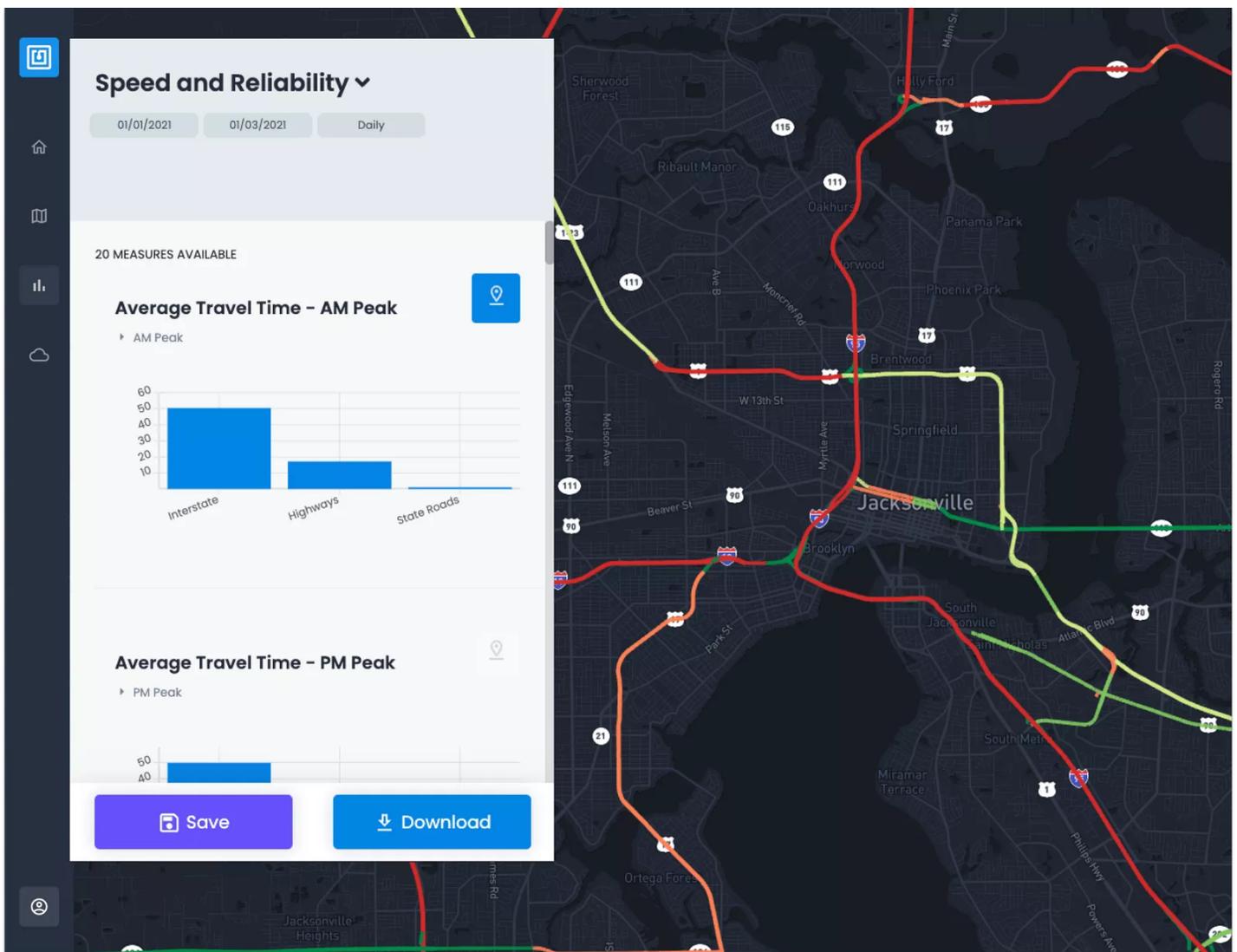
**PRESCRIPTIVE
TRANSPORTATION ANALYTICS**

SPEED & RELIABILITY

AUTOMATE CONGESTION MANAGEMENT AND SPEED STUDIES

Insights provides you with the ability to create speed and reliability performance measure reports that provide a detailed analysis of traffic congestion from telematics reported speed and travel times.

- Speed Data - speed data reported by connected vehicles
- Roadway Data - speed merged with global TMC based Link IDs for Functional Class and Roadway Segment Management
- Data Refresh - speed data is reported in hourly bins, refreshed daily. Annual backfills available.
- Custom Routes - draw custom segments of roadways for speed studies



SPEED & RELIABILITY

PERFORMANCE MEASURES AND REPORTING SUMMARY

Speed & Reliability performance measures are available on roads with a functional class of 1, 2, and 3. Insights backfill is only available from January 2022. Performance measures availability may change based on filters:

- Per Route – filter to a specific custom route or roadway name
- Per Facility Type – filter by Interstate, Freeways and Expressways, Principal Arterial
- Per County – filter by county for Facility Type reporting
- Peak Period – view measures for AM and PM peak periods
- Date Range – filter by Day (Hourly), Daily (14 Day Range), Monthly, Quarterly, Annually
- Timestamp – filter speed by hour
- Locations – filter speed by Link ID or Roadway
- Line Strings – display speed patterns in linestrings and download geojson

Performance Measure	Description	Filters
Average Speed	Average speed is based on hourly reported speed in miles per hour per Link ID.	Per Route <ol style="list-style-type: none"> 1. Peak Periods 2. Hourly 3. Daily (14 Days) 4. Monthly 5. Quarterly 6. Annually
Average Travel Time	Average travel time is based on hourly reported speed times the distance of Link ID in minutes.	Per Facility Type Per Route <ol style="list-style-type: none"> 1. Peak Periods 2. Hourly per Day 3. Daily (14 Days) 4. Monthly 5. Quarterly 6. Annually
Hours Below Target Speed	Total Number of Hours Below Target Average Speed (Freeflow) per Link ID.	Per Facility Type Per Route <ol style="list-style-type: none"> 1. Peak Periods 2. Hourly per Day 3. Daily (14 Days) 4. Monthly 5. Quarterly 6. Annually

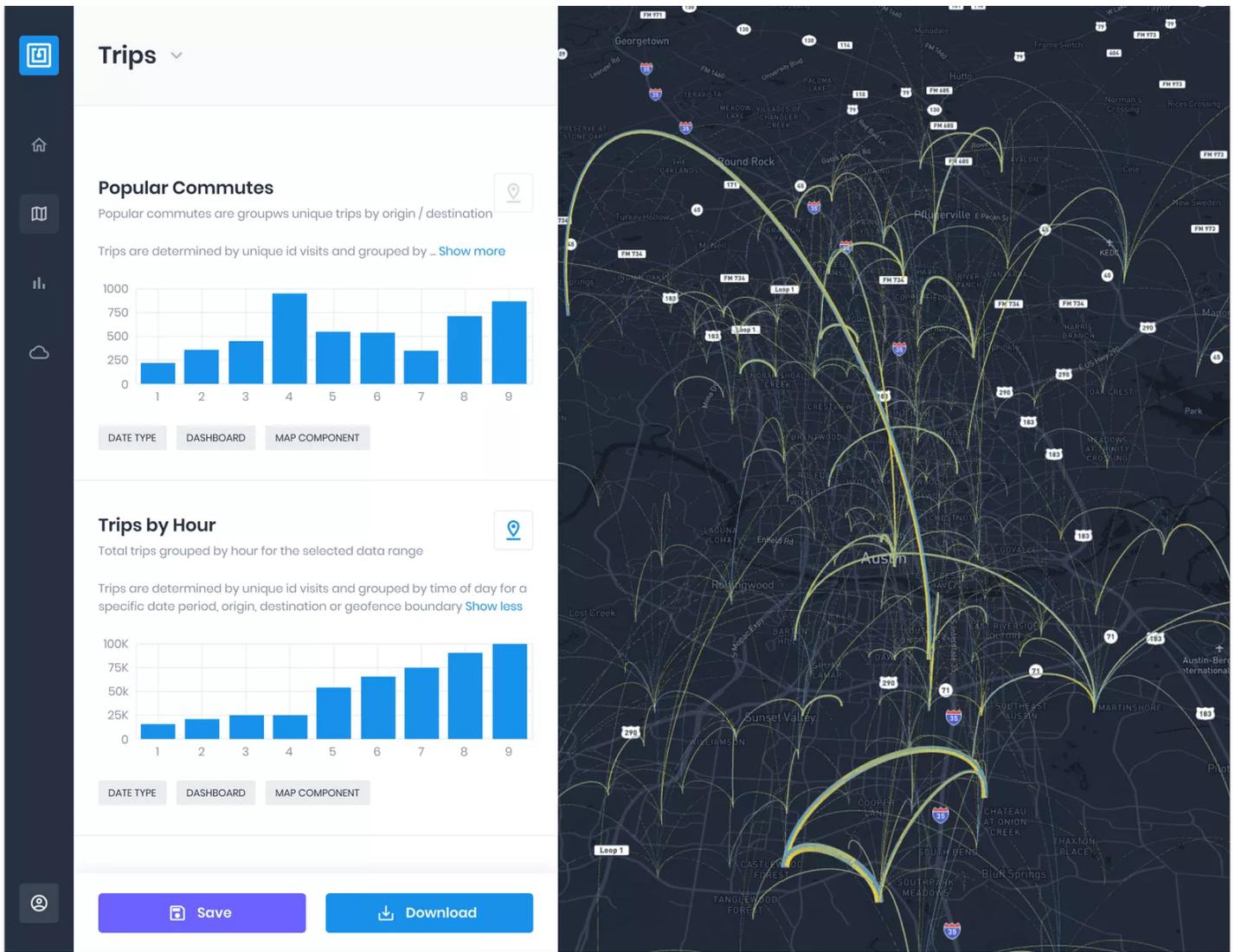
Performance Measure	Description	Filters
% of Travel Speeds	Percent of travel speeds above, freeflow, below the speed limit.	Per Route <ol style="list-style-type: none"> 1. Peak Periods 2. Hourly per Day 3. Daily (14 Days) 4. Monthly 5. Quarterly 6. Annually
Travel Time Index	The average travel time during the peak period using travel speeds, divided by the off-peak period travel time, using posted or free-flow speeds.	Per Route <ol style="list-style-type: none"> 1. Peak Periods 2. Hourly per Day 3. Daily (14 Days) 4. Monthly 5. Quarterly 6. Annually
Planning Time Index	Planning Time Index (PTI) total travel time that should be planned when an adequate buffer time is included.	Per Route <ol style="list-style-type: none"> 1. Peak Periods 2. Monthly 3. Quarterly 4. Annually

TRIPS

Monitor trip volume, origin and destination patterns per county

Create origin destination studies from daily probe and location data sources to analyze patterns, calibrate travel demand and replace travel surveys.

- Trips Data - trips data is developed from aggregated location based services (mobile phones, apps, ads). A trip is defined by two unique locations (Start, End) determined by dwell time and distance traveled.
- Data Refresh - trips data are reported in hourly bins, refreshed monthly.
- Census Tracts - trips are reported by Census Tract. Data can be joined to Geo Has, Census Blocks, TAZ, MAZ, municipal boundaries or custom geofence.



TRIPS

PERFORMANCE MEASURES AND REPORTING SUMMARY

Trips performance measures are available by County. Performance measures availability may change based on filters:

- County - filter by County, Municipality or Province (Canada)
- Date Range - filter by Daily (14 Day Range)
- Popular Trips - filter origin destination by total trip counts between Start and End Census Tracts
- Timestamp - filter trips by hour
- Locations - filter trips by Start and End points (latitude and longitude)
- Trip Arcs - display trips patterns in arcs and download geojson

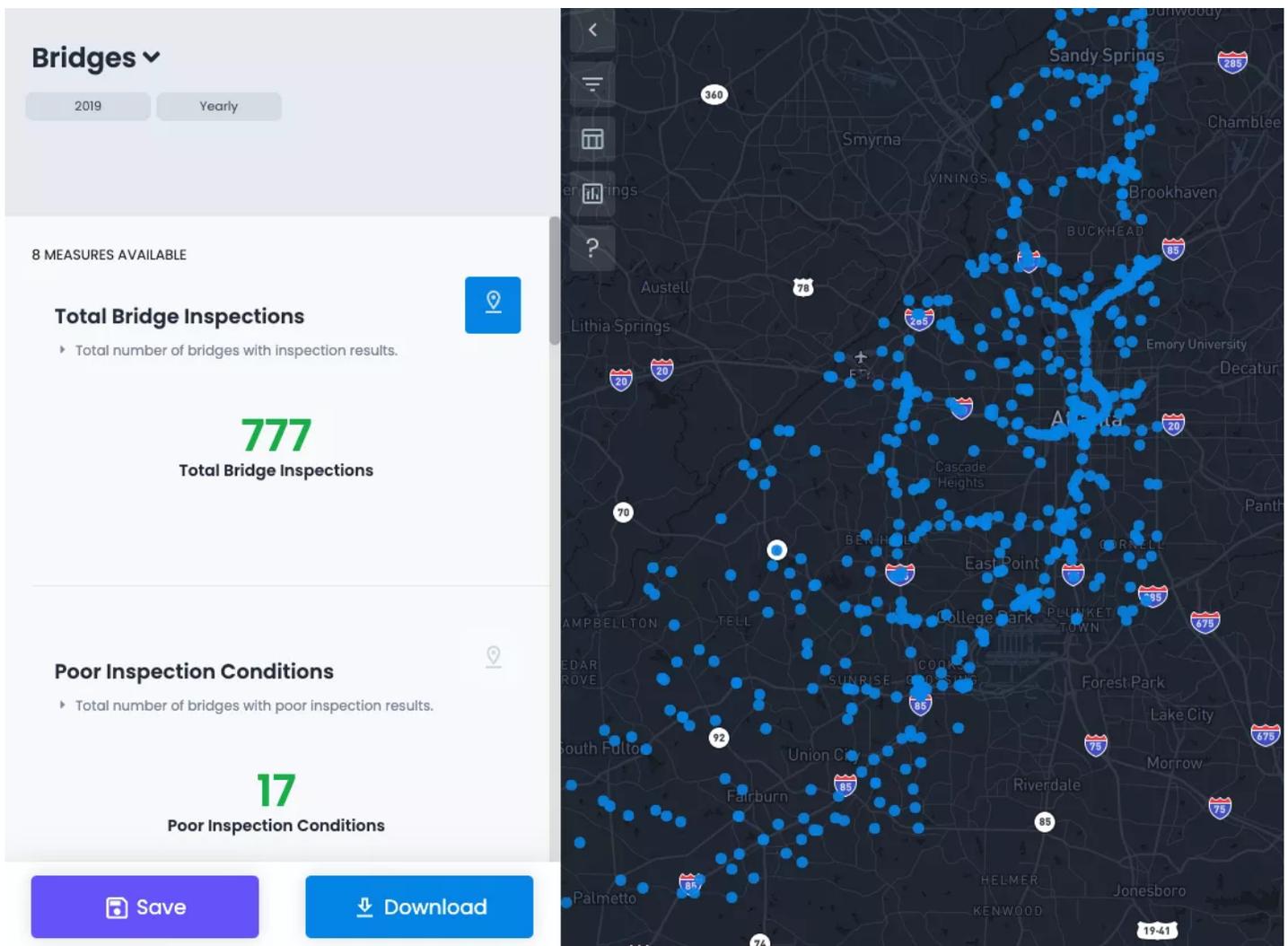
Performance Measure	Description	Filters
Total Trips	Sum of all trips recorded per county during the selected date range.	By County Census Tract 1. Daily (14 Days)
Average Trip Duration	Average time traveled in minutes (hours) of all trips recorded per county during the selected date range.	By County Census Tract 1. Daily (14 Days)
Average Trip Distance	Average distance traveled in miles of all trips recorded per county during the selected date range.	By County Census Tract 1. Daily (14 Days)
Average Trip Distance per Day	Average distance traveled in miles of all trips recorded per day county during the selected date range.	By County Census Tract 1. Daily (14 Days)

BRIDGES

CREATE BRIDGE CONDITION REPORTS IN SECONDS

Insights provides you with the ability to create bridge condition performance measure reports that provide a detailed analysis of National Bridge Inventory data. All Performance Measures are based on FHWA National National Performance Management Measures for Assessing Bridge Condition.

- Condition Data - bridge condition data reported by National Bridge Inventory.
- Data Refresh - data is updated annually.



PERFORMANCE MEASURES AND REPORTING SUMMARY

Bridge conditions performance measures are available by County. Performance measures availability may change based on filters:

- County - filter by County, Municipality or Province (Canada)
- Bridge ID - filter by bridge id number
- Maintenance Owner - filter by maintenance owner
- Structure Condition - filter by structure condition (good, fair, poor)
- Year Built - filter by year built
- Year Inspected - filter by last year inspected
- Locations - display bridge location as a points(latitude and longitude)

Performance Measure	Description	Filters
Total Bridge Inspections	Total number of bridges with inspection results per year.	By County 1. Year 2. Maintenance Owner
Poor Inspections	Total number of bridges with inspection grade of "poor" condition results per year.	By County 1. Year 2. Maintenance Owner
Fair Inspections	Total number of bridges with inspection grade of "fair" condition results per year.	By County 1. Year 2. Maintenance Owner
Good Inspections	Total number of bridges with inspection grade of "good" condition results per year.	By County 1. Year 2. Maintenance Owner
Bridge Conditions	The percent bridge inspection conditions based on count of bridges per year.	By County 1. Year 2. Maintenance Owner
Deck Area Condition	The percent bridge inspection conditions based on deck area of bridges per year.	By County 1. Year 2. Maintenance Owner
Total Bridges by Maintenance Owner	The total number of bridges per maintenance owner.	By County 1. Year 2. Maintenance Owner

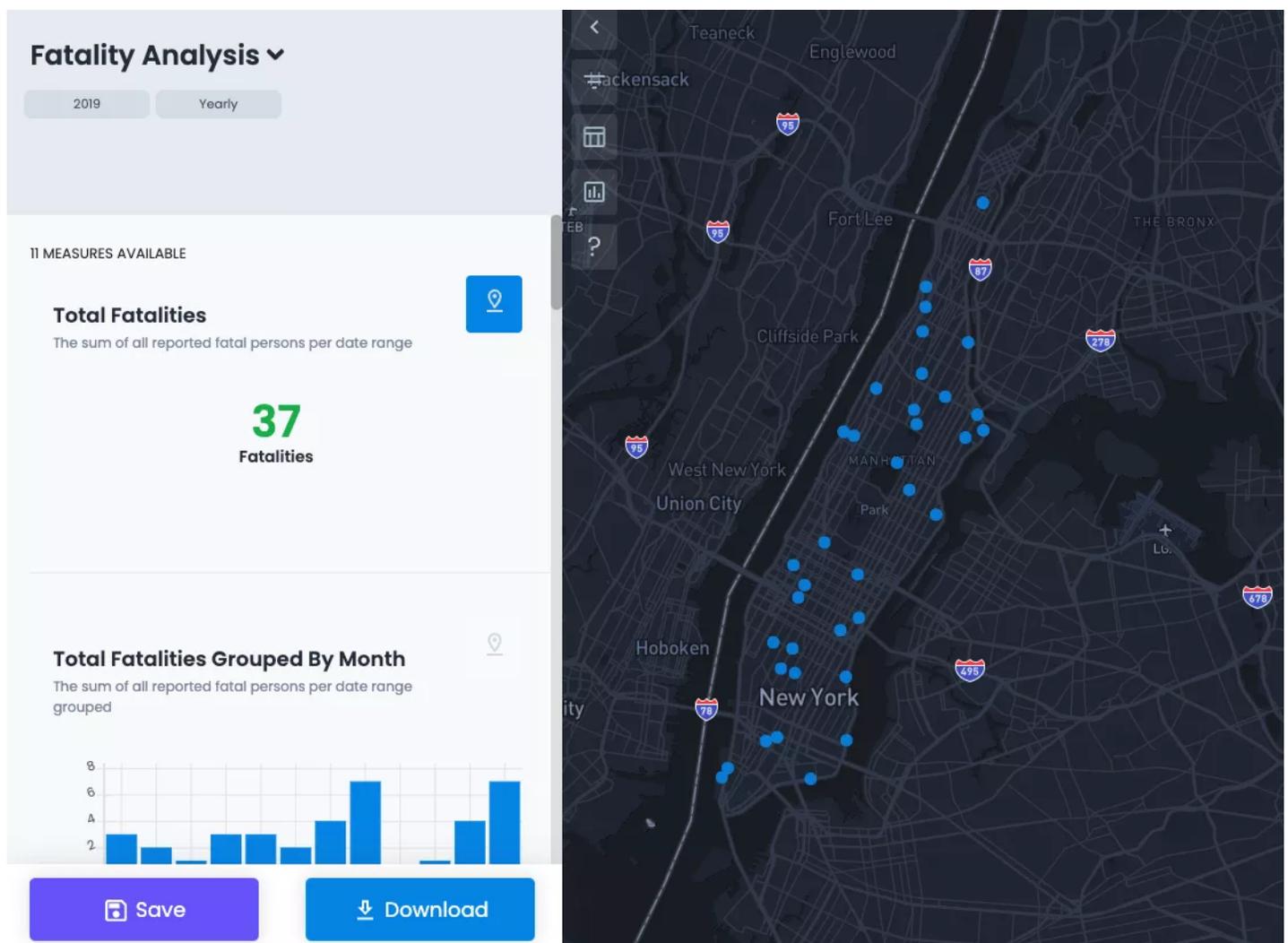
Performance Measure	Description	Filters
Bridge Age	Total bridges grouped by age of the bridge in years.	By County <ol style="list-style-type: none">1. Year2. Maintenance Owner

FATALITY ANALYSIS

AUTOMATE FATAL CRASH ANALYSIS AND VISION ZERO DATA COLLECTION

Insights provides you with the ability to create reports that provide a detailed analysis of annual fatal crashes and volatile roads. Automate data collection of NHTSA Fatality Analysis Reporting System (FARS) for annual reports.

- Crash Data - access NHTSA Fatality Analysis Reporting System (FARS) reported fatalities
- Crash Location Data - clean crash data and merge with roadway segment data to provide more accurate reporting of crash locations.
- Data Refresh - data is refreshed annually.



FATALITY ANALYSIS

PERFORMANCE MEASURES AND REPORTING SUMMARY

Safety performance measures are available after integration with State, local database, or Waze. Performance measures availability may change based on filters:

- County - filter by county for Facility Type reporting
- Year - filter by Year (2017 - 2019)
- Fatality Type - filter by fatality type (All, Pedestrian, Drunk Drivers)
- Timestamp - filter crashes by date and time
- Location - display crash points and download geojson

Performance Measure	Description	Filters
Total Fatalities	Total number of reported fatalities per year.	By County Per Year
Total Fatalities by Month	Total number of reported fatalities per month per year.	By County Per Year
Total Incidents	Total number of reported fatalities per year.	By County Per Year
Total Incidents by Month	Total number of reported incidents per month per year.	By County Per Year
Total Pedestrian Fatalities	Total number of reported pedestrian fatalities per year.	By County Per Year
Total Work Zone Fatalities	Total number of reported work zone fatalities per year.	By County Per Year
Total Fatalities by Lighting Condition	The sum of all reported fatal incidents grouped by lighting condition.	By County Per Year
Total Drunk Driver Fatalities	Total number of reported drunk driver fatalities per year.	By County Per Year
Total Fatalities by Weather Condition	The sum of all reported fatal incidents grouped by weather condition.	By County Per Year
Total Fatalities by Hour of Day	Total number of reported fatalities per hour of day per year.	By County Per Year

Performance Measure	Description	Filters
Total Fatalities by Day of Week	Total number of reported fatalities per day of week per year.	By County Per Year



STUDIO

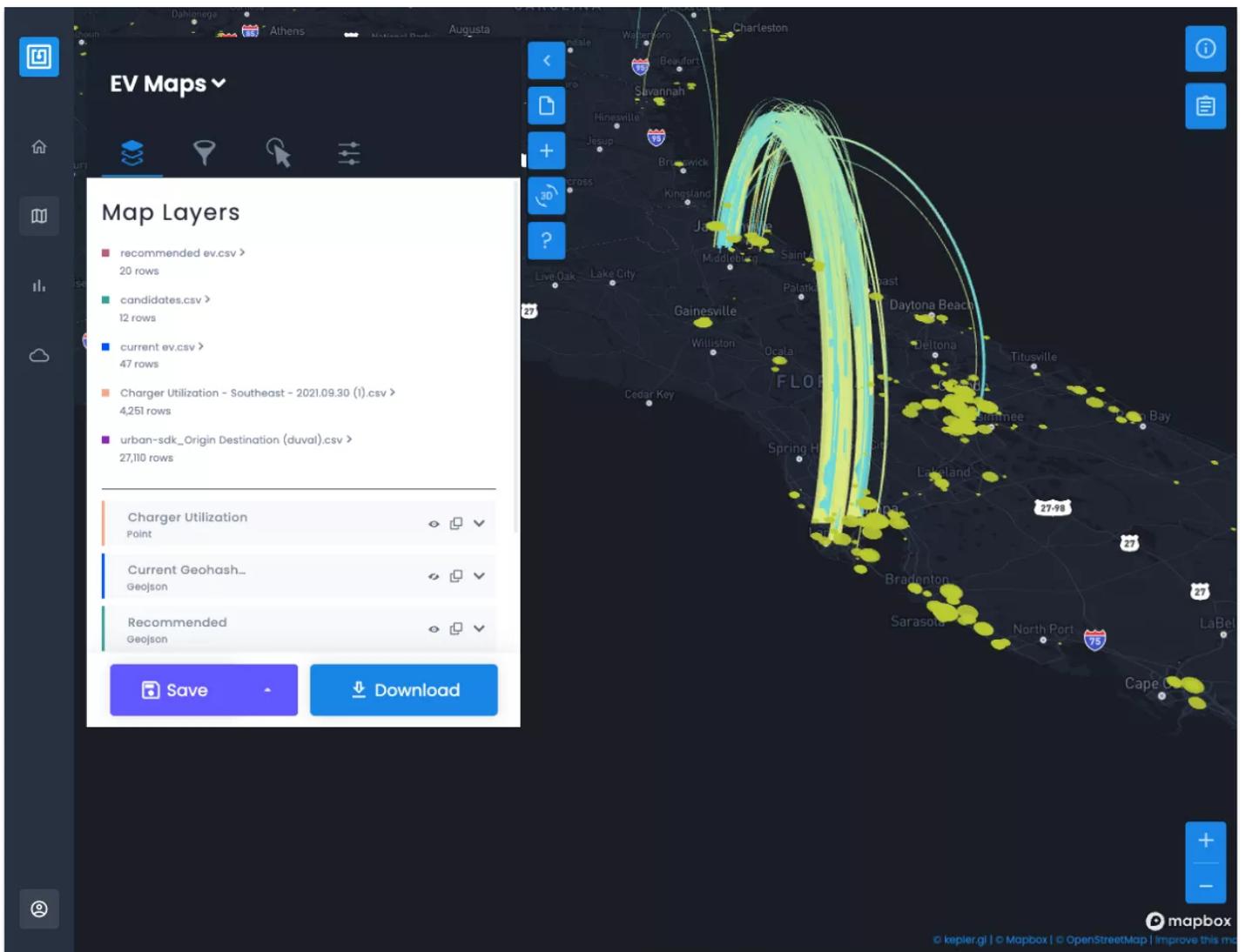
SUMMARY OF AVAILABLE DATA SETS

STUDIO

CREATE STUNNING MAPS WITH STUDIO

Studio provides you with an easier way to upload data and instantly view it on a map. You don't need any training to go from data to custom insights in a few minutes.

- Import data - use our data or add your own data from your desktop or the web (GEOJSON, CSV, JSON, SHP)
- Map Layers - Customize your own map with GL for 3D, Arcs, Lines, Heatmaps, and more
- Base Maps - Select from multiple basemaps or import your own
- Custom Legends - Customize auto-legends with the legend builder
- Tooltips - Configure tooltips for hovering
- Time Series - playback time series data
- Publish Maps - share your maps publicly on a website or email a link



DATA HUB

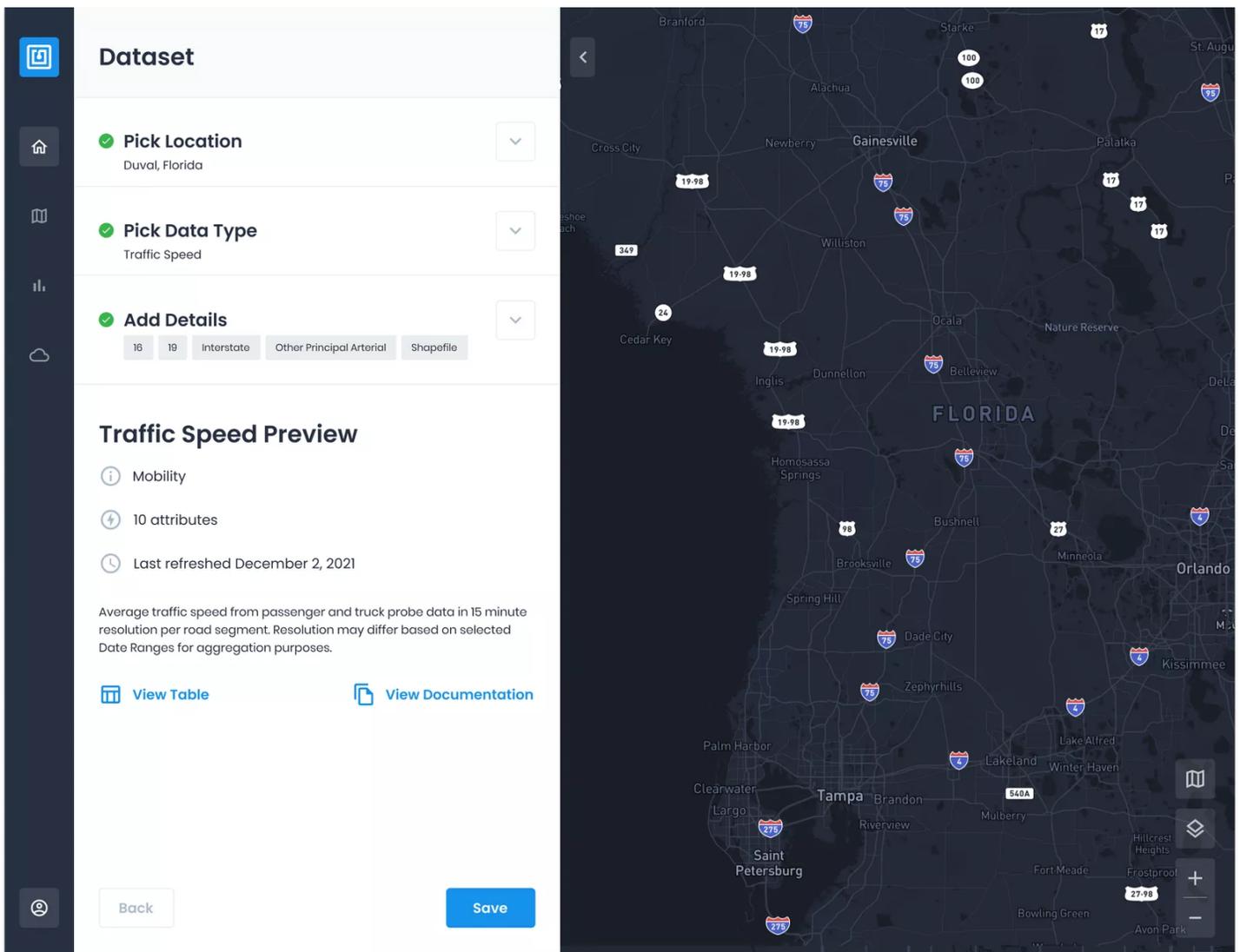
SUMMARY OF AVAILABLE DATA SETS

DATA HUB

SEARCH, SAVE AND EXPORT LOCATION SPECIFIC DATA TYPES

Data Hub provides you with the ability to search, group, save and download big data for modeling, analysis and visualization to make smarter decisions.

- Mobility - data sets for transportation planning related analysis
- Boundaries - geographic administrative boundaries as geospatial polygons
- Demographics - Population estimates for gender, race, age, income, accessibility, and more
- Population - Population estimates per census tract by county
- File Types - Download multiple file types (GEOJSON, CSV, JSON, SHP)
- Data Refresh - Data types are refreshed semi-annually



DATA TYPES

AVAILABLE DATA TYPES

Allows users to build datasets from data collection to use for analysis. New data types are added quarterly. Data types are refreshed on semi-annual basis and may vary per data type.

- County - filter by county
- Data Type - filter by available data type
- Year - filter by Year (date ranges may vary per data type)
- File Type - select a file type (GEOJSON, CSV, JSON, SHP)
- Download - files process to Data Hub folder for download

Data Type	Description	Availability
Boundaries		
Congressional Districts	Identifies polygon area per County	County Census Tract 2015-2020
School Districts	Identifies polygon area per County	County Census Tract 2015-2020
Census Blocks	Identifies polygon area per County	County Census Tract 2015-2020
Zip Codes	Identifies polygon area per County	County Census Tract 2015-2020
Area Codes	Identifies polygon area per County	County Census Tract 2015-2020
Census Tracts	Identifies polygon area per County	County Census Tract 2015-2020
Cities	Identifies administrative polygon area per County	County Census Tract 2015-2020

Data Type	Description	Availability
Counties	Identifies polygon area of a County	County Census Tract 2015-2020
Demographics		
Education	Highest level of education that an individual has completed. Source: US Census	County Census Tract 2015-2020
Income Inequality	GINI Index of Income Inequality measures the dispersion of income across households. Source: US Census	County Census Tract 2015-2020
English Proficiency	Identifies language use, English-speaking ability, and data on limited English-speaking households by census tract. Source: US Census	County Census Tract 2015-2020
Race Ethnicity	Identifies population estimates by race and ethnicity group per Census Tract. Source: US Census	County Census Tract 2015-2020
Disability	Identifies population estimates with a disability per Census Tract. Source: US Census	County Census Tract 2015-2020
Age	Identifies population estimates by age group per Census Tract.	County Census Tract 2015-2020
Employment	Identifies employment status per Census Tract. Source: US Census	County Census Tract 2015-2020
Population		
Population	Identifies population estimates per Census Tract. Source: US Census	County Census Tract 2015-2020
Population by Gender	Identifies population estimates by gender per Census Tract. Source: US Census	County Census Tract 2015-2020
Mobility		

Data Type	Description	Availability
Vehicle Availability	Identifies vehicle availability by household estimates per Census Tract. Source: US Census	County Census Tract 2015-2020
Commute Travel Time	Identifies the average number of minutes a commuter spends traveling to work per Census Tract. Source: US Census	County Census Tract 2015-2020



CUSTOMER SUCCESS

**CUSTOMER SUPPORT, TRAINING,
AND ADDITIONAL SERVICES**

CUSTOMER SUCCESS

CUSTOMER SUPPORT, TRAINING, AND ADDITIONAL SERVICES

Urban SDK provides all customers with onboarding, support and training. Direct support is provided online during Business Hours (Monday - Friday 9:00 am to 5:00 pm EST) through email, live chat and scheduled training webinars. Customers can access our support center for articles, videos and how-tos by visiting - help.urbansdk.com

Support Type	Description
Online Help	
Email Support	Email support is available - help@urbansdk.com
Live Chat	Live chat support is available by logging in or visiting our website - urbansdk.com
Help Articles & Videos	Online support, archive training videos, and how to articles are available - help.urbansdk.com
Onboarding	
New Customer Onboarding	All new customers are onboarded via personal webinars with our Customer Success team
Technical Reviews	Enterprise customers can request technical feature reviews with Product Management
Training Webinars	
Administrator	Administrator training webinar covers new account setup, managing users, user permissions, workspace configuration and technical support
Platform Overview	Platform training provides new users a comprehensive overview of all platform features
Insights	Insights training specifically covers our Insights product features, performance measure reports, data sources and instructs users to create their first Insights Report.
Studio	Studio training specifically covers our Studio product features, mapping, data import, data analysis and instructs users to create their first Studio map.
Data Hub	Data Hub training specifically covers our Data Hub product features, data types, data exports, and instructs users to download their first data set.
Dedicated Support	
Customer Success Representative	Integration Services customers schedule monthly project meetings for integration services

INTEGRATION SERVICES

DATA SOURCE INTEGRATION SERVICES FOR INSIGHTS, STUDIO AND DATA HUB

Urban SDK provides data engineering services to connect Insights, Studio and Data Hub with customer managed or provide data sources. Integration allows Urban SDK to stream data from your existing systems to our tools for reporting, analysis, visualization and management. Example integrations may include:

- Devices and Detectors – devices monitoring vehicles, pedestrians, transit, traffic and infrastructure
- State Databases – state databases reporting traffic crashes, incidents or safety
- GIS Applications – geospatial or GIS applications used in transportation planning or civil engineering
- Cloud Databases – AWS, Azure, Google SQL databases

REQUIREMENTS

- Integrations require professional service fees in addition to annual software licensing
- Service fees are based on hourly development scope to complete the integration requirements
- Project timelines are developed following annual license contract execution
- Integration typically requires 8-12 weeks project timeline.

HOURLY RATES

Role	Responsibilities	Hourly Rate
Cloud Architect	Defines system integration architecture, data specification, data archival and management requirements.	\$225
Sr Software Developer	Develops system integration for data processing, database management and visualization requirements.	\$195.50
Data Engineer	Develops system integration for data processing, database management and visualization requirements.	\$130.50
Data Scientist	Provides data audit, analysis and data modeling requirements.	\$145.75
Product Manager	Defines project task requirements, documentation and manages the integration development project.	\$130.50



QUESTIONS?

CONTACT US

sales@urbansdk.com

Urban SDK, Inc.

Offices:

100 N. Laura St., Ste. 602

Jacksonville, FL 32202

<https://urbansdk.com>



Urban SDK, Inc.
 100 N Laura St, Ste 602
 Jacksonville, FL 32202

Proposal Date: 08-08-2022
 Expiration Date: 2022-09-09

Customer:

Customer Name
 gray@fmmetrocog.org
 (701) 532-5100

Prepared By:

Name: Micah Dickman
 Email: Micah.Dickman@urbansdk.com
 Phone: 678.793.1627

ANNUAL SOFTWARE LICENSE

Urban SDK will provide the following Software License to the Customer under this Sales Order, and Customer will pay the annual recurring fee one-time annually or 12 monthly (12) installments. Annual renewal date is 364 days from agreement Signature Date.

Name	Price	QTY	Subtotal
Enterprise License Annual software license for access to Insights, Studio, Data Hub, and Customer Support.	\$32,500.00	1	\$32,500.00
User Seats First 5 users are included in license. \$99 per user per month for additional users.	\$99.00	0	\$0.00
Data Storage Data Storage based on Total Account Gigabyte (GB) per year.	\$0.00	0	\$0.00
Backfill One-time 6 month data backfill or custom data request for Speed, Travel Times or Trips.	\$0.00	0	\$0.00
	Subtotal		\$32,500.00
	Total		\$32,500.00

M.D.

Sales Order Terms and Conditions

1. This Sales Order, together with the Master Service Agreement (“MSA”) between Urban SDK and Customer that is to form the entire agreement between the Customer and TierPoint with respect to the Services listed herein. The MSA is hereby incorporated by reference into and made part of this Sales Order. Capitalized terms used but not defined in this Sales Order shall have the meanings set forth in the MSA. Notwithstanding anything to the contrary in the MSA, if the MSA uses the same capitalized term as used in this Sales Order but with a different or conflicting meaning, then the capitalized term used in this Sales Order will apply and supersede the conflicting term in the MSA with respect to this Sales Order.
2. Excluding taxes based on Urban SDK’s net income, Customer is liable for paying all federal, state and local sales, foreign withholding, value added, use, property, excise, service and other taxes, and all duties and customs fees relating to Customer’s receipt or use of the Services, regardless of whether Urban SDK invoices Customer for such amounts.
3. IF CUSTOMER INTENDS NOT TO RENEW THIS SALES ORDER OR A SERVICE, AS PERMITTED BY THE MSA, CUSTOMER MUST PROVIDE NOTICE FROM AN AUTHORIZED REPRESENTATIVE OF CUSTOMER OF SUCH NONRENEWAL BY CONTACTING SALES@URBANSDK.COM AND PROVIDING ALL INFORMATION REQUESTED BY TIERPOINT NECESSARY TO PROCESS SUCH NOTICE. IF CUSTOMER INTENDS TO TERMINATE THIS SALES ORDER OR A SERVICE, AS PERMITTED BY THE MSA, CUSTOMER MUST PROVIDE NOTICE FROM AN AUTHORIZED REPRESENTATIVE OF CUSTOMER OF SUCH TERMINATION BY WRITTEN EMAIL AND PROVIDING ALL INFORMATION REQUESTED BY URBAN SDK NECESSARY TO PROCESS SUCH NOTICE. CUSTOMER SHALL NOT BE DEEMED TO HAVE PROVIDED AN EFFECTIVE NOTICE OF NONRENEWAL OR TERMINATION IF URBAN SDK DOES NOT RECEIVE SUCH NOTICE AND INFORMATION AS SET FORTH IN THIS PARAGRAPH AND IN ACCORDANCE WITH THE TERMS OF THE MSA.
4. Service Commencement Date. If Customer’s actions or omissions are preventing Urban SDK from completing delivery of a Service under this Sales Order and Customer fails to cure such action or omission within fourteen (14) days of notice from Urban SDK, then the Service will be deemed delivered on the first day following the end of such cure period for purposes of determining the Service Commencement Date (as defined in the MSA).
5. Notwithstanding anything to the contrary in the MSA, if this Sales Order or any Service is terminated prior to the expiration of the Service Term, then Customer shall be obligated to pay Urban SDK for the Services that were provided to Customer at no charge in an amount equal to: (1) the total Monthly Recurring Charges for the Services that were provided at no charge times the total number of months for which there were no charges for such Services; plus (2) the amount of any Non-Recurring Charges or other charges that were waived. Such amounts will be payable as Fees pursuant to the terms of the MSA and will be in addition to any other Fees and termination charges under the MSA that may be payable by Customer in connection with such terminated Sales Order or Services or otherwise.

Customer		Urban SDK, Inc.	
Signature		Signature	<i>Micah Dickman</i>
Name	Cindy Gray	Name	Micah Dickman
Title	Executive Director	Title	Data Solutions Rep
Date	08-11-2022	Date	08-11-2022

Signature Certificate

Reference number: SEACY-I2ZFN-BKF5U-9YZSC

Signer

Timestamp

Signature

Micah Dickman

Email: micah.dickman@urbansdk.com

Sent:

11 Aug 2022 15:16:21 UTC

Viewed:

11 Aug 2022 15:16:32 UTC

Signed:

11 Aug 2022 15:19:29 UTC

Micah Dickman

IP address: 173.12.130.86

Location: Jacksonville, United States

Document completed by all parties on:

11 Aug 2022 15:19:29 UTC

Page 1 of 1



Signed with PandaDoc

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To: Policy Board
From: Ari Del Rosario, Assistant Transportation Planner
Date: September 9, 2022
Re: **2022-2025 Transportation Improvement Program (TIP) Amendment #8**

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) will hold a virtual public meeting via Zoom Video Communications on Thursday, September 15, 2022 at 4:00 p.m. to consider public comments regarding a proposed amendment to the 2022-2025 Transportation Improvement Program (TIP) for the FM Metropolitan Area. The proposed amendment to the 2022-2025 TIP reflects a modified federally funded project within the Metropolitan Planning Area (MPA).

A public notice was published in The Forum of Fargo-Moorhead on Wednesday, August 31, 2022, which advertised the public meeting, detailed how to request more information, and provided information on how to make public comment regarding the proposed amendment. The public notice advertised that public comments will be accepted until 12:00 p.m. (noon) on Thursday, September 15, 2022. As of the writing of this memo, no written comments have been received.

The proposed amendment to the 2022-2025 TIP is as follows:

1. **Modification of Project 9190025:** NDDOT reconstruction of I-94 E from near W Fargo E to W Horace Rd. The project year changed from 2023 to 2022. The total project cost increased by 31.02% from \$8,200,000 to \$10,743,764 of which Interstate Maintenance (IM) funds increased from \$7,380,000 to \$9,669,388 and state funds increased from \$820,000 to \$1,074,376.
2. **Modification of Project 9190027:** NDDOT reconstruction of I-94 W from near W Fargo E to W Horace Rd. The project year changed from 2023 to 2022. The total project cost increased by 31.02% from \$8,200,000 to \$10,743,764 of which Interstate Maintenance (IM) funds increased from \$7,380,000 to \$9,669,388 and state funds increased from \$820,000 to \$1,074,376.
3. **Modification of Project 9221002:** NDDOT Wrong Way Detection System safety project at I-29 Exit 69. The project year changed from 2022 to 2023.

See **Attachment 1** for more detailed project information.

At their meeting on September 8, the TTC recommended approval of Amendment #8 to the Metro COG 2022-2025 TIP.

Requested Action: Approve Amendment #8 of the Metro COG 2022-2025 Transportation Improvement Program (TIP).

Lead Agency	Metro COG ID State Number	Project Year	Project Location	Length	Project Limits		Project Description	Improvement Type	Total Project Cost	Federal Revenue Source	Other Revenue Source	Revenue
					From	To						
AMENDMENT 8 - 2022-2025 METRO COG TIP												
North Dakota Department of Transportation												
NDDOT	9190025 22203 8106	2022 2023	I-94E	2.8	Near W Fargo E	W Horace Rd	Portland Concrete Cement Pave, Lighting, Approach Slabs Mainline and West Fargo Interchange Reconstruction	Reconstruction	\$ 10,743,764 \$ 8,200,000	IM	State	\$ 9,669,388 \$ 7,380,000 \$ 1,074,376 \$ 820,000
NDDOT	9190027 22203 8108	2022 2023	I-94W	2.8	Near W Fargo E	W Horace Rd	Portland Concrete Cement Pave, Lighting, Approach Slabs Mainline and West Fargo Interchange Reconstruction	Reconstruction	\$ 10,743,764 \$ 8,200,000	IM	State	\$ 9,669,388 \$ 7,380,000 \$ 1,074,376 \$ 820,000
NDDOT	9221002 23378	2023 2022	I-29		I-29 Exit 69		Wrong Way Detection System (ITS) (Total project cost reflects statewide estimates Cost estimate for the Fargo MPA is \$82,728)	Safety	\$ 744,858	HSIP	State	\$ 670,372 \$ 74,486

To: Policy Board
From: Ari Del Rosario, Assistant Transportation Planner
Date: September 9, 2022
Re: **Final Draft Metro COG 2023-2026 Transportation Improvement Program (TIP)**

Link to the website with a web-based PDF of the Final Draft 2023-2026 TIP and the interactive TIP Dashboard:

<http://fmmetrocog.org/Draft/TIP/Participate>

Metro COG staff have developed the Final Draft 2023-2026 TIP document that lists federally funded transportation projects for the named four-year period. The TIP was developed in coordination with the Public Participation Plan (PPP). Pursuant to 23 CFR 450.316, Metro COG's PPP was developed to ensure that members of the public and other interested or affected stakeholders are given an opportunity to comment on and participate in the development of critical aspects, policies, and products of the Metropolitan Planning Program. Metro COG was able to meet all the requirements of the PPP and had another successful public engagement process throughout development of the TIP.

Metro COG posted a legal notice in the July 20, 2022 edition of The Forum of Fargo-Moorhead advertising the start of the official TIP comment period. This comment period began on July 21, 2022 in conjunction with Metro COG's regularly scheduled July Policy Board meeting.

A second legal notice was published in The Forum of Fargo-Moorhead on August 10, 2022 advertising a virtual public open house to debut and present the Draft Metro COG 2023-2026 TIP. The open house was held on August 22, 2022 from 4:00 – 7:00 p.m. at the Downtown Fargo Public Library Conference Room.

Throughout this process, Metro COG has been in collaboration with and received various comments/questions from planning partners including NDDOT, MnDOT, City of Fargo, City of Moorhead, City of West Fargo, City of Dilworth, Fargo Transit and Moorhead Transit. A summary of comments/questions received and Metro COG responses can be found in Appendix A (pages 109-120) of the Final Draft 2023-2026 TIP.

Approval of the Final Draft 2023-2026 TIP will occur at the final public meeting on September 15, 2022 at 4:00 p.m. in conjunction with the regularly scheduled September Policy Board meeting. The public comment period is scheduled to end on September 15, 2022 prior to final Policy Board action.

Aside from legal notices published in The Forum of Fargo-Moorhead, Metro COG utilized numerous other electronic outreach methods to reach the public including Facebook posts and website updates.

The Final Draft 2023-2026 TIP is comprised of projects as currently listed in NDDOT and MnDOT Draft State Transportation Improvement Programs (STIPs). Since the initial draft

document was released in July, Metro COG updated language throughout the document to reflect minor changes or clarifications and to address comments received by planning partners. Other sections with major updates include the Introduction, Project Locator Map, Detailed Project Listings, Financial Plan and Fiscal Constraint, Overview of Federal Aid Programs, Performance Measures, and Public Involvement sections. Appendix A, public input, and Appendix C, local CIPs, were also updated.

Specific items to highlight since the initial Draft Metro COG 2023-2026 TIP document was released in July:

1. Detailed project listings (pages 33-49)
2. Financial plan and fiscal constraint (pages 55-64)
3. Appendix A – public input (pages 107-125)

At their meeting on September 8, the TTC recommended approval of the Final Draft Metro COG 2023-2026 Transportation Improvement Program (TIP).

Requested Action: Approval of the Final Draft Metro COG 2023-2026 Transportation Improvement Program (TIP).

**A RESOLUTION ENDORSING THE FY 2023 - FY 2026
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 2023 - 2026 Transportation Improvement Program, dated September 2022, which defines the capital improvements for streets, highways, bicycle and pedestrian facilities, and transit in the metropolitan area for a four-year period, has been approved by the Transportation Technical Committee; and

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

WHEREAS, the Fiscal Year 2023 - 2026 Transportation Improvement Program has been given due consideration by the public and Metro COG Policy Board; therefore, be it

RESOLVED, that Metro COG approves the Fiscal Year 2023 - 2026 Transportation Improvement Program, dated September 2022, and recommends said program be forwarded to the appropriate state and federal agencies; and be it further

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

PASSED this ____ day of _____, 2022

Dave Piepkorn, Chair
Metro COG Policy Board

**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 USC 7504, 7506 (c) and (d)] and 40 CFR part 93;
- Title VI of the Civil Rights Act of 1964, as amended (42 USC 2000d-1) and 49 CFR part 21;
- 49 USC 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 Fixing America’s Surface Transportation (FAST) Act (PL 114-94) 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 USC 12101 et seq.) and 49 CFR parts 27, 37, and 38;
- The Older Americans Act, as amended (42 USC 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- Section 324 of Title 23 USC regarding the prohibition of discrimination based on gender; and
- Section 504 of the Rehabilitation Act of 1973 (29 USC 794) and 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) 532-5100, metrococg@fmmetrococg.org, or by visiting in person at One 2nd Street North Suite 232, Fargo, North Dakota 58102.

F-M Metropolitan Council of Governments

North Dakota Department of Transportation

Signature Date

Signature Date

Title

Title

**A RESOLUTION CONFIRMING THE
METROPOLITAN TRANSPORTATION PLAN
AS BEING CURRENTLY HELD VALID**

WHEREAS, the U.S. Department of Transportation requires that the Metropolitan Planning Organization (MPO) designated with the authority to carry out metropolitan transportation planning in a given urbanized area shall prepare a transportation plan for that area; and

WHEREAS, the U.S. Department of Transportation further requires that the MPO annually review this transportation plan, and confirm that it is currently held valid and consistent with current transportation and land use issues; and

WHEREAS, the Fargo-Moorhead Metropolitan Council of Governments (Metro COG) has been designated by the Governors of the State of Minnesota and North Dakota as the MPO for the Fargo-Moorhead metropolitan area; and

WHEREAS, Metro COG adopted its Metropolitan Transportation Plan, *Metro Grow: 2045 Fargo-Moorhead Metropolitan Transportation Plan* in November of 2019, as well as detailed ancillary modal documents including the Metropolitan Bikeway & Pedestrian Plan (adopted February 2017), a Metropolitan Transit Development Plan (adopted July 2021); a Metropolitan Comprehensive ITS Plan (adopted June 2008); and

WHEREAS, *Metro Grow: 2045 Fargo-Moorhead Metropolitan Transportation Plan* includes a transportation systems management element, a short-range transportation project prioritization element, and a long-range project prioritization element providing for the transportation needs of the urbanized area; and

WHEREAS, the Transportation Technical Committee of the Metro COG recommends that *Metro Grow: 2045 Fargo-Moorhead Metropolitan Transportation Plan* be considered valid and consistent with current transportation and land use issues.

NOW, THEREFORE, BE IT RESOLVED THAT, the Metro COG Policy Board certifies that *Metro Grow: 2045 Fargo-Moorhead Metropolitan Transportation Plan* is currently held valid and consistent with current transportation and land use considerations.

Dave Piepkorn, Chair
Metro COG Policy Board

Cynthia Gray, Executive Director
Metro COG

Date

Date

To: Policy Board
From: Cindy Gray, Executive Director
Date: September 9, 2022
Re: **2023-2024 Unified Planning Work Program (UPWP)**

Metro COG completes a UPWP every other year. The document is a requirement of all MPOs, and lays out our work program over the course of the next two years. Expenditure of Consolidated Planning Grant (CPG) funds are laid out within the document, and local match funding requirements are identified.

For the most part, the 2023 portion of the UPWP is consistent with the budget that was brought forth in May of this year; however, consistent with follow-up correspondence earlier this summer with some of your Engineering and Planning staff, Phase II of the Intersection Data Collection and reporting has been included in the work program for a total of \$100,000. The inclusion of this project results in a higher local match for Fargo, West Fargo, and Moorhead, and requires \$1,000 in participation from MnDOT for the inclusion of a MnDOT signal in Moorhead. The local funding splits were based on ATAC's estimated level of effort, which is based on the signal characteristics in each community.

The work program for 2024 will be new to you, and is based on the discussion about future project needs and discussions with individual jurisdictions earlier this year, prior to development of the 2023 budget. It is fairly aggressive in its inclusion of contracted transportation planning studies.

If Metro COG's application for an SS4A Safety Action Grant is successful, we will need to work with you to add the Safety Action Grant to the work program. We do not expect to learn if the grant was awarded until the end of 2022 or beginning of 2023.

Please do not hesitate to contact me with any questions you have about the draft UPWP. At their September 8th meeting, the TTC recommended approval of the 2023-2024 UPWP to the Policy Board.

Requested Action: Adopt the 2023-2024 UPWP to the Policy Board.

Unified Planning Work Program

2023 - 2024

September, 2022



Fargo-Moorhead Metropolitan Council of Governments

The signature below constitutes the official adoption of the 2023-2024 Unified Planning Work Program (UPWP) by the Fargo-Moorhead Metropolitan Council of Governments (Metro COG), serving as the region's Metropolitan Planning Organization (MPO). The UPWP was adopted by Metro COG's Policy Board at its regular monthly meeting on September 15, 2022.

Dave Piepkorn, Chair

Date

Fargo-Moorhead Metropolitan Council of Governments

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Disclaimer

The preparation of this document was funded in part by the United States Department of Transportation with funding administered through the North Dakota Department 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, West Fargo, Horace, 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 herein 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 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 2023-2024 calendar years. Metro COG serves as an association of local governments in the greater Fargo-Moorhead metropolitan area. Metro COG performs transportation and community planning work, especially to address problems and issues that are regional in scope and span jurisdictional boundaries.

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

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 **C**ontinuing, **C**omprehensive and **C**ooperative (3C planning process). It requires extensive coordination and cooperation with our local, state and federal planning partners, as well as other stakeholders and the citizens of the region.

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

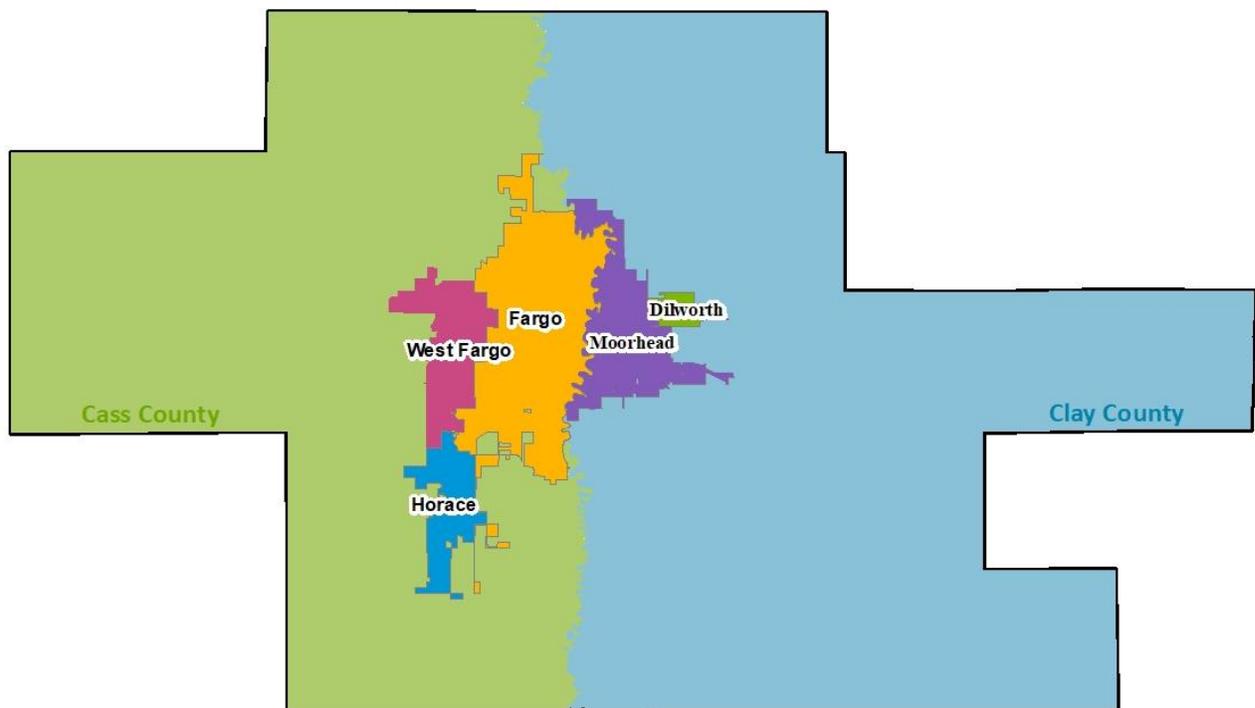
Many federal transportation programs, policies and funding categories rely upon a clear and well-documented distinction between urban and rural areas. Urban and rural areas are explicitly defined by the Census Bureau according to specific population, density and related criteria. The boundary separating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

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

In 2023, the Fargo-Moorhead metropolitan area is expected to be designated as a Transportation Management Area (TMA) as a result of exceeding an urbanized area population of 200,000 in the 2020 U.S. Census. With this designation, the MPO and its local member jurisdictions will become responsible for selecting projects for implementation using the direct suballocation of federal funds – specifically Surface Transportation Block Grants, Transportation Alternatives program funds, and Carbon Reduction program funds. Along with this, the MPO will need to work closely with local jurisdictions to program projects in the TIP and monitor project progress to ensure that our urban area's direct suballocation can be used in the appropriate year of funding.

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

Figure 1.2 Fargo-Moorhead Metropolitan Planning Area



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

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

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

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 of Fargo-Moorhead) in January of each year. Notice of all meetings and full agenda packets are posted on the Metro COG website in advance of the meetings, and interested persons receive an email distribution when the agenda and meeting information is available prior to each meeting. Anyone may sign up as an interested person on Metro COG's website. 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.

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 six planning positions, one of whom is also a GIS Coordinator, one Office Manager and one part-time intern.

The Metro COG organizational structure is identified in Figure 1.3.1 and 1.3.2.

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

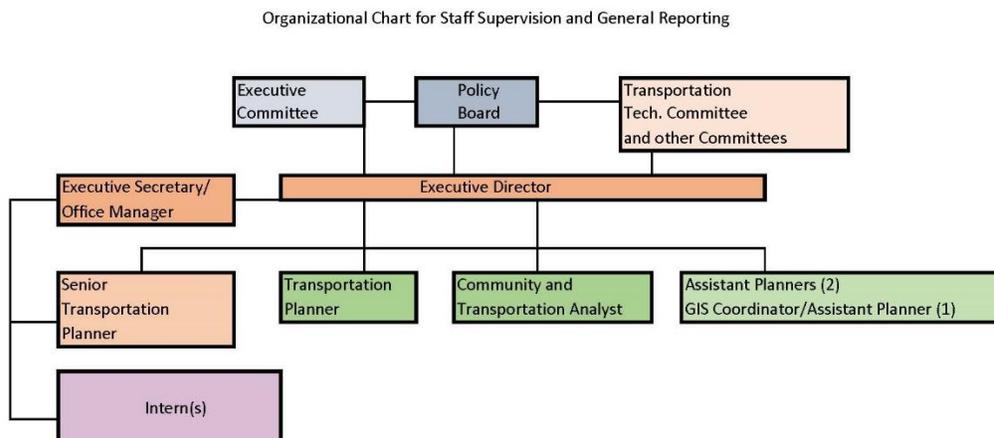
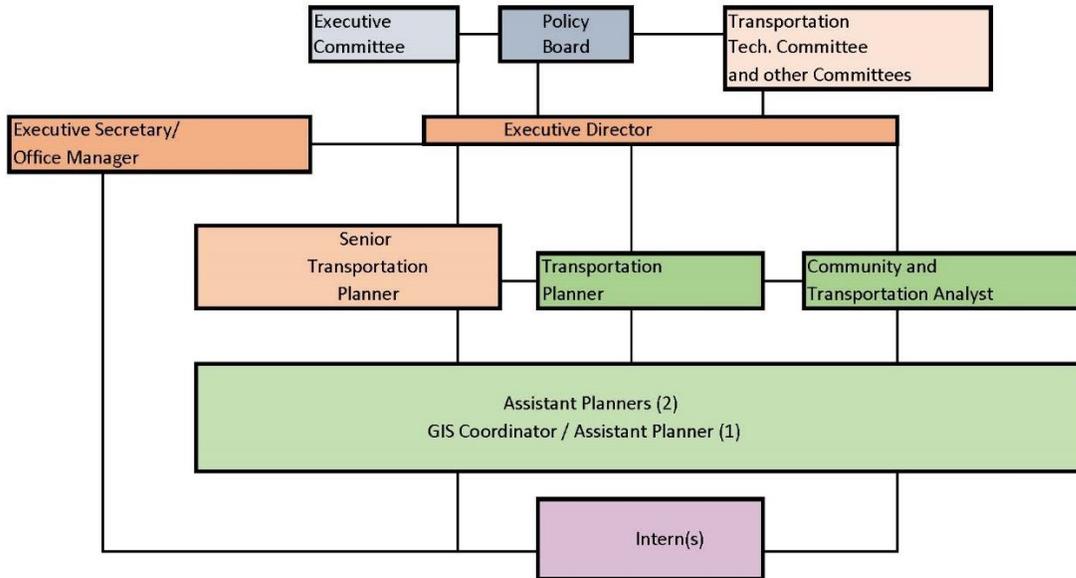


Figure 1.3.2. Organizational Chart for Projects Carried out by Metro COG

Organizational Chart for Projects carried out by Metro COG



2. UPWP Framework

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

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

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

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

Program Area Overview

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

Figure 2.1 Metro COG UPWP Program Area Overview

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

Metro COG Long Range Plans and Planning Emphasis Areas

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

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

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

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

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

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

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

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

Source: Metro Grow (2019)

This UPWP also contains activities to assist in the implementation of provisions contained in surface transportation legislation. The most current federal authorizing legislation is the Infrastructure Investment and Jobs Act (IIJA). The IIJA builds upon previous legislation entitled Fixing America's Surface Transportation Act (FAST Act), and identifies ten planning factors to be considered by MPOs in developing plans and programs that are reflected in the various tasks of the Metro COG UPWP. The UPWP, will 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 planning factors.

Figure 3.2 FAST Planning Factors Addressed in the Metro COG UPWP

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

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

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

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

On December 31, 2021, the FTA and FHWA jointly issued updated Planning Emphasis Areas (PEAs). FHWA and FTA field offices were directed to emphasize these aspects of transportation planning when coordinating with MPOs regarding the development of their UPWPs and the projects and tasks that are carried out as a result of the UPWPs. PEAs are not binding and do not have the effect of law, but are intended to provide clarity regarding the USDOT's priorities in the area of transportation planning. The PEAs are:

- **Tackling the Climate Crisis** – Transition to a Clean Energy, Resilient Future – Ensure that transportation plans and infrastructure investments help achieve the national greenhouse gas reduction goals of 50-52 percent below 2005 levels by 2030, and net-zero emissions by 2050, and increase resilience to extreme weather events and other disasters resulting from the increasing effects of climate change.
- **Equity and Justice⁴⁰ in Transportation Planning** – Advance racial equity and support for underserved and disadvantaged communities. This will help ensure public involvement in the planning process and that plans and strategies reflect various perspectives, concerns, and priorities from impacted areas.
- **Complete Streets** – Review current policies, rules, and procedures to determine their impact on safety for all road users. This effort should work to include provisions for safety in future transportation infrastructure, particularly those outside automobiles.
- **Public Involvement** – Increase meaningful public involvement in transportation planning by integrating Virtual Public Involvement (VPI) tools into the overall public involvement approach while ensuring continued public participation by individuals without access to computers and mobile devices.
- **Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination** – Coordinate with representatives from DOD in the transportation planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to DOD facilities.
- **Federal Land Management Agency (FLMA) Coordination** – Coordinate with FLMAs in the transportation planning and project programming process on

infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal lands.

- **Planning and Environmental Linkages (PEL)** – Implement PEL as part of the transportation planning and environmental review process.
- **Data in Transportation Planning** – Encourage State DOTs, MPOs, and providers of public transportation to incorporate data sharing and consideration into the transportation planning process, because data assets have value across multiple programs.

Each work activity summary includes a brief explanation regarding how the programmed work is related to these PEAs. With respect to Federal Land Management Agency Coordination, there are no Federal lands within Metro COG's urbanized area. Within our MPA, there are US Fish and Wildlife Service properties and/or easements that need to be taken into consideration if any planning projects are undertaken in the vicinity of those properties.

3. Funding Overview and Annual Budgets

Federal Funding

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

State and Local Funding

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

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

Budget

The Metro COG Budget has two components: an operations budget and a contracted planning services budget. The contracted planning services budget includes the Consolidated Planning Grant (CPG) federal funds to accomplish planning studies in the region. Local funds for these projects are provided by a jurisdiction or multiple jurisdictions and are to be used only for these projects. The operating budget also consists of CPG funds, but the local share of funds come from all voting member jurisdictions through an annual collection of jurisdiction dues.

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

Tables showing local jurisdiction dues for 2023 and 2024 are included as Appendix D. A summary of the approved 2023-2024 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 2023 and 2024, as well as the portion of the annual budget assigned to each.

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

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

Figure 4.1 Metro COG Biannual Budget Summary 2023-2024

Revenues	Approved	Estimated
	2023	2024
Consolidated Planning Grant (CPG) - Internal Operations ¹	\$959,219.42	\$1,001,850.53
Consolidated Planning Grant (CPG) - Contracted Planning ²	\$497,451.00	\$813,896.00
Carryover of Funds (Federal + Local) ³	\$304,000.00	\$0.00
MnDOT State Planning Funds	\$26,820.00	\$26,820.00
Local Match - Internal Operations (Member Dues) ⁴	\$213,411.83	\$250,909.92
Local Match to MnDOT State Planning Funds	\$6,705.00	\$6,705.00
Carbon Reduction Funds for EV Readiness Study	\$120,000.00	\$0.00
Misc. Revenues from Members	\$0.00	\$0.00
Local Dues for Non-Fed. Eligible Activities	\$2,800.00	\$2,800.00
Local Match on Contracted Planning ⁵	\$130,364.00	\$202,274.00
Local Planning Studies/Ineligible Projects	\$25,000.00	\$25,000.00
State Match on Contracted Planning ⁵	\$44,000.00	\$1,000.00
Total Revenues	\$2,329,771.25	\$2,331,255.45

Figure 4.1 cont.

Expenses	2023	2024
Salaries/Benefits	\$900,866.28	\$942,908.17
Overhead	\$298,163.00	\$309,405.00
Overhead Funded Locally	\$2,800.00	\$2,800.00
Total Internal Budget	\$1,201,829.28	\$1,255,113.17
Total Expenses (Internal Budget + Contracted Planning)	\$1,876,118.28	\$2,302,587.17
Contracted Planning Federal and Local Match		
Federal CPG	\$499,925.00	\$844,000.00
NDSU ATAC Annual Participation (Technical Assistance)	\$8,000.00	\$0.00
Metropolitan Transportation Plan 2050 Update (Year 1 of 2)	\$144,000.00	\$0.00
Travel Demand Model Update (2022-23)	\$32,000.00	\$0.00
Interstate Operations Analysis	\$83,555.00	\$0.00
Electric Vehicle Readiness Study - Possible Carbon Red Prog. Funding	\$0.00	\$0.00
Moorhead Intersection Traffic Data Collection	\$12,370.00	\$0.00
Signalized Intersections Traffic Data Collection Phase II	\$80,000.00	\$0.00
Moorhead I-94 & 20th Street Interchange Analysis	\$120,000.00	\$0.00
University Drive & 10th Street Corridor Study	\$20,000.00	\$0.00
NDSU ATAC Annual Participation (TDM Model Dev)	\$0.00	\$8,000.00
Metropolitan Transportation Plan 2050 Update (Year 2 of 2)	\$0.00	\$176,000.00
Heartland Trail Alignment Analysis (2024 is Year 1 of 2)	\$0.00	\$100,000.00
Vehicular Bridge Crossing Study at 76th Ave South and 100th Ave S	\$0.00	\$160,000.00
15th Ave N Corridor Study	\$0.00	\$120,000.00
15th Street W - I-94 and Sheyenne Diversion Overpass Study - PEL	\$0.00	\$160,000.00
Intersection Data Collection and Reporting - Expansion Project	\$0.00	\$80,000.00
Moorhead Intersection Traffic Data Collection	\$0.00	\$40,000.00
Local Match for CPG	\$130,364.00	\$202,474.00
NDSU ATAC Annual Participation (Technical Assistance)	\$2,000.00	\$0.00
Metropolitan Transportation Plan 2050 Update (Year 1 of 2)	\$36,000.00	\$0.00
Travel Demand Model Update (2022-23)	\$8,000.00	\$0.00
Interstate Operations Analysis	\$12,890.00	\$0.00
Electric Vehicle Readiness Study - Possible Carbon Red Prog. Funding	\$30,000.00	\$0.00
Moorhead Intersection Traffic Data Collection	\$2,474.00	\$0.00
Signalized Intersections Traffic Data Collection Phase II	\$19,000.00	\$0.00
Moorhead I-94 & 20th Street Interchange Analysis	\$15,000.00	\$0.00
University Drive & 10th Street Corridor Study	\$5,000.00	\$0.00
NDSU ATAC Annual Participation (TDM Model Dev)	\$0.00	\$2,000.00
Metropolitan Transportation Plan 2050 Update (Year 2 of 2)	\$0.00	\$44,000.00
Heartland Trail Alignment Analysis (2024 is Year 1 of 2)	\$0.00	\$25,000.00
Vehicular Bridge Crossing Study at 76th Ave South and 100th Ave S	\$0.00	\$40,000.00
15th Ave N Corridor Study	\$0.00	\$30,000.00
15th Street W - I-94 and Sheyenne Diversion Overpass Study - PEL	\$0.00	\$40,000.00
Intersection Data Collection and Reporting - Expansion Project	\$0.00	\$19,000.00
Moorhead Intersection Traffic Data Collection	\$0.00	\$2,474.00
State Funding Participation	\$44,000.00	\$1,000.00
Interstate Operations Analysis (2021-22)	\$28,000.00	\$0.00
Signalized Intersections Traffic Data Collection Phase II	\$1,000.00	\$0.00
Intersection Data Collection and Reporting - Expansion Project	\$0.00	\$1,000.00
Moorhead I-94 & 20th Street Interchange Analysis	\$15,000.00	\$0.00
Total Contracted Planning (Federal, Local and State)	\$674,289.00	\$1,047,474.00
Internal Operations Federal and Local Match		
Federal CPG	\$959,219.42	\$1,001,850.53
Local Match + MnDOT for Operations Funds	\$240,231.83	\$277,729.92
Operations (Federal + Local + MnDOT)	\$1,199,451.25	\$1,279,580.45

Figure 4.1 Cont.

Local Funds Revenue/Expense Analysis (Internal Operations)		
	2023	2024
Local Funds Required	414,595.83	481,003.92
Local Funds Generated	442,395.83	508,803.92
Local Revenues over Expenses (includes local projects & funds for ineligible overhead expenses)	27,800.00	27,800.00

Federal Funds Revenue/Expense Analysis		
	2023	2024
Federal Funds for Internal Operations	\$959,219.42	\$1,001,850.53
Federal Funds for Contracted Planning	\$497,451.00	\$813,896.00
Total Federal Funds Budgeted	\$1,456,670.42	\$1,815,746.53
Available Federal Grant Funds	\$1,557,890.00	\$1,589,047.80
Anticipated Use of Carbon Reduction Program Funds	\$1,200,000.00	\$ -
Federal Grant Funds Total (Cumulative at CY End) ⁷	\$221,219.58	-\$226,698.73

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

²Federal Reimbursement on Contracted Planning

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

⁴20% local match to Federal funds

⁵Includes local match collected for contracted planning projects

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

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

Figure 4.2 Metro COG 2023-2024 UPWP Operating Budget by Program Area

Program Area	2023		2024	
	Budget	Staff Hours	Budget	Staff Hours
100 Policy and Administrative Forums	\$72,428.90	1,260	\$75,508.10	1,260
200 Contracted Planning	\$121,245.96	2,178	\$151,875.70	2,607
300 Federal Transportation Planning & Documentation	\$151,666.09	2,757	\$155,440.43	2,777
400 Technical Transportation Data & Analysis	\$125,700.28	2,852	\$103,435.23	2,246
500 Transit Planning	\$15,373.40	360	\$20,942.30	440
600 Bicycle & Pedestrian Planning	\$33,861.25	704	\$28,920.38	598
700 Local Planning Assistance	\$67,831.75	1,305	\$77,585.56	1,438
800 General Administration*	\$274,220.76	5,006	\$285,816.86	4,996
900 Publications Public Information and Communication	\$17,760.06	403	\$20,589.16	444
1000 Community Planning and Technical Assistance	\$20,817.20	440	\$22,799.68	484

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

Set-aside for Increasing Safe and Accessible Transportation Options

The Bipartisan Infrastructure Law (BIL) requires each MPO to use at least 2.5% of its planning grant funds on specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities. Metro COG has analyzed the content of the work program to ensure that we will meet or exceed this requirement. An amount of approximately \$50,000 +/- would need to be dedicated to safe and accessible transportation options in order for Metro COG to meet the 2.5% threshold. It appears we will be at a minimum of 4%, with the work program dedicating between \$81,000 2023 and \$85,000 in 2024 toward bicycle and pedestrian planning, transit planning, traffic calming, and projects that specifically are focused on alternative modes or travel that are safe and accessible. Figure 4.2 shows the amounts

in each of these areas of the work program. This does not include elements of other studies that will be aimed at ensuring safe bicycle, pedestrian, and transit facilities along corridors or within the system as a whole.

Figure 4.3 – Set-aside for Increasing Safe and Accessible Transportation Options

Activity	2023	2024	Description
Bicycle & Pedestrian Planning	\$33,861	\$28,920	Staff time devoted to bicycle and pedestrian planning
Red River Greenway Study (carryover)	\$3,097	0	Staff time devoted to study
Transit Planning	\$15,373	\$20,942	Staff time devoted to transit planning
Metropolitan Transportation Plan	\$5,845	\$4,385	Assumes minimum of 10% of staff time on MTP devoted to safety and alternate modes of transportation
Metro Area Traffic Calming Study	\$22,922	0	Modifications to West Fargo Study for metro-wide applicability
Heartland Trail Alignment Study	0	\$30,835	Staff time devoted to study
TOTAL (~4%)	\$81,098	\$85,082	

4. Carryover Projects

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

Figure 5.1 2021-2022 Carryover Projects

2021-2022 UPWP UPWP Carryover Projects into 2023							
2021-2022 UPWP Project	Jurisdiction(s)	Total Budget through 2022	Total Estimated Carryover ⁴	Federal %	Federal Share	Local %	Local Share
Red River Greenway Study ¹	Fargo	\$ 155,000.00	\$ 14,000	80%	\$ 11,200	20%	\$ 2,800
Interstate Operations Analysis ²	All	\$ 300,000.00	\$ 90,000	80%	\$ 72,000	20%	\$ 18,000
University Drive and 10th Street Corridor Study ³	Fargo	\$ 250,000.00	\$ 100,000	80%	\$ 80,000	20%	\$ 20,000
US Highway 10 Corridor Study, Dilworth MN	MnDOT	\$ 160,000.00	\$ 60,000	80%	\$ 48,000	20%	\$ 12,000
25th Street S Corridor Study	Fargo	\$ 125,000.00	\$ 20,000	80%	\$ 16,000	20%	\$ 4,000
Moorhead Signalized Intersection Data Coll. (2022) - ATAC	Moorhead	\$ 12,370.00	\$ 10,000	80%	\$ 8,000	20%	\$ 2,000
Dynamic Traffic Assignment Analysis - ATAC	All	\$ 15,000.00	\$ 10,000	80%	\$ 8,000	20%	\$ 2,000
Subtotal		\$ 1,017,370.00	\$ 304,000		\$ 243,200		\$ 60,800

¹Budget is \$155,000 including \$25,000 budgeted for 2021, and \$130,000 budgeted for 2022

²Budget is \$399,928.70 including \$100,000 budgeted for 2021, \$200,000 for 2022, and the remainder for 2023.

³Total budget is \$275,000 with the final \$25,000 budgeted for 2023.

⁴Estimated carryover amounts are likely to be higher than actual year-end carryover amounts.

Two of Metro COG's carryover projects were already intended to be completed in 2023 and funds were specifically budgeted for them within both 2022 and 2023. These include the Interstate Operations Analysis and the University Drive and 20th Street Corridor Study. Others were originally planned to be completed in 2022, but got off to a later start than anticipated and therefore have projects schedules that bring them into the first quarter of 2023. The Moorhead Signalized Intersection Traffic Data Collection project is a three-year ATAC project, but carryover from 2022, the first year of the project, is anticipated.

5. 2023 and 2024 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 past few years, Metro COG has expanded this program because of the needs of the fast-growing 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 2023 and 2024. 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 2023 Contracted Planning Projects

2023 Contracted Projects							
Project	Jurisdiction	Total Cost	Federal %	Federal Share	Local %	Local Share	Other ¹
NDSU ATAC Annual Participation (MPO Tech. Assist)	Regional	\$10,000	80%	\$8,000	20%	\$2,000	\$0.00
Travel Demand Model Update (2nd Year)	Regional	\$40,000	80%	\$32,000	20%	\$8,000	\$0.00
Metropolitan Transportation Plan 2050 Update	Regional	\$180,000	80%	\$144,000	20%	\$36,000	\$0.00
Interstate Operations Analysis (\$100,000 in 2021 and \$200,000 in 2022, \$124,445 in 2023; 3-year project with NDDOT and MnDOT funding participation)	Regional	\$124,445	80%	\$83,555	20%	\$12,890	\$28,000.00
Electric Vehicle Readiness Study	Regional	\$150,000	80%	\$120,000	20%	\$30,000	\$0.00
Moorhead Intersection Traffic Data Collection - \$10,000, moved \$5,000 to 2022	Moorhead	\$12,370	80%	\$9,896	20%	\$2,474	\$0.00
Signalized Intersections Traffic Data Collection Phase II	Fargo, West Fargo, Moorhead, MnDOT	\$100,000	80%	\$80,000	20%	\$19,000	\$1,000.00
Moorhead I-94 & 20th Street Interchange Analysis	Moorhead	\$150,000	80%	\$120,000	20%	\$15,000	\$15,000.00
University Drive and 10th Street N One-Way Pair Conversion Study (Assumes \$100,000 out of \$275K for 2021)	Fargo	\$25,000	80%	\$20,000	20%	\$5,000	\$0.00
Total		\$791,815		\$617,451		\$130,364	\$44,000

¹ Other match sources include MnDOT and NDDOT for the Interstate Operations Analysis, MnDOT for the I-94 & 20th St. Interchange Analysis, and MnDOT for the Signalized Intersection Data Collection

Figure 6.2 2024 Contracted Planning Projects

2024 Contracted Projects							
Project	Jurisdiction	Total Cost	Federal %	Federal Share	Local %	Local Share	Other ¹
NDSU ATAC Annual Participation (MPO Tech Assist)	Regional	\$10,000	80%	\$8,000	20%	\$2,000	\$0
Metropolitan Transportation Plan 2050 Update (Year 2 of 2)	Regional	\$220,000	80%	\$176,000	20%	\$44,000	\$0
Heartland Trail Alignment Analysis (Year 1 of 2, with \$125,000 also budgeted for 2025)	Clay County, Dilworth, Moorhead, Glyndon,	\$125,000	80%	\$100,000	20%	\$19,000	\$6,000
Vehicular Bridge Crossing Study at 76th Ave South and 100th Ave S	Fargo, Cass County, Clay County	\$200,000	80%	\$160,000	20%	\$40,000	\$0
15th Ave N Corridor Study	Moorhead, Dilworth, Clay County	\$150,000	80%	\$120,000	20%	\$30,000	\$0
15th Street W - I-94 and Sheyenne Diversion Overpass Study - PEL	West Fargo	\$200,000	80%	\$160,000	20%	\$40,000	\$0
Intersection Data Collection and Reporting - Expansion Project	Fargo, Moorhead, West Fargo, MnDOT	\$100,000	80%	\$80,000	20%	\$20,000	\$0
Moorhead Intersection Traffic Data Collection	Moorhead	\$12,370	80%	\$9,896	20%	\$2,474	\$0
Total		\$1,017,370		\$813,896		\$197,474	\$6,000

¹ Other match sources include Glyndon and Hawley.

6. Strategic Plan

The Metro COG MTP is updated every five years, but the initial work for the update begins soon after the last approved update. To assure documents and other actions that inform the MTP are completed on a timeline that facilitates the use of this information, Metro COG provides a strategic plan identifying UPWP Program Areas and

tasks that support or become part of the MTP update. The Metro COG Strategic Plan (Figure 7.1) establishes a timeline for the development of the MTP by identifying those UPWP work activities, in chronological order, to prepare for, develop and inform the next update of the Metropolitan Transportation Plan.

Figure 7.1 Metro COG Strategic Plan for Major Activities

Major Program Activity	2019-2020 UPWP		2021-2022 UPWP		2023-2024 UPWP		2025-2026 UPWP	
	2019	2020	2021	2022	2023	2024	2025	2026
Long Range Transportation Plan (LRTP)	Map-21 Updates			2045 Update (approval Q3 2019)	L RTP Updates			2050 Update (approval Q3 2024)
LRTP Origin Destination/Travel Time					*	*		
Transit Development Plan (TDP)	*				*			
Metropolitan-Wide Traffic Counts	*					*		
Traffic & Bicycle Counts (Annually/As-needed)	*	*	*	*	*	*	*	*
Bicycle & Pedestrian Plan		*				*		
Demographics		*	*			*	*	
Model Calibration			*	*			*	*
Intelligent Transportation Plan			*				*	
Regional Freight Plan		*					*	
Congestion Management Process		*					*	
Regional Railroad Safety Plan		*					*	
Aerial Photography			*		*		*	
Regional Safety Plan			*				*	
TIP Development/Management	*	*	*	*	*	*	*	*

7. Statement of Nondiscrimination

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

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

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

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

8. Self-Certification and Restrictions on Lobbying

Self-Certification

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

The requirements of self-certification include:

1. 23 U.S.C. 134 and 49 U.S.C. 5303, and this subpart;
2. In non-attainment and maintenance areas, Sections 174 and 176 (c) and (d) of the Clean Air Act as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
3. Title VI of the Civil Rights Act of 1964, as amended (42 USC 2000d-1) and 49 CFR part 21;
4. 49 USC 5332, prohibiting discrimination on the basis of race, color, creed, national origin, 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 Metro COG's planning activities are in compliance with the federal requirements noted above.

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

Restrictions on Lobbying

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

9. Program Areas and Subtasks

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

Relation to Planning Factors:

This task addresses all Federal planning factors and Federal highway program national goals through its high level of coordination with local, state, and federal leaders.

Relation to IJA Planning Emphasis Areas:

Policy and administrative forums involve extensive work with elected officials and staff at all participating jurisdictions and with MnDOT, NDDOT, FHWA, and FTA, as well as with numerous stakeholders. While the outcome of these Forums is necessary for the achievement of all of the planning emphasis areas, the primary benefit is **Public Involvement**.

Assigned Staff Hours

in UPWP: 1,260 (2023) 1,260 (2024)

Previous Accomplishments:

- Monthly MPO Policy Board Meetings
- Scheduled Metro COG Executive Committee Meetings (usually monthly)
- 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
- Various Federal, State, and Local Committee Meetings

Figure 10.1 provides a breakdown of staff hours and budget in Policy and Administrative Forums.

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

Funding Source	2023		2024		Total Activity Budget 2023-2024
	Percent	Amount	Percent	Amount	
CPG	80%	\$57,943	80%	\$60,406.48	\$118,350
Local	20%	\$14,486	20%	\$15,101.62	\$29,587
Total	100%	\$72,429	100%	\$75,508	\$147,937

Participant(s): Metro COG

101 Metro COG Policy Board

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

Activities:

- Developing, 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

2023 Monthly Policy Board meetings
 2024 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, 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

2023 Executive Committee Meetings (as needed).
2024 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, 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

2023 Monthly TTC meetings
2024 Monthly TTC meetings

Completion Date

Monthly
Monthly

104 Federal, State, and Local Committee Meetngs

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 staff attend regularly. This includes meetings such as ATP-4, statewide plans, STIC, local coordination on specific areas, and other such meetings that are not specifically tied to a Metro COG study.

Activities:

- Agenda development
- Staff support and research
- Travel to and from meeting venue or participate remotely
- Review of materials prior to meetings

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.

Relation to Planning Factors:

Different projects represent different planning factors, and the relationships will be discussed below with each project.

Relation to IJJA Planning Emphasis Areas:

Each of the projects included in this section of the UPWP emphasize different elements of the planning emphasis areas. The primary area of emphasis will be highlighted with the description of each project.

Assigned Staff Hours

in UPWP:	2,178 (2023)	2,607 (2024)
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Previous Accomplishments:

- Veterans Boulevard Corridor Extension Study
- Metro Area Bicycle and Pedestrian Plan Update
- 76th Avenue S Corridor Study
- Metro Grow – 2045 Metropolitan Transportation Plan
- Northwest Metro Transportation Plan
- Horace Comprehensive and Transportation Plan
- Moorhead 12th Avenue S Corridor Study
- FM Diversion Recreation Plan
- West Fargo 9th Street Corridor Study
- MATBUS Transit Development Plan

Figure 10.2 provides a breakdown of staff budget in Contracted Planning Services.

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

Funding Source	2023		2024		Total Activity Budget 2023-2024
	Percent	Amount	Percent	Amount	
CPG	80%	\$96,996.77	80%	\$121,501	\$218,497
Local	20%	\$24,249.19	20%	\$30,375	\$54,624
Total	100%	\$121,246	100%	\$151,876	\$273,122

2021-214 Interstate Operations Analysis (CARRYOVER)

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

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

This project is already programmed to extend into 2023. However, budget from 2022 is likely to need some level of carryover into 2023. An early estimate of 2022 carryover of the consultant budget is \$90,000. The 2023 consultant budget for the project is \$124,445 which includes the amount budgeted for 2023 and Amendment 1, approved in July, 2022. The carryover of the project will also involve additional staff time.

Relation to Planning Factors:

This project primarily addresses economic vitality, safety, security, accessibility and mobility, economic development, integration and connectivity, efficient management and operation, preservation of the existing system, and resiliency and reliability. It also relates to tourism, since I-94 and I-29 are significant routes for tourists traveling to and through the metro region.

Relation to Planning Emphasis Areas:

Tackling the Climate Crisis – addressing future congestion on the interstate highway system through the metropolitan area is a necessary component of reducing greenhouse gas.

Equity and Justice40 in Transportation Planning – with this project, we are studying the impacts of future interstate improvements on low income and minority areas of the community.

Public Involvement – stakeholder groups have been identified that can speak specifically to the needs and issues of interstate highway users.

Planning and Environmental Linkages (PEL) – while this project is not being conducted as a PEL, environmental considerations will be identified relative to recommended roadway modifications.

Data in Transportation Planning – numerous efforts have been made and continue to be made as part of this project to access existing data sources, and to share data between agencies for use in conducting the analysis.

Activities:

- Document existing conditions (safety, volumes, level of service, travel times, peak vs. non-peak operations)
- Use regional TDM to identify future traffic volumes
- Use Streetlight to gather origin/destination information for interstate system
- Use DTA to test impacts of congestion, construction or incidents at key locations on the interstate system
- Use DTA and TDM to run sensitivity analyses of various segments of ring routes around the metro area
- VISSIM analysis (or other visualization/analysis tool) of interstate operations on entire system or where beneficial
- Identify opportunities for collector/distributor facilities and analyze for operational and/or safety benefits
- Identify the needs and opportunities for active transportation crossings of interstate mainline and ramps
- Consider Red River Bridge rehabilitation or replacement
- Address equity considerations identified in MnDOT District 4 Study, including the highway impacting certain populations
- Planning level NEPA considerations
- Need for noise walls
- Flooding considerations
- Freight considerations
- Moorhead rest area
- Snow control measures
- Public and stakeholder engagement
- Prioritized list of future improvements
- Planning level cost estimates
- Buildout Traffic Projections for further analysis of the benefits of a ring route (Amendment 1)

Products

Final Interstate Operations Analysis

Completion Date

1st QTR 2023

2021-217 Red River Greenway Study (CARRYOVER)

Participant(s): Metro
COG/Fargo/Consultant

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

Relation to Planning Factors:

This project primarily addresses accessibility and mobility for pedestrians and bicyclists, promoting energy conservation and improving quality of life, and improving economic development. Improved connectivity of the bicycle and pedestrian network along the Red River and to/from the river is a key component. The outcome of project has the potential to enhance tourism and travel.

Relation to IJA Planning Emphasis Areas:

Tackling the Climate Crisis – by improving the bicycle and pedestrian network through the recommendations of this study, the metro area will facilitate bicycle and pedestrian travel along the Red River Corridor.

Equity and Justice⁴⁰ in Transportation Planning – By identifying improved bicycle and pedestrian networks along and to/from the Red River, access to both transportation corridors and recreation areas are made possible in a manner that is accessible to everyone.

Public Involvement – This study incorporates a broad range of public involvement activities and opportunities, including in-person meetings and pop-up events as well as on-line web-based opportunities for input.

Activities:

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

Products

Final Study and Plan

Completion Date

1st QTR 2023

2022-219 Dynamic Traffic Assignment Scenario Analyses (ATAC) (CARRYOVER)

Participant(s): Metro COG/ATAC

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

Relation to Planning Factors:

The DTA Scenario analysis primarily addresses accessibility and mobility, as well as efficient system management and operations by analyzing the impacts of road closures and overlapping construction impacts to traffic flow.

Relation to IJJA Planning Emphasis Areas:

Data in Transportation Planning – the use of DTA is primarily a way of sharing data associated with travel demand modeling across multiple jurisdictions.

Tackling the Climate Crisis – DTA is a tool that can help to better manage the type of traffic congestion that occurs when incidents or roadway closures affect traffic flow has the potential to help reduce greenhouses gases.

Activities:

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

Products

Model results, summary of results, and recommended actions

Completion Date

2nd QTR 2023

2022-223 TH 10 Corridor Study through Dilworth (CARRYOVER)

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

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

Relation to Planning Factors:

This project will primarily relate to economic vitality, safety, mobility, economic development, and system management and operation. It also relates to the preservation of the existing roadway.

Relation to IJJA Planning Emphasis Areas:

Equity and Justice40 in Transportation Planning – this corridor study is aimed at ensuring public involvement in the planning process and developing strategies that reflect

various perspectives, concerns and priorities from impacted areas, many of which are disadvantaged in some way.

Complete Streets – This project is aimed at addressing safety for all road users. Bicyclist and pedestrian safety are of particular concern.

Public Involvement – many steps are being taken to seek input from the public and stakeholders along the corridor and within the community of Dilworth.

Activities:

- Documentation of existing conditions
- Traffic forecasts
- Traffic operations analysis
- Safety analysis
- City infrastructure needs and timing
- Equity considerations identified in MnDOT District 4 study, including the highway impacting certain populations
- Planning level NEPA considerations
- Multi-modal needs for bike/pedestrians, transit and freight
- Coordination with Highway 10 project in Moorhead
- Heartland Trail routing
- Public and stakeholder engagement
- Vision for the corridor
- 2050 needs of the corridor – balance mobility with the city's vision for the corridor
- Corridor alternatives
- Planning level cost estimates
- Project management and oversight
- Draft and final report
- Approval process

Products

Final TH 10 Corridor Study through Dilworth

Completion Date

2nd QTR 2023

2022-224 Moorhead Intersection Data Collection (CARRYOVER)

Participant(s): Metro COG/ATAC/Moorhead

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

Relationship to Planning Factors:

By having access to up-to-date turning movement count data, the City of Moorhead has the tools to improve mobility and optimize the efficiency of its signalized intersections and overall transportation system, making the roadway network more resilient and reliable.

Relationship to IJJA Planning Factors:

Tackling the Climate Crisis – improved traffic flow and reduced queueing times at traffic signals helps reduce greenhouse gas production.

Data in Transportation Planning – data collected for this project will be useful in multiple studies and efforts.

Activities:

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

Products

Intersection turning movement counts

Completion Date

2nd QTR 2023

2022-225 University Drive & 10th Street Corridor Study (CARRYOVER)

2023-225 University Drive & 10th Street Corridor Study

Participant(s): Metro COG, City of Fargo

Metro COG, the City of Fargo, and NDDOT will study the impacts and feasibility of converting the one-way portion of University Drive and 10th Street (Hwy 81) from a one-way pair to two-way streets between 19th Avenue N and 13th Avenue S. Traffic forecasts and traffic operations analyses will be conducted to examine the extent to which the roadway sections can be used in their existing configurations and to identify roadway segments that would require reconstruction. Impacts to intersecting and parallel roadways must be identified and analyzed. Impacts to freight and delivery services shall be identified and analyzed. Impacts to transit routes, bicyclists and pedestrians will be identified and addressed as part of the study. Complete streets components, including on-street parking (where applicable) and aesthetic improvements shall be identified. Roadway components, traffic control modifications, and other improvements needed to make such a change will be identified. Planning level cost estimates will be provided. Stakeholder and public engagement will be conducted to determine the level of support for leaving the corridors the same, and for changing them to two-way streets. A land use and economic analysis will be required to identify the pros and cons of changing this long-standing one-way pair, drawing upon public input received by the City of Fargo during the development of the Core Neighborhoods Plan.

Relation to Planning Factors:

This broad-based project has some level of relationship to all 10 of the planning factors.

Relation to IJJA Planning Emphasis Areas:

Equity and Justice40 in Transportation Planning – this study examines transportation alternatives along two one-way corridors along which a significant amount of affordable housing is located. A high level of underserved and disadvantaged households exists in close proximity to these corridors.

Complete Streets – impacts on safety are being examined for all road uses, with special emphasis on pedestrians and bicyclists and adjacent land uses.

Public Involvement – the project involves extensive public engagement, both virtually, on-line, and in person.

Data in Transportation Planning – data developed as part of other recent studies, as well as the regional travel demand model, has been shared with this project.

Activities:

- Project Management
- Data Collection
- Public and Stakeholder Engagement
- Development of Traffic Projections
- Traffic Analyses
- Identification of complete streets components
- Land use and economic impact analysis
- Freight and delivery service impacts and analyses
- Identification of traffic control modifications and other changes needed if a conversion were to take place
- Conceptual layouts
- Development of planning level cost estimates
- Identify existing and future roadway responsibilities (City of Fargo, NDDOT)
- Draft and final report
- Approval process

Products

University Drive & 10th Street (Hwy 81) One-Way Pair Conversion Study

Completion Date

2nd QTR 2023

2022-226 25th Street S Corridor Study (CARRYOVER)

Participant(s): Metro COG/Fargo

Metro COG and the City of Fargo will study the future traffic projections, traffic operations, and multi-modal needs along 25th Street S from 32nd Avenue S to 58th Avenue S to determine if changes are needed leading up to anticipated pavement replacement on this section of the corridor. Intersecting and parallel roadways must be identified and analyzed. Existing and future use of the corridor by MATBUS and by bicyclists and pedestrians will be identified and addressed as part of the study. Complete streets components and aesthetic improvements shall be identified. Roadway components, traffic control modifications, and other improvements expected to be needed within the next 20-25 years will be identified. Planning level cost estimates will be provided. Stakeholder and public engagement will be conducted.

Relation to Planning Factors:

To some extent, all of the planning factors are being addressed with this corridor study, with special emphasis on safety, mobility, multi-modal integration, and efficient operations.

Relation to IJJA Planning Emphasis Areas:

Tackling the Climate Crisis – improved traffic operations and traffic flow along this corridor will help reduce greenhouse gases, as will the integration of improved multi-modal opportunities.

Complete Streets – 25th Street is identified as an Active Living Corridor in the City of Fargo’s Comprehensive Plan, so improving the integration of multi-modal opportunities along the corridor is a special area of emphasis.

Public Involvement – meaningful public involvement is being carried out using on-line, virtual, and in-person methods, with social media and other methods being used to distribute information about engagement opportunities.

Activities:

- Project Management
- Data Collection
- Public and Stakeholder Engagement
- Development of Traffic Projections
- Traffic Analyses
- Identification of complete streets components
- Identification of traffic control modifications and other changes
- Conceptual layouts
- Development of planning level cost estimates
- Draft and final report
- Approval process

Products

25th Street S Corridor Study

Completion Date

1st QTR 2023

2023-201 NDSU ATAC Participation
2024-201 NDSU ATAC Participation
(Technical Support)

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 staying abreast of technological advances in the field of traffic analysis and travel demand modeling, among other things. The master contract enables Metro COG to contract with ATAC for the purpose of updating and maintaining the Metro COG Travel Demand Model (TDM), furthering the signalized intersection data collection program, and maintaining/updating the Regional ITS Architecture.

Relation to Planning Factors:

Coordination with NDSU’s ATAC is aimed at addressing all of the planning factors to some extent. The technical assistance provided by ATAC facilitates many of the other work program activities.

Relation to IJJA Planning Emphasis Areas:

Data in Transportation Planning – much of the work carried out by ATAC through this contract allows the collection and dissemination of data that reduces the time and cost involved with gathering data specifically for certain studies.

Activities:

- Quarterly meetings with the MPOs and NDDOT to discuss MPO support activities and modeling best practices
- Periodic assistance with travel demand model, and coordination between ATAC and consultants using the model

Products

Ongoing Technical Support and Contracting for Technical Analyses

Completion

On

2023-202 Metropolitan Transportation Plan 2050
2024-202 Metropolitan Transportation Plan 2050

Participant(s):

COG/

Metro COG will lead and administer a consultant-led project to complete the next update of the Metropolitan Transportation Plan. The plan will build upon the steps of the process that have already been completed, such as 2021 traffic and freight counts, updated demographic forecasts, and an updated travel demand model. In addition to identifying the need for future transportation improvements, in the form of both system preservation and system expansion, the plan should build upon the 2045 MTP's efforts to identify and prioritize steps the metro area can take to expand upon transportation system management and operations (TSMO) as a means of managing future increases in traffic volumes. The MTP must be multi-modal in nature, and seek input from the public on the priorities of the transportation system over the next 25 years.

The MPT must incorporate an update to the Congestion Management Process included in the 2045 MTP, to ensure that the requirements of the metro area as a TMA are met or exceeded.

Relation to Planning Factors:

This broad-based plan relates to and draws upon all of the planning factors. At a metro-wide level, the Plan particularly emphasizes integration and connectivity of the transportation system across and between modes for people and freight. Resiliency and reliability, along with system preservation and system management are also critical.

Relation to IJJA Planning Emphasis Areas:

With the possible exception of Federal Land Management Agency Coordination, the MTP will address all of the Planning Emphasis Areas. The

absence of Federal Lands within our MPA, with a few small exceptions in the rural portion of Clay County, are the reason for the exception.

Activities:

- Project Management
- Data Collection
- Public and Stakeholder Engagement
- Development of Traffic Projections
- Traffic Analyses
- Update goals and objectives
- Update of CMP to ensure TMA requirements are met
- Identify future transportation revenues (maintenance and expansion)
- Identify need for future improvements (system preservation and system expansion)
- Development of planning level cost estimates
- Fiscal Constraint
- Draft and final plan
- Approval process

Products

2050 Metropolitan Transportation Plan

Completion

3rd QTR 2024

2023-203 Travel Demand Model Update

Participant(s): Metro COG/ATAC

This project was budgeted for two years – 2022 and 2023, and consists of an update to the metro area travel demand model. The update will incorporate all roadway network changes that have occurred since the last model update. The 2021 traffic count data will be used to calibrate the model to the 2021 base year. An existing + committed (E+C) model will need to be prepared as the starting point for analyzing the performance of the E+C network with 2050 demographic forecasts. The StreetLight platform will be used to update origin designation information within the model.

Relation to Planning Factors:

Primarily, the travel demand model is aimed at promoting efficient system management and operation by providing travel demand forecasts based on predicted levels of growth. The model is also used to review mobility and connectivity. Its broad use by the majority of Metro COG's plans and studies yields a relationship to all of the planning factors.

Relation to IJJA Planning Emphasis Areas:

Tackling the Climate Crisis – the model provides the basis for analyzing travel time, trip length, and levels of congestion. It is a tool in analyzing our ability to reduce greenhouse gas production.

Equity and Justice40 in Transportation Planning – the model, along with GIS and Census data, provides the tools to analyze the extent to which congestion or lack of roadway

infrastructure affects disadvantaged segments of the metro area. By the same token the impacts of roadway improvements needed to address congestion can also be analyzed as a result of the data provided by the model.

Data in Transportation Planning – the model is shared with consultants carrying out corridor and sub-area studies, and metro-wide plans. Data is shared in this way, reducing the amount of rework necessary for each study, and bringing consistency to the assumptions used.

Activities:

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

Products

Updated and Calibrated Travel Demand Model

Completion Date

4th QTR 2023

2023-204 Electric Vehicle Readiness Study

Participant(s): Metro COG/Local Jurisdictions

Metro COG will lead and administer this project, which will engage a consultant to advise the metro area on land use and regulatory considerations related to electric vehicle charging infrastructure. The North Dakota and Minnesota statewide electric vehicle charging plans will be reviewed as a starting point. The study will identify existing vehicle charging infrastructure, and anticipated needs in five-year increments over the next 20 years. Coordination with electricity providers will be an important component of this study, to document their capacity to provide the anticipated level of electricity within various parts of the metropolitan area. Charging options and needs will be taken into consideration (e.g. residential, commercial, employer-based, tourism needs, etc.).

Relation to Planning Factors:

This study has the potential to support economic vitality, security, mobility, and resiliency of the metro area by better preparing it to accommodate electric vehicles.

Relation to IJJA Planning Emphasis Areas:

Tackling the Climate Crisis – electric vehicles result in lower greenhouse gas emissions.

Equity and Justice40 in Transportation Planning – the study will examine the best alternatives for electric vehicle charging in portions of the community that are typically underserved and disadvantaged.

Activities:

- Document existing conditions
- Estimate the number of electric vehicles in the vehicle fleet in five-year increments
- Coordination and data collection from electrical providers
- Review of statewide plans and documentation from electricity providers such as Xcel Energy
- Identify issues
- Review existing regulations pertaining to infrastructure provision and make recommendations as to how to best incorporate electric vehicle charging capacity into the urban environment, in both developed and newly developing areas of the metropolitan area.

Products

Electric Vehicle Readiness Study and Plan

Completion Date

4th QTR 2023

2023 – 205 Moorhead Intersection Data Collection

2024 – 205 Moorhead Intersection Data Collection

Participant(s): Metro COG/ATAC/Moorhead

Metro COG and the City of Moorhead will continue this project, which began in 2022, through the three-year time frame of the contract. Metro COG and the City is teamed with ATAC to carry out an intersection traffic counting program that will, over time, provide counts of the City's signalized intersections every three years. Each year, the project will include approximately 18 intersections.

Relationship to Planning Factors:

By having access to up-to-date turning movement count data, the City of Moorhead has the tools to improve mobility and optimize the efficiency of its signalized intersections and overall transportation system, making the roadway network more resilient and reliable.

Relationship to IJJA Planning Factors:

Tackling the Climate Crisis – improved traffic flow and reduced queueing times at traffic signals helps reduce greenhouse gas production.

Data in Transportation Planning – data collected for this project will be useful in multiple studies and efforts.

Activities:

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

Products

Intersection turning movement counts

Completion Date

4th QTR 2023 & 2024

2023 – 206 Signalized Intersection Data Collection

Participant(s): Metro COG, Fargo, Moorhead, West Fargo and MnDOT

Metro COG will lead and administer a data collection project carried out by MnDOT which will build upon the intersection data collection and reporting project that was started in recent year. The project results in the on-going day-to-day collection of turning movement counts at signalized intersections. The data can be accessed on a website, and data parameters can be set to any parameters (hours, number of days, specific dates, etc.). The intent of this data collection is to a) provide data for improved traffic signal timing and operation, and b) reduce the need for turning movement counts when traffic impact or corridor studies are done.

Relation to Planning Factors:

Primarily, this project is aimed at planning factors relating to mobility, efficient system management and operation, and reliability.

Relation to IJA Planning Emphasis Areas:

Tackling the Climate Crisis – The use of the data collected and reported as a result of this study will help reduce traffic congestion at signalized intersections, resulting in a reduction in greenhouse gas production.

Equity and Justice40 in Transportation Planning – all drivers equally experiencing delay at signalized intersections. Improving operations for all is an equitable use of transportation funds.

Complete Streets – By having access to data about the numbers of pedestrians crossing signalized intersections, traffic engineers can better time traffic signals to accommodate pedestrian traffic.

Data in Transportation Planning – Data gathered as part of this work will be useful in multiple areas of study by multiple entities.

Activities:

- Project Management
- Coordination with cities and MnDOT regarding signalized intersections to include in the project
- Data Collection regarding characteristics of signal equipment, signal timing, travel lanes, etc.
- Implementation of counting program
- Set-up of website reporting

Products

Complete Intersection Data Collection & Reporting

Completion Date

4th QTR 2023

2023 – 207 Moorhead I-94 & 20th Street Interchange Analysis

Participant(s): Metro COG, City of Moorhead, MnDOT

The purpose of this project is to reanalyze interchange concepts at I-94 and 20th Street in Moorhead to determine the feasibility of modifying the interchange to include ramps to and from the east on I-94. This was studied nearly 15 years ago, and the City is interested in reanalyzing the area to determine how ramps to/from the east would affect local traffic flow on the City's street network, and how such a change may fit into the City's future land use plans for the area. Past interchange concepts will be reviewed and new or modified concepts will further examine feasibility of modifying this interchange.

Relation to Planning Factors:

This project relates to the planning factors of supporting economic vitality, accessibility and mobility, economic development, connectivity, and system resiliency.

Relation to IJJA Planning Emphasis Areas:

Tackling the Climate Crisis – by facilitating access to I-94 at 20th Street, circuitous vehicular trips will be reduced, resulting in reduction of greenhouse gases.

Equity and Justice40 in Transportation Planning – studying the feasibility of a full interchange at this location has the potential to better serve disadvantaged communities in close proximity to 20th Street who currently have to go out of their way or take a slower route on local streets to access eastbound I-94.

Public Involvement – meaningful public involvement will be sought using a variety of methods for engagement and input.

Planning and Environmental Linkages (PEL) – PEL considerations will be included in the form of early identification of environmental impacts and opportunities and constraints.

Data in Transportation Planning – Data from the Interstate Operations Analysis will be made available for use in this study.

Activities:

- Review of background material, such as City's future land use plan, Interstate Operations Analysis, and other pertinent documentation
- Interchange concept development (at least four concepts)
- Analysis of travel demand changes with ramps to/from the east
- Early identification of environmental impacts
- Opportunities and constraints analysis
- Project management and oversight
- Public and stakeholder engagement
- Coordination between Moorhead, MnDOT and Metro COG

Product
Interchange Study Report

Completion Date
4th QTR 2023

2024 – 208 Heartland Trail Alignment Analysis

Participant(s): Metro COG, Clay County, City of Moorhead, City of Dilworth, City of Glyndon and City of Hawley

The purpose of this project is to build upon the work that has been done with the Heartland Trail alignment previously identified by Metro COG in consultation with the Heartland Trail Committee. The study would document planning level opportunities

and constraints associated with the route previously identified, and would identify potential routes that are likely to overcome constraints. Route characteristics such as right-of-way, wetlands, prime farmland, cultural or historical features, land use, and so forth will need to be documented to identify route alternatives. Public and property owner engagement will need to be included as part of the project. Funding opportunities should be researched and documented. The overall goal of the project is to provide the type of plan that can be used to secure funding for this facility.

Only half of the project is expected to be completed in 2024. The 2025-26 UPWP will need to include the other half of the project budget in 2025.

Relation to Planning Factors:

This study will address a broad range of planning factors, including economic vitality, safety, accessibility and mobility, environment, economic development, connectivity, and tourism.

Relation to IJJA Planning Emphasis Areas:

Tackling the Climate Crisis – the Heartland Trail will serve bicyclists and pedestrians, resulting in a facility that will not increase greenhouse gases.

Equity and Justice40 in Transportation Planning – the planning of a regional trail moves our region in the direction of providing a low-cost opportunity for recreation and transportation that is accessible to all users. Public health benefits of trail use are equally accessible to all.

Complete Streets – this study will review connectivity to the future trail, looking at the safety and convenience of accessing the trail from local roadway networks.

Public Involvement – public and stakeholder engagement efforts will seek input from all potential users in both urban and rural areas served by the trail.

Planning and Environmental Linkages (PEL) – a significant aspect of this study will be reviewing the characteristics of route alternatives, and conducting an early identification of environmental issues, opportunities, and constraints.

Activities:

- Documentation of surrounding trail network
- Documentation of existing conditions in area where routes will be sought
- Coordination with Study Review Committee
- Data collection – right-of-way, wetlands, cultural/historical, land use, terrain, soils, prime farmland, etc. as needed for planning level alignment and property owner coordination
- Comparison of route alternatives
- Early identification of environmental considerations
- Identification of opportunities and constraints
- Project management and oversight
- Public and stakeholder engagement
- Preparation of graphics showing data collected and alignment alternatives, and a draft and final report
- Approval process

2024 – 209 Bridge Crossing Study – 76th Avenue S and 100th Avenue S

Participant(s): Metro COG, Clay County, City of Fargo, and Cass County

The purpose of this project is to build upon the work that was done over 20 years ago to study the feasibility of a Red River bridge at 76th Avenue S (CR 67 in Clay County) and at 100th Avenue S (CR 14 in Cass County and CR 65 in Clay County). A bridge at 76th Avenue S has been included in the Metro area plans (both the MTP and the 76th Avenue S Corridor Study, among other past plans), but has not moved toward implementation due to the slow progression of development in south Moorhead and slowed development in Fargo leading up to the construction of the Red River Diversion. Now that greater information is available regarding hydrology, soils, and future land use, it is important to reaffirm the feasibility of a river crossing at this location.

The decision about future bridges in the metro area's southern growth area has implications for other corridors and other bridges, such as 52nd Avenue S and I-94. Furthermore, the lack of bridges in other portions of the metro area has resulted in significant amounts of additional travel distance and time on a daily basis. As a metro area, we have a responsibility to plan for the infrastructure that is needed to reduce unnecessary vehicle miles traveled (VMT) and travel time, ultimately reducing carbon emissions. The study should review the past work that was carried out regarding the 76th Avenue S corridor, update any layouts or additional alternatives, identify the ROW needed to feasibly construct bridges at these two locations, and should identify opportunities and constraints associated with the identified alignments.

Relation to Planning Factors:

This study will address a variety of planning factors, including economic vitality, security, accessibility and mobility, economic development, connectivity, and resiliency and reliability.

Relation to IJJA Planning Emphasis Areas:

Tackling the Climate Crisis – the circuitous travel resulting from inadequate connectivity results in the production of higher levels of greenhouse gases. This study aims to ensure the metro area does not perpetuate circuitous travel resulting in congestion and unnecessary vehicle miles traveled.

Complete Streets – by spreading traffic out geographically on our roadway network, we are better able to provide for complete streets across all functionally classed roadways.

Public Involvement – meaningful public involvement integrating both virtual and in-person engagement opportunities will be carried out.

Planning and Environmental Linkages (PEL) – the study will conduct early identification of environmental and permitting issues.

Activities:

- Review of past studies, including the bridge study completed in approximately 2001
- Documentation of existing conditions in area where routes will be sought
- Coordination with Study Review Committee
- Data collection – right-of-way, hydrology, wetlands, cultural/historical, land use, terrain, soils, prime farmland, etc. as needed for planning level alignment and stakeholder coordination
- Comparison of route alternatives
- Early identification of environmental issues and permitting
- Identification of future ROW needed
- Planning level cost estimates
- Project management and oversight
- Public and stakeholder engagement
- Preparation of graphics showing data collected and alignment alternatives, and a draft and final report
- Approval process

Product
Bridge Study

Completion Date
4th QTR 2024

2024 – 210 15th Avenue N Corridor Study

Participant(s): Metro COG, Clay County, City of Moorhead, City of Dilworth

The purpose of this project is to study the future needs and characteristics of the 15th Avenue N corridor, starting at the Red River Bridge, and extending to Clay County Highway 11. The study will identify existing conditions, existing and future traffic characteristics, future capacity needs, and multi-modal characteristics that would benefit the adjacent areas of future development.

The study will also need to examine the future right-of-way needs of the corridor, along with opportunities and constraints associated with greater urbanization of the corridor, such as an urban section of roadway. The drainage ditch along the corridor must be taken into consideration, both from a roadway design perspective, and from a future connectivity perspective, since the drain limits the feasibility of vehicular, pedestrian, and bicycle connectivity to 15th Ave. N from the south.

Relation to Planning Factors:

This project will address a broad array of the planning factors, including safety and security, accessibility and mobility, economic development, connectivity, multi-modal integration, system management and operations, and reliability.

Relation to IJJA Planning Emphasis Areas:

Tackling the Climate Crisis – as Moorhead and Dilworth grow, the 15th Avenue N corridor has the potential to serve as an improved connection between Clay County Highway 11 and the core of both cities, including the 15th Avenue N / 12th Avenue N bridge over the Red River. The corridor has the potential to remove traffic congestion from US 10, reducing the production of greenhouse gas.

Equity and Justice40 in Transportation Planning – improving this corridor as a route into and out of the metro area has the potential to better serve disadvantaged areas in close proximity to the corridor, and to improve conditions along the parallel route of US Highway 10.

Complete Streets – the study will consider multi-modal approaches to corridor design alternatives.

Planning and Environmental Linkages (PEL) – the study will conduct early identification of environmental and permitting issues.

Activities:

- Review of relevant studies, including the US Highway 10 study through Dilworth which is expected to be completed in 2023
- Documentation of existing conditions
- Coordination with Study Review Committee
- Data collection – right-of-way, hydrology, wetlands, cultural/historical, land use, terrain, soils, prime farmland, etc. as needed for planning level alignment and stakeholder coordination
- Comparison of alternatives
- Identification of future ROW needed
- Planning level cost estimates
- Identification of future multi-modal roadway characteristics
- Project management and oversight
- Public and stakeholder engagement
- Preparation of graphics showing data collected and corridor alternatives, and a draft and final report
- Approval process

Product
15th Avenue N Corridor Study

Completion Date
4th QTR 2024

2024 – 211 15th Street West Connectivity Study (I-94 and Sheyenne Diversion Overpass)

Participant(s): Metro COG, West Fargo

The purpose of this project is to build upon the concept that was developed as part of West Fargo's 13th Avenue S Corridor Study in approximately 2018-2019. As part of that study, a concept was developed that identified a future connection of 15th Street West over both the Sheyenne Diversion and I-94. The study would further examine the opportunities and constraints of such a connection, alignment alternatives, and provide planning level cost estimates.

The study will also need to examine the future right-of-way needs of the corridor, along with opportunities and constraints associated with greater urbanization of the corridor in the area that will receive protection from the Red River Diversion. Multi-modal characteristics should be considered, as well as connectivity to other roadways.

Relation to Planning Factors:

This study will address a broad array of planning factors including economic vitality and economic development, accessibility and mobility, environment, and integration and connectivity for multiple modes of travel.

Relation to IJJA Planning Emphasis Areas:

Public Involvement – this project will seek to engage the public through a variety of methods including online, virtual, and in-person.

Planning and Environmental Linkages (PEL) – early identification of environmental issues as well as opportunities and constraints will be part of this analysis.

Activities:

- Review of relevant studies, including the 13th Avenue S Corridor Study completed in approximately 2019 and the Northwest Metro Transportation Plan, which addressed the nearby interchange of I-94 and Main Avenue, and the Interstate Operations Analysis, which is expected to be completed in 2023.
- Documentation of existing conditions
- Coordination with Study Review Committee
- Data collection – right-of-way, hydrology, wetlands, cultural/historical, land use, terrain, soils, prime farmland, etc. as needed for planning level alignment and stakeholder coordination
- Comparison of alternatives
- Early identification of environmental issues and permitting
- Identification of future ROW needed
- Planning level cost estimates
- Identification of future multi-modal roadway characteristics
- Project management and oversight
- Public and stakeholder engagement
- Preparation of graphics showing data collected and corridor alternatives, and a draft and final report
- Approval process

Product
15th Street West Connection Study

Completion Date
4th QTR 2024

300 Federal Transportation Planning Documentation

Objective:

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

Relation to Planning Factors:

All planning factors relate to the work carried out in this section of the UPWP.

Relation to IJJA Planning Emphasis Areas:

All Planning Emphasis Areas are addressed by this task, although the metropolitan planning area does not typically need to address federal land management agency coordination due to the limited amount of federal lands.

Assigned Staff Hours in UPWP: 2,757 (2023) 2,777 (2024)

Previous Accomplishments:

- 2020-2023 Transportation Improvement Program
- 2021-2024 Transportation Improvement Program
- Implementation of Public Participation Plan
- Preparation of an updated Public Participation Plan
- Title VI Audit in 2021
- Updated Title VI and Non-Discrimination Plan and Limited English Proficiency Plan
- Initiating a Congestion Management Process
- 2021-2022 UPWP and amendments
- Ensuring compliance with Federal and state rules and regulation
- Working with NDDOT, MnDOT, FHWA, and FTA on the transition to a Transportation Management Area

Figure 10.3 provides a breakdown of staff hours and budget in Federal Transportation Planning Documentation.

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

Funding Source	2023		2024		Total Activity Budget 2023-2024
	Percent	Amount	Percent	Amount	
CPG	80%	\$121,333	80%	\$124,352	\$245,685
Local	20%	\$30,333	20%	\$31,088	\$61,421
Total	100%	\$151,666	100%	\$155,440	\$307,107

301 Transportation Improvement Program (TIP)

Participant(s): Metro COG

This effort involves maintaining and developing the Metro COG Transportation Improvement Program (TIP) to provide a program of Federal-aid transportation projects. Amendments are processed and approved as needed, and follow-up coordination and communication with NDDOT and MnDOT are carried out. 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 ensure that our TIP informs both the North Dakota and Minnesota Statewide TIPs.

Activities:

- Development of the 2023 (2024-2027) and 2024 (2025-2028)TIPs
- Process TIP Amendments, as required
- Develop Annual List of Obligated Projects (ALOP) for 2023 and 2024
- Coordinate with local jurisdictions

- Annual solicitation of project applications for direct suballocations of Surface Transportation Block Grants (STBG), Transportation Alternatives (TA), and Carbon Reduction Program funds.
- Review of applications and coordination necessary to prioritize projects for funding and inclusion in the TIP
- Review and processing of other applications for which solicitation and project selections are not made by Metro COG, such as applications outside the UZA, any HSIP applications, and NHS Regional projects

Products	Completion Date
2023 TIP	3rd QTR
2024 TIP	3rd QTR
TIP amendments	As required
Annual List of Obligated Projects	with each TIP
Annual solicitations and project prioritization	Annually

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

Participant(s): Metro COG

In 2023 Metro COG will amend the UPWP and budget as required and in 2024 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
2023-2024 Updated UPWP / Amendments	On-going
2023-2024 Quarterly Reports to ND and MN DOTs	Quarterly
2023 Annual Report	1st Qtr
2024 Annual Report	1st Qtr
2023-2024 Monthly Reports to Policy Board	Monthly
2023-2024 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.

Product(s):

- Implementing the PPP

Completion Date

Ongoing

304 Congestion Management Process

Participant(s): Metro COG

This effort consists of consideration 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. Metro COG will work with local jurisdictions, MnDOT and NDDOT to implement recommendations aimed at identifying and resolving metro area causes of recurring and non-recurring congestion. Projects in the TIP will be reviewed annually to identify opportunities to implement CMP recommendations.

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

As a TMA, Metro COG will need to review and update the CMP periodically to ensure that the process is sufficient. A review and potential update is planned as part of the scope of work for the 2050 MTP.

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
- Updating and improving upon CMP as needed with the 2050 MTP Update

Products

Implementation of CMP recommendations
Update CMP with 2050 MTP

Completion Date

On-going
1st QTR 2024

305 Federal and State Rules and Regulations

Compliance and Maintenance

Participant(s): Metro COG

This task includes updating and maintaining 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. At times, Metro COG may need to 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 review preparation and follow-up
- Federal Certification Review
- Implement Certification Review Action Plan for Metro COG's programs
- Update and maintenance of 3C Agreement
- Review and update of bi-state MOU

Products

Updated Documents
Certification Review
Mid-year reviews (2023-2024)

Completion Date

On-going
As required
2nd QTR

306 Civil Rights / Title VI / LEP/ Environment Justice

Participant(s): Metro COG

Metro COG ensures 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. If applicable, Metro COG will monitor sub-recipient's compliance of Title VI requirements. Civil rights activities will be communicated to FHWA and FTA. Metro COG will participate in regional equity forums to ensure that transportation is incorporated into broader planning and equity initiatives. Metro COG will maintain data and update annually the Environmental Justice areas for inclusion in the TIP, MTP and other documents and reports generated by Metro COG. Metro COG will develop, publish and distribute an Annual Report of Title VI Activities.

Activities:

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

Products

2023 Annual Report on Title VI /LEP Activities
2024 Annual Report on Title VI /LEP Activities
2023 Annual report of Environmental Justice areas
2024 Annual report of Environmental Justice areas
Maintenance and update of Title VI, LEP and environmental justice plans

Completion Date

1st QTR 2023
1st QTR 2024
1st QTR 2023
1st QTR 2024
On-going

**307 Metropolitan Transportation Plan (MTP)
Implementation and Maintenance**

Participant(s): Metro COG

In 2023 and 2024 Metro COG will be working on the 2050 MTP. While this plan is being developed, the agency will seek to further the implementation of the adopted MTP entitled Metro Grow, the 2045 MTP. Implementation will be accomplished through the development and completion of smaller work tasks relevant to the surface transportation program for the FM Metropolitan area. Metro COG will annually review the MTP in coordination with the TIP development process to ensure consistency between the MTP and projects seeking federal aid, and respond to early opportunities for input on environmental documents being prepared for projects moving toward final design and implementation to ensure consistency with adopted plans and with the TIP. Metro COG periodically reviews and assesses key elements of the MTP to ensure the document is still valid and consistent with local, state, and federal objectives and initiatives.

Activities:

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

Products

Implementation of the goals of the 2045 MTP

Completion Date

On-going

308 US Census Coordination and Technical Assistance

Participant(s): Metro COG

Metro COG annually allocates resources to update GIS databases respective to Census data and ACS data. Certain census and ACS information is critical to aspects of the overall transportation planning program; inclusive of tract, block group, and block level demographic and socioeconomic data that supports the travel demand model calibration process, amongst other program activities. Further, census data and associated demographic data establishes a starting point for development of the federal-aid urban area boundary and acts as baseline data for subsequent socioeconomic and demographic forecasts for the FM Metropolitan area. In 2019 and 2020, Metro COG assisted with 2020 Census related activities as well as maintained and updated the Environmental Justice Database based on Census and ACS data as necessary. In 2021-2022, on-going review of the status of 2020 Census data was monitored. Metro COG began to familiarize ourselves with the results of the 2020 census after various data sets became available. In late 2022 and early 2023, we will review our metropolitan planning area and urbanized area and respond to questions and requests for assistance from the Census Bureau. Metro COG will provide input aimed at

improving our ability to carry out transportation planning and forecasting over the next 10 years.

Activities:

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

Products

Technical Assistance and review related to the 2020 Census

Completion Date

Ongoing

309 TMA Transition

Participant(s): Metro COG/NDDOT

Metro COG anticipates transitioning to a TMA in the fall of 2022 (onset of Federal FY 2023) based on the expected results of the 2020 census. Time spent in this program area will ensure that Metro COG is working towards and ready to meet the requirements of a TMA certification review. During 2022, this has involved updating the Policy Board bylaws to ensure TMA requirements are met. It has also involved a large amount of coordination and communication with local jurisdictions to establish an understanding of Metro COG's and their responsibilities regarding the programming and use of sub-allocated funds.

Activities:

- Increase familiarity with regulations related to TMAs
- Document any further changes or efforts needed as a TMA form of an MPO
- Train staff and acquire resources needed to carry out requirements
- Report to TTC, Executive Committee and Policy Board

Products

Preparation for TMA Certification

Completion Date

On-going

310 TIP Project Monitoring

Participant(s): Metro COG/NDDOT

The onset of the TMA designation and the direct sub-allocation of STBG, TA and Carbon Reduction funds will make it extremely important that Metro COG is staying continually apprised of the status of projects as they move through the project development process. This task involves on-going meetings with local engineering staff to monitor the stages of project development to ensure that they are on track to be completed in the funding year identified in the TIP. This task will involve working with local governments to ensure eligibility for federal funding as the project evolves, cost estimates are up-to-date and milestones associated with project development are being met. If a project

falls behind schedule or if costs are higher than anticipated, making project completion infeasible in the scheduled timeframe, this task will also coordinate with task 301 – TIP Development to make the necessary adjustments in project programming to ensure that the metro area's direct sub-allocations are spent on time.

This task will inherently involve monitoring the extent to which the projects meet the goals, objectives, and intent of the MTP and any relevant corridor studies or sub-area plans that have been completed.

Activities:

- Monthly meetings with local jurisdictions to monitor project development status
- Participation in project development team meetings
- Identification and monitoring of back-up projects that can be moved into the TIP in the event that another project becomes infeasible for construction during the designated fiscal year
- Report to TTC, Executive Committee and Policy Board

Products

Completion Date

Monitoring of project status for projects funded by TMA sub-allocation On-going

400 Technical Transportation Data & Analysis

Objective:

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

Relation to Planning Factors:

All planning factors come into consideration when carrying out the work involved in this portion of the UPWP.

Relation to IJJA Planning Emphasis Areas:

All planning emphasis areas are relevant to and addressed by this work.

**Assigned Staff Hours
in UPWP:**

2,852 (2023) 2,246 (2024)

Previous Accomplishments:

- 2021 Traffic Counting Program
- 2020 and 2021 Metropolitan Profile
- Functional Classification Update
- Performance Measures
- Maintenance of the TDM

Figure 10.4 provides a breakdown of staff hours and budget in Technical Transportation Data and Analysis.

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

Funding Source	2023		2024		Total Activity Budget 2023-2024
	Percent	Amount	Percent	Amount	
CPG	80%	\$100,560.22	80%	\$82,748	\$183,308
Local	20%	\$25,140.06	20%	\$20,687	\$45,827
Total	100%	\$125,700	100%	\$103,435	\$229,136

401 Performance Measures

Metro COG initially adopted performance targets for PM1 (safety), PM 2 (pavement and bridge condition) and PM3 (travel reliability) as required in 2018. Since then, Metro COG has successfully reviewed and reported on the PMs annually. Metro COG will continue to coordinate with state and federal agencies to review performance and update targets as needed. Performance measurement and target information will be included in the Metropolitan Transportation Plan, Transportation Improvement Program and regional transportation planning activities.

In 2023-2024, Metro COG anticipates the addition of the greenhouse gas emissions PM by USDOT, and staff time and effort will be necessary to learn about the requirements of this new PM.

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

Metro COG will update, as necessary, the Federal Functional Classification (FFC) maps and database for Clay County in Minnesota and Cass County in North Dakota. In 2022, Metro COG completed an extensive update of the FFC system in the North Dakota portion of the UZA. In the near future, it will be necessary to initiate another smaller-scale update.

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
 Continuous monitoring of FFC changes as they occur

Completion Date

2nd Qtr 2023
 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.

During 2021 and 2022, both MN and ND were updating their statewide freight and rail plans. Metro COG participated on these committees, and helped identify freight stakeholders for the study review committees. As a result, Metro COG did not hold its own freight committee meetings, and instead, focused on seeking freight input as part of the Interstate Operations Analysis and the statewide plans.

Activities:

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

Products

Completion Date

2023 Biannual Regional Freight Committee (RFC) meetings	Quarterly
2024 Biannual Regional Freight Committee (RFC) meetings	Quarterly
Implementation of Freight Plan recommendations (2023 & 2024)	On-going

405 FM Metropolitan Profile

Participant(s): Metro COG

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

Activities:

- Annual FM Metropolitan Profile development and approval

Products

Completion Date

2023 Annual Update to the FM Metropolitan Profile	3rd QTR
2024 Annual Update to the FM Metropolitan Profile	3rd QTR

406 Traffic Data Collection and Analysis

Participant(s): Metro COG

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

Activities:

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

Products

Completion Date

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

407 Metropolitan Transportation Technical Assistance

Participant(s): Metro COG

This work task provides Metro COG resources in both 2023 and 2024 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:

- Participate in Traffic Operations Roundtable meetings arranged by NDSU's ATAC
- Arrange as-needed 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
- Maintain an understanding of traffic operations issues throughout the metro area through public input, site visits and travel within the metro area

Products

2023 Quarterly Traffic Operations Committee (TOC) Meeting Facilitation	As Needed
2024 Quarterly Traffic Operations Committee (TOC) Meeting Facilitation	As Needed
Annual review and update of the Regional ITS Architecture	On-going
2023 Review of TIP projects against Architecture	3rd QTR
2024 Review of TIP projects against Architecture	3rd QTR

Completion Date

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 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 2023-2024 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 2023 and 2024 to coordinate the Metropolitan Geographic Information System (GIS) Committee.

Activities:

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

Products

Technical Assistance

Completion Date

On-going

410 Metro Area Traffic Calming Study

Participant(s):

Metro COG/Local
Jurisdictions

In 2021, Metro COG worked with the City of West Fargo to complete a Traffic Calming Study that evaluated several types of traffic calming features for potential implementation within the community. Specific locations were studied, and a methodology for considering the installation of traffic calming measures was developed for use by the city. Metro COG has been asked to retool this study so it has general applicability as a reference throughout the metropolitan area. Staff time has been devoted within this UPWP for that to be carried out.

Activities:

- Revise the West Fargo Traffic Calming Study to make it generally applicable as a reference throughout the metropolitan area
- Collaborate with local engineering, planning and public works departments
- Prepare updated, generalized graphics and document
- Address and differentiate between arterial, collector and local roadways relative to the implementation of traffic calming measures
- Differentiate between what IS and what IS NOT a traffic calming measure

Products

Metro wide Traffic Calming Guide

Completion Date

4th QTR, 2023

411 Household and Job Assignments to TAZs for TDM

Participant(s): Metro COG

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

Activities:

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

Products

Completion Date

2050 and interim year assignment of job and HH growth by jurisdiction 1st QTR 2023
Maps and Technical Memorandum

500 Transit Planning

Objective:

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

Relation to Planning Factors:

Safety, accessibility and mobility, security of the system, environment, economic development, integration of multi-modal transportation are all addressed by this element of the UPWP.

Relation to IJJA Planning Emphasis Areas:

Tackling the Climate Crisis – an improved transit system with higher usage will help reduce vehicular travel resulting in reduced production of greenhouse gases.

Equity and Justice40 in Transportation Planning – transit is an important component of the transportation system, often serving underserved and disadvantaged communities.

Complete Streets – Street improvements must consider transit route and transit stops to ensure safety and convenience.

Public Involvement – meaningful public involvement will integrate virtual, online and in-person methods of engagement.

Data in Transportation Planning – ridership data, land use, traffic volumes, and other types of data are all sharable between MATBUS, Metro COG, local jurisdictions and DOTs. This has the potential to integrate transit into all forms of transportation planning and to better inform plans specifically aimed at transit.

**Assigned Staff Hours
in UPWP:**

360 (2023) 440 (2024)

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 provides a breakdown of staff hours and budget in Transit Planning.

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

Funding Source	2023		2024		Total Activity Budget 2023-2024
	Percent	Amount	Percent	Amount	
CPG	80%	\$12,299	80%	\$16,754	\$29,053
Local	20%	\$3,075	20%	\$4,188	\$7,263
Total	100%	\$15,373	100%	\$20,942	\$36,316

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

2023 MATBUS Coordinating Meetings
 2024 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.

Relation to Planning Factors:

Safety, accessibility and mobility, security of the system, environment, economic development, integration of multi-modal transportation are all addressed by this element of the UPWP.

Relation to IJJA Planning Emphasis Areas:

Tackling the Climate Crisis – an improved bicycle and pedestrian system with higher usage will help reduce vehicular travel resulting in reduced production of greenhouse gases.

Equity and Justice40 in Transportation Planning – walking and bicycling are important components of the transportation system, often serving underserved and disadvantaged communities, and providing public health benefits for all.

Complete Streets – Street improvements must consider bicycle and pedestrian facilities to ensure safety and convenience.

Public Involvement – meaningful public involvement will integrate virtual, online and in-person methods of engagement.

Data in Transportation Planning – biking and walking data, land use, traffic volumes, and other types of data are all sharable between MATBUS, Metro COG, local jurisdictions and DOTs. This has the potential to better integrate sidewalks and trails into all forms of transportation planning and to better inform plans specifically aimed at bike and ped facilities.

**Assigned Staff Hours
 in UPWP:**

704 (2021) 598 (2022)

Previous Accomplishments:

- Update to the Bicycle/Ped Plan
- Participation in Bike FM
- Annual bicycle and pedestrian counting program
- Updates to bike and pedestrian counting capabilities and equipment
- Bike & Ped subcommittee meetings

- Heartland Trail working group meetings and activities

Figure 10.6 provides a breakdown of staff hours and budget in Bicycle and Pedestrian Planning.

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

Funding Source	2023		2024		Total Activity Budget 2023-2024
	Percent	Amount	Percent	Amount	
CPG	80%	\$27,089	80%	\$23,136	\$50,225
Local	20%	\$6,772	20%	\$5,784	\$12,556
Total	100%	\$33,861	100%	\$28,920	\$62,782

601 Bicycle-Pedestrian Activities and Technical Assistance

Participant(s): Metro COG, local jurisdictions, MnDOT, NDDOT

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, as well as more recently completed planning documents such as the Bicycle and Pedestrian Gap Analysis and the Fargo Transportation Plan. 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
- Coordination with local governments and park districts/departments in UZA and MPA regarding trail connectivity and plans
- 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
- On-going maintenance and updating of the map used in the bike trail phone app
- Efforts related to Great Ride Bike Share program, if revived
- Monitoring of micromobility options and usage within the metro area, and associated regulations adopted by local governments to address modes such as scooters
- Providing bicycle safety information and assistance at community events such as Streets Alive if this event is revived, or other similar community events.

Products

**Completion
Date**

2023 Bike/Ped Committee Meetings
2024 Bike/Ped Committee Meetings

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 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.

Over time, Metro COG intends to pursue additional automated bike and ped counters to improve and enhance the available data and the flexibility with which the data can be gathered. The intent is to use counters that can be moved from one location to another for the purpose of documenting changing travel demand, such as before and after trail improvements, before and after trail extensions, etc.

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 as well as to the TTC and Policy Board

Products

**Completion
Date**

2023 Updated Bicycle and Pedestrian Counts Database
2024 Updated Bicycle and Pedestrian Counts Database
2023 Annual Report to MnDOT and NDDOT
2024 Annual Report to MnDOT and NDDOT
Collection and processing of manual and automatic bike and ped counts.
Pursuit of additional bike and ped counting equipment and placement of equipment

4th QTR
4th QTR
4th QTR
4th QTR
On-going
On-going

603 Heartland Trail Extension (Countywide Coordination – 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 continue to work with Clay County Heartland Trail Advisory Committee to oversee Heartland Trail efforts through Clay County.

Activities:

- Coordination with affected cities and counties
- Responding to questions and requests for information
- 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 Dilworth Glyndon Fleton School District Safe Routes to School Plan

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

In 2020-2021, DGF schools in Dilworth and Glyndon underwent renovations. Some of these renovations changed pedestrian, bicycle, and vehicular routes to school. This created a situation where an SRTS Plan in 2022 was an important next step in identifying necessary and desirable roadway and pedestrian facility improvements to improve pedestrian and bicycle safety.

Metro COG staff began work with the DGF School Districts and the Cities of Dilworth and Glyndon to complete the SRTS Plan in 2022. Metro COG originally anticipated completing this project in 2021, but construction on both schools has taken longer than anticipated. The SRTS Plan has been initiated, and is likely to extend into 2023 for final completion and adoption.

Activities:

- Project management
- Host monthly progress call updates
- Host Study Review Committee (SRC) meetings
- Existing conditions inventory and analysis with mapping
- Hold an Open House / host a table at the Back-to-School night at each school location
- Survey administration and instructions
- Survey results review
- Site investigations
- Circulation and challenges identification through tables and maps
- Recommendations tables and maps

- Project prioritization
- Suggest Safe Routes to School maps
- Funding opportunities
- Document development
- City of Dilworth Document presentation
- City of Glyndon Document presentation
- DGF School District Document presentation
- Metro COG TTC presentation
- Metro COG Policy Board presentation

Products

DGF SRTS Plan

Completion Date

1st QTR 2023

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, and in staying apprised about land use and other planning-related decisions made by local jurisdictions within both the UZA and the MPA. 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.

Relation to Planning Factors:

This task relates to several planning factors, such as safety, accessibility and mobility, economic development, integration and connectivity of the multi-modal transportation system, resiliency, mitigating the storm water impacts of surface transportation, and enhancing travel and tourism.

Relation to IJJA Planning Emphasis Areas:

Tackling the Climate Crisis – coordination with local jurisdictions to ensure that development patterns include high levels of connectivity in the multi-modal transportation system has the potential to reduce greenhouse gas production.

Complete Streets – Since not all streets within the metro area fall within the purview of the MPO, local planning coordination can help to encourage complete street characteristics throughout the system.

Public Involvement – when Metro COG works with local jurisdictions on planning projects, we incorporate meaningful public involvement opportunities by integrating virtual, online, and in-person opportunities for engagement.

Assigned Staff Hours

in UPWP:

1,305 (2023) 1,438 (2024)

Previous Accomplishments:

- Casselton Comprehensive Plan
- Clay County Comprehensive Plan
- Attendance at various local meetings
- Participation in Moorhead's Comprehensive Plan
- Participation in Main Ave Public Engagement and Decision-Making
- Participation in NP/Center Ave build alternative development
- Participation in Moorhead's downtown planning input events
- Review of Planning Commission agendas and packet materials
- Participation in Fargo's Public Works Project Evaluation Committee Meetings

Figure 10.7 provides a breakdown of staff hours and budget in Local Planning Assistance.

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

Funding Source	2023		2024		Total Activity Budget 2023-2024
	Percent	Amount	Percent	Amount	
CPG	80%	\$54,265.40	80%	\$62,068	\$116,334
Local	20%	\$13,566.35	20%	\$15,517	\$29,083
Total	100%	\$67,832	100%	\$77,586	\$145,417

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 both in the UZA and in the MPA 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
- Completion of eligible comprehensive and transportation planning activities for the Mapleton, ND and Dilworth, MN Comprehensive Plans

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.

Relation to Planning Factors:

These activities are necessary to carryout planning activities that relate to all planning factors.

Relation to IJJA Planning Emphasis Areas:

These activities are necessary to carry out planning activities that relate to all planning emphasis areas.

Assigned Staff Hours in

UPWP: 5,006 (2023) 4,996 (2024)

Previous Accomplishments:

- Multiple webinars and training sessions
- 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
- ROLF Training Event by FHWA
- AMPO Conference and Training

Figure 10.8 provides a breakdown of staff hours and budget in General Administration.

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

Funding Source	2023		2024		Total Activity Budget 2023-2024
	Percent	Amount	Percent	Amount	
CPG	80%	\$219,376.61	80%	\$228,653	\$448,030
Local	20%	\$54,844.15	20%	\$57,163	\$112,008
Total	100%	\$274,221	100%	\$285,817	\$560,038

801 General Administration, Management, IT, and Secretarial

Participant(s):

Metro COG

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

Activities:

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

Products

Completion Date

2023 Employee Benefits	On-going
2024 Employee Benefits	On-going
2022 Audits in 2023 (financial and indirect rate)	2nd QTR
2023 Audits in 2024 (financial and indirect rate)	2nd QTR
Staff Performance Evaluations	As required
QAQC Policy and Procedure	2nd QTR
Timesheets	Biweekly
Quarterly Report	Quarterly
Travel Requests	As-needed
Expense Reports	As-needed

802 Financial Budgeting and Tracking

Participant(s): Metro COG

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

Activities

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

Products

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

Completion Date

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

803 Professional Development, Education and Training

Participant(s): Metro COG

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

Activities:

- Webinars, workshops, conferences and training sessions

Products

Training and educational opportunities

Completion Date

On-going

900 Publications, Public Information and Communication

Objective:

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

Relation to Planning Factors:

These activities are necessary to carryout planning activities that relate to all planning factors.

Relation to IJJA Planning Emphasis Areas:

These activities are necessary to carry out planning activities that relate to all planning emphasis areas. In particular, Metro COG's website provides a source for multiple forms of data and information regarding transportation planning.

Assigned Staff

Hours in UPWP: 403 (2023) 444 (2024)

Previous Accomplishments:

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

Figure 10.9 provides a breakdown of staff hours and budget in Publications, Public Information and Communication.

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

Funding Source	2023		2024		Total Activity Budget 2023-2024
	Percent	Amount	Percent	Amount	
CPG	80%	\$14,208.05	80%	\$16,471	\$30,679
Local	20%	\$3,552.01	20%	\$4,118	\$7,670
Total	100%	\$17,760	100%	\$20,589	\$38,349

901 Metro COG Newsletter

Participant(s): Metro COG

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

Activities:

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

Products

Completion Date

2023 Metro COG Newsletter
2024 Metro COG Newsletter

Annually
Annually

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 and monitor Metro COG website
- Maintain and monitor social media accounts
- Respond, as required, to requests generated from social media interactions

Products

Completion Date

2023 Updated Metro COG website and Social Media platforms
2024 Updated Metro COG website and Social Media platforms

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
in UPWP:**

440 (2023) 484 (2024)

Previous Accomplishments:

- Clay County Comprehensive and Transportation Plan
- Casselton Comprehensive and Transportation Plan
- Food Systems Advisory Commission support

Figure 10.10 provides a breakdown of budget in Community Planning and Technical Assistance.

Funding Source	2023		2024		Total Activity 2023-2024
	Percent	Amount	Percent	Amount	
Local	100%	\$20,817	100%	\$22,800	\$43,617

1001 Cass-Clay Food Systems Advisory Commission

Participant(s): Metro
COG/CCFSAC

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

Activities:

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

Products

2023 Regional Food Commission Support
2024 Regional Food Commission Support

**Completion
Date**

On-going
On-going

1002 Dilworth Comprehensive Plan Update (2024)

Participant(s): Metro
COG/Clay County

Update Dilworth Comprehensive Plan based on an agreed upon scope of work. Carry out public engagement and stakeholder involvement. Dilworth will supplement with local funds in an amount yet to be determined, but estimated at approximately \$15,000 to 20,000, to allow Metro COG staff to fully address elements of the plan that are ineligible for use of CPG funds.

Activities:

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

Products

Dilworth Comprehensive Plan Update

**Completion
Date**

4th QTR 2024

1003 Mapleton Comprehensive & Transportation Plan (2022-2023)

Participant(s): Metro
COG/City of Mapleton, ND

Prepare a comprehensive and transportation plan for the City of Mapleton, ND based on an agreed upon scope of work. Carry out public engagement and stakeholder involvement. Mapleton will supplement with approximately \$19,000 to \$20,000 of local funds to allow Metro COG staff to fully address elements of the plan that are ineligible for use of CPG funds. Eligible activities are addressed under 702 – Local Planning Assistance.

Activities:

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

Products

Mapleton Comprehensive Plan Update

**Completion
Date**

2nd QTR 2023

**1004 Metropolitan Housing Needs Assessment Plan
(2022-2023)**

Participant(s): Metro COG/All member jurisdictions

This project began in 2022 and is studying extent to which housing needs are met within the metropolitan statistical area.

Activities:

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

Products

**Completion
Date**

Mapleton Comprehensive Plan Update

2nd QTR 2023

Summary

Estimates of staff hours for 2023 are shown in Figure 10.11 on the following page.

		Total Cost	Total Hours	Executive Director	Senior Planner	Transp. Planner	C /T Analyst	Assistant Planner (1)	Assistant Planner (2)	GIS Coord. / Ass't Planner	Office Mgr.	Intern
Figure 10.11 2023 Metro COG UPWP Staff Hourly Estimates				97.29	65.95	55.72	49.13	39.83	44.04	38.47	37.25	18.13
100	Policy and Administrative Forums	\$72,428.90	1260	310	110	100	110	90	90	90	340	20
101	Metro COG Policy Board	\$23,497.00	440	80	40	30	40	30	30	30	150	10
102	Metro COG Executive Committee	\$8,672.80	120	70	0	0	0	0	0	0	50	0
103	Transportation Technical Committee (TTC)	\$23,681.70	440	80	40	40	40	30	30	30	140	10
104	Federal, State, and Local Committee Meetings	\$16,577.40	260	80	30	30	30	30	30	30	0	0
200	Contracted Planning Services	\$121,245.96	2178	208	626	338	232	340	100	270	0	64
214	Interstate Operations Analysis (2021) - carryover	\$8,758.40	120	40	40	40	0	0	0	0	0	0
217	Red River Greenway Study (2021) - carryover	\$3,096.76	64	4	0	20	0	40	0	0	0	0
219	Dynamic Traffic Assignment Scenario Analyses (2022) - carryover	\$1,224.08	16	8	0	8	0	0	0	0	0	0
223	TH 10 Corridor Study through Dilworth (2022) - carryover	\$4,346.16	64	4	60	0	0	0	0	0	0	0
224	Moorhead Intersection Data Collection (2022) - carryover	\$557.20	10	0	0	10	0	0	0	0	0	0
225	University Drive & 10th Street Corridor Study (2021) - carryover	\$7,812.60	116	20	80	8	0	0	0	0	0	8
226	25th Street S Corridor Study (2022) - carryover	\$4,791.92	72	4	60	8	0	0	0	0	0	0
201	NDSU ATAC Participation	\$778.32	8	8	0	0	0	0	0	0	0	0
202	Metropolitan Transportation Plan 2050	\$58,449.40	1088	80	358	100	50	200	60	200	0	40
203	Travel Demand Model Update (ATAC)	\$1,883.58	26	8	10	8	0	0	0	0	0	0
204	Electric Vehicle Readiness Study	\$17,919.40	392	8	10	4	182	100	20	60	0	8
205	Moorhead Intersection Data Collection (2023 and 2024)	\$1,036.56	24	0	0	16	0	0	0	0	0	8
206	Signalized Intersection Data Collection	\$2,161.48	40	4	0	16	0	0	20	0	0	0
207	I-94 & 20th St Interchange Analysis	\$8,430.10	138	20	8	100	0	0	0	10	0	0
300	Federal Transportation Planning Documentation	\$151,666.09	2757	405	391	298	113	90	1124	204	52	80
301	Transportation Improvement Program (TIP)	\$49,003.64	1036	16	100	120	10	10	660	100	0	20
302	Unified Planning Work Program (UPWP)	\$23,087.61	262	200	40	4	5	0	5	4	4	0
303	Public Participation	\$16,640.40	328	40	40	40	40	40	40	40	3	40
304	Congestion Management Process	\$6,724.45	105	15	40	40	0	10	0	0	0	0
305	Federal and State Rules and Regulations Compliance and Maintenance	\$5,422.50	80	20	40	0	0	10	10	0	0	0
306	Civil Rights / Title VI / LEP/ Environment Justice	\$6,871.85	115	30	15	0	30	0	0	0	40	0
307	2045 MTP Implementation	\$4,461.50	80	10	10	20	10	10	10	10	0	0
308	2020 Census Coordination and Technical Assistance	\$4,419.92	86	10	10	16	10	10	10	10	0	10
309	TMA Transition	\$12,620.84	168	60	80	20	8	0	0	0	0	0
310	TIP Project Monitoring	\$22,413.38	497	4	16	38	0	0	389	40	0	10
400	Technical Transportation Data & Analysis	\$126,700.28	2652	40	274	450	145	666	160	871	0	248
401	Performance Measures	\$10,569.34	250	4	30	0	0	160	0	40	0	16
402	Federal Functional Classification Update	\$5,282.24	110	4	30	10	0	16	0	40	0	10
403	Travel Demand Model (TDM) maintenance and Operation	\$2,822.56	44	4	20	20	0	0	0	0	0	0
404	Freight and Goods Movement	\$4,782.91	89	4	20	20	15	10	10	10	0	0
405	FM Metropolitan Profile	\$14,627.76	364	4	30	0	10	200	0	80	0	40
406	Traffic Data Collection & Analysis	\$6,667.40	150	0	10	80	0	0	10	10	0	40
407	Metropolitan Technical Assistance	\$14,367.75	265	10	60	80	30	10	40	35	0	0
408	ITS/Traffic Operations Technical Assistance	\$4,168.30	80	0	0	60	0	0	10	10	0	0
409	GIS Management, Mapping & Graphics	\$27,415.62	706	0	10	20	20	10	40	566	0	40
410	Metro Area Traffic Calming Study	\$22,921.70	510	0	40	140	10	200	40	40	0	40
411	Household and Job Assignments to for TDM	\$12,074.70	284	10	24	20	60	60	10	40	0	60
500	Transit Planning	\$15,373.40	360	0	50	0	0	260	0	40	0	10
501	Transit Technical Assistance	\$12,351.30	290	0	40	0	0	220	0	20	0	10
502	MAT Coordinating Board	\$3,022.10	70	0	10	0	0	40	0	20	0	0
600	Bicycle & Pedestrian Planning	\$33,861.25	704	0	10	420	10	45	75	75	4	65
601	Bicycle-Pedestrian Activities and Technical Assistance	\$10,384.40	210	0	0	150	0	10	20	10	0	20
602	Bicycle and Pedestrian Counts and Analysis	\$10,375.90	224	0	10	90	10	10	40	40	4	20
603	Heartland Trail Extension (Countywide Coordination & Corridor Study)	\$6,536.30	130	0	0	100	0	0	0	10	0	10
604	DGF School District Safe Routes to School Plan	\$6,564.65	140	0	0	80	0	15	15	15	0	15
700	Local Planning Assistance	\$67,831.75	1305	90	145	40	680	110	120	100	0	20
701	Agency Outreach	\$16,926.40	260	80	40	20	80	10	20	0	0	10
702	Local Planning Assistance	\$50,905.35	1045	10	105	20	600	100	100	100	0	10
800	General Administration	\$274,220.76	6006	996	454	394	384	384	380	380	1584	50
801	General Administration, Management, IT, Secretarial and Leave Time	\$132,083.00	2478	516	150	130	120	120	116	116	1180	30
	Leave Time (holiday - 80, estimated vacation - 80, estimated sick 40)	\$87,246.72	1632	204	204	204	204	204	204	204	204	0
802	Financial Budgeting and Tracking	\$28,867.64	396	216	40	0	0	0	0	0	140	0
803	Professional Development, Education and Training	\$26,023.40	500	60	60	60	60	60	60	60	60	20
900	Publications, Public Information and Communication	\$17,760.06	403	11	20	40	56	95	31	30	100	20
901	Metro COG Newsletter	\$6,452.29	147	8	10	10	16	53	10	10	10	20
902	Website and Social Media	\$11,307.77	256	3	10	30	40	42	21	20	90	0
1000	Community Planning and Technical Assistance	\$20,817.20	440	20	0	0	350	0	0	20	0	50
1001	Cass - Clay Food Systems Advisory Commission	\$6,568.20	140	0	0	0	130	0	0	0	0	10
1003	Mapleton Comprehensive Plan	\$7,390.20	180	0	0	0	120	0	0	20	0	40
1004	Metropolitan Housing Needs Assessment	\$6,858.80	120	20	0	0	100	0	0	0	0	40
Total		\$900,905.65	17265	2080	2080	2080	2080	2080	2080	2080	2080	625

Comp Hours Exceeding 2080

801 Includes Leave Time (holiday - 84, estimated vacation - 80, estimated sick 40)

Estimates of staff hours for 2024 are shown in Figure 10.12 below.

		Total Cost	Total Hours	Executive Director	Senior Planner	Transp. Planner	C / T Analyst	Assistant Planner (1)	Assistant Planner (2)	GIS Coord. / Asst Planner	Office Manager	Intern
Figure 10.12 2024 Metro COG UPWP Staff Hourly Estimates												
				100.96	69.33	57.56	51.98	45.98	42.21	41.31	38.65	19.02
100	Policy and Administrative Forums	\$75,508.10	1260	310	110	100	110	90	90	90	340	20
101	Metro COG Policy Board	\$24,504.70	440	80	40	30	40	30	30	30	150	10
102	Metro COG Executive Committee	\$8,999.70	120	70	0	0	0	0	0	0	50	0
103	Transportation Technical Committee (TTC)	\$24,693.80	440	80	40	40	40	30	30	30	140	10
104	Federal, State, and Local Committee Meetings	\$17,309.90	260	80	30	30	30	30	30	30	0	0
200	Contracted Planning Services	\$151,875.70	2607	230	655	588	364	255	165	240	0	110
201	NDSU ATAC Participation	\$3,267.20	50	10	10	20	0	0	0	10	0	0
202	Metropolitan Transportation Plan 2050	\$43,849.32	684	100	300	40	64	80	0	80	0	20
205	Moorhead Intersection Data Collection (2023 and 2024)	\$4,339.30	80	10	10	20	0	10	10	10	0	10
208	Heartland Trail Alignment Analysis	\$30,834.70	575	40	20	240	40	155	0	40	0	40
209	Bridge Crossing Study - 76th Ave S & 100th Ave S	\$24,731.15	385	40	225	20	20	10	10	40	0	20
210	15th Avenue N Corridor Study	\$16,201.70	310	10	10	20	240	0	0	20	0	10
211	15th St W Connectivity Study	\$28,652.33	523	20	80	228	0	0	145	40	0	10
300	Federal Transportation Planning Documentation	\$155,440.43	2,777	405	401	288	113	90	1,124	224	52	80
301	Transportation Improvement Program (TIP)	\$49,625.36	1056	16	100	120	10	10	660	120	0	20
302	Unified Planning Work Program (UPWP)	\$24,676.53	272	200	50	4	5	0	5	4	4	0
303	Public Participation	\$17,419.20	328	40	40	40	40	40	40	40	8	40
304	Congestion Management Process	\$7,049.80	105	15	40	40	0	10	0	0	0	0
305	Federal and State Rules and Regulations Compliance and Maintenance	\$5,674.30	80	20	40	0	0	10	10	0	0	0
306	Civil Rights / Title VI / LEP/ Environment Justice	\$1,156.15	115	30	15	0	30	0	0	0	40	0
307	2045 LRTP Implementation	\$4,662.90	80	10	10	20	10	10	10	10	0	0
308	2020 Census Coordination and Technical Assistance	\$4,622.86	86	10	10	16	10	10	10	10	0	10
309	TMA Transition	\$13,166.24	168	60	80	20	8	0	0	0	0	0
310	TIP Project Monitoring	\$21,387.09	487	4	16	28	0	0	389	40	0	10
400	Technical Transportation Data & Analysis	\$103,435.23	2246	30	210	290	75	496	110	815	0	220
401	Performance Measures	\$13,712.54	294	4	30	0	0	200	0	40	0	20
402	Federal Functional Classification Update	\$6,989.16	158	4	30	10	0	24	0	50	0	40
403	Travel Demand Model (TDM) maintenance and Operation	\$2,941.64	44	4	20	20	0	0	0	0	0	0
404	Freight and Goods Movement	\$5,651.06	103	4	20	20	15	24	10	10	0	0
405	FM Metropolitan Profile	\$16,639.54	384	4	30	0	10	200	0	80	0	60
406	Traffic Data Collection & Analysis	\$7,274.50	170	0	10	80	0	0	10	10	0	60
407	Metropolitan Technical Assistance	\$15,966.47	289	10	60	80	30	24	40	45	0	0
408	ITS/Traffic Operations Technical Assistance	\$4,288.80	80	0	0	60	0	0	10	10	0	0
409	GIS Management, Mapping & Graphics	\$29,971.52	724	0	10	20	20	24	40	570	0	40
500	Transit Planning	\$20,942.30	440	0	50	0	0	340	0	40	0	10
501	Transit Technical Assistance	\$17,583.60	370	0	40	0	0	300	0	20	0	10
502	MAT Coordinating Board	\$3,358.70	70	0	10	0	0	40	0	20	0	0
600	Bicycle & Pedestrian Planning	\$28,920.38	598	0	10	340	10	30	60	60	4	84
601	Bicycle-Pedestrian Activities and Technical Assistance	\$10,807.58	214	0	0	150	0	10	20	10	0	24
602	Bicycle and Pedestrian Counts and Analysis	\$11,293.70	254	0	10	90	10	10	40	40	4	50
603	Heartland Trail Extension (Countywide Coordination)	\$6,819.10	130	0	0	100	0	10	0	10	0	10
700	Local Planning Assistance	\$77,585.56	1438	98	160	40	678	210	120	100	0	32
701	Agency Outreach	\$18,310.46	274	80	50	20	78	10	20	0	0	16
702	Local Planning Assistance	\$59,275.10	1164	18	110	20	600	200	100	100	0	16
800	General Administration	\$285,816.86	4996	996	454	394	384	384	380	380	1584	40
801	General Administration, Management, IT, Secretarial and Leave Time	\$137,336.58	2468	516	150	130	120	120	116	116	1180	20
	Leave Time (holiday - 84, est. vacation - 80, estimated sick - 40)	\$91,265.52	1632	204	204	204	204	204	204	204	204	0
802	Financial Budgeting and Tracking	\$29,991.56	396	216	40	0	0	0	0	0	140	0
803	Professional Development, Education and Training	\$27,223.20	500	60	60	60	60	60	60	60	60	20
900	Publications, Public Information and Communication	\$20,589.16	444	11	30	40	56	95	31	51	100	30
901	Metro COG Newsletter	\$7,697.45	162	8	15	10	16	53	10	20	10	20
902	Website and Social Media	\$12,891.71	282	3	15	30	40	42	21	31	90	10
1000	Community Planning and Technical Assistance	\$22,799.68	484	0	0	0	290	90	0	80	0	24
1001	Cass - Clay Food Systems Advisory Commission	\$6,352.68	134	0	0	0	90	0	0	40	0	4
1002	Dilworth Comprehensive Plan Update	\$16,447.00	350	0	0	0	200	90	0	40	0	20
		\$0.00	0									
Total		\$942,913.40	17290	2080	2080	2080	2080	2080	2080	2080	2080	650

801 Includes Leave Time (holiday - 84, estimated vacation - 80, estimated sick 40)

APPENDIX A – POLICY BOARD, TRANSPORTATION TECHNICAL COMMITTEE AND METRO COG STAFF

METRO COG POLICY BOARD (AS OF SEPTEMBER 2022)

Voting Members

Amanda George	City of West Fargo, North Dakota – City Commission
Matt Gilbertson	City of Moorhead, Minnesota – City Council
John Gunkelman	City of Fargo, North Dakota – Planning Commission
Chuck Hendrickson (VC)	City of Moorhead, Minnesota – City Council
Denise Kolpack	City of Fargo, North Dakota – City Commission
Steve Lindaas	City of Moorhead, Minnesota – City Council
Jenny Mongeau	Clay County, Minnesota – County Commission
Julie Nash	City of Dilworth, Minnesota – City Council
Brad Olson	City of West Fargo, North Dakota – City Commission
Dave Piepkorn (C)	City of Fargo, North Dakota – City Commission
Arlette Preston	City of Fargo, North Dakota – City Commission
Mary Scherling	Cass County, North Dakota – County Commission
Rocky Schneider	City of Fargo, North Dakota – Planning Commission
John Strand	City of Fargo, North Dakota – City Commission
Maranda Tasa	City of Fargo, North Dakota – Planning Commission
Jeff Trudeau	City of Horace, North Dakota – City Council

*(C) Chair and (VC) Vice Chair

ASSOCIATE MEMBERS

Brenda Andrews	City of Barnesville, Minnesota – City Administrator
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
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
Andrew Draeger	City of Mapleton, North Dakota – Mayor
Casey Eggermont	City of Harwood, North Dakota – City Auditor
Cecil Johnson	City of Glyndon, Minnesota – Mayor
Chelsey Johnson	City of Horace, North Dakota – City Councilmember
James Joy	City of Hawley, Minnesota – Mayor
Jenna Kahly	Clay County, Minnesota – County Commission
Joe Kolb	City of West Fargo, North Dakota – Public Works
Chad Olson	City of Dilworth, Minnesota – Mayor
Chad Peterson	Cass County, North Dakota – County Commissioner
Jason Rick	City of Barnesville, Minnesota – Mayor
Scott Stofferahn	City of Fargo, North Dakota – Planning Commissioner
Timothy Stone	City of Moorhead, Minnesota – City Councilmember

TRANSPORTATION TECHNICAL COMMITTEE (AS OF SEPT. 2022)

JONATHAN ATKINS	CITY OF MOORHEAD, MINNESOTA - CITY TRAFFIC ENGINEER
JASON BENSON	CASS COUNTY, NORTH DAKOTA - PUBLIC WORKS DEPARTMENT
JULIE BOMMELMAN	CITY OF FARGO, NORTH DAKOTA - TRANSIT (MATBUS)
MAEGIN ELSHAUG	CITY OF WEST FARGO, NORTH DAKOTA - PLANNING DIRECTOR
JEREMY GORDEN (VC)	CITY OF FARGO, NORTH DAKOTA - ENGINEERING DEPARTMENT
CINDY GRAY (C)	FARGO-MOORHEAD METROPOLITAN COUNCIL OF GOVERNMENTS
JACE HELLMAN	CITY OF HORACE, NORTH DAKOTA - PLANNING DEPARTMENT
ROBIN HUSTON	CITY OF MOORHEAD, MINNESOTA - CITY PLANNING AND ZONING
MATTHEW JACOBSON	CLAY COUNTY, MINNESOTA - PLANNING DIRECTOR
DON LORSUNG	CITY OF DILWORTH, MN – COMMUNITY DEVELOPMENT DIRECTOR
AARON NELSON	CITY OF WEST FARGO, NORTH DAKOTA - PLANNING DEPARTMENT
GRACE PUPPE	CASS COUNTY, NORTH DAKOTA - PLANNING DEPARTMENT
JOE RASO	GREATER FARGO-MOORHEAD ECONOMIC DEV FOUNDATION
MARY SAFGREN	MINNESOTA DEPARTMENT OF TRANSPORTATION DISTRICT 4
JUSTIN SORUM	CLAY COUNTY, MINNESOTA - COUNTY ENGINEERING DEPARTMENT
KRISTEN SPERRY	FEDERAL HIGHWAY ADMINISTRATION (EX-OFFICIO)
BRIT STEVENS	NORTH DAKOTA UNIVERSITY REPRESENTATIVE
RANAE TUNISON	FEDERAL TRANSIT ADMINISTRATION (EX-OFFICIO)
LORI VAN BEEK	CITY OF MOORHEAD, MINNESOTA - TRANSIT (MATBUS)
ANDREW WRUCKE	CITY OF WEST FARGO, NORTH DAKOTA - ENGINEERING DEPARTMENT
WAYNE ZACHER	NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
KELLY KRAPU	FREIGHT COMMITTEE REPRESENTATIVE
[VACANT]	MINNESOTA UNIVERSITY REPRESENTATIVE
[VACANT]	BICYCLE - PEDESTRIAN COMMITTEE REPRESENTATIVE

NOTE: C = CHAIR, VC= VICE CHAIR

METRO COG STAFF

CYNTHIA GRAY	EXECUTIVE DIRECTOR
MICHAEL MADDOX	SENIOR TRANSPORTATION PLANNER
DAN FARNSWORTH	TRANSPORTATION PLANNER
ADAM ALTENBURG	COMMUNITY AND TRANSPORTATION ANALYST
ARI DEL ROSARIO	ASSISTANT PLANNER
JARON CAPPS	GIS COORDINATOR
PAUL BERVIK	ASSISTANT PLANNER
SAVANNA LEACH	OFFICE MANAGER
AYDEN SCHAFFLER	INTERN

APPENDIX B – POLICY BOARD AND TRANSPORTATION TECHNICAL COMMITTEE MEETING SCHEDULES

2023		2024	
Transportation Technical Committee	Metro COG Policy Board	Transportation Technical Committee	Metro COG Policy Board
January 12	January 29	January 11	January 18
February 9	February 16	February 8	February 15
March 9	March 16	March 14	March 21
April 13	April 20	April 11	April 18
May 11	May 18	May 9	May 16
June 8	June 15	June 13	June 20
July 13	July 20	July 11	July 18
August 10	August 17	August 8	August 15
September 14	September 21	September 12	September 19
October 12	October 19	October 10	October 17
November 9	November 16	November 14	November 21
December 14	December 21	December 12	December 19

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 both as virtual meetings through the use of Zoom, and in person at the Metro COG offices:

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

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

Appendix C. Notice of 2021 Planning Emphasis Areas Letter



U.S. Department
of Transportation
Federal Highway
Administration

Federal Transit
Administration

Office of the Administrator

1200 New Jersey Ave., SE
Washington, D.C. 20590

December 30, 2021

Attention: FHWA Division Administrators
FTA Regional Administrators

Subject: 2021 Planning Emphasis Areas for use in the development of Metropolitan and Statewide Planning and Research Work programs.

With continued focus on transportation planning the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) Offices of Planning are jointly issuing updated Planning Emphasis Areas (PEAs). The PEAs are areas that FHWA and FTA field offices should emphasize when meeting with the metropolitan planning organizations, State departments of transportation, Public Transportation Agencies, and Federal Land Management Agency counterparts to identify and develop tasks associated with the Unified Planning Work Program and the Statewide Planning and Research Program. We recognize the variability of work program development and update cycles, so we encourage field offices to incorporate these PEAs as programs are updated.

Please note that this letter is intended only to provide clarity regarding existing requirements. It is not binding and does not have the force and effect of law. All relevant statutes and regulations still apply.

Sincerely,

Nuria Fernandez
Administrator
Federal Transit Administration

Stephanie Pollack
Deputy Administrator
Federal Highway Administration

Enclosure

Appendix C. Notice of 2021 Planning Emphasis Areas Letter

2021 Planning Emphasis Areas:

Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future

Federal Highway Administration (FHWA) divisions and Federal Transit Administration (FTA) regional offices should work with State departments of transportation (State DOT), metropolitan planning organizations (MPO), and providers of public transportation to ensure that our transportation plans and infrastructure investments help achieve the national greenhouse gas reduction goals of 50-52 percent below 2005 levels by 2030, and net-zero emissions by 2050, and increase resilience to extreme weather events and other disasters resulting from the increasing effects of climate change. Field offices should encourage State DOTs and MPOs to use the transportation planning process to accelerate the transition toward electric and other alternative fueled vehicles, plan for a sustainable infrastructure system that works for all users, and undertake actions to prepare for and adapt to the impacts of climate change. Appropriate Unified Planning Work Program work tasks could include identifying the barriers to and opportunities for deployment of fueling and charging infrastructure; evaluating opportunities to reduce greenhouse gas emissions by reducing single-occupancy vehicle trips and increasing access to public transportation, shift to lower emission modes of transportation; and identifying transportation system vulnerabilities to climate change impacts and evaluating potential solutions. We encourage you to visit FHWA's [Sustainable Transportation](#) or FTA's [Transit and Sustainability](#) Webpages for more information.

(See [EO 14008](#) on "Tackling the Climate Crisis at Home and Abroad," [EO 13990](#) on "Protecting Public Health and the Environment and Restoring Science to Tackle the Climate Crisis," [EO 14030](#) on "Climate-Related Financial Risk," See also [FHWA Order 5520](#) "Transportation System Preparedness and Resilience to Extreme Weather Events," FTA's "[Hazard Mitigation Cost Effectiveness Tool](#)," FTA's "[Emergency Relief Manual](#)," and "[TCRP Document 70: Improving the Resilience of Transit Systems Threatened by Natural Disasters](#)")

Equity and Justice40 in Transportation Planning

FHWA Division and FTA regional offices should work with State DOTs, MPOs, and providers of public transportation to advance racial equity and support for underserved and disadvantaged communities. This will help ensure public involvement in the planning process and that plans and strategies reflect various perspectives, concerns, and priorities from impacted areas. We encourage the use of strategies that: (1) improve infrastructure for non-motorized travel, public transportation access, and increased public transportation service in underserved communities; (2) plan for the safety of all road users, particularly those on arterials, through infrastructure improvements and advanced speed management; (3) reduce single-occupancy vehicle travel and associated air pollution in communities near high-volume corridors; (4) offer reduced public transportation fares as appropriate; (5) target demand-response service towards communities with higher concentrations of older adults and those with poor access to essential services; and (6) consider equitable and sustainable practices while developing transit-oriented development including affordable housing strategies and consideration of environmental justice populations.

[Executive Order 13985](#) (*Advancing Racial Equity and Support for Underserved Communities*) defines the term "equity" as the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian

Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality. The term "underserved communities" refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the list in the preceding definition of "equity." In addition, [Executive Order 14008](#) and [M-21-28](#) provides a whole-of-government approach to advancing environmental justice by stating that 40 percent of Federal investments flow to disadvantaged communities. FHWA Division and FTA regional offices should work with State DOTs, MPOs, and providers of public transportation to review current and new metropolitan transportation plans to advance Federal investments to disadvantaged communities.

To accomplish both initiatives, our joint planning processes should support State and MPO goals for economic opportunity in disadvantaged communities that have been historically marginalized and overburdened by pollution and underinvestment in housing, transportation, water and wastewater infrastructure, recreation, and health care.

Complete Streets

FHWA Division and FTA regional offices should work with State DOTs, MPOs and providers of public transportation to review current policies, rules, and procedures to determine their impact on safety for all road users. This effort should work to include provisions for safety in future transportation infrastructure, particularly those outside automobiles.

A complete street is safe, and feels safe, for everyone using the street. FHWA and FTA seek to help Federal aid recipients plan, develop, and operate streets and networks that prioritize safety, comfort, and access to destinations for people who use the street network, including pedestrians, bicyclists, transit riders, micro-mobility users, freight delivery services, and motorists. The goal is to provide an equitable and safe transportation network for travelers of all ages and abilities, including those from marginalized communities facing historic disinvestment. This vision is not achieved through a one-size-fits-all solution – each complete street is unique and developed to best serve its community context and its primary role in the network.

Per the National Highway Traffic Safety Administration's 2019 data, 62 percent of the motor vehicle crashes that resulted in pedestrian fatalities took place on arterials. Arterials tend to be designed for vehicle movement rather than mobility for non-motorized users and often lack convenient and safe crossing opportunities. They can function as barriers to a safe travel network for road users outside of vehicles.

To be considered complete, these roads should include safe pedestrian facilities, safe transit stops (if present), and safe crossing opportunities on an interval necessary for accessing destinations. A safe and complete network for bicycles can also be achieved through a safe and comfortable bicycle facility located on the roadway, adjacent to the road, or on a nearby parallel corridor. Jurisdictions will be encouraged to prioritize safety improvements and speed management on arterials that are essential to creating complete travel networks for those without access to single-occupancy vehicles.

Public Involvement

Early, effective, and continuous public involvement brings diverse viewpoints into the decisionmaking process. FHWA Division and FTA regional offices should encourage MPOs, State DOTs, and providers of public transportation to increase meaningful public involvement in transportation planning by integrating Virtual Public Involvement (VPI) tools into the overall public involvement approach while ensuring continued public participation by individuals without access to computers and mobile devices. The use of VPI broadens the reach of information to the public and makes participation more convenient and affordable to greater numbers of people. Virtual tools provide increased transparency and access to transportation planning activities and decisionmaking processes. Many virtual tools also provide information in visual and interactive formats that enhance public and stakeholder understanding of proposed plans, programs, and projects. Increasing participation earlier in the process can reduce project delays and lower staff time and costs. More information on VPI is available [here](#).

Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination

FHWA Division and FTA regional offices should encourage MPOs and State DOTs to coordinate with representatives from DOD in the transportation planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to DOD facilities. According to the Declaration of Policy in 23 U.S.C. 101(b)(1), it is in the national interest to accelerate construction of the Federal-aid highway system, including the Dwight D. Eisenhower National System of Interstate and Defense Highways, because many of the highways (or portions of the highways) are inadequate to meet the needs of national and civil defense. The DOD's facilities include military bases, ports, and depots. The road networks that provide access and connections to these facilities are essential to national security. The [64,200-mile STRAHNET system](#) consists of public highways that provide access, continuity, and emergency transportation of personnel and equipment in times of peace and war. It includes the entire 48,482 miles of the Dwight D. Eisenhower National System of Interstate and Defense Highways and 14,000 miles of other non-Interstate public highways on the National Highway System. The STRAHNET also contains approximately 1,800 miles of connector routes linking more than 200 military installations and ports to the primary highway system. The DOD's facilities are also often major employers in a region, generating substantial volumes of commuter and freight traffic on the transportation network and around entry points to the military facilities. Stakeholders are encouraged to review the STRAHNET maps and recent Power Project Platform (PPP) [studies](#). These can be a useful resource in the State and MPO areas covered by these route analyses.

Federal Land Management Agency (FLMA) Coordination

FHWA Division and FTA regional offices should encourage MPOs and State DOTs to coordinate with FLMA's in the transportation planning and project programming process on infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal lands. Through joint coordination, the State DOTs, MPOs, Tribal Governments, FLMA's, and local agencies should focus on integration of their transportation planning activities and develop cross-cutting State and MPO long range transportation plans, programs, and corridor studies, as well as the Office of Federal Lands

Highway's developed transportation plans and programs. Agencies should explore opportunities to leverage transportation funding to support access and transportation needs of FLMA's before transportation projects are programmed in the Transportation Improvement Program (TIP) and Statewide Transportation Improvement Program (STIP). Each State must consider the concerns of FLMA's that have jurisdiction over land within the boundaries of the State (23 CFR 450.208(a)(3)). MPOs must appropriately involve FLMA's in the development of the metropolitan transportation plan and the TIP (23 CFR 450.316(d)). Additionally, the Tribal Transportation Program, Federal Lands Transportation Program, and the Federal Lands Access Program TIPs must be included in the STIP, directly or by reference, after FHWA approval in accordance with 23 U.S.C. 201(c) (23 CFR 450.218(e)).

Planning and Environment Linkages (PEL)

FHWA Division and FTA regional offices should encourage State DOTs, MPOs and Public Transportation Agencies to implement PEL as part of the transportation planning and environmental review processes. The use of PEL is a collaborative and integrated approach to transportation decisionmaking that considers environmental, community, and economic goals early in the transportation planning process, and uses the information, analysis, and products developed during planning to inform the environmental review process. PEL leads to interagency relationship building among planning, resource, and regulatory agencies in the early stages of planning to inform and improve project delivery timeframes, including minimizing duplication and creating one cohesive flow of information. This results in transportation programs and projects that serve the community's transportation needs more effectively while avoiding and minimizing the impacts on human and natural resources. More information on PEL is available [here](#).

Data in Transportation Planning

To address the emerging topic areas of data sharing, needs, and analytics, FHWA Division and FTA regional offices should encourage State DOTs, MPOs, and providers of public transportation to incorporate data sharing and consideration into the transportation planning process, because data assets have value across multiple programs. Data sharing principles and data management can be used for a variety of issues, such as freight, bike and pedestrian planning, equity analyses, managing curb space, performance management, travel time reliability, connected and autonomous vehicles, mobility services, and safety. Developing and advancing data sharing principles allows for efficient use of resources and improved policy and decisionmaking at the State, MPO, regional, and local levels for all parties.

Appendix D. Documentation of Local Match

2023 jurisdiction dues and project-specific responsibilities, as presented, were originally approved May 2022 as part of the 2023-Metro COG Budget. Each jurisdiction was provided written documentation of the approved local match following Policy Board approval. The 2024 jurisdiction dues will be generally approved with this UPWP, and refined in the spring of 2024.

The following table shows Metro COG's operations and overhead and the breakout between Federal and local funding for 2023.

Jurisdiction Operations Dues Summary - 2023 Budget Estimate

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		5.3%	6.1%	2.0%	50.0%	1.3%	19.3%	16.2%	0.0%	100.00%
Internal Operations (eligible costs)										
Metro COG Personnel (Total Loaded Wage)	All	\$8,127.72	\$9,354.55	\$3,067.07	\$76,676.63	\$1,993.59	\$29,597.18	\$24,843.23	\$26,820.00	\$ 900,866.28
Metro COG Overhead Costs	All	\$3,160.47	\$3,637.53	\$1,192.63	\$29,815.80	\$775.21	\$11,508.90	\$9,660.32	\$0.00	\$ 298,158.00
MnDOT Match Requirement	All	\$355.37	\$409.01	\$134.10	\$3,352.50	\$87.17	\$1,294.07	\$1,086.21	\$0.00	\$ 6,705.00
Total Dues (Internal)		\$11,643.56	\$13,401.08	\$4,393.80	\$109,844.93	\$2,855.97	\$42,400.14	\$35,589.76	\$26,820.00	\$1,205,729.28
Internal Operations (ineligible costs)	All	\$148.40	\$170.80	\$56.00	\$1,400.00	\$36.40	\$540.40	\$453.60		\$2,800.00
Total		\$11,791.96	\$13,571.88	\$4,449.80	\$111,244.93	\$2,892.37	\$42,940.54	\$36,043.36	\$26,820.00	\$1,208,529.28

Appendix D. Documentation of Local Match

The following table shows the projects, project budgets and breakout between Federal and local funding for 2023.

Jurisdiction Project Dues Summary - 2023 Budget Estimate

Dues and Local Match on Contracted Planning Projects	Participating Jurisdictions	Jurisdiction ¹								Total Cost	Federal Share ²	Federal %	Local Share	Local %
		Cass Co.	Clay Co.	Dilworth	Fargo	Horace	Moorhead	West Fargo	Other					
Metro COG Dues														
Approved Dues Formula		5.3%	6.1%	2.0%	50.0%	1.3%	19.3%	16.2%	0.0%	100.00%				
Regional Contracted Planning Projects														
NDSU ATAC Annual Participation	All	\$106.00	\$122.00	\$40.00	\$1,000.00	\$26.00	\$386.00	\$324.00	\$0.00	\$10,000.00	\$8,000.00	80%	\$2,000.00	20%
Metropolitan Transportation Plan 2050 Update (Year 1 of 2)	All	\$1,908.00	\$2,196.00	\$720.00	\$18,000.00	\$468.00	\$6,948.00	\$5,832.00	\$0.00	\$180,000.00	\$144,000.00	80%	\$36,000.00	20%
Travel Demand Model Update (2022-23)	All	\$424.00	\$488.00	\$160.00	\$4,000.00	\$104.00	\$1,544.00	\$1,296.00	\$0.00	\$40,000.00	\$32,000.00	80%	\$8,000.00	20%
Interstate Operations Analysis	All	\$683.17	\$786.29	\$257.80	\$6,445.00	\$167.57	\$2,487.77	\$2,088.18	\$28,000.00	\$124,445.00	\$83,555.00	80%	\$12,890.00	10%
Electric Vehicle Readiness Study - Possible use of Carbon Reduction Funding	All	\$1,590.00	\$1,830.00	\$600.00	\$15,000.00	\$390.00	\$5,790.00	\$4,860.00	\$0.00	\$150,000.00	\$120,000.00	80%	\$30,000.00	20%
Total - Projects Shared Across Metro Area		\$4,711.17	\$5,422.29	\$1,777.80	\$44,445.00	\$1,155.57	\$17,155.77	\$14,400.18	\$28,000.00	\$504,445.00	\$387,555.00		\$88,890.00	
Jurisdiction-Specific Contracted Planning Studies														
Moorhead Intersection Traffic Data Collection	Moorhead						\$2,474.00			\$12,370.00	\$9,896.00	80%	\$2,474.00	20%
Signalized Intersections Traffic Data Collection Phase II	Fargo, West Fargo, MnDOT, Moorhead				\$11,000.00		\$3,400.00	\$4,600.00	\$1,000.00	\$100,000.00	\$80,000.00	80%	\$20,000.00	20%
Moorhead I-94 & 20th Street Interchange Analysis	Moorhead						\$15,000.00		\$15,000.00	\$150,000.00	\$120,000.00	80%	\$30,000.00	20%
University Drive & 10th Street On-Way Pair Conversion Study (total project - \$275,000 with \$100K est. in 2021)	Fargo				\$5,000.00					\$25,000.00	\$20,000.00	80%	\$5,000.00	20%
Total - Jurisdiction-Specific Planning Studies		\$0.00	\$0.00	\$0.00	\$16,000.00	\$0.00	\$20,874.00	\$4,600.00	\$16,000.00	\$287,370.00	\$229,896.00		\$57,474.00	
Grand Total Project Dues		\$4,711.17	\$5,422.29	\$1,777.80	\$60,445.00	\$1,155.57	\$38,029.77	\$19,000.18	\$44,000.00	\$791,815.00	\$617,451.00		\$146,364.00	

Notes:

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

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

Appendix D. Documentation of Local Match

The following table shows Metro COG's 2024 operations and overhead and breakout between Federal and local funding for 2024.

Jurisdiction Operations Dues Summary - 2024 Budget

Dues and Local Match on Contracted Planning Projects	Participating Jurisdictions	Jurisdiction								Total Cost Split Between Jurisdictions
		Cass Co.	Clay Co.	Dilworth	Fargo	Horace	Moorhead	West Fargo	Other	
Metro COG Dues		20 Percent Local Match Distributed by Jurisdiction								
Approved Dues Formula		5.3%	6.1%	2.0%	50.0%	1.3%	19.3%	16.2%	0.0%	100.00%
Internal Operations (eligible costs)										
Metro COG Personnel (Total Loaded Wage)	All	\$8,573.37	\$9,867.46	\$3,235.23	\$80,880.82	\$2,102.90	\$31,220.00	\$26,205.38	\$26,820.00	\$ 942,908.17
Metro COG Overhead Costs	All	\$3,279.69	\$3,774.74	\$1,237.62	\$30,940.50	\$804.45	\$11,943.03	\$10,024.72	\$0.00	\$ 309,405.00
MnDOT Match Requirement	All	\$355.37	\$409.01	\$134.10	\$3,352.50	\$87.17	\$1,294.07	\$1,086.21	\$0.00	\$ 6,705.00
Total Dues (Internal)		\$12,208.42	\$14,051.21	\$4,606.95	\$115,173.82	\$2,994.52	\$44,457.09	\$37,316.32	\$26,820.00	\$1,259,018.17
Internal Operations (ineligible costs)	All	\$148.40	\$170.80	\$56.00	\$1,400.00	\$36.40	\$540.40	\$453.60		\$2,800.00
Total		\$12,356.82	\$14,222.01	\$4,662.95	\$116,573.82	\$3,030.92	\$44,997.49	\$37,769.92	\$26,820.00	\$1,261,818.17

The following table shows the 2024 projects, project budgets, and breakdown of Federal and local shares.

Appendix D. Documentation of Local Match

Jurisdiction Project Dues Summary - 2024 Budget

Dues and Local Match on Contracted Planning Projects	Participating Jurisdictions	Jurisdiction ¹								Total Cost	Federal Share ²	Federal %	Local Share
		Cass Co.	Clay Co.	Dilworth	Fargo	Horace	Moorhead	West Fargo	Other				
Approved Metro COG Dues Formula		5.3%	6.1%	2.0%	50.0%	1.3%	19.3%	16.2%	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
Metropolitan Transportation Plan 2050 Update (Year 2 of 2)	All	\$2,332.00	\$2,684.00	\$880.00	\$22,000.00	\$572.00	\$8,492.00	\$7,128.00	\$0.00	\$220,000.00	\$176,000.00	80%	\$44,000.00
Total - Projects Shared Across Metro Area		\$2,486.70	\$2,847.81	\$918.98	\$23,000.00	\$595.54	\$8,860.75	\$7,378.22	\$0.00	\$230,000.00	\$184,000.00		\$46,000.00
Jurisdiction-Specific Contracted Planning Studies													
Heartland Trail Alignment Analysis (Year 1 of 2, with \$125,000 also budgeted for 2025)	Clay County, Dilworth, Moorhead, Glyndon, Hawley		\$12,500.00	\$3,000.00			\$3,500.00		\$6,000.00	\$125,000.00	\$100,000.00	80%	\$25,000.00
Vehicular Bridge Crossing Study at 76th Ave South and 100th Ave S	Fargo, Cass County, Clay County	\$10,000.00	\$15,000.00		\$15,000.00					\$200,000.00	\$160,000.00	80%	\$40,000.00
15th Ave N Corridor Study	Moorhead, Dilworth, Clay County		\$10,000.00	\$10,000.00			\$10,000.00			\$150,000.00	\$120,000.00	80%	\$30,000.00
15th Street W - I-94 and Sheyenne Diversion Overpass Study - PEL	West Fargo							\$40,000.00		\$200,000.00	\$160,000.00	80%	\$40,000.00
Intersection Data Collection and Reporting - Expansion Project	Fargo, Moorhead, West Fargo, MnDOT				\$12,000.00		\$3,000.00	\$4,000.00	\$1,000.00	\$100,000.00	\$80,000.00	80%	\$20,000.00
Moorhead Intersection Traffic Data Collection	Moorhead						\$2,474.00			\$12,370.00	\$9,896.00	80%	\$2,474.00
Total - Jurisdiction-Specific Planning Studies		\$10,000.00	\$37,500.00	\$13,000.00	\$27,000.00	\$0.00	\$18,974.00	\$44,000.00	\$7,000.00	\$787,370.00	\$629,896.00		\$157,474.00
Grand Total		\$12,486.70	\$40,347.81	\$13,918.98	\$50,000.00	\$595.54	\$27,834.75	\$51,378.22	\$7,000.00	\$1,017,370.00	\$813,896.00		\$203,474.00

Notes:

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

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

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 2023-2024 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, 2023 — December 31, 2024) among local, state, and federal granting agencies.

Metro COG Funding & Billing Procedures

Federal

For 2021-2022 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 2021 and CY 2022 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 2020 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 2023 and 2024 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 its bills NDDOT for CPG reimbursements. Metro COG bills NDDOT an indirect rate (which is reconciled and approved annually) to recoup overhead and administrative costs incurred as part of its operation, as expressed through activities and expenses related to Program Area 800 and 800a – 800r.

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

Appendix E. Metro COG Cost Allocation Plan

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

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

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

Appendix E. Metro COG Cost Allocation Plan

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

Locally Funded Overhead

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

The following table shows Metro COG's Overhead Costs as estimated for the 2023-2024 UPWP.

Overhead Costs - 2023/2024 Budget

800 Overhead		2023 Budget	2024 Budget
800a	Travel / Registrations/ Training/etc..	\$20,840.00	\$22,800.00
800b	Dues / Subscriptions	\$10,034.00	\$10,080.00
800c	Office Supplies	\$3,900.00	\$4,000.00
800d	Postage	\$2,184.00	\$2,184.00
800e	Advertising	\$2,000.00	\$2,000.00
800f	Office Rent	\$82,008.00	\$84,000.00
800g	Insurance	\$7,600.00	\$7,600.00
800h	Communications	\$4,200.00	\$4,200.00
800i	Information Systems	\$124,988.00	\$125,032.00
800j	Audit	\$11,500.00	\$11,750.00
800k	Office Equipment	\$500.00	\$500.00
800l	Printing	\$4,004.00	\$4,004.00
800m	Legal Services	\$1,500.00	\$1,500.00
800n	Accounting Services	\$16,800.00	\$16,800.00
800o	HR Services	\$500.00	\$500.00
800p	Traffic Count Equipment Maintenance and Replacement	\$3,925.00	\$10,775.00
800q	Payroll Services	\$1,680.00	\$1,680.00
800r	Newsletter Printing and Mailing	\$0.00	\$0.00
Total Overhead¹		\$298,163.00	\$309,405.00
801 Overhead (Funded Locally)		2021	2020 Estimated
801a	Bike Map App Updates and misc. locally funded supplies	\$1,800.00	\$1,800.00
801b	Traffic Count Equipment Replacement Fund	\$1,000.00	\$1,000.00
Total Overhead (Funded Locally)²		\$2,800.00	\$2,800.00
Total 2021 and 2022 Overhead Costs		\$300,963.00	\$312,205.00

Notes:

¹ Metro COG is required to provide a 20% local match on its annual MnDOT State Planning Contract. For CY 2023 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.

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 2021 indirect rate will be based on actual reconciled indirect costs for 2020). A new indirect rate is approved periodically by NDDOT. Review for a new rate is underway in fall of 2022. 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 2023-2024 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

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

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

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

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

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

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

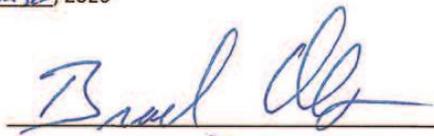
WHEREAS, the Metro COG region is in attainment for all air quality standards and projects contained within the TIP are not subject to conformity regulations contained in 40 CFR part 93, subpart A; and

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

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

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

PASSED this 17th day of September, 2020



Brad Olson, Chair
Metro COG Policy Board

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

**A RESOLUTION CONFIRMING THE
METROPOLITAN TRANSPORTATION PLAN
AS BEING CURRENTLY HELD VALID**

WHEREAS, the U.S. Department of Transportation requires that the Metropolitan Planning Organization (MPO) designated with the authority to carry out metropolitan transportation planning in a given urbanized area shall prepare a transportation plan for that area; and

WHEREAS, the U.S. Department of Transportation further requires that the MPO annually review this transportation plan, and confirm that it is currently held valid and consistent with current transportation and land use issues; and

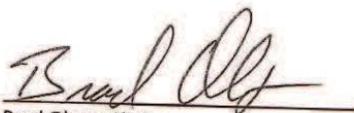
WHEREAS, the Fargo-Moorhead Metropolitan Council of Governments (Metro COG) has been designated by the Governors of the State of Minnesota and North Dakota as the MPO for the Fargo-Moorhead metropolitan area; and

WHEREAS, Metro COG adopted its Short and Long Range Metropolitan Transportation Plan, *Metro Grow: 2045 Fargo-Moorhead Metropolitan Transportation Plan* in November of 2019, as well as detailed ancillary modal documents including the Metropolitan Bikeway & Pedestrian Plan (adopted February 2017), a Metropolitan Transit Development Plan (adopted July 2016); a Metropolitan Comprehensive ITS Plan (adopted June 2008); and

WHEREAS, *Metro Grow: 2045 Fargo-Moorhead Metropolitan Transportation Plan* includes a transportation systems management element, a short-range transportation element, and a long-range element providing for the transportation needs of the urbanized area; and

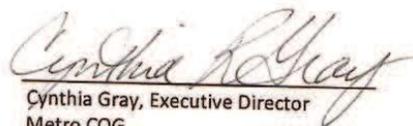
WHEREAS, the Transportation Technical Committee of the Metro COG recommends that *Metro Grow: 2045 Fargo-Moorhead Metropolitan Transportation Plan* be considered valid and consistent with current transportation and land use issues.

NOW, THEREFORE, BE IT RESOLVED THAT, the Metro COG Policy Board certifies that *Metro Grow: 2045 Fargo-Moorhead Metropolitan Transportation Plan* is currently held valid and consistent with current transportation and land use considerations.



Brad Olson, Chair
Metro COG Policy Board

9-17-2020
Date



Cynthia Gray, Executive Director
Metro COG

9/17/2020
Date

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 USC 7504, 7506 (c) and (d)] and 40 CFR part 93;
- Title VI of the Civil Rights Act of 1964, as amended (42 USC 2000d-1) and 49 CFR part 21;
- 49 USC 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 USC 12101 et seq.) and 49 CFR parts 27, 37, and 38;
- The Older Americans Act, as amended (42 USC 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- Section 324 of Title 23 USC regarding the prohibition of discrimination based on gender; and
- Section 504 of the Rehabilitation Act of 1973 (29 USC 794) and CFR part 27 regarding discrimination against individuals with disabilities.

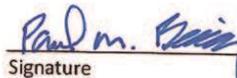
Full documentation of Metro COG's federal certification can be obtained by contacting Metro COG at (701) 232-3242, metrococ@fmmetrococ.org, or by visiting in person at One 2nd Street North Suite 232, Fargo, North Dakota 58102.

F-M Metropolitan Council of Governments

North Dakota Department of Transportation



Signature



Signature

Chair

Title

Local Government Engineer

Title

9-17-2020

Date

9-21-2020

Date

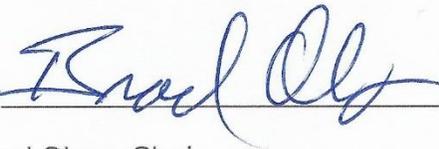
Appendix G. Certification of Restrictions on Lobbying

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

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

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

Executed this 22 day of Sept, 2020

By 

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

9-22-2020

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: 360 (2023) 440 (2024)

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

Ridership and Operations/Performance Reports
 Annual Ridership and Statistical Report
 Farebox Revenue Analyses
 10-Year Financial Plan
 5-Year Capital Improvement Plan
 Asset Management Plan Update
 Safety and security analysis
 Marketing and social media
 Meeting Participation

Completion

Date
 Monthly
 1st Quarter
 Quarterly
 2nd Quarter
 3rd Quarter
 1st Quarter
 Ongoing
 Ongoing
 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: 360 (2023) 440 (2024)

Activities:

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

Products

Completion Date

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

To: Policy Board
From: Cindy Gray, Executive Director
Date: September 9, 2022
Re: **Policy Board Bylaws – Updates related to TMA Designation**

Over the past several months, Metro COG has been in discussions with NDDOT regarding the transition to a TMA. One of the documents we have reviewed with NDDOT and with the Executive Committee is the Policy Board Bylaws. This document required some changes due to the requirement for a transit representative to be appointed to the Policy Board upon TMA designation.

After discussion and consideration, the Executive Committee recommended that MnDOT and NDDOT representation on the Policy Board remain ex-officio. In addition, it was recommended that an additional ex-officio member of the Policy Board consist of a representative of Hector Airport Authority, as opposed to having an airport representative serve as a voting member of the Board. Based on these recommendations, and other recommendations from Attorney John Shockley's office, the updated Policy Board Bylaws are included for your review (Attachment 1).

Recommended Action: Approve the Policy Board Bylaws as amended in September, 2022.

Fargo-Moorhead
Metropolitan
Council of
Governments

Policy Board Bylaws

As amended September, 2022

SECTION 1 - AUTHORITY AND PURPOSE

1.1 Authority.

The authority of these Bylaws is derived from Article V, Section 5.06 of the Fargo-Moorhead Metropolitan Council of Governments (“Metro COG”) Articles of Association (“Articles”) and applies to the jurisdictional appointees and alternates that constitute the Fargo-Moorhead Metropolitan Council of Governments (“Council”), doing business as the Metro COG Policy Board (“Board”). The Board shall be synonymous with the Council.

1.2 Purpose.

The purpose of these Bylaws is to provide organizational structure for the affairs of the Board. The Bylaws will govern the way the Board must function and the roles and the responsibilities of the Chair, Vice Chair, and Board Secretary. They also provide a list of voting members, quorum responsibilities, and map out day-to-day details of how the Board will do business, as prescribed by or limited to under the Articles.

SECTION 2 - POLICY BOARD MEMBERSHIP

2.1 Policy Board Representatives.

The Board consists of representatives from the member jurisdictions that make up Metro COG. Representatives are designated by their respective jurisdictions. The designation must be made in writing and submitted to the Board Secretary prior to the member’s participation at a Board meeting. Designations are made in writing annually in December of each year and become effective at the January Board meeting or the first scheduled Board meeting of any given year, whichever comes first. Metro COG staff will contact each member jurisdiction in December of each year requesting the letters of appointment.

2.2 Voting Members.

Membership requirements are identified in Article III, Section 3.01 of the Articles. The membership of the Metro COG as provided for by the Articles, as amended; and by approval of the Board shall include:

- Seven (7) total representatives from the City of Fargo, of which four (4) must be elected officials;
- Three (3) total representatives from the City of Moorhead, two (2) of which must be elected officials;
- Two (2) representatives for the City of West Fargo, two (2) of which must be elected officials;
- One (1) representative (elected official) from the City of Dilworth;
- One (1) representative (elected official) from the City of Horace;
- One (1) representative (elected official) from Clay County; One (1) representative

- (elected official) from Cass County;
- One (1) representative of metropolitan area public transit providers;

Representatives of local governments may not also serve as the designated representative of public transit providers.

A representative of public transit agencies shall be designated annually by the MATBUS Coordinating Board or successive agency if there are organizational changes to transit in the future.

2.3 Associate Members.

Member jurisdictions identified as Associate Members in Article III, Section 3.06 of the Articles will be entitled to one (1) non-voting, ex-officio member to the Board. Associate Members may participate in the activities and processes of the Board, but retain no voting privileges, nor are they included as part of a meeting quorum. Current Associate Members include:

North Dakota Associate Members

- City of Casselton
- City of Harwood
- City of Mapleton

Minnesota Associate Members

- City of Barnesville
- City of Glyndon
- City of Hawley

2.4 Ex-officio Members

An ex-officio representative of Hector International Airport shall be designated annually by the Hector International Airport Authority Board.

State representatives shall be ex-officio and shall consist of the North Dakota Department of Transportation Director or their designee, and the Minnesota Department of Transportation District 4 Engineer or their designee.

Ex-officio members may participate in the activities and processes of the Board, but retain no voting privileges, nor are they included as part of the meeting quorum.

2.5 Designation of Alternates.

Participating member jurisdictions may designate an alternate(s) as the official representative(s) to the Board as prescribed in the most current version of the Articles. The intent of this provision is to have member jurisdictions designate alternates who can attend Board meetings on a consistent basis, providing continuity in a jurisdiction's participation. The designation must be made in writing and submitted to the Board Secretary prior to the alternate's or alternates' participation at a Board meeting. Staff will contact each member jurisdiction in December of each preceding year requesting the letters of appointment.

2.4.1 A representative who serves as an elected official may designate an alternate who is also an elected official or unelected individual as his or her alternate.

2.4.2 Designation of alternates shall be approved by the elected Board of City or County Commissioners or City Council from each member jurisdiction.

2.4.3 If a representative or their designated alternate cannot attend, the jurisdiction may provide an alternate to participate on matters of business before the Board. The undesignated alternate is required to inform the Board Secretary, or his or her designee, in advance of the meeting of their representation on the Board.

2.6 Attendance.

Because regular attendance at Board meetings is important, the Board Secretary, under the direction of the Board Chair, will contact each voting member prior to the meeting to seek availability of members to attend. If a quorum of Board members is not anticipated, the Board Secretary, with concurrence of the Board Chair may reschedule or cancel the meeting.

SECTION 3 - VOTING

3.1 Voting.

Each voting representative or their designated alternate is allowed one (1) vote on matters of business before the Board. Non-voting members have no voting privileges, but may participate in meetings.

3.1.1 The affirmative vote of a majority of quorum shall be sufficient for the passage of all motions, except for amendment to these Bylaws or for any other action where a different vote is specifically required by the Articles, these Bylaws, or other approved Metro COG documents.

3.1.2 Any voting member remaining silent on a vote shall be considered to have voted in the affirmative. Representatives shall abstain from voting on any matter in which he or she has a substantial interest, as defined in Section 11 of these Bylaws.

3.1.3 Per North Dakota Century Code § 44-04-21, a roll call of voting members present will be taken at the beginning of the meeting to ascertain attendance and on each subsequent non-procedural vote on matters before the Board. Results of the roll call vote shall be included as part of the official meeting minutes.

3.2 Weighted Voting.

No weight will be afforded to any jurisdiction or jurisdiction member's vote on matters of business before the Board. Each voting representative will be allowed those rights as established in Section 2.1 of these Bylaws.

3.3 Proxy Votes.

The use of proxy voting is not allowed. Voting members must be present to vote, except as stated under emergency circumstances as identified in Sections 5 and 7 of these Bylaws or use

of teleconferencing or video and teleconferencing attendance as identified in Section 6 of these Bylaws.

SECTION 4 - OFFICERS

4.1 Board Chair and Vice Chair.

The Board will be administered by a Chair appointed annually based on a rotation schedule approved by majority vote of the Policy Board. The Board will be administered by the Vice Chair in the absence of the Chair.

4.1.1. Appointment of Chair and Vice Chair. Only elected officials may serve as the Policy Board Chair and Vice Chair. The Board Chair and Vice Chair shall rotate among the voting representatives based on a set, approved schedule as identified in Appendix A. The Chair and Vice Chair shall be from different states, Minnesota and North Dakota, whenever possible to reflect the bi-state nature of Metro COG.

4.1.2 Revisions to the Chair and Vice Chair Appointment Schedule. The schedule for rotation of the Board Chair and Vice Chair may be amended at any time at the pleasure of the Board by a majority vote of a quorum of voting members present.

4.1.3 Terms of Office. The Chair and Vice Chair shall serve a one (1) year term. The newly appointed Chair and Vice Chair will assume office in January following the completion of the previous term. The Policy Board shall elect a new Chair at a meeting prior to the completion of the one (1) year term. This would normally occur at the December meeting preceding the end of the term.

4.1.4 Chair and Vice Chair Duties. The Chair shall preside at Board meetings and at all public hearings conducted by the Board; appoint subcommittees as needed; sign all letters, agreements and documents on behalf of the Board, as authorized by the Board; and perform such other duties as appropriate. The Vice Chair will assume the duties, roles and responsibilities of the Chair in his or her absence.

4.1.5 Temporary Chair.

In the absence of the Chair and Vice Chair, the Board Secretary shall call for a nomination and vote of those voting members present to select a temporary Chair. The temporary Chair will assume the responsibilities of the Chair until the arrival of the Chair or Vice Chair. The temporary Chair will relinquish control of the meeting to the arriving Chair or Vice Chair on the next order of business pending before the board.

4.2 Council Secretary.

The Board shall appoint the Metro COG Executive Director, or his or her designee, to serve as Council Secretary ("Board Secretary"). The Board Secretary will not have Board voting privileges. The Board Secretary shall conduct all business on behalf of the Board and will

perform other actions and responsibilities as may be delegated to that position by the Chair or Board.

4.3 Removal of Officers.

The Chair and Vice-Chair may be removed from their respective office for good and sufficient cause. The cause of the removal will be documented in the meeting minutes and shall require an affirmative vote of seventy-five percent (75%) of the voting representatives present under a meeting quorum. If reasonably possible, the new Chair or Vice-Chair should be elected from the representative of the jurisdiction designated to fill the position as scheduled in Appendix A. Where not reasonable, see Section 4.4 Officer Vacancies.

4.4 Officer Vacancies.

In the event of a vacancy in the office of Chair, the Vice Chair will assume the Chair position and the Board will appoint by majority vote a new Vice-Chair. Notice of such action shall be recorded in the minutes of the proceedings. The tenure of the replacement Chair will continue until such time that the Jurisdiction scheduled to provide the Chair appoints a replacement.

SECTION 5 - MEETINGS

5.1 Regular Meetings.

The Board shall determine the time, date, and place of its regular meetings, which will be held in accordance with a schedule of meeting dates approved in the fourth quarter of the preceding calendar year. All meetings will be held in venues that meet requirements of the Americans with Disabilities Act of 1990.

5.1.1 Regular meetings of the Board will be held on the third Thursday of each month and will convene at 4:00pm. Meetings will generally be held at the Metro COG offices, One 2nd Avenue North, Suite 232, Fargo, North Dakota.

5.1.2 Metro COG will in December of each year publish a list of the following year's Board meeting dates in the newspaper of record (The Forum) to give public notice of such meetings.

5.2 Notice of Meetings.

Written notice stating the time, date, and place of all regular meetings and an agenda enumerating items of business to be considered shall be distributed to each voting representative and non-voting member jurisdiction. Notice to the general public of regular meetings will follow procedures prescribed in the most current *Metro COG Public Participation Plan*.

5.3 Special Meetings.

The Chair, Vice Chair, Board Secretary, or a majority of the voting Board members may call special meetings. In calling a special meeting, the requirements for public meetings as stated in

the most current *Metro COG Public Participation Plan* must be considered. Items of business to be considered at special meetings shall be limited to the items listed in the meeting agenda. The Board Secretary shall post public notice and notice to all members of special meetings not less than 24 hours prior to the meeting.

5.4 Executive Sessions.

The Chair may recess a regular meeting into executive session to deliberate personnel, financial and legal matters. Metro COG will comply with the procedural requirements as stated in North Dakota Century Code § 44-04-19.2 (Appendix B), as amended from time to time, when an executive session is authorized.

5.5 Meeting Cancelations.

The Chair may cancel a regularly scheduled meeting at his or her discretion. The Board Secretary may cancel a regularly scheduled meeting as deemed necessary, with the consent of the Chair.

5.6 Quorum.

The presence of a majority, constituted by fifty percent (50%) plus one (1) member, of the total voting membership of the Board shall constitute quorum. No action shall be taken without a quorum of the Board in attendance at that meeting, unless as specifically stated in 5.6.3 and 5.6.4 of these Bylaws. Quorum is not lost when one or more members abstain from voting.

5.6.1 If quorum is present at the scheduled meeting time and the Chair and Vice-Chair are absent, the Board Secretary or his or her representative may call for election of a temporary Chair. Upon the arrival of the Chair or Vice-chair, the temporary Chair shall relinquish the position upon conclusion of the business item immediately before the Board.

5.6.2 If a quorum is not reached within fifteen (15) minutes of the scheduled meeting time, those members present may, by unanimous agreement, elect to continue the meeting as a public information meeting or workshop to discuss items on the agenda that do not require approval or action by the Board. In this event, the names of the members present at such public information meeting or workshop and brief minutes of items discussed shall be recorded.

5.6.3 Approval of monthly bills may be accomplished with lack of a quorum at the discretion of the Chair and with not less than six (6) Board members present.

5.6.4 The Chair may exercise the privilege of polling voting members after a meeting in which a quorum is not present to assure important or emergency business is conducted in the interests of the organization. Votes of those present will be recorded and the Board Secretary will contact absent voting members within seven (7) days of the meeting to garner their vote. The polling will continue until a quorum is obtained. Final action on the item will be based on the quorum vote.

5.7 Public Comment Opportunity.

Opportunities for public comment shall be provided at the beginning of each meeting through a Public Comment Opportunity Regular Agenda item. Public comments will be restricted to specific items on the published agenda; issues directly pertaining to Metro COG policies, programs or documents; notices of public meetings, activities, or other such announcements; or information or dialog as approved by the Chair.

Comments to the Policy Board will be limited to two (2) minutes per individual. The Chair has the discretion to extend the time afforded to the speaker.

5.8 Record of Proceedings.

The Board Secretary or their designee will record a roll of members, minutes of the proceedings and votes, and will maintain those records. The minutes recorded are subject to review and approval by the Board, after which the Board Secretary shall make them available for public review.

SECTION 6 - VIDEO AND TELECONFERENCE ATTENDANCE

Members of the Board may participate in a meeting by means of conference telephone, video conference device, or similar communications equipment by means of which all persons participating in the meeting can hear and understand each other. Participation in a meeting pursuant to this Section shall constitute presence in person at such meeting.

If communication is lost and cannot be restored in a timely fashion, the person participating through electronic devices will be considered to have left the meeting. In that event, the Chair shall ascertain whether quorum continues. The lack of quorum present will be addressed through procedures identified in Section 5.6.

Arrangements for video or teleconference attendance should be made in advance and distributed with the meeting agenda. All Board members must be able to hear one another and all discussion. Any members physically present at the meeting location must be able to hear all discussion of those participating virtually, and at least one member shall be present at the meeting location. All votes shall be conducted by roll call.

SECTION 7 - EXECUTIVE COMMITTEE

7.1 Composition and Purpose.

The executive business of the Board shall be managed by an Executive Committee consisting of one (1) Board member from each of the voting member local jurisdictions. Each Jurisdiction

will appoint a representative from its pool of voting members to serve on the Executive Committee. The current Chair of the Policy Board will be the Chair the Executive Committee. In the absence of the Chair, procedures identified in Section 4 of these Bylaws will prevail.

7.2 Powers and Authority.

The Executive Committee shall have the power to authorize the expenditure of funds, to enter into contracts, or authorize the Executive Director to enter into contracts, and to execute official instruments after being authorized by the Board. Further powers as delegated by the Board include those enumerated in COG's Operations Manual.

- Exercise the duties and powers assigned to it by the Board;
- Have the authority to act on behalf of the Board (between regular meetings of the Board or when a necessary quorum is lacking at a regular meeting of the Board); and
- Supervise the affairs of the Board between regular meetings.

All actions taken by the Executive Committee are subject to prior direction and subsequent ratification by the full Board.

7.3 Meetings.

Executive Committee meetings shall be called at the discretion of the Chair, Vice Chair, or Board Secretary.

7.4 Quorum.

Quorum for the Executive Committee shall be the presence of four (4) members. The Chair or Vice Chair must constitute one (1) of the four (4) members present for a quorum.

7.5 Voting.

Voting will be by roll call vote for non-procedural matters. Matters not having consensus of the Executive Committee will be referred to the full Board for disposition.

SECTION 8 - CONDUCT OF BUSINESS

Board meetings will be held in accordance with the North Dakota Open Meetings Law (N.D.C.C. § 44-04-19 et seq. as amended from time to time). A copy of the open meeting law is included in Appendix C of this document. Robert's Rules of Order (current edition) shall govern the conduct of meetings where not otherwise specifically provided by these Bylaws. The presiding officer shall have authority to limit discussion or presentation by members and non-members of the Board or to take other appropriate actions necessary to conduct all business in an orderly manner.

9.1 Consent Agenda. The practice of a consent agenda may be followed in conducting business at Metro COG Policy Board meetings at the prerogative of the current presiding Chair.

9.1.2 Time Frame. Items for consent shall be clearly designated in the agenda of record, which is available six (6) days prior to Board meetings. Consent agenda items may not be added after the mailing of additional business. Items on the consent agenda are those that have been favorably recommended by the Executive Committee or have been recommended favorably, deemed noncontroversial, or have received no comment from Metro COG advisory committees. Consent agenda items are those other than action on Metro COG planning documents.

9.2 Removing Items from Consent Agenda. Any Board member may remove an item or items from the consent agenda prior to the Board meeting or prior to the vote to approve the consent agenda. Action to approve consent agenda items will precede consideration of items under Regular Agenda business. An item removed from the consent agenda by a Board member will be taken up as an item of business on the Regular Agenda, in a position on the agenda at the discretion of the Chair.

9.3 Chair's Rule of Order. The following rules of order shall be enforced by the current Chair when conducting business at Metro COG Policy Board meetings:

9.3.1 A member of the public or person representing an organization or entity other than Metro COG shall not be allowed to address the Board during meetings unless those interested in the proposition are invited to speak, or unless said person has caused the subject matter to be placed on the Agenda. All other public comments will be limited to the Public Comment Agenda Item as identified in Section 5.7 of these Bylaws.

9.3.2 Whenever any such person is invited to speak or asks the privilege of speaking before the Board, his or her name, address and the organization, interest, or person he or she represents shall be announced before he or she shall be allowed to speak.

9.3.3 Whenever any such person has been invited to speak, or has been granted the opportunity of speaking before the Board, the proponent(s) will be limited to a presentation whose total time does not exceed ten (10) minutes and the opponent(s) will be limited to a presentation whose total time does not exceed ten (10) minutes. When more than one person wishes to address the Board on a given question, the proponents will be given the opportunity of first addressing the Board. The opponents of the question will then be given the opportunity to speak after the proponent's presentation. The proponents will then be given a three (3) minute period for rebuttal of any new material introduced during the opponent's presentation, after which the audience participation will be concluded. Only one speaker will be allowed to speak at one time. Those waiting to speak will remain seated.

- 9.3.4 At the beginning of the public comment period, the presiding officer shall read Sections 9.3.2 and 9.3.3 to those in attendance.
- 9.3.5 When any person speaking before the Board is, in the opinion of the presiding officer out of order, the presiding officer may declare said speaker out of order and may direct said speaker to cease and desist addressing the Board on the subject in question. Any Board member may challenge the ruling of the presiding officer and request a roll call vote on the presiding officer's ruling. The vote of five (5) members shall be required to overrule the presiding officer.
- 9.3.6 No document shall be read before the Board unless the person reading the same shall be willing to submit the same to the Board Secretary to become part of the proceedings.

SECTION 9 - CONTROVERSIAL ISSUES

When an issue which is considered controversial by either the Executive Committee, Policy Board, or a local jurisdiction, and one in which the local jurisdiction has a substantial interest, is submitted to Metro COG for action by an entity other than the local jurisdiction, the Policy Board may request a review, comment and recommendation of the local jurisdiction, prior to taking any action concerning the issue. The delay of consideration by the Policy Board shall not exceed the Executive Order 12372 review period (Appendix D or as amended from time to time).

SECTION 10 - COMMITTEES

10.1 Transportation Technical Committee.

The Transportation Technical Committee (TTC) will serve as an advisory committee and technical support for the Board. The Executive Director, or their designee, shall be Chair of the TTC. No Board voting representative or designated alternate shall serve simultaneously on both the Board and the TTC. The TTC reports directly to the Board.

10.2 Other Committees.

The Board may designate other committees or subcommittees as necessary to investigate and report on specific subject areas of interest to it. Such committee members may, or may not, be members of the Board, TTC or Metro COG staff.

SECTION 11 - CONFLICT OF INTEREST

No member of the Board shall participate in, discuss, or vote on a matter in which he or she has a substantial interest as defined by Section 4-12-04-4 (Conflict of Interest) of the North Dakota Centennial Code as amended from time to time (Appendix E). Should any member have such a substantial interest on a matter coming before the Board or its committees, they shall declare the substantial interest and recuse themselves in the deliberations and vote. That member will not be considered as part of the quorum. If a quorum is not present during this item, the procedures as stated in Section 5.6 of these Bylaws will be followed.

SECTION 12 - MEMBER IN GOOD STANDING

12.1 Good Standing

A member jurisdiction will be considered in “Good Standing” when all financial responsibilities as defined in the *Metro COG Fiscal Agreement* are met. Good Standing affords a jurisdiction the opportunity to maintain a vote(s) on the Board, have access to federal transportation funds, have access to Metro COG staff, participation, and voting privileges on the TTC, and other committees and other privileges as defined and approved by the Board.

12.2 Not in Good Standing

A member jurisdiction will be considered “Not in Good Standing” if it is delinquent in its financial responsibilities as defined in an approved *Metro COG Fiscal Agreement*. A jurisdiction Not in Good Standing will forfeit all benefits and privileges of being in good standing as identified in Section 13.1 of these Bylaws, as stated in the *Metro COG Fiscal Agreement*.

SECTION 13 - AMENDMENTS TO BYLAWS

These Bylaws may be amended by a two-thirds (2/3) vote of quorum at any regular meeting, provided that the members have been notified in writing of the proposed change at least five (5) calendar days in advance, and the proposed amendment has been placed on the agenda. All amendments to these Bylaws shall be recorded by date and incorporated into these Bylaws. Revised Bylaws shall be delivered to members (both voting and non-voting) at the next regular meeting following the approved Bylaw amendments. Amendments to these Bylaws shall not be part of the Consent Agenda and must be part of the Regular Agenda.

SECTION 14 - SUPERSESSION OF PREVIOUS BYLAWS

Adoption of these Bylaws hereby supersedes and renders null and void all previous Bylaws of the Metro COG Policy Board, but does not affect any other existing official actions by Metro COG special purpose agreements or contracts between Metro COG and other general or

special purpose units of governments, boards, agencies, commissions or authorities.

SECTION 15 - SEVERABILITY

Should any section, paragraph, sentence, or clause of these Policy Board Bylaws be deemed unlawful by a Court of competent jurisdiction, no other provision hereof shall be affected, and all other provisions of these policies shall continue in full force and effect.

SECTION 17 – STATE STATUTES

These Bylaws of the Board shall comply with the Minnesota Statutes Annotated and North Dakota Century Code. In cases where these Bylaws do not comply or are in conflict with State statutes, these Bylaws are considered subservient to the applicable State statute.

Appendix A. – Metro COG Policy Board Chair and Vice Chair Rotation Schedule

Year(s)	Chair Representative	Vice Chair Representative
2022, 2029, 2036, 2043	City of Fargo	City of Moorhead
2023, 2030, 2037, 2044	City of Moorhead	Cass County
2024, 2031, 2038, 2045	Cass County	Clay County
2025, 2032, 2039, 2046	Clay County	City of West Fargo
2026, 2033, 2040, 2047	City of West Fargo	City of Horace
2027, 2034, 2041, 2048	City of Horace	City of Dilworth
2028, 2035, 2042, 2049	City of Dilworth	City of Fargo

Appendix B. – North Dakota Confidential or Closed Meetings

<https://ndlegis.gov/cencode/t44c04.pdf#nameddest=44-04-19p2>

CHAPTER 44-04 DUTIES, RECORDS, AND MEETINGS (Section 44-04-19.2 extract)

1. A governing body may hold an executive session to consider or discuss closed or confidential records.
2. Unless a different procedure is provided by law, an executive session that is authorized by law may be held if:
 - a. The governing body first convenes in an open session and, unless a confidential meeting is required, passes a motion to hold an executive session;
 - b. The governing body announces during the open portion of the meeting the topics to be discussed or considered during the executive session and the body's legal authority for holding an executive session on those topics;
 - c. The executive session is recorded under subsection 5;
 - d. The topics discussed or considered during the executive session are limited to those for which an executive session is authorized by law and that have been previously announced under this subsection; and
 - e. Final action concerning the topics discussed or considered during the executive session is taken at a meeting open to the public, unless final action is otherwise required by law to be taken during a closed or confidential meeting. For purposes of this subsection, "final action" means a collective decision or a collective commitment or promise to make a decision on any matter, including formation of a position or policy, but does not include guidance given by members of the governing body to legal counsel or other negotiator in a closed attorney consultation or negotiation preparation session authorized in section 44-04-19.1
3. The remainder of the meeting during which an executive session is held is an open meeting unless a specific exemption is otherwise applicable.
4. The minutes of an open meeting during which an executive session is held must indicate the names of the members attending the executive session, the date and time the executive session was called to order and adjourned, a summary of the general topics that were discussed or considered that does not disclose any closed or confidential information, and the legal authority for holding the executive session.
5. All meetings of the governing body of a public entity that are not open to the public must be recorded electronically or on audiotape or videotape. The recording must be disclosed pursuant to court order under subsection 2 of section 44-04-18.11 or to the attorney general for the purpose of administrative review under section 44-04-21.1. The attorney general may not disclose to the public any recording received under this subsection and must return the recording to the governing body upon completion of the administrative review. The recording may be disclosed upon a majority vote to the governing body unless the executive session was required to be confidential. Disclosure of the recording by a public servant as provided in this subsection is a violation of section 12.1-13-01. All recordings under this subsection that are the subject of the recording.
6. A public entity may sequester all competitors in a competitive selection or hiring process from that portion of a public meeting wherein presentations are heard or interviews are conducted.

Appendix C. – North Dakota Open Meetings Law

<https://ndlegis.gov/cencode/t44c04.pdf#nameddest=44-04-19>

CHAPTER 44-04 DUTIES, RECORDS, AND MEETINGS (Section 44-04-19 extract)

44-04-19. Access to public meetings.

Except as otherwise specifically provided by law, all meetings of a public entity must be open to the public. That portion of a meeting of the governing body of a public entity as defined in subdivision c of subsection 13 of section 44-04-17.1 which does not regard public business is not required to be open under this section.

1. This section is violated when any person is denied access to a meeting under this section, unless such refusal, implicitly or explicitly communicated, is due to a lack of physical space in the meeting room for the person or persons seeking access.
2. For purposes of this section, the meeting room must be accessible to, and the size of the room must accommodate, the number of persons reasonably expected to attend the meeting.
3. The right of a person to attend a meeting under this section includes the right to photograph, to record on audiotape or videotape and to broadcast live on radio or television the portion of the meeting that is not held in executive session, provided that there is no active interference with the conduct of the meeting. The exercise of this right may not be dependent upon the prior approval of the governing body. However, the governing body may impose reasonable limitations on recording activity to minimize the possibility of disruption of the meeting.
4. For meetings subject to this section when one or more of the members of the governing body is participating by telephone or video, a speakerphone or monitor must be provided at the location specified in the notice issued under section 44-04-20.

44-04-19.1. Open records and open meetings

Exemptions for attorney work product, attorney consultation, and negotiation preparation.

1. Attorney work product is exempt from section 44-04-18. Attorney work product and copies thereof shall not be open to public inspection, examination, or copying unless specifically made public by the public entity receiving such work product.
2. Attorney consultation is exempt from section 44-04-19. That portion of a meeting of a governing body during which an attorney consultation occurs may be closed by the governing body under section 44-04-19.2.
3. Active investigatory work product is exempt from section 44-04-18.
4. "Adversarial administrative proceedings" include only those administrative proceedings in which the administrative agency or institution of higher education acts as a complainant, respondent, or decision maker in an adverse administrative proceeding. This term does not refer to those instances in which the administrative agency or institution acts in its own rulemaking capacity.
5. "Attorney consultation" means any discussion between a governing body and its attorney in instances in which the governing body seeks or receives the attorney's advice regarding and in anticipation of reasonably predictable civil or criminal litigation or adversarial administrative proceedings or concerning pending civil or criminal litigation or pending adversarial administrative proceedings. Mere presence or participation of an attorney at a meeting is not sufficient to constitute attorney consultation.
6. "Attorney work product" means any document or record that:
 - a. Was prepared by an attorney representing a public entity or prepared at such an attorney's express direction;
 - b. Reflects a mental impression, conclusion, litigation strategy, or legal theory of that attorney or the entity; and
 - c. Was prepared exclusively for civil or criminal litigation, for adversarial administrative proceedings, or in anticipation of reasonably predictable civil or criminal litigation or adversarial administrative proceedings.
7. "Investigatory work product" means records obtained, compiled, or prepared by a public entity in an effort to monitor and enforce compliance with the law or an order. Investigatory work product must be considered active as long as it is related to monitoring or enforcement activity conducted with a reasonable good-faith belief that it will lead to enforcement of the law or

an order.

8. Following the final completion of the civil or criminal litigation or the adversarial administrative proceeding, including the exhaustion of all appellate remedies, attorney work product must be made available for public disclosure by the public entity, unless another exception to section 44-04-18 applies or if disclosure would have an adverse fiscal effect on the conduct or settlement of other pending or reasonably predictable civil or criminal litigation or adversarial administrative proceedings, or the attorney work product reflects mental impressions, opinions, conclusions, or legal theories regarding potential liability of a public entity.

9. A governing body may hold an executive session under section 44-04-19.2 to discuss negotiating strategy or provide negotiating instructions to its attorney or other negotiator regarding litigation, adversarial administrative proceedings, or contracts, which are currently being negotiated or for which negotiation is reasonably likely to occur in the immediate future. An executive session may be held under this subsection only when an open meeting would have an adverse fiscal effect on the bargaining or litigating position of the public entity.

10. Nothing in this section may be construed to waive any attorney-client privilege of a public entity as defined in subdivision c of subsection 13 of section 44-04-17.1 regarding matters that do not pertain to public business.

44-04-19.2. Confidential or closed meetings.

- 1.** A governing body may hold an executive session to consider or discuss closed or confidential records.
- 2.** Unless a different procedure is provided by law, an executive session that is authorized by law may be held if:
 - a. The governing body first convenes in an open session and, unless a confidential meeting is required, passes a motion to hold an executive session;
 - b. The governing body announces during the open portion of the meeting the topics to be discussed or considered during the executive session and the body's legal authority for holding an executive session on those topics;
 - c. The executive session is recorded under subsection 5;
 - d. The topics discussed or considered during the executive session are limited to those for which an executive session is authorized by law and that have been previously announced under this subsection; and
 - e. Final action concerning the topics discussed or considered during the executive session is taken at a meeting open to the public, unless final action is otherwise required by law to be taken during a closed or confidential meeting. For purposes of this subsection, "final action" means a collective decision or a collective commitment or promise to make a decision on any matter, including formation of a position or policy, but does not include guidance given by members of the governing body to legal counsel or other negotiator in a closed attorney consultation or negotiation preparation session authorized in section 44-04-19.1.
- 3.** The remainder of a meeting during which an executive session is held is an open meeting unless a specific exemption is otherwise applicable.
- 4.** The minutes of an open meeting during which an executive session is held must indicate the names of the members attending the executive session, the date and time the executive session was called to order and adjourned, a summary of the general topics that were discussed or considered that does not disclose any closed or confidential information, and the legal authority for holding the executive session.
- 5.** All meetings of the governing body of a public entity that are not open to the public must be recorded electronically or on audiotape or videotape. The recording must be disclosed pursuant to court order under subsection 2 of section 44-04-18.11 or to the attorney general for the purpose of administrative review under section 44-04-21.1. The attorney general may not disclose to the public any recording received under this subsection and must return the recording to the governing body upon completion of the administrative review. The recording may be disclosed upon majority vote of the governing body unless the executive session was required to be confidential. Disclosure of the recording by a public servant except as provided in this subsection is a violation of section 12.1-13-01. All recordings under this subsection must be retained for a minimum of six months after the executive session that is the subject of the recording.
- 6.** A public entity may sequester all competitors in a competitive selection or hiring process from that portion of a public meeting wherein presentations are heard or interviews are conducted.

44-04-19.3. Open meetings exemption - Legislative caucuses.

A caucus of members of either house of the legislative assembly may meet in an executive session that is not subject to section 44-04-19.2 if the meeting is not held on public property.

Appendix D. Executive Order 12372--Intergovernmental Review of Federal programs

<https://www.archives.gov/federal-register/codification/executive-order/12372.html>

By the authority vested in me as President by the Constitution and laws of the United States of America, including Section 401(a) of the Intergovernmental Cooperation Act of 1968 (42 U.S.C. 4231(a)), Section 204 of the Demonstration Cities and Metropolitan Development Act of 1966 (42 U.S.C. 3334) and Section 301 of Title 3 of the United States Code, and in order to foster an intergovernmental partnership and a strengthened federalism by relying on State and local processes for the State and local government coordination and review of proposed Federal financial assistance and direct Federal development, it is hereby ordered as follows:

[Preamble amended by Executive Order 12416 of Apr. 8, 1983, 48 FR 15587, 3 CFR, 1983 Comp., p. 186]

Section 1. Federal agencies shall provide opportunities for consultation by elected officials of those State and local governments that would provide the non-Federal funds for, or that would be directly affected by, proposed Federal financial assistance or direct Federal development.

Sec. 2. To the extent the States, in consultation with local general purpose governments, and local special purpose governments they consider appropriate, develop their own processes or refine existing processes for State and local elected officials to review and coordinate proposed Federal financial assistance and direct Federal development, the Federal agencies shall, to the extent permitted by law:

(a) Utilize the State process to determine official views of State and local elected officials.

(b) Communicate with State and local elected officials as early in the program planning cycle as is reasonably feasible to explain specific plans and actions.

(c) Make efforts to accommodate State and local elected officials' concerns with proposed Federal financial assistance and direct Federal development that are communicated through the designated State process. For those cases where the concerns cannot be accommodated, Federal officials shall explain the bases for their decision in a timely manner.

(d) Allow the States to simplify and consolidate existing Federally required State plan submissions. Where State planning and budgeting systems are sufficient and where permitted by law, the substitution of State plans for Federally required State plans shall be encouraged by the agencies.

(e) Seek the coordination of views of affected State and local elected officials in one State with those of another State when proposed Federal financial assistance or direct Federal development has an impact on interstate metropolitan urban centers or other interstate areas. Existing interstate mechanisms that are predesignated as part of the State process may be used for this purpose.

(f) Support State and local governments by discouraging the reauthorization or creation of any planning organization which is Federally-funded, which has a Federally-prescribed membership, which is established for a limited purpose, and which is not adequately representative of, or accountable to, State or local elected officials.

Sec. 3. (a) The State process referred to in Section 2 shall include those where States delegate, in specific instances, to local elected officials the review, coordination, and communication with Federal agencies.

(b) At the discretion of the State and local elected officials, the State process may exclude certain Federal programs from review and comment.

Sec. 4. The Office of Management and Budget (OMB) shall maintain a list of official State entities designated by the States to review and coordinate proposed Federal financial assistance and direct Federal development. The Office of Management and Budget shall disseminate such lists to the Federal agencies.

Sec. 5. (a) Agencies shall propose rules and regulations governing the formulation, evaluation, and review of proposed Federal financial assistance and direct Federal development pursuant to this Order, to be submitted to the Office of Management and Budget for approval.

(b) The rules and regulations which result from the process indicated in Section 5(a) above shall replace any current rules and regulations and become effective September 30, 1983.

[Sec. 5 amended by Executive Order 12416 of Apr. 8, 1983, 48 FR 15587, 3 CFR, 1983 Comp., p. 186]

Sec. 6. The Director of the Office of Management and Budget is authorized to prescribe such rules and regulations, if any, as he deems appropriate for the effective implementation and administration of this Order and the Intergovernmental Cooperation Act of 1968. The Director is also authorized to exercise the authority vested in the President by Section 401(a) of that Act (42 U.S.C. 4231(a)), in a manner consistent with this Order.

Sec. 7. The Memorandum of November 8, 1968, is terminated (33 *Fed. Reg.* 16487, November 13, 1968). The Director of the Office of Management and Budget shall revoke OMB Circular A-95, which was issued pursuant to that Memorandum. However, Federal agencies shall continue to comply with the rules and regulations issued pursuant to that Memorandum, including those issued by the Office of Management and Budget, until new rules and regulations have been issued in accord with this Order.

Sec. 8. The Director of the Office of Management and Budget shall report to the President by September 30, 1984 on Federal agency compliance with this Order. The views of State and local elected officials on their experiences with these policies, along with any suggestions for improvement, will be included in the Director's report.

[Sec. 8 amended by Executive Order 12416 of Apr. 8, 1983, 48 FR 15587, 3 CFR, 1983 Comp., p. 186]

Source: The provisions of Executive Order 12372 of July 14, 1982, appear at 47 FR 30959, 3 CFR, 1982 Comp., p. 197, unless otherwise noted.

<https://ndlegis.gov/information/acdata/pdf/4-12-04.pdf>

CHAPTER 4-12-04

**ETHICS IN PUBLIC PROCUREMENT
(4-12-04-04 Conflict of Interest extract)**

4-12-04-04. Conflict of interest.

1. Each state employee or official directly or indirectly involved in procurement activities for the state will exercise caution in professional and personal activities to prevent a conflict of interest, or the appearance of conflict, regarding any vendor or contractor.
2. An employee or official shall not participate directly or indirectly in a procurement when the employee or official knows that:
 - a) The employee or any member of the employee's immediate family, including a parent, spouse, child, sibling, grandparent, step- (parent, child, siblings), or in-laws (parent, child, and sibling), has a financial interest pertaining to the procurement;
 - b) A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; or
 - c) Any other person, business, or organization with which the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment involved in the procurement.
3. Upon discovery of an actual or potential conflict of interest, an employee or official shall promptly file a written statement of disqualification and withdraw from further participation in the transaction involved. The head of the state agency or institution, in consultation with the attorney general, shall make a written determination as to what further participation, if any, the employee may have in the procurement.

To: Policy Board
From: Cindy Gray, Executive Director
Date: September 9, 2022
Re: **Transportation Management Area (TMA) Funding Memorandum of Understanding (MOU)**

Over the past several months, Metro COG has been in discussions with NDDOT regarding the transition to a TMA. One of the documents provided by the NDDOT is an MOU regarding TMA funding. The MOU is attached for your review (Attachment 1).

Metro COG finds the MOU straight-forward and acceptable. The Executive Committee will be reviewing this at their meeting on Monday, September 12.

The MOU has been reviewed by Metro COG's attorney, John Shockley. Mr. Shockley indicated that he has no issues with the MOU and recommended that we move forward with approval.

If the Executive Committee finds the MOU acceptable, Metro COG will bring this forward to the Policy Board at the September 15 meeting. We included it on the agenda, but will remove it if there are outstanding questions.

Recommended Action: Approve the TMA Funding MOU and authorize the Policy Board Chair and Executive Director to sign the document.

MEMO TO: William T. Panos
Director

FROM: Wayne A. Zacher, P.E.

DATE: 08/23/2022

SUBJECT: 38221237: Transportation Management Area Funding Memorandum of Understanding

The Transportation Management Area Funding Memorandum of Understanding (MOU) outlines how the TMA suballocation funding pots (STBG, TA, CRP) are calculated and notification responsibilities. The MOU is between Fargo-Moorhead Metro COG, NDDOT, and FHWA.

This is not a standard contract or agreement. Legal did review and approve prior to sending around for signatures.

If there are questions, contact Wayne Zacher at (701)328-4828.

38/waz

Contract Routing:

Stacey Hanson;

Paul Benning (approve as to substance);

Shannon Sauer;

Cindy Gray (must view);

Dave Piepkorn (Metro COG PB Chairperson);

Cindy Gray (Metro COG Attestor);

FHWA Main (assign signers);

FHWA Signer;

FHWA Witness;

Wayne Zacher;

Clint Morgenstern;

Jen Turnbow (NDDOT Approver);

Laurie Martin (NDDOT Witness)

Memorandum of Understanding
Concerning Transportation Management Area Funding
between
North Dakota Department of Transportation,
Fargo-Moorhead Metropolitan Council of Governments,
and Federal Highway Administration

This Memorandum of Understanding (MOU) concerning Transportation Management Area Funding is entered into by and between the North Dakota Department of Transportation (NDDOT) acting through the Director, the Fargo-Moorhead Metropolitan Council of Governments (FMCOG) acting through the Policy Board and Executive Director, and the Federal Highway Administration (FHWA) acting through the Division Administrator who agree that:

FMCOG, NDDOT, and FHWA will coordinate in written, electronic, or meeting formats as described in this MOU to ensure the required TMA (Transportation Management Area) funding is made available. The communications will follow the agreed upon schedules outlined in this MOU. Additional communication will be completed as needed.

Funds

All Fiscal Management Information System (FMIS) actions related to administering the FMCOG program will be the responsibility of the NDDOT. NDDOT will enter information into the FMIS based on information provided by FMCOG to the NDDOT Local Government Division. The total FMCOG apportionment is as shown in FMIS. NDDOT must make available to FMCOG an aggregate (4-year) amount of STBG (Surface Transportation Block Grant) obligation limitation equal to the following:

Aggregate Fiscal Year (FY) 2023-2026 STBG funds suballocated to FMCOG	Aggregate amount of FY 2023-2026 formula obligation limitation distributed to the State
	<hr/>
X	Aggregate FY 2023-2026 Fed-aid apportionments to the State (excluding amounts exempt from the obligation limitation)

The above formula is required to ensure that FHWA August redistribution is also made available for STBG funds. The same formula requirement applies to CRP (Carbon Reduction Program) funds. To facilitate this process the NDDOT will make available the full STBG and CRP suballocated apportionments. Adjustments will be made if needed to meet the requirement.

The NDDOT will also make available the full suballocated TA (Transportation Alternatives) apportionment.

Any STBG, TA, or CRP funds, inclusive of the associated obligation limitation, suballocated to FMCOG that are transferred to another agency for an eligible project will count toward the above amount required to be “made available”. Any funds transferred to the NDDOT for FMCOG use will not count towards the “made available” amount by NDDOT.

FMCOG, NDDOT, and FHWA will coordinate to create a letter that reflects the agreed upon estimated amounts of apportionment and obligation limitation to be made available each fiscal year. The letter will cover the entire 4-year period of FY 2023-2026 and be updated annually on or about October 15 to reflect actual obligation limitation amounts made available for the most recently completed fiscal year. FHWA will assist annually in developing estimated amounts of suballocated funds for the future fiscal years covered under the current surface transportation authorization.

On or about October 1, NDDOT will notify, by email, FMCOG and FHWA of the actual amount available for the fiscal year that begins October 1. The obligation limitation may be provided incrementally depending upon the federal appropriations process. Updates will be provided via email to FMCOG with each continuing resolution until the full amount is available. Programming Division will also include in their monthly FMIS status report a summary of FMCOG funds for Local Government Division to share with FMCOG.

Any funds de-obligated by FMCOG projects must be re-obligated within the federal fiscal year they are de-obligated.

FMCOG may use Advance Construction (AC) with NDDOT prior approval on a case-by-case basis. Any requests for the use of AC must be submitted to NDDOT in writing. FMCOG through their jurisdictions will be responsible for all AC contract payments. NDDOT will reimburse the LPA for the amount paid by FHWA. FMCOG understands and agrees that should federal funding not become available, all AC costs for the project will be the responsibility of the applicable LPA.

By August 1 of each year, FMCOG will notify the NDDOT in writing of potential funding that may not be obligated for the current federal fiscal year.

By September 1 of each year, FMCOG will notify the NDDOT in writing of the final amount of unobligated funds for the current fiscal year. This includes current year funding and any funds from previous years that were de-obligated and will not be re-obligated within the fiscal year. The notification will also take place through a meeting set up by FMCOG to occur by September 1 of each year. The meeting will include an invitation (or invitations) to all entities included in this MOU or their designee. Any obligation limitation “made available” to FMCOG in the fiscal year counts towards the statutory requirement even if FMCOG does not use the obligation limitation.

Remaining FMCOG authorization requests, with all required authorization information, are due by September 1 of each year so that NDDOT has time to obligate any remaining obligational authority. The balance of unobligated authority will then be available for NDDOT to obligate on any project.

Notifications

Notifications between NDDOT and FMCOG should be addressed to the following:

NDDOT Deputy Director of Planning, NDDOT Local Government Engineer, FMCOG Executive Director, and the FHWA Financial Manager. Other appropriate staff members, as deemed necessary by the item of discussion, can be notified at the same time as those individuals listed above.

ATTESTED:

**FARGO-MOORHEAD
METROPOLITAN COUNCIL OF
GOVERNMENTS**

NAME (TYPE OR PRINT)

FMCOG POLICY BOARD CHAIRPERSON (TYPE OR PRINT NAME)

SIGNATURE

SIGNATURE

DATE

WITNESS:

**NORTH DAKOTA DEPARTMENT OF
TRANSPORTATION**

NAME (TYPE OR PRINT)

DIRECTOR (TYPE OR PRINT NAME)

^{DS}
SS

SIGNATURE

SIGNATURE

DATE

DATE

APPROVED as to substance by:

Paul Benning

DIVISION DIRECTOR (TYPE OR PRINT NAME)

^{DS}
SH

DocuSigned by:
Paul Benning

SIGNATURE

8/23/2022

DATE

DATE

WITNESS:

**FEDERAL HIGHWAY
ADMINISTRATION**

NAME (TYPE OR PRINT)

DIVISION ADMINISTRATOR (TYPE OR PRINT NAME)

SIGNATURE

SIGNATURE

DATE

DATE

Certificate Of Completion

Envelope Id: 3393DBE6BCFA40F08A18A73C1CFC38FE	Status: Sent
Subject: Please DocuSign: Cover Letter.docx, TMA Funding MOU.pdf	
Contract Number:	
PCN:	
Source Envelope:	
Document Pages: 5	Signatures: 1
Certificate Pages: 3	Initials: 2
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Enabled	Wayne Zacher
Time Zone: (UTC-06:00) Central Time (US & Canada)	608 E Boulevard Ave
	Bismarck, ND 58505
	wzacher@nd.gov
	IP Address: 165.234.252.245

Record Tracking

Status: Original	Holder: Wayne Zacher	Location: DocuSign
8/23/2022 9:27:17 AM	wzacher@nd.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Carahsoft OBO North Dakota Department of Transportation CLOUD	Location: DocuSign

Signer Events

Stacey Hanson
 smhanson@nd.gov
 Assistant Local Government Engineer
 Carahsoft OBO North Dakota Department of Transportation CLOUD
 Security Level: Email, Account Authentication (None), Authentication

Signature



Signature Adoption: Pre-selected Style
 Using IP Address: 165.234.253.12

Timestamp

Sent: 8/23/2022 1:03:58 PM
 Viewed: 8/23/2022 1:42:24 PM
 Signed: 8/23/2022 1:42:45 PM

Authentication Details

SMS Auth:
 Transaction: 660B300972641104919759F0BEDAB6B7
 Result: passed
 Vendor ID: TeleSign
 Type: SMSAuth
 Performed: 8/23/2022 1:41:33 PM
 Phone: +1 701-527-8879

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Paul Benning
 pbenning@nd.gov
 Security Level: Email, Account Authentication (None), Authentication



DocuSigned by:
 Paul Benning
 A411F817506247A...

Signature Adoption: Pre-selected Style
 Using IP Address: 165.234.253.12

Sent: 8/23/2022 1:42:48 PM
 Viewed: 8/23/2022 1:43:48 PM
 Signed: 8/23/2022 1:43:53 PM

Authentication Details

SMS Auth:
 Transaction: 660B30109DB007049196D15BB87AB31E
 Result: passed
 Vendor ID: TeleSign
 Type: SMSAuth
 Performed: 8/23/2022 1:43:33 PM
 Phone: +1 701-214-2502

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Signer Events

Shannon Sauer
ssauer@nd.gov
Security Level: Email, Account Authentication
(None), Authentication

Signature



Signature Adoption: Pre-selected Style
Using IP Address: 165.234.253.12

Timestamp

Sent: 8/23/2022 1:43:55 PM
Viewed: 8/25/2022 6:33:49 PM
Signed: 8/25/2022 6:34:08 PM

Authentication Details

SMS Auth:
Transaction: 660B5D6A4C08100491967370F11AE423
Result: passed
Vendor ID: TeleSign
Type: SMSAuth
Performed: 8/25/2022 6:33:42 PM
Phone: +1 701-426-9825

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Dave Piepkorn
dpiepkorn@fargond.gov
Security Level: Email, Account Authentication
(None)

Sent: 9/6/2022 9:29:54 AM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Cindy Gray
gray@fmmetrocog.org
Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Wayne Zacher
wzacher@nd.gov
Security Level: Email, Account Authentication
(None), Authentication

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Clint Morgenstern
cdmorgenstern@nd.gov
Security Level: Email, Account Authentication
(None), Authentication

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Jen Turnbow
jturnbow@nd.gov
Security Level: Email, Account Authentication
(None), Authentication

Signer Events	Signature	Timestamp
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Laurie Martin
lmartin@nd.gov
Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Main FHWA
hdand@dot.gov
Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Cindy Gray
gray@fmmetrocog.org
Executive Director
Security Level: Email, Account Authentication
(None)

VIEWED
Using IP Address: 96.2.131.38

Sent: 8/25/2022 6:34:10 PM
Viewed: 9/6/2022 9:29:54 AM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Carbon Copy Events	Status	Timestamp
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DOT Legal Admin
dotlegaladmin@nd.gov
Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Legal Admin
dotlegaladmin@nd.gov
Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent Hashed/Encrypted 8/23/2022 1:03:58 PM

Payment Events	Status	Timestamps
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