
Unified Planning Work Program

2017 - 2018

October 2016



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 & Minnesota Departments of Transportation, the Federal Highway Administration and the Federal Transit Administration. Additional funding was provided by the Minnesota Department of Transportation and through local contributions from the governments of Fargo, West Fargo, and Cass County in North Dakota; and Moorhead, Dilworth and Clay County in Minnesota. The United States Government and the States of North Dakota and Minnesota assume no liability for the contents or use thereof.

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 2017-2018 calendar years. Metro COG serves as a voluntary association of local governments in the greater Fargo-Moorhead metropolitan area. Metro COG performs planning and development work, especially to address problems and issues that are regional in scope and cross jurisdictional boundaries.

Metro COG is the Council of Governments (COG) and the federally-required Metropolitan Planning Organization (MPO) for the greater Fargo-Moorhead metropolitan area. Metro COG serves a bi-state area with a planning region that covers 14 townships in Cass County, North Dakota and 16 townships in Clay County, Minnesota (Figure 1.1).

Figure 1.1 North Dakota (ND) and Minnesota (MN) Townships in the Metro COG Region

Alliance (MN)	Glyndon (MN)	Moorhead (MN)
Barnes (ND)	Harmony (ND)	Morken (MN)
Barnesville (MN)	Harwood (ND)	Normanna (ND)
Berlin (ND)	Hawley (MN)	Oakport (MN)
Casselton (ND)	Holy Cross (MN)	Pleasant (ND)
Durbin (ND)	Humbolt (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 (2016)

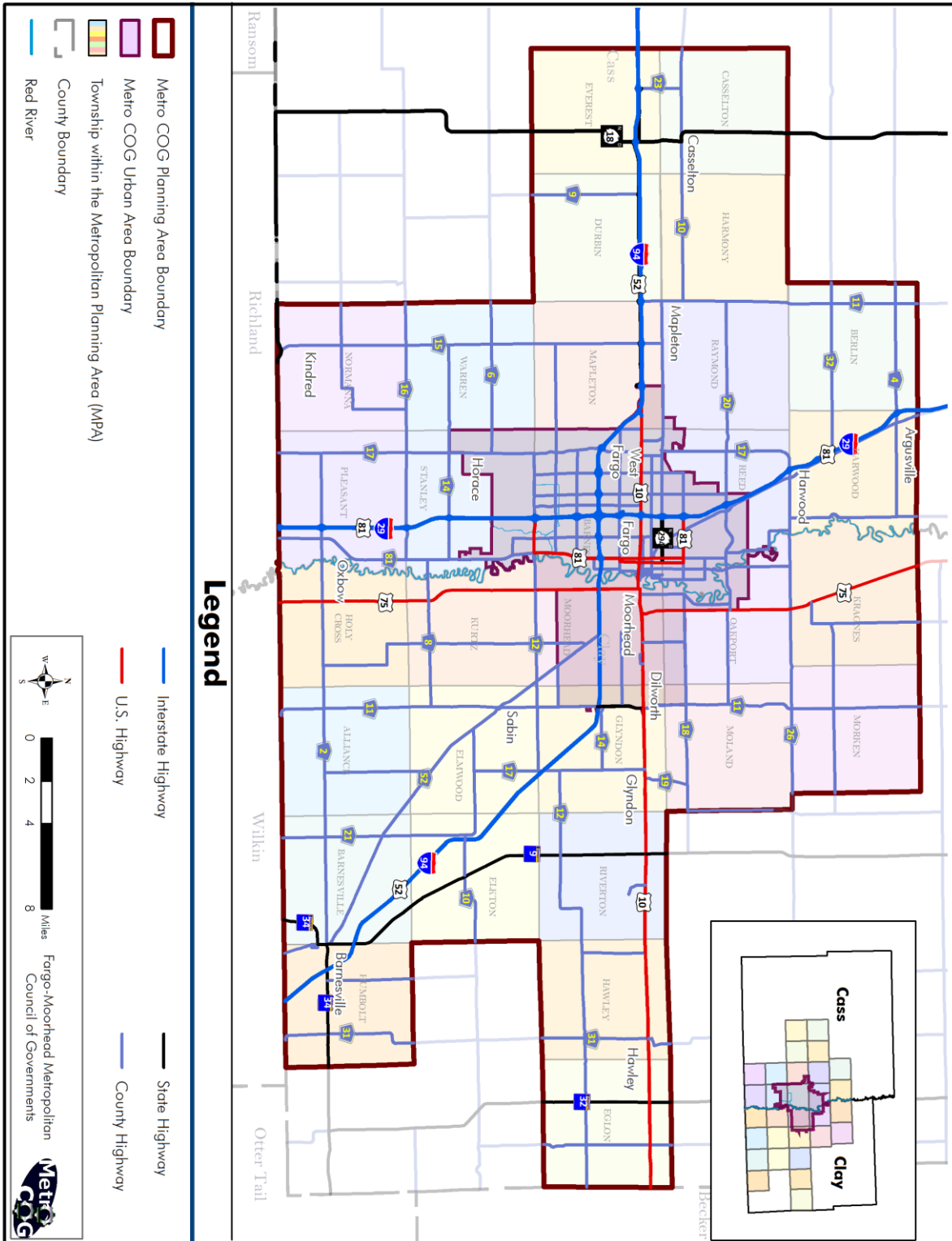
Metro COG's transportation planning process provides a forum for deciding how to improve the regional transportation system and how to allocate federal transportation funds to pay for these improvements. The decision-making process is **C**ontinuing, **C**omprehensive and **C**ooperative (3C planning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

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

Many federal transportation programs, policies and funding categories rely upon a clear and well-documented distinction between urban and rural areas. Urban and rural areas are explicitly defined by the Census Bureau according to specific population, density and related criteria. The boundary separating urban from rural is called the Urbanized Area Boundary (UZA). UZAs may be expanded to accommodate irregularities and boundaries that are separated from or inconsistent with transportation features. The UZA may not be reduced in size, only adjusted outward.

Figure 1.2 on the following page outlines the Metro COG Region and identifies the adjusted UZA for the Metro COG Region.

Figure 1.2 Metro COG Region and Adjusted UZA



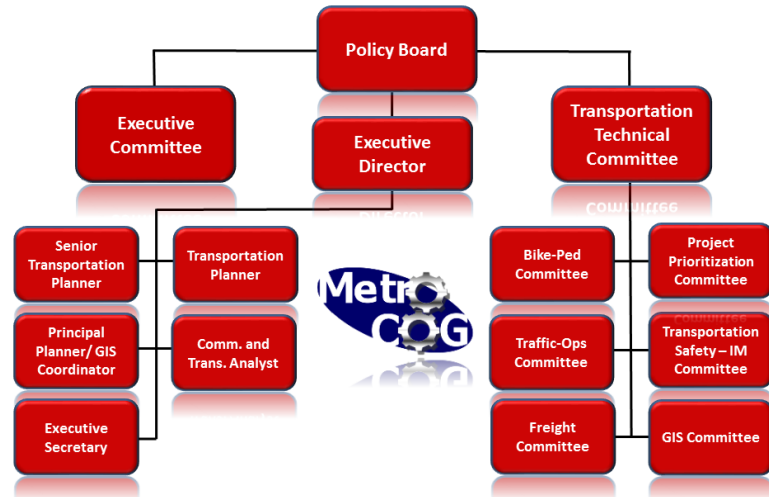
Source: Metro COG (2015)

Organization Structure

The governing body for Metro COG is a twenty-three-member Policy Board consisting of fourteen voting members and seven associate members representing cities and counties within the Metro COG region. Transit interests are represented by a voting member from the City of Fargo. The North Dakota and Minnesota Departments of Transportation each have one Ex-officio member each on the Policy Board as well.

Figure 1.3 Metro COG Organizational Structure

The Metro COG Executive Committee is a six-member board consisting of one member each from each of the six voting member jurisdictions. The relationship, responsibility and composition of these bodies are identified and described in the *Metro COG Articles of Association (as amended 2015)*.



Source: Metro COG (2016)

The Metro COG

Transportation Technical Committee (TTC) reviews and

makes recommendations related to transportation to the Policy Board. The TTC is a 21-member body with representatives from the planning and public works/engineering departments of local jurisdictions, transit agencies, state Departments of Transportation, the MPO and members representing special interests in the Metro COG region. There are six additional committees that provide input to TTC and Policy Board decisions based on their specific area of expertise.

The Policy Board hires an Executive Director and professional staff to accomplish the tasks identified in this UPWP. Staff consists of five planning and one administrative support positions.

The Metro COG organizational structure is identified in Figure 1.3. Membership on the Policy Board, TTC 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 Fargo Forum) in January of each year. Notice of all meetings and full agenda packets are posted on the Metro COG web site in advance of the meetings. A list of Policy Board and TTC meeting dates is included in Appendix B. Executive Committee meetings are held on an as-needed basis and are held on the first Wednesday of each month.

2. UPWP Framework

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

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

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

In addition to the UPWP, Metro COG’s responsibilities include the development and maintenance of a long range transportation plan (LRTP), 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 (2016)*. More information on federal requirements is found in Section 6 - Statement of Nondiscrimination.

Program Area Overview

The regional transportation planning activities and products contained in this UPWP are categorized by 12 program areas with multiple sub-tasks assigned to each. Sub-tasks are work activities and have associated with them one or more work activities and a specific or multiple products.

The 2017-2018 Program Areas and the number of sub-tasks for each are identified in Figure 2.1.

Figure 2.1. Metro COG UPWP Program Area Overview

Program Area	Sub-tasks
100 Policy and Administrative Forums	5
200 Public Involvement Participation and Outreach	3
300 Short Range Planning	6
400 Long Range Planning	6
500 Congestion Management Safety and Technology	6
600 Multimodal Transportation	7
700 Data Development and Reporting	5
800 Professional Development	2
900 General Administration	6
1000 Publications Public Information and	5
1100 Contracted Planning Services	5
1200 Community Planning and Technical Assistance	3

Source: Metro COG 2017-2018 UPWP (2016)

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

The Program Areas and sub-tasks identified in the UPWP support and inform the goals and objectives of the Metro COG LRTP. The most current LRTP, *Metro 2040: Mobility for the Future*, was approved in July 2014. It established seven goals and associated objectives to guide transportation investments in the Metro COG Region through the year 2040. These goals include:

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

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

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

Program Area	Metro 2040: Mobility for the Future Planning Goals						
	Maintenance	Efficiency & Performance	Cost Effectiveness	Land Use and Transportation	Safety and Security	Economic Vitality	Environment & Resources
100 Policy and Administrative Forums							
200 Public Involvement, Participation and Outreach							
300 Short Range Planning	★	★	★		★	★	
400 Long Range Planning	★	★	★	★	★	★	★
500 Congestion Management, Safety and Technology	★	★			★		
600 Multimodal Transportation	★	★	★	★	★		★
700 Data Development and Reporting		★		★	★	★	★
800 Technical and Policy Education							
900 General Administration							
1000 Publications, Public Information and							
1100 Contracted Planning Services	★	★	★	★	★	★	★
1200 Community Planning and Technical Assistance		★		★	★	★	★

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

This UPWP also contains activities to assist in the implementation of provisions contained in surface transportation legislation. The most current federal authorizing legislation is the Fixing America's Surface Transportation (FAST). FAST identifies ten planning factors to be considered by MPOs in developing plans and programs that are reflected in the various tasks of

the Metro COG UPWP. The Metro COG UPWP, will, at a minimum, consider the following planning factors in the transportation planning process and they will be reflected in the Program Areas and tasks identified in this UPWP. The ten planning factors are:

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

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

Figure 3.2 FAST Planning Factors Addressed in the Metro COG UPWP

Program Area	FAST Planning Factors									
	Economic Vitality	System Safety	System Security	Accessibility	Project Environment	Integration of System	Efficiency	System Preservation	Resiliency & Reliability	Travel & Tourism
100 Policy and Administrative Forums										
200 Public Involvement, Participation and Outreach										
300 Short Range Planning	★	★	★	★		★	★	★	★	★
400 Long Range Planning	★	★	★	★	★	★	★	★	★	★
500 Congestion Management, Safety and Technology		★	★	★		★	★	★		
600 Multimodal Transportation		★	★	★	★	★	★	★		
700 Data Development and Reporting	★	★	★	★	★	★	★			
800 Technical and Policy Education										
900 General Administration										
1000 Publications, Public Information and										
1100 Contracted Planning Services	★	★	★	★	★	★	★	★	★	★
1200 Community Planning and Technical Assistance	★	★	★		★	★	★		★	★

Source: Metro COG (2016)

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

- **FAST Performance-based Planning:** Transition to a performance-based approach to planning and programming that supports the achievement of transportation system performance outcomes.
- **Models of Regional Planning Cooperation:** Promote cooperation and coordination across MPO boundaries and across state boundaries to ensure a regional approach to transportation planning.

- **Ladders of Opportunity:** As part of the transportation planning process, identify gaps in access to essential services, to include housing, employment, healthcare, schools/education and recreation.

These PEAs are expected to carry over into 2017. The PEAs include transition to performance based planning and programming as per MAP-21 and implemented through FAST, cooperation and coordination across MPO boundaries and across state boundaries where appropriate to ensure a regional approach to transportation planning and access to essential services in which the transportation planning process identifies transportation connectivity gaps in access to essential services. A copy of the announcement letter is included in Appendix C.

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

Figure 3.3 Planning Emphasis Areas Addressed in the Metro COG UPWP

Planning Emphasis Area	Program Area											
	100	200	300	400	500	600	700	800	900	1000	1100	1200
FAST Performance-Based Planning			★	★	★							
Models of Regional Planning Cooperation			★	★	★	★					★	★
Ladders of Opportunity				★		★	★				★	

Source: Metro COG (2015)

4. Funding Overview and Annual Budgets

Federal Funding

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

State and Local Funding

Metro COG collects annual dues from its member jurisdictions that have voting privileges on the Metro COG Policy Board. These include the cities of Dilworth and Moorhead in Minnesota, the cities of Fargo and West Fargo in North Dakota, and 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 also 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 1200 are designed to be done by Metro COG staff, and are funded in total by local jurisdictions.

Budget

The Metro COG Budget has two components: an operations budget and a contracted planning services budget. The contracted planning services budget includes the Consolidated Planning Grant (CPG) federal funds to accomplish planning studies in the region. Local funds for these projects are provided by a jurisdiction or multiple jurisdictions through special assessments to be used only for these projects. The operating budget also consists of CPG funds, but the local share of funds come from all voting member jurisdictions through an annual collection of jurisdiction dues. Tables showing local jurisdiction dues for 2017 and 2018 are included as Appendix D. A summary of the approved 2017-2018 budget is displayed 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 2017 and 2018, 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 duly 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 2017-2018

	Approved	Estimated
Revenues	2017	2018
Consolidated Planning Grant (CPG) - Internal Operations ¹	\$545,551.64	\$568,481.70
Consolidated Planning Grant (CPG) - Contracted Planning ²	\$468,000.00	\$40,320.00
Carryover of Funds (Federal + Local) ³	\$0.00	\$0.00
MnDOT State Planning Funds	\$26,820.00	\$26,820.00
Member Dues ⁴	\$126,119.77	\$132,425.76
Misc. Revenues from Members	\$0.00	\$0.00
Misc. Revenue - Aerial Photos (Diversion Authority)	\$50,000.00	\$0.00
Match on Special Projects/Non-Fed. Elig. Activities	\$59,000.00	\$59,400.00
Local Match on Contracted Planning ⁵	\$117,000.00	\$10,080.00
Total Revenues	\$1,392,491.41	\$837,527.46
Expenses	2017	2018
Salaries/Benefits	\$561,310.03	\$586,582.21
Overhead	\$120,629.52	\$124,019.92
Overhead Funded Locally	\$2,875.00	\$2,900.00
Total in-House Budget	\$684,814.55	\$713,502.13
% Change over prior year	3.48%	4.19%
Total Expenses	\$1,269,814.55	\$763,902.13
Contracted Planning Federal and Local Match		
Federal CPG	\$468,000.00	\$585,000.00
Metropolitan Travel Demand Model (ATAC)	\$32,000.00	\$32,000.00
Aerial Photos (2017)	\$200,000.00	\$0.00
Alt Routes Traffic Incident Management Guide Book	\$96,000.00	\$0.00
Heartland Trail Extension	\$80,000.00	\$0.00
Clay County Comprehensive Plan	\$0.00	\$0.00
Travel Time Data	\$60,000.00	\$0.00
LRTP Update (2018)	\$0.00	\$200,000.00
Bicycle-Pedestrian Count Equipment	\$0.00	\$1,600.00
Local Match for Contracted Funds	\$117,000.00	\$468,000.00
Metropolitan Travel Demand Model (ATAC)	\$8,000.00	\$0.00
Aerial Photos (2017)	\$50,000.00	\$0.00
Alt Routes Traffic Incident Management Guide Book	\$24,000.00	\$0.00
Heartland Trail Extension	\$20,000.00	\$0.00
Clay County Comprehensive Plan	\$0.00	\$0.00
Travel Time Data	\$15,000.00	\$0.00
LRTP Update (2018)	\$0.00	\$50,000.00
Bicycle-Pedestrian Count Equipment	\$0.00	\$400.00
Contracted Planning (Fed + Local)	\$585,000.00	\$50,400.00
Internal Operations Federal and Local Match		
Federal CPG	\$545,551.64	\$568,481.70
Local Match for Operations Funds (Over Match)	\$152,939.77	\$136,388.11
Operations (Fed + Local)	\$681,939.55	\$681,940.55
Local Funds Revenue/Expense Analysis (Internal Operations)	2017	2018
Local Funds Required	\$136,387.91	\$142,120.43
Local Funds Generated	\$202,939.77	\$159,245.76
Local Revenues over Expenses	\$66,551.86	\$17,125.33
Cumulative	\$84,995.77	\$102,121.10
Federal Funds Revenue/Expense Analysis	2017	2018
Federal Funds for Internal Operations	\$545,551.64	\$568,481.70
Federal Funds for Contracted Planning	\$468,000.00	\$40,320.00
Total Federal Funds Budgeted	\$1,013,551.64	\$608,801.70
Available Federal Grant Funds	\$1,408,149.78	\$1,436,312.78
Federal Grant Funds Total (Cumulative at CY End)	\$394,598.14	\$827,511.07

Source: Metro COG Biannual Budget, as approved (May 2016)

¹ Federal Reimbursement on Eligible Internal Costs (labor + Overhead) ² Federal Reimbursement on Contracted Planning ³ Carryover of Funds in Contracts from Prior CY (Federal + Local) ⁴ Assumes 5% annual increase 2016 – 2019 ⁵ Includes local match collected for Contracted Planning Projects in Current Calendar Year

Figure 4.2 Metro COG 2017-2018 UPWP Operating Budget by Program Area

Program Area	2017		2018	
	Budget	Staff Hours	Budget	Staff Hours
100 Policy and Administrative Forums	\$69,901.45	1,705	\$68,992.05	1,705
200 Public Involvement Participation and Outreach	\$16,591.18	363	\$15,196.81	343
300 Short Range Planning	\$78,679.25	1,457	\$92,314.68	1,192
400 Long Range Planning	\$83,738.85	1,715	\$112,690.31	1,820
500 Congestion Management Safety and Technology	\$39,742.55	880	\$41,567.57	969
600 Multimodal Transportation	\$54,850.74	1,185	\$48,747.97	1,110
700 Data Development and Reporting	\$47,893.81	1,081	\$47,283.45	1,081
800 Professional Development	\$17,739.19	390	\$17,052.30	390
900 General Administration	\$133,355.68	3,548	\$141,981.04	3,674
1000 Publications Public Information and	\$21,439.04	636	\$22,576.84	676
1100 Contracted Planning Services	\$585,000.00	see note ¹	\$292,000.00	see note ¹
1200 Community Planning and Technical Assistance	\$4,532.60	120	\$4,153.20	120

¹Note: Staff hours identified under element 305.

Source: Approved Metro COG Annual Budgets, 2017 and 2018

5. Strategic Plan

The Metro COG LRTP 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 LRTP are complete 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 LRTP update. The Metro COG Strategic Plan (Figure 5.1) establishes a timeline for the development of the LRTP by identifying those UPWP work activities, in chronological order, to prepare for, develop and inform the next update of the Long Range Transportation Plan.

Figure 5.1 Metro COG Strategic Plan for Major Activities

Major Program Activity	2017-2018 UPWP									
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Long Range Transportation Plan (LRTP)	Map-21 Updates (LRTP)	Map-21 Updates (LRTP)		2045 Update (approval Q3 of 2019)		L RTP Updates			2050 Update (approval 3 Q 2024)	
LRTP Origin Destination / Travel Time						*	*			
Transit Development Plan	*									
Metropolitan Wide Traffic Counts	*					*				
Traffic & Bicycle Counts (Annual and as	*	*	*	*	*	*	*	*	*	*
Bicycle & Pedestrian Plan		*					*			
Demographics		*	*				*	*		
Model Calibration			*	*				*	*	
Intelligent Trans. Plan			*					*		
Regional Freight Plan		*						*		
Congestion Management Process		*					*			
Regional Railroad Safety Plan		*					*			
Aerial Photos			*			*			*	
Regional Safety Plan			*					*		
TIP Development / Management	*	*	*	*	*	*	*	*	*	*

Source: Metro COG (2015)

6. 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. 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:

David Burns
Metro COG Title VI Coordinator
Case Plaza, Suite 232
One North 2nd Street
Fargo, North Dakota 58102-4807
burns@fmmetrocog.org
701.232.3242 ext. 36

or download the Discrimination Complaint Form from the Metro COG website at:

www.fmmetrocog.org

7. Self-Certification and Restrictions on Lobbying

Self-Certification

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

The requirements of self-certification include:

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

In addition to those requirements outlined in 23 CFR 450.336, Metro COG is also required to certify that its transportation planning process is in compliance 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 is in compliance with the above federal requirements.

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

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

Restrictions on Lobbying

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

8. Program Areas and Sub-tasks

Metro COG breaks the Program Areas into individual sub-tasks to be complete in each of the calendar years covered by this UPWP. Each Program Area has identified an objective, a budget and sub-tasks associated with it. Each sub-task has identified with it the estimated completion and agency or agencies (participant(s)) responsible for its completion.

100 Policy and Administrative Forums

Objective:

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

Assigned Staff Hours: 1,705 (2017) 1,705 (2018)

Previous Accomplishments:

- Monthly MPO Policy Board Meetings
- Scheduled Metro COG Executive Committee Meetings
- Monthly TTC Meetings
- Bi Annual North Dakota MPO Directors meetings.
- Quarterly MnDOT MPO Directors meetings
- Quarterly ATP-4 meetings.

Figure 8.1 Activity Budget and Funding Source Split for Program Area 100

Funding Source	2017		2018		Total Activity Budget 2017-2018
	Percent	Amount	Percent	Amount	
CPG	80%	\$55,921	80%	\$55,194	\$111,115
Local	20%	\$13,980	20%	\$13,798	\$27,779
Total	100%	\$69,901	100%	\$68,992	\$138,893

101 Metro COG Policy Board

Participant(s): Metro COG

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

Activities:

- Developing, copying, emailing and posting (web and social media) of meeting agendas and agenda packets
- Processing meeting minutes
- Contacting Policy Board members
- Staff support and research, staff reports and presentations
- General meeting facilitation

Products

2017 Monthly Policy Board meetings
 2018 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 meet on an “as needed” basis. The Executive Committee recommends the agency’s annual budget and work program to the Policy Board, as well as other recommendations as required in the day-to-day operations of the agency.

Activities:

- Developing, copying, emailing and posting (web and social media) of meeting agendas and agenda packets
- Processing meeting minutes
- Contacting Executive Committee members
- Staff support and research, staff reports and presentations
- General meeting facilitation

Products

Completion Date

2017 Executive Committee Meetings (as needed).

As Needed

2018 Executive Committee Meetings (as needed).

As Needed

103 Transportation Technical Committee (TTC)

Participant(s): Metro COG

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

Activities:

- Developing, copying, emailing and posting (web and social media) of meeting agendas and agenda packets
- Processing meeting minutes
- Contacting Policy Board members
- Staff support and research, staff reports and presentations
- General meeting facilitation

Products

Completion Date

2017 Monthly TTC meetings

Monthly

2018 Monthly TTC meetings

Monthly

104 MPO Directors Meetings

Participant(s): Metro COG

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

Activities:

- Agenda development
- Staff support and research

- Travel to and from meeting venue

Products

2017 North Dakota DOT MPO Directors Meetings
 2017 Minnesota DOT MPO Directors Meetings
 2018 North Dakota DOT MPO Directors Meetings
 2018 Minnesota DOT MPO Directors Meetings

Completion Date

Biannually
 Quarterly
 Biannually
 Quarterly

105 ATP 4 Meetings

Participant(s): Metro COG

Through the Area Transportation Partnership (ATP) in Minnesota, Metro COG actively participates in soliciting candidate projects for federal funding, selects and prioritizes transportation projects, sets investment targets for each category and develops a 4-year Area Transportation Improvement Program. Solicitation, review, selecting and programming of Transportation Alternatives (TA) funds, rural transit projects and other federal transportation competitive programs. General forum for discussing transportation issues that effect MnDOT District 4.

Activities:

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

Products

2017 ATP 4 Meetings
 2018 ATP 4 Meetings

Completion Date

Quarterly
 Quarterly

200 Public Involvement, Participation and Outreach

Objective:

To conduct public involvement activities in accordance with the Metro COG Public Participation Plan in order to effectively and continuously engage public input in the transportation planning process. To provide and support public forums and workshops that identify and discuss timely topics or special subjects of regional significance.

Assigned Staff Hours: 363 (2017) 343 (2018)

Previous Accomplishments:

- Updated Public Participation Plan (2016)
- Multiple public meeting opportunities
- TIP Public Open House
- PPP Public Open House
- Monthly public opportunities at TTC and Policy Board

Figure 8.2 Activity Budget and Funding Source Split for Program Area 200

Funding Source	2017		2018		Total Activity Budget 2017-2018
	Percent	Amount	Percent	Amount	
CPG	80%	\$13,273	80%	\$12,157	\$25,430
Local	20%	\$3,318	20%	\$3,039	\$6,358
Total	100%	\$16,591	100%	\$15,197	\$31,788

201 Metro COG Public Participation Plan

Participant(s): Metro COG

The Metro COG Public Participation Plan will be maintained and implemented. This plan includes a proactive outreach program that provides complete information, timely public notice, full public access to key decisions, opportunities for visioning on the transportation system and land use patterns, and supports an early and continuing involvement of the public in developing the Long Range Transportation Plan, TIP and transportation and community development activities of Metro COG.

Activities:

- Maintain and update PPP as required
- Develop Annual Report of Public Input and Comment Activities
- Maintain PPP database

Products

2017 Maintained and updated Metro COG Public Participation Plan
 2018 Maintained and updated Metro COG Public Participation Plan

Completion Date

As needed
 As needed

202 Public Involvement and Engagement Activities

Participant(s): Metro COG

Conduct public involvement and engagement efforts related to the transportation planning process not associated with contracted planning studies (1100 series). Metro COG produces an Annual Report of Public Input and Comment Activities which identifies all public input opportunities throughout the calendar year.

Activities:

- Issuing press releases and public notices
- Speaking to media
- Host public forums and panel discussions on topics related to and impacted by transportation planning
- Presentations and meetings with service clubs, neighborhoods, community leaders, elected officials and others
- Outreach and engagement activities with low-income, minority and other traditionally underrepresented segments of the population
- Update and maintenance of the Metro COG Public Involvement Database Reporting System
- Development and distribution of the Annual Report of Public Involvement Activities

Products

2017 Public Input Opportunities
 2017 Annual Report of Public Input and Comment Activities
 2018 Public Input Opportunities

Completion Date

On-going
 4th QTR
 On-going

203 Public Events and Workshops**Participant(s):** Metro COG

This element covers general and program wide public input activities. These public input activities include coordination and facilitation of required program elements. Related expenses may include rental of appropriate venues, audio-visual equipment and other necessary associated items.

Activities:

- Provide technical and clerical staff support to sponsor, co-sponsor or develop public forums and workshops

Products

Public Open Houses
Facilitated Federal, state or local meetings.

Completion Date

As required
As required

300 Short Range Planning

Objective:

To develop and refine the short-range transportation planning process; develop and maintain the Transportation Improvement Program (TIP); assist local jurisdictions in the programming, funding and delivery of transportation improvements, develop and maintain performance measures to track progress toward regional goals; and support active short-range transportation activities.

Assigned Staff Hours: 1,457 (2017) 1,192 (2018)

Previous Accomplishments:

- 2015 & 2016 TIP, ALOP and amendments
- SW Metro Area Study
- Moorhead Downtown Grade Separation Project
- Sheyenne Street Corridor Study (phase I & 2)
- Traffic data collection and analysis
- Developed Performance Measures
- Approved Regional Safety and Freight committees

Figure 8.3 Activity Budget and Funding Source Split for Program Area 300

Funding Source	2017		2018		Total Activity Budget 2017-2018
	Percent	Amount	Percent	Amount	
CPG	80%	\$58,238	80%	\$73,852	\$132,090
Local	20%	\$14,559	20%	\$18,463	\$33,022
Total	100%	\$72,797	100%	\$92,315	\$165,112

301 Transportation Improvement Program (TIP)

Participant(s): Metro COG

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

Activities:

- Development of the 2017 (2017-2020) and 2018 (2018-2021)TIPs
- Process TIP Amendments, as required
- Develop Annual List of Obligated Projects (ALOP) for 2016 and 2017

Products

2017 TIP
2018 TIP
TIP amendments
2016 Annual List of Obligated Projects
2017 Annual List of Obligated Projects

Completion Date

3rd QTR
3rd QTR
As required
With 2017 TIP
With 2018 TIP

302 Transportation Funding Analysis

Participant(s): Metro COG

Identify funds available to the FM metropolitan area from federal and state transportation legislation. Identify and assess innovative financing techniques to fund projects and programs. Provide data and information to officials on the status of transportation funding in the MPO.

Activities:

- Research and document federal aid opportunities
- Development and update annual Federal-aid Report

Products

2017 Annual Federal-aid Report
2018 Annual Federal-aid Report

Completion Date

4th QTR
4th QTR

303 Performance Measures

Participant(s): Metro COG

Metro COG will coordinate with state and federal agencies to develop a set of performance measurements that will be included in the Long Range Transportation Plan, Transportation Improvement Program and regional transportation planning activities. Conduct studies and analysis of transportation data to develop and assess performance measures.

Activities:

- Coordination efforts with NDDOT and MnDOT to develop performance measures 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	Completion Date
2017 Various performance measures	4th QTR
2018 Various performance measures	4th QTR

304 Federal Functional Classification Update **Participant(s):** Metro COG

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

Activities:

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

Products	Completion Date
Updated Minnesota and North Dakota FFC Maps	As needed

305 Contract Management/Consultant Study Participation **Participant(s):** Metro COG

This element allows Metro COG the resources to provide contract management and oversight for work that is contracted to a consultant as listed in Program Area 1100.

Activities:

- Study Review Committee (SRC) recruitment, RFP development, consultant selection process and contract negotiations/notice to proceed
- RFP/Contract approval process
- Processing consultant invoices
- Maintaining required project management files and paperwork
- SRC meeting facilitation and involvement

Products	Completion Date
Completed planning studies (Program Area 1100)	As required

306 Metropolitan Transportation Technical Assistance **Participant(s):** Metro COG

This work task provides Metro COG resources in both 2017 and 2018 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 include other UPWP work elements
- Respond to written or verbal requests for assistance from the public, local jurisdictions, local agencies, other MPOs/COGs, the media or any non-internal technical assistance.

Products	Completion Date
Technical Assistance	On-going

400 Long Range Planning

Objective:

To conduct the long-range transportation planning process; implement and maintain the regional Long Range Transportation Plan; develop and update the Travel Demand Model; develop local and corridor-level planning studies; support the activities recommended by the LRTP.

Assigned Staff Hours: 1,715 (2017) 1,820 (2018)

Previous Accomplishments:

- Development of TAZ for expanded Metro COG area
- Development of TDM base year network
- Maintenance of the TDM

Figure 8.4 Activity Budget and Funding Source Split for Program Area 400

Funding Source	2017		2018		Total Activity Budget 2017-2018
	Percent	Amount	Percent	Amount	
CPG	80%	\$63,021	80%	\$90,152	\$153,173
Local	20%	\$15,755	20%	\$22,538	\$38,293
Total	100%	\$78,776	100%	\$112,690	\$191,467

401 2040 Long Range Transportation Plan (LRTP) Implementation and Maintenance

Participant(s): Metro COG

In 2017 and 2018 Metro COG will further the implementation of the 2040 LRTP through the development and completion of smaller work tasks relevant to the surface transportation program for the FM Metropolitan area. Annually review the LRTP in coordination with the TIP development process to ensure consistency between the LRTP and projects seeking federal aid. Metro COG periodically reviews and assesses key elements of the LRTP to ensure the document is still valid and consistent with local, state, and federal objectives and initiatives.

Activities:

- Amend the 2040 LRTP as required
- Annual review of the TIP projects against the of goals and objectives of the 2040 LRTP

Products

Updated LRTP

Completion Date

On-going

402 2045 Long Range Transportation Plan (LRTP) Development and Administration

Participant(s): Metro COG /Consultant

Develop the 2045 LRTP to be adopted by June 2019. Regional goals in accordance with the federal transportation planning provisions will be supported. Portions of the LRTP as well as marketing and public involvement activities such as the development of brochures, websites, info-graphics and surveys to gather public input, and engage the citizenry and inform the public of the LRTP process.

Activities:

- Purchase interactive tools for engaging the public
- Request for Proposal development, consultant selection process, contract negotiation and approval

Products

Initial development of LRTP update content (2017, 2018)
Hire Consultant (2017)

Completion Date

On-going
4th QTR

403 Travel Demand Model (TDM) maintenance and Operation

Participant(s): Metro
COG/ATAC

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

Activities:

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

Products

Updated Travel Demand Model, as needed

Completion Date

On-going

404 Freight and Goods Movement

Participant(s): Metro COG

Incorporate freight and goods movement into the regional planning process. Support private sector participation in the transportation planning process by working with local Chambers of Commerce and Economic Development Corporations, freight interests and representatives from other private transportation industries in reviewing transportation plans and programs. Use the Freight Analysis Framework (FAF) and other publicly available data.

Activities:

- 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.
- Quarterly meetings of the Regional Freight Committee.

Products

2017 Quarterly Regional Freight Committee (RFC) meetings
2018 Quarterly Regional Freight Committee (RFC) meetings
Implementation of Freight Plan recommendations (2017&2018)

Completion Date

Quarterly
Quarterly
On-going

405 Long-range Planning Activities and Studies

Participant(s): Metro COG

Provide technical assistance and related transportation system travel, financial and social-economic data to the states and local jurisdictions as requested to assist in conducting long-

range corridor, location, sub-area, feasibility and other project level studies. This element includes work on planning activities and studies not their own specific work element (1100 series), and other project requiring coordination with cities, counties, states, utilities and other stakeholders.

Activities:

- Coordination of, and participation in statewide planning efforts
- Coordination of, and participation in local planning efforts

Products

Participation in state and local planning efforts.

Completion Date

On-going

406 Federal and State Rules and Regulations Compliance and Maintenance

Participant(s): Metro COG

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

Activities:

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

Products

Updated Documents
 Certification Review
 Mid-year FHWA/NDDOT reviews (2017 & 2018)

Completion Date

On-going
 As required
 2nd QTR

500 Congestion Management, Safety and Technology

Objective:

To monitor traffic congestion levels in the metro area through the Congestion Management Process, to promote a safe and efficient transportation system through the development of management and operations, safety and technical strategies and solutions.

Assigned Staff Hours: 880 (2017) 969 (2018)

Previous Accomplishments:

- Metro COG Safety Committee
- Maintained Metro COG Regional ITS Architecture
- Review of crash data and Annual Safety Report
- Development of the Congestion Management Process

Figure 8.5 Activity Budget and Funding Source Split for Program Area 500

Funding Source	2017		2018		Total Activity Budget 2017-2018
	Percent	Amount	Percent	Amount	
CPG	80%	\$31,794	80%	\$33,254	\$65,048
Local	20%	\$7,949	20%	\$8,314	\$16,262
Total	100%	\$39,743	100%	\$41,568	\$81,310

501 Congestion Management Process

Participant(s): Metro COG

Implementation of the CMP in Metro COG transportation planning efforts to improve the performance of the existing multimodal transportation systems and maximize safety and mobility of people and goods in the region and identify specific measures to relieve recurring and non-recurring vehicle congestion. Collect and use data as needed. Implement recommendations to enhance the Metro COG causes of recurring and non-recurring congestion and identify opportunities to relieve it. . Annual review of projects in TIP against CMP recommendations. Collect and use data as needed.

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

Activities:

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

Products

Implementation of CMP recommendations

Completion Date

On-going

502 Safety / Security Planning Methods

Participant(s): Metro COG

Incorporate recommendations of the Metro COG Safety Plan and transportation safety/security planning into the MPO planning process and the development of the Metro COG LRTP, the Metro COG TIP and the Metro COG Public Participation Plan. This will include the monitoring of crash and security data, active participation in safety and security programs, cooperative and continuing interaction with local jurisdictions and the public. Conduct studies to analyze crash locations and safety planning in the metro area and coordinate with North Dakota and Minnesota State Strategic Highway Safety Plans (SHSP).

Activities:

- Facilitated Safety Committee meetings
- Staff support for Safety Committee
- Implementation of Metro COG Safety Plan
- Updated Metro COG documents

Products

Annual updates to the Metro COG Safety Plan (2017&2018)

Updated Metro COG documents.

2017 Facilitated Safety Committee meetings

Completion Date

3rd QTR

On-going

Quarterly

2018 Facilitated Safety Committee meetings
Staff support for Safety Committee

Quarterly
On-going

503 Safe Routes to School Planning

Participant(s): Metro
COG/School Districts

Provide staff assistance in the development and maintenance of Safe Routes to School (SRTS) plans and programs for jurisdictions within the Metro COG planning area. Provide technical assistance in the development, review and submission of SRTS applications. Incorporate SRTS plans into Metro COG short- and long-range planning efforts.

Activities:

- Update local SRTS plans
- Implementation of SRTS recommendations in Metro COG planning efforts
- Transportation Alternative funding application assistance for SRTS projects

Products

Fargo Safe Routes to School Update (2017)

Completion Date

4th QTR

504 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.

Activities:

- Facilitate quarterly Traffic Operations Committee meetings
- Staff support for Traffic Operations Committee
- Traffic operations technical assistance and coordination

Products

2017 Quarterly Traffic Operations Committee (TOC) Meeting Facilitation
2018 Quarterly Traffic Operations Committee (TOC) Meeting Facilitation

Completion Date

Quarterly
Quarterly

505 Regional ITS Architecture

Participant(s): Metro
COG/ATAC

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:

- Annual review of TIP projects against the Regional ITS Architecture
- Annual updates to the Regional ITS Architecture
- Coordination with ATAC, NDDOT and MnDOT on ITS architecture updates
- Maintain Metro COG Regional Intelligent Transportation System database

Products	Completion Date
Annual review and update of the Regional ITS Architecture (2017 & 2018)	On-going
2017 Review of TIP projects against Architecture	3rd QTR
2018 Review of TIP projects against Architecture	3rd QTR

506 Internal Computer Support

Participant(s): Metro COG

Provide technical support in maintaining computer hardware and software, software licensing, and network connections. Purchase and installation of new computer hardware and software as required.

Activities:

- Research, price and purchase computer hardware and software
- Install new computers and computer software
- Daily/weekly/quarterly backups of agency data
- Maintain existing computer systems
- Technical assistance to staff

Products	Completion Date
Computer system backups	On-going
Computer maintenance and update	On-going
Hardware/software Purchases	On-going

600 Multimodal Transportation

Objective:

To provide staff support; monitor, collect and process data; participate in multimodal activities and implement objectives of the Metro COG Bicycle/Pedestrian Plan and the Transit Development Plan.

Assigned Staff Hours: 1,185 (2017) 1,110 (2018)

Previous Accomplishments:

- Update to the Bicycle/Ped Plan
- Updated Transit Development Plan

Figure 8.6 Activity Budget and Funding Source Split for Program Area 600

Funding Source	2017		2018		Total Activity Budget 2017-2018
	Percent	Amount	Percent	Amount	
CPG	80%	\$43,881	80%	\$2,194	\$46,074
Local	20%	\$10,970	20%	\$548	\$11,519
Total	100%	\$54,851	100%	\$2,742	\$57,593

601 Transit Development Plan

Participant(s): Metro COG

Maintain and update TDP as needed.

Activities:

- Update TDP and implement recommendations of the TDP as required

Products

Update TDP as needed
 Implement TDP recommendations

Completion Date

On-going
 On-going

602 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

603 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

2017 MATBUS Coordinating Meetings
 2018 MATBUS Coordinating Meetings

Completion Date

Monthly
 Monthly

604 Bicycle-Pedestrian Activities and Technical Assistance

Participant(s): Metro COG

Participate in bicycle and pedestrian planning activities and support the implementation of Metro COG’s Bicycle and Pedestrian Plan and the Complete Streets policy adopted by Metro COG in 2013. Respond to requests for information and smaller analysis 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
- Oak Grove/Memorial Park Lift Bridge support
- Development, review and scoring of Transportation Alternative Program (TAP) applications
- Maintenance / Integrate changes and updates to the metropolitan Bike Map as necessary
- Implement recommendations of the Bike signage project
- Updates to the bike signage project
- Efforts to develop a phone app of the Bike Map
- Efforts related to Great Ride Bike Share program

Products

2017 Bike/Ped Committee Meetings
 2018 Bike/Ped Committee Meetings

Completion Date

Quarterly
 Quarterly

605 Bicycle and Pedestrian Counts and Analysis

Participant(s): Metro COG

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

Activities:

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

Products

2017 Updated Bicycle and Pedestrian Counts Database
 2018 Updated Bicycle and Pedestrian Counts Database
 2017 Annual Report to MnDOT and NDDOT
 2018 Annual Report to MnDOT and NDDOT
 Collection and processing of manual and automatic bike and ped counts.

Completion Date

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

606 Heartland Trail Extension (Countywide Coordination & Corridor Study – Clay County Portion)

Participant(s): Metro COG

The Heartland Trail is currently a 49-mile paved shared-use path that runs from Cass Lake, MN to Park Rapids, MN. In 2006 an extension of the Heartland Trail was legislatively authorized to extend west to the City of Moorhead — a distance of 85 to 100 miles. Metro COG will work with representatives from Clay County, including the cities of Hawley, Glyndon, Dilworth, Moorhead,

the Mn DNR and other local agencies on a detailed study that would determine trail alignment, right-of-way needs, land ownership, and cost estimates. In addition, Metro COG will continue to work with Clay County Heartland Trail Advisory Committee to oversee Heartland Trail efforts through Clay County.

Activities:

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

Products

Heartland Trail Extension Study (2018)

Completion Date

4th QTR

607 Metropolitan Bike Summit

Participant(s): Metro COG

Provide staff assistance in Streets Alive. Specific decisions relating to programming, funding, and other needs are developed in cooperation with the Metropolitan Bicycle and Pedestrian Committee and other interested parties. Continued education and encouragement activities are an identified need in the 2011 Metropolitan Bicycle and Pedestrian Plan. The Metropolitan Bike Summit serves to advance key educational initiatives identified in the 2011 Plan (to be updated in 2016). This program area covers only the internal resources to coordinate and organize the Metropolitan Bike Summit. Specific costs related to programming of the event are to be covered by local partnering agencies and would be outside of Metro COG's UPWP.

Activities:

- Staff assistance and activity facilitation and support

Products

2017 Activity facilitation and support.

2018 Activity facilitation and support.

Completion Date

3rd QTR

3rd QTR

700 Data Development and Reporting

Objective:

To collect, process and report various data sets used in the transportation planning process and community development activities of the region.

Assigned Staff Hours: 1,081 (2017) 1,081 (2018)

Previous Accomplishments:

- Annual FM Metro Profile
- Various updates to Metro COG databases.

Figure 8.7 Activity Budget and Funding Source Split for Program Area 700

Funding Source	2017		2018		Total Activity Budget 2017-2018
	Percent	Amount	Percent	Amount	
CPG	80%	\$38,315	80%	\$10,040	\$48,355
Local	20%	\$9,579	20%	\$2,510	\$12,089
Total	100%	\$47,894	100%	\$12,550	\$60,444

701 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 management requirements of current and future federal transportation law.

Activities:

- Annual FM Metropolitan Profile development and approval

Products

2017 Annual Update to the FM Metropolitan Profile
 2018 Annual Update to the FM Metropolitan Profile

Completion Date

2nd QTR
 2nd QTR

702 Growth Monitoring and Data Analysis

Participant(s): Metro COG

Using Census, American Community Survey, Freight Analysis Framework and other data provide assistance to jurisdictions, businesses, individuals, and organizations with projects involving census data. Data is to be used internally and in support of approved planning studies. Purchase necessary data and conduct regional or local studies for growth monitoring and analysis. Obtain, record and maintain various sources of data (employment, land use, construction permits). Monitor other local population characteristics, including auto ownership, vital statistics and/or school enrollment.

Activities:

- Data collection and evaluation
- Maintain multiple databases
- Purchase required data (develop RFPs, invoice vendors, etc.)

Products

Updated Socio-economic, demographic, census, ACS and other databases

Completion Date

On-going

703 Metro COG GIS Activities

Participant(s): Metro COG

Maintain and update integrated geographic data base system and develop other computerized tools to assist in the analysis and manipulation of data. Create maps, graphs and analysis as requested for internal projects, contracted services, local jurisdictions and the general public. Coordinate GIS activities in the Metro COG region to support the metropolitan planning process. Activities include providing data for public consumption and support for the Regional GIS Committee.

Activities:

- Updated digital media and information, GIS maps and databases
- Staff support and meeting faciliation for the Regional GIS Committee

Products

2017 GIS Committee Meetings
 2018 GIS Committee Meetings
 Staff support for GIS Committee
 Updates GIS databases
 Misc. maps as required
 Updated digital media and information

Completion Date

Quarterly
 Quarterly
 On-going
 On-going
 On-going
 On-going

704 Metro Area Aerial Photography

Participant(s): Metro COG

Collaborate with partners to prepare and conduct the 2017 collection of aerial photography for the Metro COG region. Review aerial photograph and administer contracts with the consultant for the development of aerial photos, planimetrics and LiDAR data.

Activities:

- Staff support in the development of requests for proposals and consultant selection
- Quality control
- Related meetings with local jurisdictions and the hired consultant

Products

New regional aerial photos.
 RFP, contract and consultant selection (2017)

Completion Date

Per contract.
 2nd QTR

705 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, vehicle occupancy for the regional travel model. Review and procure traffic counting and monitoring equipment as needed. Begin work on 2018 Traffic Flow Map, Traffic Growth Report and Top Intersections and Interchanges Reports.

Activities:

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

Products

2018 Traffic Flow Map
 2018 Traffic Growth Report
 2018 Top Intersections Report
 Ongoing collection and processing of manual and automatic traffic data.
 Updated traffic data database.

Completion Date

3rd QTR
 3rd QTR
 3rd QTR
 On-going
 On-going

800 Technical and Policy Education

Objective:

To ensure a professional level of planning staff and quality work products by improving technical capability and capacity through training and education. Improved networking with other professional transportation planners through attendance at conferences, training opportunities, workshops and webinars.

Assigned Staff Hours: 390 (2017) 390 (2018)

Previous Accomplishments:

- Multiple webinars and training sessions
- 2015 AMPO Conference

Figure 8.8 Activity Budget and Funding Source Split for Program Area 800

Funding Source	2017		2018		Total Activity Budget 2017-2018
	Percent	Amount	Percent	Amount	
CPG	80%	\$14,191	80%	\$9,521	\$23,712
Local	20%	\$3,548	20%	\$2,380	\$5,928
Total	100%	\$17,739	100%	\$11,901	\$29,640

801 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 National Highway Institute (NHI), National transit Institute (NTI), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), North Dakota and Minnesota Departments of Transportation (NDDOT & MnDOT), and other such organizations and opportunities.

Activities:

- Webinars, workshops, conferences and training sessions

Products

Training and educational opportunities

Completion Date

On-going

802 Related Association Participation Participant(s): Metro COG

Participate in local, state and national associations that provide ongoing education and training, staff and leadership development and peer-to-peer knowledge exchange.

Activities:

- Greater Fargo-Moorhead Chamber of Commerce events
- American Planning Association and it local, state and regional state affiliates
- Association of Metropolitan Planning Organizations (AMPO)
- National Association of Regional Councils (NARC)
- Transportation Research Board (TRB)

- Riverkeepers
- Other such organizations and opportunities

Products
 Realted Association Participation

Completion Date
 As Required

900 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 activites of the agency.

Assigned Staff Hours: 3,548 (2017) 3,674 (2018)

Previous Accomplishments:

- Benefits Administration
- 2017 and 2018 UPWP and Budget
- 2016 UPWP and Budget Amendments
- Pay period timesheets
- Bi-monthly staff meetings and team building exercises

Figure 8.9 Activity Budget and Funding Source Split for Program Area 900

Funding Source	2017		2018		Total Activity Budget 2017-2018
	Percent	Amount	Percent	Amount	
CPG	80%	\$109,637	80%	\$87,099	\$196,736
Local	20%	\$27,409	20%	\$21,775	\$49,184
Total	100%	\$137,046	100%	\$108,874	\$245,920

901 General Administration, Management and Secretarial Participant(s): Metro COG

Administrative, management or secretarial tasks which are not attributable to specific transportation program aspects. This task includes human resources and personnel management, as well as other operational issues required to ensure efficient and functional operations of Metro COG. This element also charged to for vacation, sick leave and other types of leave identified in the Metro COG Personnel Manual.

Activities:

- Employee benefits administration (benefits, retirement, health and insurance programs)
- Human resource activities (personnel reviews)
- Coordination and oversight of Metro COG's contract accountant
- Annual audits
- Records management and retention
- Loggin incomming/outgoing mail
- Initial contact (answering phone calls, staffing the front desk)
- Staff retention and recruitment efforts
- Maintenance of Metro COG Operation's/Personnel Manual

- Bi-monthly staff meetings and timesheet development and approval

Products	Completion Date
2017 Employee Benefits	On-going
2018 Employee Benefits	On-going
2016 Audit	2nd QTR
2017 Audit	2nd QTR
Staff Performance Evaluations	As required

902 Civil Rights / Title VI / LEP/ Environment Justice

Participant(s): Metro COG

Ensure compliance with Metro COG's Title VI Policy, Environmental Justice Policy (EJ) and Limited English Proficiency (LEP) Policy by carrying out the programs which include maintaining the required documents and reports. Implementation of the Plans will be across all Metro COG programs. Monitor sub-recipient's compliance of Title VI requirements. Communicate civil rights activities to FHWA and FTA. Participate in regional equity forums to ensure that transportation is incorporated into broader planning and equity initiatives. Maintain data and update annually the Environmental Justice areas for inclusion in the TIP, LRTP and other documents and reports generated by Metro COG. Development, publication and distribution of the Annual Report of Title VI Activities.

Activities:

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

Products	Completion Date
2017 Annual Report on Title VI /LEP Activities	4th QTR
2018 Annual Report on Title VI /LEP Activities	4th QTR
2017 Annual report of Environmental Justice areas	3rd QTR
2018 Annual report of Environmental Justice areas	3rd QTR
Maintenance and update of Title VI, LEP and environmental Justice plans	On-going

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

Participant(s): Metro COG

In 2017 Metro COG will amend the UPWP and budget as required and in 2018 to reflect changes in the two-year UPWP and budget. Develop annual Indirect Rate in conjunction with staff accountant and North Dakota Department of Transportation. Maintain CPG agreements with MnDOT and NDDOT. Provide quarterly reports to NDDOT and MnDOT. Develop and submit the annual report to MnDOT and NDDOT. Develop monthly reports 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
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2017 - 2018 Updated UPWP / Amendments	On-going
2017 and 2018 Quarterly Reports to ND and MN DOTs	Quarterly
2017 Annual Report	1st Qtr 2018
2018 Annual Report	1st Qtr 2019
2017 and 2018 Monthly Reports to Policy Board	Montly
2017 and 2018 Quarterly Reports to Policy Board	Quarterly

904 2019-2020 UPWP and Budget Development

Participant(s): Metro COG

In 2018 Metro COG will develop and adopt a UPWP and budget covering the years 2019 to 2020. Metro COG will use its PPP to guide the development of the 2019-2020 UPWP to ensure that adequate opportunities for public input are incorporated into the process; inclusive of opportunities to targeted outreach groups and other interested groups and stakeholders. UPWP and budget development is typically driven by needs previously developed in other metropolitan or area-wide studies, subarea studies, local capital improvement programs, and the TIP.

Activities:

- Develop budget projection
- Prepare draft budget
- Solicit local input for UPWP projects
- Annual UPWP coordinating meeting (Metro COG, NDDOT, MnDOT, local jurisdictions)
- Prepare draft UPWP
- Coordination with NDDOT, FHWA and FTA to approve the UPWP

Products

Metro COG 2019-2020 UPWP and Budget (2018)

Completion Date

3rd QTR

905 Plan & Project Review with identified Impacts to the LRTP or MPO Program

Participant(s): Metro COG

This program area allows Metro COG the ability to directly or indirectly monitor or participate in activities within the FM Metropolitan area that may positively or negatively impact or affect implementation of the LRTP or the overall transportation network. Metro COG will utilize resources within this category to directly or indirectly review ongoing projects or plans, draft correspondence or memorandum, and advise decision makers on the impacts of their decisions on the metropolitan transportation system. Metro COG's actions in this program area are intended to ensure consistency between the adopted LRTP and its modal sub elements, with the interrelated decisions and actions of local units of government, NDDOT, MnDOT, and other relevant local parties.

Activities:

- Review ongoing plan or project impacts as needed

Products

Updated Metro COG documents

Completion Date

Ongoing

906 Intern Labor

Participant(s): Metro COG

Miscellaneous activities to support the overall program of Metro COG, typically involving data collection, staff assistance for UPWP activities and administrative and clerical support efforts. This activity also includes oversight and management of the intern.

Activities:

- Advertise and hire for position
- Generate work schedule
- Intern review
- Supervise intern efforts

Products

Intern Oversight

Completion Date

As required

1000 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 data to public and private sector representatives. To maintain contact databases and inventories of media resources and agency contact information.

Assigned Staff Hours: 636 (2017) 676 (2018)

Previous Accomplishments:

- Published Metro COG Newsletter
- Published Metro COG Annual Report.
- Provided information related to planning to the public, including traffic counts and forecasts, TIP, LRTP
- Updated Metro COG Webpages and Social Media

Figure 8.10 Activity Budget and Funding Source Split for Program Area 1000

Funding Source	2017		2018		Total Activity Budget 2017-2018
	Percent	Amount	Percent	Amount	
CPG	80%	\$17,151	80%	\$4,545	\$21,696
Local	20%	\$4,288	20%	\$1,136	\$5,424
Total	100%	\$21,439	100%	\$5,681	\$27,120

1001 Metro COG Newsletter

Participant(s): Metro COG

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

Activities:

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

Products

2017 Metro COG Newsletters
2018 Metro COG Newsletters

Completion Date

Quarterly
Quarterly

1002 Website and Social Media

Participant(s): Metro COG

Recruit and hire a consultant to upgrade the Metro COG website. This work activity also 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 web site is the primary tool in implementing the current PPP. Metro COG posts all relevant program materials on its web site and uses the web site to directly notify stakeholders and interested persons about public input 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:

- RFP, consultant selection, contract development and approval for new website design
- Post information to website and social media accounts as required
- Maintain BikeFM.org website
- Maintain and monitor Metro COG website
- Maintain and monitor social media accounts
- Respond, as required, to requests generated from social media interactions

Products

New Metro COG website (2018)
2017 Updated Metro COG website and Social Media platforms
2018 Updated Metro COG website and Social Media platforms

Completion Date

4th QTR
On-going
On-going

1003 Transportation Information to the Public/Private Sector

Participant(s): Metro COG

Provide transportation data to the private sector and the general public as necessary and available. This information will include current, intermediate and long range forecasted traffic volumes, current and forecasted socio-economic data, and transportation plan and program information, both long and short range. This will be accomplished in accordance with the Metro COG Public Participation Plan. Transit data and assistance, in coordination with Metro Area Transit, may be provided to public bodies, the private sector and the general public as necessary and available.

Develop and distribute information from various regional and local data and research. This will include Metro COG reports and summaries related to demographics, employment, land use, housing, traffic, transit, and other program areas. These products may be in hard copy or electronic format and will be made available to Metro COG member jurisdictions as well as the public and private sector.

Activities:

- Distribute Metro COG documents, data and related information to the public as requested

Products

Customer Service
Distribution of Metro COG Products

Completion Date

On-going
On-going

1004 Regional Directory

Participant(s): Metro COG

Continue development and maintenance of a listing of elected and appointed public officials in the Metro COG region. This element also includes maintaining Metro COG's Outreach mailing list databases.

Activities:

- Update and maintain the Regional Directory
- Update and maintain the Metro COG contacts database

Products

2017 Regional Directory
2018 Regional Directory
Contacts and Mailing Database

Completion Date

2nd QTR
2nd QTR
On-going

1005 Libraries

Participant(s): Metro COG

Collect and maintain acquisitions for the agency's professional transportation and data library. Maintaining inventory of Metro COG property and the labeling, inventorying and database associated with that function.

Activities:

- Catalog new and existing acquisitions, reports, planning studies and other related documents
- Maintain database of Metro COG property and physical assets
- Maintain database of media assets

Products

Updated media library
Updated property inventory database.

Completion Date

On-going
On-going

1100 Contracted Planning Services

Objective:

Conduct planning studies through the procurement of consultant services. To provide per Metro COG Administrative regulations a competitive consultant selection process. To manage contracted planning services and to finalize projects initiated in 2016.

Assigned Staff Hours: Related staff hours are recorded under sub-task 305.

Previous Accomplishments:

- Downtown Moorhead Grade Separation Study
- Southwest Metro Transportation Plan
- Sheyenne Street Corridor Study (phase I & 2).
- Transit Development Plan

Figure 8.11 Activity Budget and Funding Source Split for Program Area 1100

Funding Source	2017		2018		Total Activity Budget 2017-2018
	Percent	Amount	Percent	Amount	
CPG	80%	\$468,000	80%	\$233,600	\$701,600
Local	20%	\$117,000	20%	\$58,400	\$175,400
Total	100%	\$585,000	100%	\$292,000	\$877,000

¹Funding split is contingent on CPG-eligible activities associated with the project. NDDOT will make the determination of federal participation when final scope of project is determined. Metro COG assumes a 80/20 split.

1101 ATAC Technical Assistance

Participant(s): Metro COG/ATAC

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

Activities:

- TDM Model Update
- Regional ITS Architecture update and maintenance
- Quarterly meetings with the MPO and NDDOT

Products

Travel Demand Model Update
Regional ITS Architecture Update

Completion Date

Ongoing
Ongoing

1102 Alternate Routes/Traffic Incident Management Guide Book

Participant(s): Metro COG/Consultant

The Emergency Alternate Routes Guidebook will identify an alternate route and all of the needed traffic control, emergency personnel, and signage for closures on the interstates and major arterials within the FM Metropolitan area. The project will include procurement and oversight of a consultant to assist with completion of the guidebook. Metro COG staff would work with emergency/incident managers and traffic operations staff during the development of the project. This project was initiated in 2016 with completion set for 3rd quarter of 2017.

Activities:

- Staff activities identified under element 305.

Products

Alternate Routes/Traffic Incident Management Guide Book

Completion Date

3rd QTR 2017

1103 Clay County Comprehensive and Transportation Plan Update

Participant(s): Metro COG/Consultant

Metro COG will work with Clay County in 2017 to provide technical analysis assistance on transportation elements affecting the update to its Comprehensive and Transportation Plan. The focus of the plan will be transportation; however will also entail an update of the County's current 2000 Comprehensive Plan. Metro COG will secure consultant service to assist with the plan update and development. The cost split for the internal and external contracted work on this effort will be determined by the NDDOT prior to initiating the project.

Activities:

- Staff activities identified under element 305.

Products

Clay County Comprehensive and Transportation Plan Update

Completion Date

4th QTR 2017

1104 Heartland Trail Extension – Clay County Portion

Participant(s): Metro COG/Consultant

Metro COG, in conjunction with Clay County will solicit and hire a consultant to develop an acceptable route for the Heartland Trail through Clay County in Minnesota, with recommendations to connectivity with local city trails, trail heads and amenities.

Activities:

- Staff activities identified under element 305.

Products

Heartland Trail Extension Study

Completion Date

4th QTR 2017

1105 Travel Time Data Purchase

Participant(s): Metro COG/Consultant

Metro COG will purchase travel time data for the purposes of updating and calibrating the travel demand model in preparation of the 2045 Long Range Transportation Plan update.

Activities:

- Staff activities identified under element 305.

Products

Travel Time Data for TDM development and calibration

Completion Date

2nd QTR 2017

1106 Regional Freight Plan

Participant(s): Metro COG/Consultant

Metro COG through a competitive consultant selection process, hired in 2016 a consultant to develop a Regional Freight Plan for the Metro COG region. This project was initiated in 2016 with completion set for 3rd quarter of 2017.

Activities:

- Staff activities identified under element 305.

Products

Final Regional Freight Plan

Completion Date

3rd QTR 2017

1107 Regional Railroad Safety Plan

Participant(s): Metro
COG/Consultant

Metro COG through a competitive consultant selection process, hired in 2016 a consultant to develop a Regional Railroad Safety Plan for the Metro COG region. This project was initiated in 2016 with completion set for 3rd quarter of 2017.

Activities:

- Staff activities identified under element 305.

Products

Regional Railroad Safety Plan

Completion Date

3rd QTR 2017

1108 Cass County Comprehensive and Transportation Plan Update

Participant(s): Metro
COG/Consultant

Metro COG will work with Cass County in 2017 to provide technical analysis assistance on transportation elements affecting the update to its Comprehensive and Transportation Plan. The focus of the plan will be transportation; however will also entail an update of the County's current 2005 Comprehensive Plan. Metro COG will secure consultant service to assist with the plan update and development. The cost split for the internal and external contracted work on this effort will be determined by the NDDOT prior to initiating the project.

Activities:

- Staff activities identified under element 305.

Products

Cass County Comprehensive and Transportation Plan Update

Completion Date

3rd QTR 2018

1109 Demographic Forecasts (2015 to 2045)

Participant(s): Metro
COG/Consultant

In 2017 Metro COG will continue to work in coordination with a consultant on the development of demographic forecasts for the FM Metropolitan area. The demographic forecasts will cover the years 2020 to 2045 and will assist in establishing thresholds for household, employment, and other socioeconomic factors which are subsequently allocated to Transportation Analysis Zones (TAZ) within the 2025 to 2045 travel demand model forecast years. The development of future year travel forecast models is an important element in the development of the next long range plan update, scheduled for adoption in the third quarter of 2019. Metro COG will contract for the development of the Demographic Forecasts, with the carryover costs as of November 4th \$85,297.85.

Activities:

- Develop household, employment and key socioeconomic data
- TAZ loads

Products

Demographic, Household and Employment data updates

Completion Date

2nd QTR

1200 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: 120 (2017) 120 (2018)

Previous Accomplishments:

- Hawley Comprehensive and Transportation Plan
- Barnesville Comprehensive and Transportation Plan
- Glyndon Zoning Ordinance Update
- Food Systems Advisory Commission support

Figure 8.12 Activity Budget and Funding Source Split for Program Area 1200

Funding Source	2017		2018		Total Activity Budget 2017-2018
	Percent	Amount	Percent	Amount	
CPG	80%	\$3,626	80%	\$3,323	\$6,949
Local	20%	\$907	20%	\$831	\$1,737
Total	100%	\$4,533	100%	\$4,153	\$8,686

1201 Cass-Clay Food Systems Advisory Commission

Participant(s): Metro COG/CCFSAC

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

Activities:

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

Products

2017 Regional Food Commission Support
2017 Regional Food Commission Support

Completion Date

On-going
On-going

1202 Hawley Zoning & Subdivision Ordinance Update

Participant(s): Metro COG/Hawley

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

Activities:

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

Products

Hawley Zoning & Subdivision Ordinance Update

Completion Date

4th QTR 2017

1203 Mapleton Comprehensive & Transportation Plan

Participant(s): Metro COG/Mapleton

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

Activities:

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

Products

Mapleton Comprehensive & Transportation Plan

Completion Date

3rd QTR 2018

1204 Glyndon Zoning and Subdivision Ordinance

Participant(s): Metro COG/Glyndon

Develop a new Zoning and Subdivision Ordinance for the City of Glyndon. Organize and support a Study Review Committee. SRC Meetings and presentations to the Glyndon City Council, Metro COG TTC and Metro COG Policy Board.

Activities:

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

Products

Glyndon Zoning and Subdivision Ordinance

Completion Date

4th QTR 2018

Appendix A. Policy Board, TTC and Metro COG Staff

Metro COG Policy Board

Voting Members

Roger Buscher	<i>City of Moorhead, Minnesota - Planning Commission</i>
Brenda Elmer (VC)	<i>City of Moorhead, Minnesota - City Council</i>
Tony Gehrig	<i>City of Fargo, North Dakota - City Commission</i>
Steve Gehrtz	<i>City of Moorhead, Minnesota - City Council</i>
Frank Gross	<i>Clay County, Minnesota County - County Commission</i>
Kevin Spaulding	<i>City of Dilworth, Minnesota - City Council</i>
John Q. Paulsen	<i>City of Fargo, North Dakota - Fargo Dome Board</i>
Dave Piepkorn (C)	<i>City of Fargo, North Dakota - City Commission</i>
Rick Steen	<i>Cass County, North Dakota - County Commission</i>
Rocky Schnieder	<i>City of Fargo, North Dakota - Planning Commission</i>
Mark Simmons	<i>City of West Fargo, North Dakota - City Commission</i>
Tony Grindberg	<i>City of Fargo, North Dakota - City Commission</i>
Jan Ulferts Stewart	<i>City of Fargo, North Dakota - Planning Commission</i>
John Strand	<i>City of Fargo, North Dakota - City Commission</i>
Mark Wentz	<i>City of West Fargo, North Dakota - City Commission</i>

Associate Members

Charlie Francis	<i>City of Casselton, North Dakota - City Commission</i>
Gary E. Johnson	<i>City of Hawley, Minnesota - Mayor</i>
Kevin Odegaard	<i>City of Mapleton, North Dakota - City Council</i>
David Owings	<i>City of Glyndon, Minnesota - City Council</i>
Michael Rietz	<i>City of Barnesville, Minnesota - City Administrator</i>
Bernie Stasch	<i>City of Harwood, North Dakota - Superintendent of Public V</i>
Vacant	<i>City of Horace, North Dakota</i>

Ex-Officio Members

Jody Martinson	<i>Minnesota Department of Transportation District 4</i>
Bob Walton	<i>North Dakota Department of Transportation Fargo District</i>

Voting and Associate Member Alternates

Denise Anderson	<i>City of Glyndon, Minnesota - Clerk/Treasure</i>
Mara Brust	<i>City of Fargo, North Dakota - Planning Commission</i>
John Gunkelman	<i>City of Fargo, North Dakota - Planning Commission</i>
Ben Gunkleman	<i>City of Hawley, Minnesota - City Council</i>
Jim Haney	<i>City of Moorhead, Minnesota - City Council</i>
Cecil Johnson	<i>City of Glyndon, Minnesota - Mayor</i>
Karen Lauer	<i>City of Barnesville, Minnesota - Director of Economic Devel</i>
Barry Lund	<i>City of Mapleton, North Dakota - Mayor</i>
Sharon May	<i>City of Horace, North Dakota - City Commission</i>
Jenny Mongeau	<i>Clay County, Minnesota County - County Commission</i>
Sherry Morris	<i>City of Harwood, North Dakota - City Auditor</i>
Chad Olson	<i>City of Dilworth, Minnesota - Mayor</i>
Chad Peterson	<i>Cass County, North Dakota - County Commission</i>
Vacant	<i>City of Casselton, North Dakota</i>

Appendix A. Policy Board, TTC and Metro COG Staff

Transportation Technical Committee

Shawn Anderson	<i>Minnesota University Representative</i>
Jonathan Atkins	<i>City of Moorhead, City Traffic Engineer</i>
Jason Benson	<i>Cass County, North Dakota Public Works Department</i>
Julie Bommelman	<i>City of Fargo, North Dakota Transit (MATBUS)</i>
Chris Brungardt	<i>City of West Fargo Public Works Department</i>
William Christian (C)	<i>Fargo Moorhead Metropolitan Council of Governments</i>
Hali Durand	<i>Cass County Planning Department</i>
Jim Gilmour	<i>City of Fargo, North Dakota City Planning Department</i>
Jeremy Gorden (VC)	<i>City of Fargo, North Dakota Engineering Department</i>
Stephanie Hickman	<i>Federal Highway Administration (Ex-officio)</i>
Michael Johnson	<i>North Dakota Department of Transportation</i>
Kristie Leshovsky	<i>City of Moorhead City Planning and Zoning</i>
Kim Lipetzky	<i>Bicycle - Pedestrian Committee Representative</i>
Tim Magnusson	<i>Clay County, Minnesota County Planning Department</i>
David Overbo	<i>Clay County, Minnesota County Engineering Department</i>
Mary Safgren	<i>Minnesota Department of Transportation District 4</i>
Brit Stevens	<i>North Dakota University Representative</i>
Stan Thurlow	<i>City of Dilworth, Minnesota Planning Department</i>
Ranae Tunison	<i>Federal Highway Administration (Ex-officio)</i>
Lori Van Beek	<i>City of Moorhead, Minnesota Moorhead Transit (MATBUS)</i>
Mark Vaux	<i>Community Development Representative</i>
Larry Weil	<i>City of West Fargo, North Dakota City Planning Department</i>
Mark Wolter	<i>Freight Committee Representative</i>

note: C = Chair, VC= Vice Chair

Metro COG Staff

Adam Altenburg	<i>Community and Transportation Analyst</i>
Dave Burns	<i>Principal Planner / GIS Coordinator</i>
Bill Christian	<i>Executive Director</i>
Dan Farnsworth	<i>Transportation Planner</i>
Michael Maddox	<i>Senior Transportation Planner</i>

Appendix B. 2017 and 2018 Schedule of Policy Board and Transportation Technical Committee Meetings

2017		2018	
Metro COG Policy Board	Transportation Technical Committee	Metro COG Policy Board	Transportation Technical Committee
January 19, 2017	January 12, 2017	January 18, 2018	January 11, 2018
February 16, 2017	February 9, 2017	February 15, 2018	February 8, 2018
March 16, 2017	March 9, 2017	March 15, 2018	March 8, 2018
April 20, 2017	April 13, 2017	April 19, 2018	April 12, 2018
May 18, 2017	May 11, 2017	May 17, 2018	May 10, 2018
June 15, 2017	June 8, 2017	June 21, 2018	June 14, 2018
July 20, 2017	July 13, 2017	July 19, 2018	July 12, 2018
August 17, 2017	August 10, 2017	August 16, 2018	August 9, 2018
September 21, 2017	September 14, 2017	September 20, 2018	September 13, 2018
October 19, 2017	October 12, 2017	October 18, 2018	October 11, 2018
November 16, 2017	November 9, 2017	November 21, 2018	November 15, 2018
December 21, 2017	December 14, 2017	December 20, 2018	December 13, 2018

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

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

Meeting agenda packets are posted to the Metro COG web pages (www.fmmetrocog.org) and are available at the Metro COG offices one week in advance of the meetings.

Appendix C. Notice of 2016 Planning Emphasis Areas Letter



U.S. Department
of Transportation

Federal Highway
Administration
Federal Transit
Administration

1200 New Jersey Avenue, SE.
Washington, DC 20590

March 18, 2015

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

Attention: Executive Directors of Metropolitan Planning Organizations

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

MAP-21 Implementation

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

Regional Models of Cooperation

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

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

Ladders of Opportunity

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

Sincerely yours,

Gregory G. Nadeau
Deputy Administrator
Federal Highway Administration

Therese W. McMillan
Acting Administrator
Federal Transit Administration

Appendix D. Documentation of Local Match

2017 Dues and Local Match on Contracted Planning Projects

Dues and Local Match on Contracted Planning Projects	Jurisdiction							Total
	Cass Co.	Clay Co.	Dilworth	Fargo	Moorhead	West Fargo	Diversion	
Metro COG Dues								
Approved Dues Formula	8.9%	8.2%	1.9%	50.0%	18.4%	12.5%		100.00%
2017 Dues	\$11,239.57	\$10,329.98	\$2,458.18	\$63,059.89	\$23,253.13	\$15,779.02	\$0.00	\$126,119.77
Joint Planning Projects								
AMPO Membership	\$89.12	\$81.91	\$19.49	\$500.00	\$184.37	\$125.11	\$0.00	\$1,000.00
Metropolitan Travel Demand Model (ATAC)	\$712.95	\$655.25	\$155.93	\$4,000.00	\$1,474.99	\$1,000.89	\$0.00	\$8,000.00
Aerial Photos (2017)⁴	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00
L RTP Update (2018)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Joint Planning Projects	\$802.06	\$737.15	\$175.42	\$4,500.00	\$1,659.36	\$1,126.00	\$50,000.00	\$59,000.00
Total Federal Joint Planning Projects	\$712.95	\$655.25	\$155.93	\$4,000.00	\$1,474.99	\$1,000.89	\$50,000.00	\$58,000.00
Contracted Planning Studies^{1,2}								
All Routes Traffic Incident Management Guide Book	\$2,138.84	\$1,965.75	\$467.78	\$12,000.00	\$4,424.96	\$3,002.67	\$0.00	\$24,000.00
Heartland Trail Extension	\$0.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00
Clay County Comprehensive Plan ³	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel Time Data	\$1,336.77	\$1,228.59	\$292.36	\$7,500.00	\$2,765.60	\$1,876.67	\$0.00	\$15,000.00
Total Contracted Planning Studies	\$3,475.61	\$23,194.34	\$760.14	\$19,500.00	\$7,190.56	\$4,879.34	\$0.00	\$59,000.00
Total Non DUES	\$4,277.68	\$23,931.49	\$935.56	\$24,000.00	\$8,849.92	\$6,005.35	\$50,000.00	\$118,000.00
Total	\$15,517.25	\$34,261.47	\$3,393.74	\$87,059.89	\$32,103.06	\$21,784.37	\$50,000.00	\$244,119.77

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.

³Assumes a 50/50 split of federal and local funds.

⁴Local Match for aerial photos provided by the Diversion Authority and local jurisdictions through the City of Fargo.

Source: Metro COG 2017-2018 Budget

Appendix D. Documentation of Local Match

2018 Dues and Local Match on Contracted Planning Projects

Dues and Local Match on Contracted Planning Projects	Jurisdiction							Total
	Cass Co.	Clay Co.	Dilworth	Fargo	Moorhead	West Fargo	Horace	
Metro COG Dues								
Approved Dues Formula	8.9%	8.2%	1.9%	50.0%	18.4%	12.5%		100.00%
2018 Dues	\$11,801.55	\$10,846.47	\$2,581.09	\$66,212.88	\$24,415.79	\$16,567.97	\$0.00	\$132,425.76
Joint Planning Projects								
AMPO Membership	\$89.12	\$81.91	\$19.49	\$500.00	\$184.37	\$125.11	\$0.00	\$1,000.00
Metropolitan Travel Demand Model (ATAC)	\$712.95	\$655.25	\$155.93	\$4,000.00	\$1,474.99	\$1,000.89	\$0.00	\$8,000.00
Aerial Photos (2017)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LRTP Update (2018)	\$4,455.91	\$4,095.30	\$974.54	\$25,000.00	\$9,218.67	\$6,255.57	\$0.00	\$50,000.00
Bicycle-Pedestrian Count Equipment ³	\$35.65	\$32.76	\$7.80	\$200.00	\$73.75	\$50.04	\$0.00	\$400.00
Total Joint Planning Projects	\$5,293.62	\$4,865.22	\$1,157.76	\$29,700.00	\$10,951.78	\$7,431.62	\$0.00	\$59,400.00
Contracted Planning Studies^{1,2}								
Diversion Bridge Study	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Future Land Use Study	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Contracted Planning Studies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$17,095.18	\$15,711.69	\$3,738.84	\$95,912.88	\$35,367.57	\$23,999.59	\$0.00	\$191,825.76

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.

³Total is for 10 counting units.

Source: Metro COG 2017-2018 Budget

2017 and 2018 jurisdiction dues and project-specific responsibilities, as presented, were approved May 19, 2016 as part of the 2017-2018 Metro COG Budget.

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 2015-2016 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, 2016 — December 31, 2017) among local, state, and federal granting agencies.

Metro COG Funding & Billing Procedures

Federal

For 2015-2016 Metro COG will receive the majority of its revenues from a Consolidated Planning Grant (CPG) administered by the North Dakota Department of Transportation. Traditionally CPG funds reimburse approximately 99% of Metro COG's costs, at 80% participation. 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 billings to NDDOT break out costs by direct labor, indirect costs (as a percentage of billable hours), and contracted planning costs.

State

Metro COG will receive approximately \$26,820 (based on estimates for CY 2015 and CY 2016 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 2014 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 2016 and 2017 are demonstrated in Program Area 800 and 900 (Pages 24-27). 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 900 is overhead costs incurred to support the operations of Metro COG. Metro COG also bills release time (vacation, holiday and sick leave) as an indirect cost as part of its annually approved and reconciled indirect rate.

Metro COG's indirect costs support the implementation of Program Area 100-700 and 1000 of the UPWP, as outlined below. Indirect (overhead) costs attributable to *non-metropolitan wide* Program Area 1100 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 LRTP or modal plan updates, etc.) are billed against Metro COG's overhead (Program Area 900).

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 900.

For internal budgeting purposes Metro COG splits the overhead component of its indirect costs by those eligible for CPG reimbursement (900) and those ineligible for CPG reimbursement (901). Costs shown in 901 are cost considered ineligible for reimbursement with CPG funds. Metro COG uses costs incurred in 901 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 2014 MnDOT Grant. Metro COG and NDDOT annually reconcile indirect billing amounts to ensure accuracy of costs being reimbursed as indirect with CPG funds.

Appendix E. Metro COG Cost Allocation Plan

Metro COG uses 17 categories of overhead costs; many are self-explanatory but a full description is provided below:

- *Travel/Registration*: Registration fees for conferences, workshops and seminars; mileage and travel reimbursements, including per diems, related to approved staff travel.
- *Dues/Subscriptions*: Expenses for dues and subscriptions for transportation planning related publications and professional organizations (if CPG eligible).
- *Office Supplies*: Materials and supplies (paper, pens, pencils, etc.).
- *Postage*: Postage meter lease and postage costs; including cost of mailing Metro COG newsletter through a contractor.
- *Advertising*: Advertising costs related to the publication of Metro COG meetings and events; and ads regarding employee recruitment.
- *Office Rent*: Rent payments regarding Metro COG office space.
- *Insurance*: Several interrelated insurance policies protecting Metro COG material items, liability for staff, the Director, and the Policy Board.
- *Telephone*: Monthly phone charges.
- *Network Support*: Related to support of information systems (IS) of Metro COG, including software.
- *Audit (contracted)*: Metro COG's annual audit.
- *Office Equipment*: Replacement/purchase of office hardware, 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).
- *Equipment Rental*: This relates to the lease/rental of equipment, primarily Metro COGs office photo copier; including per unit cost of photocopies.
- *Attorney's Fees*: Legal costs.
- *Accounting Services (contracted)*: Costs related to accounting services.
- *Traffic Count Equipment (Locally funded)*: The replacement and purchase of traffic count equipment for the use of data collection efforts in the FM Metropolitan area.
- *Miscellaneous (Locally funded)*: Covers miscellaneous costs that are not eligible for federal reimbursement (occasional food/meals for meetings), Metro COG Annual Meeting; and is used to cover unexpected expenses for which no other overhead category is suitable.

Appendix E. Metro COG Cost Allocation Plan

- *Professional Memberships/Dues (Locally funded)*: Expenses for dues and subscriptions for transportation planning related publications and professional organizations, for which are ineligible for CPG reimbursement.

Metro COG's indirect Rate

Metro COG's indirect rate is determined based on a reconciliation of past year costs (E.g. the CY 2014 Indirect rate will be based on actual reconciled indirect costs for 2013). A new indirect rate is approved at the start of each calendar year by NDDOT. Appendix A demonstrates Metro COG's approved CY 2014 Indirect Rate, as per the reconciliation of CY 2013 costs. Indirect costs take into account all overhead costs (as show in Program 900) 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 1100 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 2015-2016 will not be eligible for reimbursement through the CPG funds administrated by the NDDOT. These costs are exclusive to Program 1100, Community Planning and Technical Assistance. For services provided in the 1100 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 2016 Transportation Improvement Program Self Certification Statement

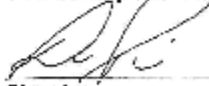
TRANSPORTATION PLANNING PROCESS SELF CERTIFICATION STATEMENT

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:

- (1) 23 U.S.C. 134, 49 U.S.C. 5303, and 23 CFR Part 450;
- (2) In nonattainment 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 U.S.C. 2000d-1) and 49 CFR part 21;
- (4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- (5) Section 1101(b) of the FAST Act (Pub. L. 114-357) 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 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, metroccog@fmmetrocog.org, or by visiting in person at One 2nd Street North Suite 232, Fargo, North Dakota 58102.

F-M Metropolitan Council of Governments



Signature

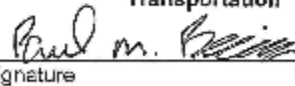
Craig, Metro COG Policy Bd.

Title

7/21/16

Date

North Dakota Department of Transportation



Signature

Local Government Engineer

Title

9-28-16

Date

Appendix G. Certification of Restrictions on Lobbying


I, David Piepkorn, 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 20 day of Oct, 2016

By



David Piepkorn, Chair
Fargo-Moorhead Metropolitan Council of Governments
Policy Board

10/20/16

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: 624 (2017) 624 (2018)

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

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: 624 (2017) 624 (2018)

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

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