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# Unified Planning Work Program

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2017 - 2018

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AMENDMENT #5

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**Fargo-Moorhead Metropolitan Council of Governments**



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

## 1. Introduction

The Unified Planning Work Program (UPWP) documents the Fargo-Moorhead Metropolitan Council of Governments (Metro COG) planning-related activities and projects for the 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)

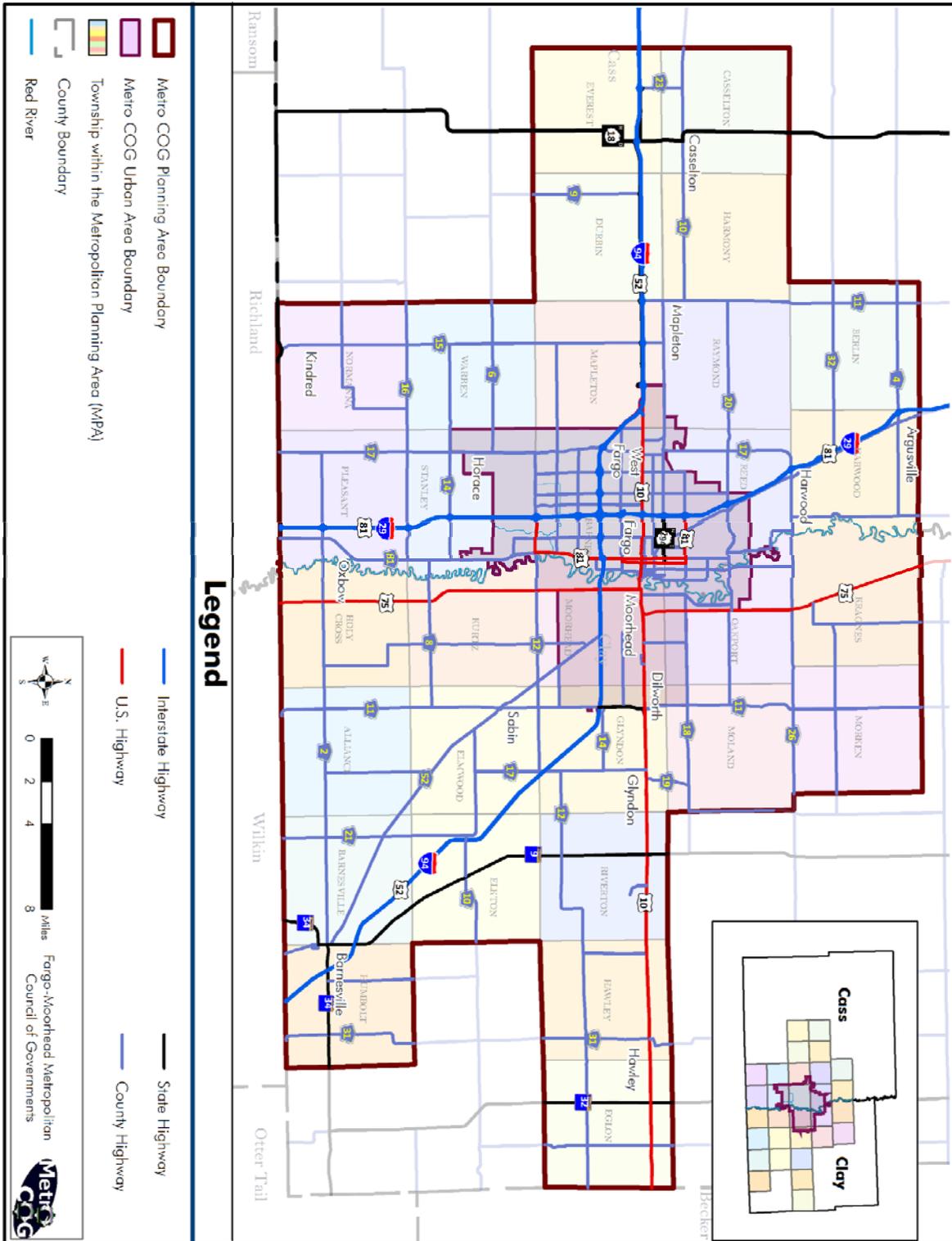
Metro COG's transportation planning process provides a forum for deciding how to improve the regional transportation system and how to allocate federal transportation funds to pay for these improvements. The decision-making process is **C**ontinuing, **C**omprehensive and **C**ooperative (3C planning 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

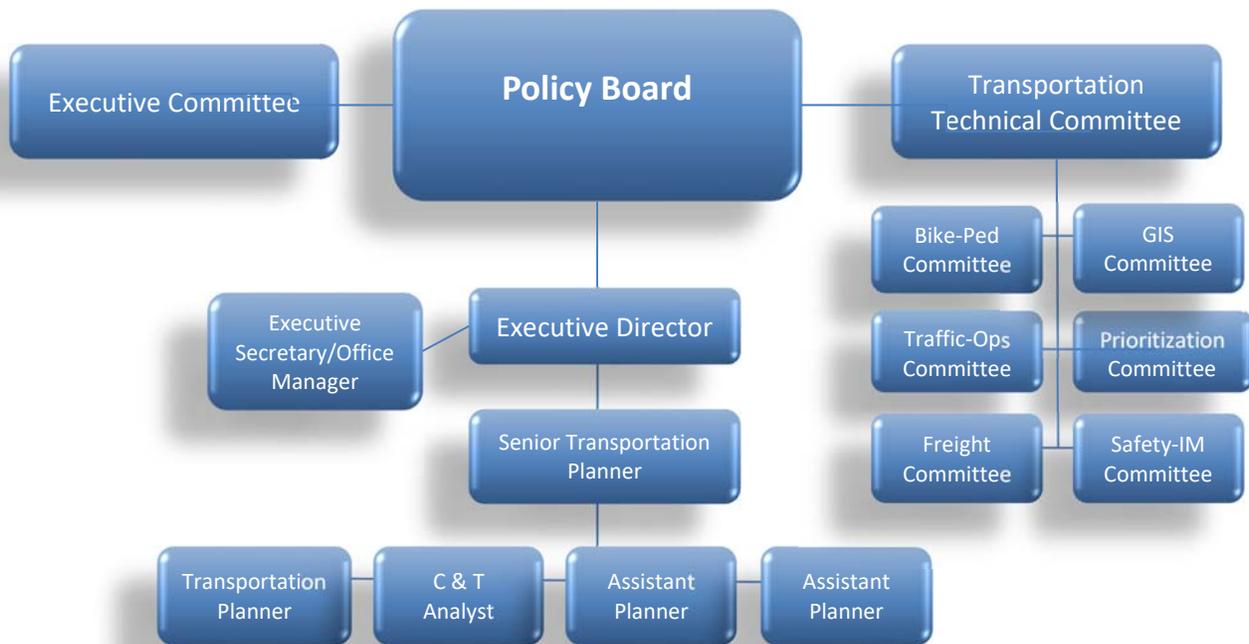


Source: Metro COG (2015)

## Organization Structure

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

**Figure 1.3 Metro COG Organizational Structure**



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

The Metro COG Transportation Technical Committee (TTC) reviews and makes recommendations related to transportation to the Policy Board. The TTC is a 22-member body with representatives from the planning and public works/engineering departments of local jurisdictions, transit agencies, state Departments of Transportation, the MPO and members representing special interests in the Metro COG region. 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 are identified in Figure 2.1.

**Figure 2.1. Metro COG UPWP Program Area Overview**

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

Source: Metro COG 2017-2018 UPWP (2017)

### 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 Contracted Planning	★	★	★	☐	★	★	☐
300 Federal Transportation Planning Documentation	★	★	★	★	★	★	★
400 Technical Transportation Data & Analysis	★	★	☐	☐	★	☐	☐
500 Transit Planning	★	★	★	☐	★	☐	★
600 Bicycle & Pedestrian Planning	☐	★	★	★	☐	☐	★
700 Local Planning Assistance	☐	☐	☐	★	★	★	★
800 General Administration	☐	☐	☐	☐	☐	☐	☐
900 Publications, Public Information and Communication	☐	☐	☐	☐	☐	☐	☐
1000 Community Planning and Technical Assistance	☐	★	☐	★	★	★	★

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

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

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

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

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

**Figure 3.2 FAST Planning Factors Addressed in the Metro COG UPWP**

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

Source: Metro COG (2016)

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

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

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

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
<b>FAST Performance-Based Planning</b>		★	★	★	★					
<b>Models of Regional Planning Cooperation</b>		★	★	★	★	★	★			
<b>Ladders of Opportunity</b>					★	★	★			

Source: Metro COG (2017)

## 4. Funding Overview and Annual Budgets

### Federal Funding

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

### State and Local Funding

Metro COG collects annual dues from its member jurisdictions that have voting privileges on the Metro COG Policy Board. These include the cities of Dilworth and Moorhead in Minnesota, the cities of Fargo 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 based on the transportation element associated with each individual project.

### Budget

The Metro COG Budget has two components: an operations budget and a contracted planning services budget. The contracted planning services budget includes the Consolidated Planning

Grant (CPG) federal funds to accomplish planning studies in the region. Local funds for these projects are provided by a jurisdiction or multiple jurisdictions through special assessments to be used only for these projects. The operating budget also consists of CPG funds, but the local share of funds come from all voting member jurisdictions through an annual collection of jurisdiction dues. Tables showing local jurisdiction dues for 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 2017-2018 UPWP Operating Budget by Program Area**

Source: Approved Metro COG Annual Budgets, 2017 and 2018

Program Area	2017		2018	
	Budget	Staff Hours	Budget	Staff Hours
100 Policy and Administrative Forums	\$69,749.83	1,705	\$71,972.74	1,705
200 Public Involvement Participation and Outreach	\$16,899.45	363	\$16,402.95	343
300 Short Range Planning	\$96,180.22	1,917	\$70,283.21	1,312
400 Long Range Planning	\$46,000.66	915	\$64,963.08	1,275
500 Congestion Management Safety and Technology	\$40,490.45	900	\$44,428.27	995
600 Multimodal Transportation	\$55,260.20	1,165	\$53,695.65	1,094
700 Data Development and Reporting	\$46,742.24	1,041	\$46,435.24	996
800 Professional Development	\$18,081.26	390	\$18,823.92	390
900 General Administration	\$130,179.27	2,918	\$157,603.64	3,734
1000 Publications Public Information and	\$20,494.12	636	\$18,824.44	506
1100 Contracted Planning Services		see note <sup>1</sup>		see note <sup>1</sup>
1200 Community Planning and Technical Assistance	\$21,232.76	530	\$30,193.66	730

**Figure 4.2 Metro COG 2018 UPWP Operating Budget by Program Area**

Figure 4.1 represents the Internal Program Budget as it was developed under the leadership of Metro COG's former Executive Director. This amendment proposes to reorganize the internal program as well as add an additional staff member. Figure 4.2 represents the amended internal program that will be valid for FY2018.

Program Area	2018	
	Budget	Staff Hours
100 Policy and Administrative Forums	\$50,190.60	1,170
200 Contracted Planning	\$109,212.75	2,510
300 Federal Transportation Planning & Documentation	\$60,234.15	1,210
400 Technical Transportation Data & Analysis	\$85,853.50	2,265
500 Transit Planning	\$19,012.29	485
600 Bicycle & Pedestrian Planning	\$37,594.58	1,030
700 Local Planning Assistance	\$61,440.58	1,575
800 General Administration	\$141,604.25	3,525
900 Publications Public Information and	\$9,714.84	300
1000 Community Planning and Technical Assistance	\$35,690.10	970

## 5. Carryover Projects

At the start of a new calendar year, all of those projects from the previous year that remained uncompleted must be carried over into the next year's list of projects. These projects mainly consist of projects that are being completed by a consultant. The jurisdictions who have financially participated in these projects have already been assessed their dues. These projects are simply listed to convey the ongoing planning activities utilizing the previous year's grant money. Figure 4.1 list these carry over projects.

**Figure 5.1 2017 Carryover Projects**

2018 Contracted Planning Budget (Expenditures)						
Project	Jurisdiction	Total Cost	Federal %	Federal Share	Local %	Local Share
<b>2017 Carryover Projects</b>						
17TH Ave Corridor Study	Fargo	\$ 150,779.00	80.00%	\$ 120,623.20	20.00%	\$ 24,124.64
13th Ave Corridor Study	West Fargo	\$ 233,642.00	80.00%	\$ 186,913.60	20.00%	\$ 37,382.72
52nd Ave Corridor Study	Fargo	\$ 143,645.00	80.00%	\$ 114,916.00	20.00%	\$ 22,983.20
MATBUS Transit Facility Analysis & Development Strategy	Fargo/Moorhead	\$ 239,295.71	80.00%	\$ 191,436.57	20.00%	\$ 38,287.31
Fargo/West Fargo Parking and Access Requirement Study	Fargo/West Fargo	\$ 99,864.00	80.00%	\$ 79,891.20	20.00%	\$ 15,978.24
Cass County Comprehensive Plan	Cass County	\$ 90,703.60	19.49%	\$ 17,678.13	80.51%	\$ 14,232.66
Alternate Routes/TIM Guidebook	Regional	\$ 48,646.35	80.00%	\$ 38,917.08	20.00%	\$ 7,783.42
Moorhead ADA Transition Plan	Moorhead	\$ 108,949.18	80.00%	\$ 87,159.34	20.00%	\$ 17,431.87
<b>Total</b>		<b>\$ 1,115,524.84</b>		<b>\$ 837,535.12</b>		<b>\$ 178,204.06</b>

Source: Metro COG Biannual Budget, as approved (May 2016, Amended August, 2017)

<sup>1</sup> Federal Reimbursement on Eligible Internal Costs (labor + Overhead) <sup>2</sup> Federal Reimbursement on Contracted Planning <sup>3</sup>Carryover of Funds in Contracts from Prior CY (Federal + Local) <sup>4</sup>Assumes 5% annual increase 2016 – 2019 <sup>5</sup>Does not include \$309,000 in funds for the project that are not part of the local match for this project. <sup>6</sup>Project is a joint effort among the three ND MPOs. Project is funded with 2014 obligation and Metro Cog's share of the local match is \$7,500.

## 6. 2018 Projects

Annually/biannually, Metro COG develops a list of projects within the region study local transportation related issued. These projects are typically completed by a consultant team. Over the course of the last couple of years, Metro COG has expanded this program because of the needs of the Fargo Moorhead Region. There are many concerns and issues due to the high growth rate the region is experiencing.

Metro COG partners with its local jurisdictions and entities such as the Minnesota and North Dakota Departments of Transportation to advance transportation, and its related components, by developing, leading, and funding projects that it feels tackle regional issues. Figure 4.2 Lists those projects that Metro COG has developed, with the assistance of its regional partners, to complete in 2018.

**Figure 6.1 2018 Contracted Planning Projects**

2018 Contracted Projects						
Project	Jurisdiction	Total Cost	Federal %	Federal Share	Local %	Local Share
<b>2018 Projects</b>						
NDSU ATAC Annual Participation (TDM Model Dev)	Regional	\$ 40,000.00	80.00%	\$ 32,000.00	20.00%	\$ 8,000.00
2045 Long Range Transportation Plan	Regional	\$ 400,000.00	80.00%	\$ 320,000.00	20.00%	\$ 80,000.00
12th Ave South Corridor Study	Moorhead	\$ 250,000.00	80.00%	\$ 200,000.00	20.00%	\$ 50,000.00
US 10/US 75 Corridor Study	MnDOT	\$ 200,000.00	80.00%	\$ 160,000.00	20.00%	\$ 40,000.00
Cass County Diversion-West Arterial Study	Cass County	\$ 200,000.00	80.00%	\$ 160,000.00	20.00%	\$ 40,000.00
Cass County CR18 Corridor Study	Cass County	\$ 125,000.00	80.00%	\$ 100,000.00	20.00%	\$ 25,000.00
ATAC - Intersection Traffic Data Reporting	Regional	\$ 38,000.00	80.00%	\$ 30,400.00	20.00%	\$ 7,600.00
Metro COG Website	Regional	\$ 20,000.00	80.00%	\$ 16,000.00	20.00%	\$ 4,000.00
Transit Routing Software License Maintenance	Fargo/Moorhead	\$ 16,000.00	80.00%	\$ 12,800.00	20.00%	\$ 3,200.00
<b>Total</b>		<b>\$ 1,289,000.00</b>		<b>\$ 1,031,200.00</b>		<b>\$ 257,800.00</b>

## 7. 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 needed)	*	*	*	*	*	*	*	*	*	*
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)

## 8. Statement of Nondiscrimination

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

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

**Adam Altenburg**  
Metro COG Title VI Coordinator  
Case Plaza, Suite 232  
One North 2<sup>nd</sup> Street  
Fargo, North Dakota 58102-4807  
[altenburg@fmmetrocog.org](mailto:altenburg@fmmetrocog.org)  
701.232.3242 ext. 36

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

[www.fmmetrocog.org](http://www.fmmetrocog.org)

## 9. Self-Certification and Restrictions on Lobbying

### Self-Certification

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

The requirements of self-certification include:

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

## 10. Program Areas and Sub-tasks

Metro COG breaks the Program Areas into individual sub-tasks to be complete in each of the calendar years covered by this UPWP. Each Program Area has identified an objective, a budget and sub-tasks 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) 1170 (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%	\$55,800	80%	\$40,152.48	\$95,952
Local	20%	\$13,950	20%	\$10,038.12	\$23,988
<b>Total</b>	<b>100%</b>	<b>\$69,750</b>	<b>100%</b>	<b>\$50,191</b>	<b>\$119,941</b>

**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**

**Completion Date**

2017 Monthly Policy Board meetings  
2018 Monthly Policy Board meetings

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**

2017 Executive Committee Meetings (as needed).  
2018 Executive Committee Meetings (as needed).

**Completion Date**

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**

2017 Monthly TTC meetings  
2018 Monthly TTC meetings

**Completion Date**

Monthly  
Monthly

**104 Federal, State, and Local Committee Meetngs**

**Participant(s):** Metro COG

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

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

**Activities:**

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

**Products**

- Attendance at Federal, State, and Local meetings

**Completion Date**

Annually

**200 Contracted Planning Services**

**Objective:**

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

**Assigned Staff Hours:** 363 (2017) 3000 (2018)

**Previous Accomplishments:**

- Regional Freight Plan
- Regional Railroad Safety Plan
- Metro COG Socioeconomic Data Development Plan
- Aerial Photography/LiDAR Update
- O-D Data Purchase

**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%	\$13,519.20	80%	\$103,118	\$116,637
Local	20%	\$3,379.80	20%	\$25,780	\$29,159
<b>Total</b>	<b>100%</b>	<b>\$16,899</b>	<b>100%</b>	<b>\$128,898</b>	<b>\$145,797</b>

**2018-201 Metro COG Long Range Transportation Plan Update (2018)**

**Participant(s):** Metro COG/Consultant

Develop the 2045 LRTP to be adopted by June of 2019. Work with a hired consultant to update the existing 2040 LRTP including evaluation and update of goals, objectives and performance measures, as well as updating the content of chapters contained in the 2040 LRTP. This element also involves a proactive public participation effort guided by the consultant as well as a

financial analysis of prioritized, fiscally constrained list of projects. Input to the update will include recommendations from other Metro COG studies and reports.

**Activities:**

- Staff activities identified under element 305.

**Products**

Updated 2045 Long Range Transportation Plan

**Completion Date**

1st QTR 2019

**2018-202 ATAC TDM Development  
(2017,2018)**

**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

**2018-203 ATAC Intersection Traffic Data Import and Reporting**

**Participant(s):** Metro COG/Consultant

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

**Activities:**

- Collect data
- Process data
- Distribute data

**Products**

Web-based traffic count database

**Completion Date**

4thQTR 2018

**2018-204 Cass County Comprehensive and Transportation Plan Update (CARRYOVER)**

**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

**2018-205 52<sup>nd</sup> Avenue Planning Portion of Environmental Document (2017) (CARRYOVER)**

**Participant(s):** Metro COG/Consultant

The project will be the planning element of the environmental clearance document, similar to that done on the 12<sup>th</sup> Avenue North project in 2014. The project would extend from 45<sup>th</sup> Street to Sheyenne Street. Project to be initiated in 2nd quarter of 2017 and using 2016/2017 CPG funds.

**Activities:**

- Staff activities identified under element 305.

**Products**

52nd Avenue Planning Portion of the Environmental Document Final Report

**Completion Date**

2nd QTR 2018

**2018-206 Transit Facility Analysis and Development Strategy (2017). (CARRYOVER)**

**Participant(s):** Metro COG/Consultant

The object of the Transit Facility Analysis and Development Strategy study is to provide a needs analysis as it relates to transit hubs, the transit garage, shelter locations, and future facilities. There are specific needs within each of these functional areas that require analysis. The hub analysis will address transfer locations in Fargo and Moorhead with special deference paid to the West Acres Transit Hub due to the possibility of this facility needing to be relocated. The MATBUS transit garage is in need of expansion because of the increase in transit service. The garage will need more capacity to store the bus fleet as well as provide parking and office space for agency staff. Given the expansion of the transit system, future transit hubs will be identified to give a clearer picture of facility needs in the future.

**Activities:**

- Staff activities identified under element 305.

*Products*  
Transit Facility Analysis and Development Strategy Final Report

**Completion Date**  
3rd QTR 2018

**2018-207 17<sup>th</sup> Avenue South Corridor Study (2017)  
(CARRYOVER)**

**Participant(s):** Metro  
COG/Consultant

The objective of this study is to analyze the current traffic operations and conditions germane to 17th Avenue S; identify potential improvements for the corridor at key locations, analyze the impacts of the potential improvements with respect to cost, traffic operations, transit, safety, bicycling, and pedestrian movement. The project study area will include 17<sup>th</sup> Avenue South from 5<sup>th</sup> Street to the West Fargo east city limits. Project to be initiated in 1st quarter of 2017 and use 2016/2017 CPG funds.

**Activities:**

- Staff activities identified under element 305.

**Products**  
17<sup>th</sup> Avenue South Corridor Study Final Report

**Completion Date**  
1st QTR 2018

**2018-208 Moorhead ADA Transition Plan (2017)  
(CARRYOVER)**

**Participant(s):** Metro  
COG/Consultant

This project consists of identifying intersections on the pedestrian access routes within the City of Moorhead that do not meet current ADA access guidelines and developing a plan to bring these areas into compliance. This is a crucial step in assuring the needs for the pedestrian mode of travel are met. In addition to addressing the multimodal transportation needs of the City, the update is also needed to meet new requirements as set forth by MnDOT in achieving statewide compliance with Title II of the Americans with Disabilities Act. The scope of this project will center on updates to the public ROW. Non-ROW issues will be done internally. Project to be initiated in 2nd quarter of 2017 and use 2016/2017 CPG funds.

**Activities:**

- Staff activities identified under element 305.

**Products**  
Moorhead ADA Transition Plan Final Report

**Completion Date**  
2<sup>nd</sup> QTR 2018

**2018-209 13<sup>th</sup> Avenue Corridor Study (2017) (CARRYOVER)**

**Participant(s):** Metro  
COG/Consultant

The completion of a corridor study is proposed along 13th Avenue in West Fargo from Main Avenue West to 17th Street East. The corridor study would include a review of existing and future conditions along the corridor including proposed future development. The study would also include a public participation component, identification of issues and project need, a review of both existing and forecast year 2040 project conditions, environmental impact review of alternatives, and an evaluation of alternatives. Project to be initiated in 2nd quarter of 2017 and use 2016/2017 CPG funds.

**Activities:**

- Staff activities identified under element 305.

**Products**

13<sup>th</sup> Avenue Corridor Study Final Report

**Completion Date**

2nd QTR 2018

**2018-210 Fargo/West Fargo Parking Requirement Study (2017) (CARRYOVER)**

**Participant(s):** Metro COG/Consultant

The City of Fargo has requested Metro COG assistance for evaluation and update to the city's current standards for 1) off-street parking and 2) access management. Currently, the City of Fargo regulates off-street parking requirements via Section 20-0701 of the Fargo Land Development Code. It has been observed that these standards are more than adequate to handle parking demand and are perhaps overly burdensome, resulting in underutilized parking lots, wasted spaces, auto-dependent development patterns, and several applications for alternative access plans through conditional use permits. In addition, the City of Fargo regulates the placement of driveways (access management) via Section 20-0702 of the Fargo Land Development Code. However, these regulations are minimal and consequently result in some safety concerns. Additionally, there is demand from the development community to allow greater flexibility from the current standards. Consequently, there is a desire to contract with a consultant to evaluate off-street parking and access management standards in relation to the goals and policies of the LRTP and the city's comprehensive plan. Project is to initiated in 1<sup>st</sup> Quarter of 2017 and use 2016/2017 CPG funds.

**Activities:**

- Staff activities identified under element 305.

**Products**

Fargo/West Fargo Parking Requirement Study Final Report

**Completion Date**

3rd QTR 2018

**2018-211 12<sup>th</sup> Avenue South Corridor Study – 4<sup>th</sup> Street to 20<sup>th</sup> Street (2018)**

**Participant(s):** Metro COG/Consultant

The completion of a corridor study is proposed along 12<sup>th</sup> Avenue South from 4<sup>th</sup> Street to 20<sup>th</sup> Street. The corridor study would include a review of existing and future conditions along the corridor including proposed future development. The study would also include a public participation component, identification of issues and project need, a review of both existing and forecast year 2040 project conditions, environmental impact review of alternatives, and an evaluation of alternatives. Project is to initiated in 1<sup>st</sup> Quarter of 2018 and use 2018 CPG funds.

**Activities:**

- Staff activities identified under element 305.

**Products**

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

**Completion Date**

1st QTR 2019

**2018-212 Cass County Diversion-West Aerial Study (2018)**

**Participant(s):** Metro  
COG/Consultant

Several east-west gravel roads will be crossing the ND Diversion project. Cass County would be interested in a study looking at the impact of the diversion on the functional classification of roadways west of the Fargo Moorhead Diversion which will eventually be paved as traffic volumes increase. All current gravel roads west of the Red River and East of Cass Hwy 15 and County Hwy 11 that cross the ND Diversion should be included in the study. Projected cost per mile and time frame of construction would also be included in the study.

**Activities:**

- SRC Meetings
- Public Presentations/Open Houses
- Document Development

**Products**

Cass County Gravel Road Study Report

**Completion Date**

4thQTR 2018

**2018-213 Cass County CR 18 Corridor Study (2018)**

**Participant(s):** Metro  
COG/Consultant

The section of 52nd St SE between Cass Hwy 15 (165th Ave SE) and Cass Hwy 17 (170th Ave SE) is currently a township road. The east mile is located in Pleasant Township and the West 4 miles are located in Normanna Township. The two issues this route currently has for the township is the increased traffic from the Oxbow students driving to Kindred for school and the potential slide area just south of the Norman Lutheran Church near the Sheyenne River oxbow. The costs for maintaining this section of road is continuing to increase each year for the township. The county would be interested in the cost of maintaining this segment of road as gravel given the traffic and potential slide issues at the church. In the past the township has mentioned that they would be interested in taking over County Hwy 36 in Normanna Township if the County took over 52nd Ave SE. County Hwy 36 starts at Cass Hwy 15 at 51st Ave SE thence east 2 miles, north 0.5 miles, east 1 miles, then 2.5 miles north to County Hwy 16 (48th St SE). The county would still own the bridge on both routes. This segment would most likely need to be graded and some sort of gravel stabilization or possibly paving depending on the projected traffic volumes.

**Activities:**

- Solicit cost estimates.
- Purchase counting units.

**Products**

CR 18 Corridor Study Report

**Completion Date**

4thQTR 2018

**2018-214 US75/US10 Corridor Study**

**Participant(s):** Metro  
COG/Consultant

The purpose of the US 75/10 Corridor Study is to update the 2008 and 2013 planning studies. Highway 75 from north of the diverging diamond to Main Avenue and Highway 10 from

the Red River to the east junction of 75 will be reconstructed in Moorhead in 2025. The corridor needs and alternatives will be identified as part of this study.

**Activities:**

- SRC Meetings
- Public Presentations/Open Houses
- Document Development

**Products**

Final Corridor Study Report

**Completion Date**

4thQTR 2018

**2018-Remix Transit Route Software Purchase (2017), (2018)**

**Participant(s):** Metro  
COG/Consultant

A consultant will be hired to provide transit software that will offer route design, cost and demographic impacts of proposed route changes. The software will also provide analysis and evaluation of different alternatives of route selections.

**Activities:**

- No Activity – Maintenance of a software package

**Products**

Transit Software

**Completion Date**

2ndQTR  
2017/2018

**1106 Regional Freight Plan (PROJECT COMPLETED)**

**Participant(s):** Metro  
COG/Consultant

**1107 Regional Railroad Safety Plan (PROJECT COMPLETED)**

**Participant(s):** Metro  
COG/Consultant

**1109 Demographic Forecasts (2015 to 2045) (PROJECT COMPLETED)**

**Participant(s):** Metro  
COG/Consultant

**1120 Aerial Photos/LiDAR Data Purchase (2017) (COMPLETED)**

**Participant(s):** Metro  
COG/Consultant

**~~1116 7<sup>th</sup> Avenue East – 8<sup>th</sup> St. West to 9<sup>th</sup> St. East (2018) (PROJECT DROPPED)~~**

**Participant(s):** Metro  
COG/Consultant

**1103 Clay County Comprehensive and Transportation Plan (PROJECT DROPPED)**

**Participant(s):**  
Metro COG/Consultant

### 300 Federal Transportation Planning Documentation

**Objective:**

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

**Assigned Staff Hours:** 1917 (2017) 1310 (2018)

**Previous Accomplishments:**

- 2018-2021 Transportation Improvement Program
- Title VI and Environmental Justice Report
- Initiating a Congestion Management Process
- 2017-2018 UPWP

**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%	\$76,944	80%	\$48,187	\$125,131
Local	20%	\$19,236	20%	\$12,047	\$31,283
<b>Total</b>	<b>100%</b>	<b>\$96,180</b>	<b>100%</b>	<b>\$60,234</b>	<b>\$156,414</b>

**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 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**

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

**303 Public Participation Plan (PPP)**

The PPP outlines the many ways in which Metro COG engages the public, stakeholders, the media and the traditionally underserved populations in our transportation and community planning activities. The focus of the update will be to strengthen our commitment to outreach efforts and to assure federal planning legislation requirements are being met.

**Product(s):**

**Completion Date**

Updated Metro COG Public Participation Plan	4 <sup>th</sup> QTR 2018
Instituting the PPP	Ongoing

**304 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

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

**Participant(s):** Metro COG

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

**Activities:**

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

**Products**

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

**Completion Date**

On-going  
As required  
2nd QTR

**306 Civil Rights / Title VI / LEP/ Environment Justice**

**Participant(s):** Metro COG

Ensure compliance with Metro COG's Title VI Policy, Environmental Justice Policy (EJ) and Limited English Proficiency (LEP) Policy by carrying out the programs which include maintaining the required documents and reports. Implementation of the Plans will be 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**

2017 Annual Report on Title VI /LEP Activities

**Completion Date**

4th QTR

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

**307 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**

Implementation of the goals of the 2040 LRTP

**Completion Date**

On-going

**400 Technical Transportation Data & Analysis**

**Objective:**

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

**Assigned Staff Hours:** 915 (2017) 1665 (2018)

**Previous Accomplishments:**

- 2017 Traffic Counting Program
- 2017 Metropolitan Profile
- Initiating Functional Classification Update
- Performance Measure Training and Coordination
- 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%	\$36,800.80	80%	\$68,683	\$105,484
Local	20%	\$9,200.20	20%	\$17,171	\$26,371
<b>Total</b>	<b>100%</b>	<b>\$46,001</b>	<b>100%</b>	<b>\$85,853</b>	<b>\$131,854</b>

**401 Performance Measures**

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**

PM1  
 PM2  
 Study PM3, PM4, PM5  
 PM Reporting & Monitoring

**Completion Date**

1st QTR  
 2nd QTR  
 4th QTR  
 Ongoing

**402 Federal Functional Classification Update**

**Participant(s):** Metro COG

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

**Activities:**

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

**Products**

Updated Minnesota and North Dakota FFC Maps

**Completion Date**

Ongoing

**403 Travel Demand Model (TDM) Maintenance and Operation**

**Participant(s):** Metro COG/ATAC

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

**Activities:**

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

**Products**

Updated Travel Demand Model, as needed

**Completion Date**

On-going

**404 Freight and Goods Movement**

**Participant(s):** Metro COG

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

**Activities:**

- 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 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

**406 Traffic Data Collection and Analysis**

**Participant(s):** Metro COG

Collect, purchase and monitor local travel data, including detailed traffic count data (time of day, occupancy, vehicle classification, etc.) and speed and delay data, as available from local

jurisdictions and other secondary sources. Develop factors to adjust traffic count data for seasonal and daily variation. Obtain data to review parameters for trip generation data, trip length, and vehicle occupancy for the regional travel model. Review and procure traffic counting and monitoring equipment as needed. Annually prepare such documentation as to graphically convey traffic trends.

**Activities:**

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

**Products**

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

**Completion Date**

On-going  
 On-going  
 On-going

**407 Metropolitan Transportation Technical Assistance**

**Participant(s):** Metro COG

This work task provides Metro COG resources in both 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**

Technical Assistance

**Completion Date**

On-going

**408 ITS/Traffic Operations Technical Assistance**

**Participant(s):** Metro COG

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

**Activities:**

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

<b>Products</b>	<b>Completion Date</b>
2017 Quarterly Traffic Operations Committee (TOC) Meeting Facilitation	Quarterly
2018 Quarterly Traffic Operations Committee (TOC) Meeting Facilitation	Quarterly
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

## 500 Transit Planning

**Objective:**

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

**Assigned Staff Hours:**                    900 (2017)    460 (2018)

**Previous Accomplishments:**

- MAT Coordinating Board Meetings
- Purchase of transit routing software
- Furtherance of Transit Authority Model

**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%	\$32,392	80%	\$15,210	\$47,602
Local	20%	\$8,098	20%	\$3,802	\$11,900
<b>Total</b>	<b>100%</b>	<b>\$40,490</b>	<b>100%</b>	<b>\$19,012</b>	<b>\$59,502</b>

**501 Transit Technical Assistance**

**Participant(s):** Metro COG

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

**Activities:**

- Staff assistance as required/requested

<b>Products</b>	<b>Completion Date</b>
Assistance as required.	On-going

## 502 MATBUS Coordinating Board

Participant(s): Metro COG

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

### Activities:

- Meeting facilitation and support
- Attend meetings

### Products

2017 MATBUS Coordinating Meetings  
2018 MATBUS Coordinating Meetings

### Completion Date

Monthly  
Monthly

## 600 Bicycle & Pedestrian Planning

### Objective:

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

**Assigned Staff Hours:** 1,165 (2017) 885 (2018)

### Previous Accomplishments:

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

**Figure 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%	\$44,208	80%	\$30,076	\$74,284
Local	20%	\$11,052	20%	\$7,519	\$18,571
<b>Total</b>	<b>100%</b>	<b>\$55,260</b>	<b>100%</b>	<b>\$37,595</b>	<b>\$92,855</b>

## 601 Bicycle-Pedestrian Activities and Technical Assistance

Participant(s): Metro COG

Participate in bicycle and pedestrian planning activities and support the implementation of Metro COG's Bicycle and Pedestrian Plan and the Complete Streets policy adopted by Metro COG in 2013. Respond to requests for information and smaller 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

**602 Bicycle and Pedestrian Counts and Analysis**

**Participant(s):** Metro COG

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

**Activities:**

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

**Products**

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

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

**Participant(s):** Metro COG

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

right-of-way needs, land ownership, and cost estimates. In addition, Metro COG will continue to work with Clay County Heartland Trail Advisory Committee to oversee Heartland Trail efforts through Clay County.

**Activities:**

- Request for Proposal development
- Consultant selection process<sup>1</sup>
- Staff support and input into the Study

**Products**

Heartland Trail Advisory Committee and Committee Support

**Completion Date**

On-going

**604 Bicycle Safety Education**

**Participant(s):** Metro COG

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

**Activities:**

- Staff assistance and activity facilitation and support

**Products**

2017 Activity facilitation and support.  
2018 Activity facilitation and support.

**Completion Date**

On-going  
On-going

**605 Bikeways Map Maintenance and Development**

**Participant(s):** Metro COG

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

**Activities:**

- Maintenance of the Bikeways Map
- Implementation of the Regional Wayfinding Signage

**Products**

Updated Bikeways Map

**Completion Date**

3rd QTR

**700 Local Planning Assistance**

**Objective:**

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

**Assigned Staff Hours:** 1,041 (2017) 2345 (2018)

**Previous Accomplishments:**

- Barnesville Comprehensive Plan
- Attendance at various local meetings
- Participation in Fargo Downtown Infocus Study
- Participation in Main Ave Corridor Study
- Participation in ND/Center Ave build alternative development

**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%	\$37,393.60	80%	\$49,152	\$86,546
Local	20%	\$9,348.40	20%	\$12,288	\$21,637
<b>Total</b>	<b>100%</b>	<b>\$46,742</b>	<b>100%</b>	<b>\$61,441</b>	<b>\$108,183</b>

**701 Agency Outreach**

**Participant(s):** Metro COG

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

**Activities**

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

**Products**

Local Outreach and Participation

**Completion Date**

Ongoing

**702 Local Planning Assistance**

**Participant(s):** Metro COG

To provide assistance to local jurisdictions on comprehensive planning efforts and to instill sound transportation planning themes within local planning documents. Staff will work with smaller jurisdictions that do not have the capabilities of doing annual long-range planning activities.

**Activities**

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

**Products**  
Local Planning Assistance

**Completion Date**  
On-going

## 800 General Administration

**Objective:**

To provide for the efficient administration of Metro COG programs; compliance with federal, state and local regulations; administer human resources and benefits responsibilities; and reporting on activities of the agency.

Note: Staff hours and budget for vacation, sick leave, holidays and other leave is included in the total assigned staff hours and budget for this category or the UPWP. These are, however, considered indirect costs.

**Assigned Staff Hours:** 2918 (2017) 3450 (2018)

**Previous Accomplishments:**

- Multiple webinars and training sessions
- 2015 AMPO Conference
- MN APA Confence
- Organization of the Metro COG Library
- Timesheet Preparation
- Staff Meetings
- Quarterly Reports
- Review of Invoices
- Staff Evaluations

**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%	\$104,143.20	80%	\$113,283	\$217,427
Local	20%	\$26,035.80	20%	\$28,321	\$54,357
<b>Total</b>	<b>100%</b>	<b>\$130,179</b>	<b>100%</b>	<b>\$141,604</b>	<b>\$271,783</b>

**801 General Administration, Management, IT, and Secretarial Participant(s):** Metro COG

Administrative, management, information technology, 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
- Login incoming/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
- 2018 Minnesota MPO Retreat Organization and Facilitation

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

**802 Timesheets** **Participant(s): Metro COG**

In order to accurately record, submit, and review how time is spent by personnel, this category is intended to allow staff time to track time by task.

**Activities**

- Preparation of timesheets
- Review of timesheets
- Preparation and review of travel requests and expense reports
- Preparation of Quarterly Reports

<b>Products</b>	<b>Completion Date</b>
Timesheets	Biweekly
Quarterly Report	Quarterly
Travel Requests	As-needed
Expense Reports	As-needed

**803 Financial Budgeting and Tracking** **Participant(s): Metro COG**

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

**Activities**

- Preparing NDDOT monthly reimbursement documentation
- Tracking Metro COG's Finances
- Preparation and processing of agency dues/invoices
- Evaluation of CPG balances
- Consultant with NDDOT and MnDOT on financial and contractual obligations

<b>Products</b>	<b>Completion Date</b>
Metro COG NDDOT Reimbursement Package	Monthly
CPG Balance Tracking	On-going
NDDOT Grant Contract	4th QTR

**804 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. This also includes attaining Certification Maintenance (CM) credits for staff with their AICP or other professional certifications.

**Activities:**

- Webinars, workshops, conferences and training sessions

**Products**

Training and educational opportunities

**Completion Date**

On-going

**805 Metro COG Quality Assurance/Quality Control (QAQC) Program**      **Participant(s):** Metro COG

This category provides staff with supervisory capacity to review documents, personnel, or Metro COG processes to ensure that products developed by the agency are in line with its goals as well as are free from errors. It is imperative that Metro COG adhere to the highest quality of standards especially in its role in representing its member jurisdictions. This new category would ensure that a proper QAQC program is developed, installed, and adhered to.

**Activities**

- Development of a QAQC Policy and Procedure
- Review of products
- Establishment of QAQC procedure
- Personnel QAQC Training

**Products**

QAQC Policy and Procedure

Review of Metro COG documents in development

**Completion Date**

2nd QTR

On-going

**900 Publications, Public Information and Communication**

**Objective:**

*To publicize Metro COG activities and accomplishments to Metro COG member jurisdictions, state and local officials, and the public. To provide transportation-related 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) 225 (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 8.9 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%	\$16,395.20	80%	\$7,772	\$24,167
Local	20%	\$4,098.80	20%	\$1,943	\$6,042
<b>Total</b>	<b>100%</b>	<b>\$20,494</b>	<b>100%</b>	<b>\$9,715</b>	<b>\$30,209</b>

**901 Metro COG Newsletter**

**Participant(s):** Metro COG

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

**902 Website and Social Media**

**Participant(s):** Metro COG

This work activity includes the necessary resources for Metro COG to accurately and efficiently maintain and manage its website (www.fmmetrocog.org) and social media accounts. The Metro COG 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:**

- 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**

2017 Updated Metro COG website and Social Media platforms  
 2018 Updated Metro COG website and Social Media platforms

**Completion Date**

On-going  
 On-going

**1000 Community Planning and Technical Assistance**

**Objective:**

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

**Assigned Staff Hours:** 530 (2017) 530 (2018)

**Previous Accomplishments:**

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

Funding Source	2017		2018		Total Activity Budget 2017-2018
	Percent	Amount	Percent	Amount	
CPG	80%	\$16,986.40	80%	\$28,552	\$45,538
Local	20%	\$4,246.60	20%	\$7,138	\$11,385
<b>Total</b>	<b>100%</b>	<b>\$21,233</b>	<b>100%</b>	<b>\$35,690</b>	<b>\$56,923</b>

**2018-1001 Cass-Clay Food Systems Advisory Commission**

**Participant(s):** Metro COG/CCFSAC

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

**Activities:**

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

- Attend conferences and training sessions

**Products**

2017 Regional Food Commission Support  
2017 Regional Food Commission Support

**Completion Date**

On-going  
On-going

**1202 Dilworth North and East Transportation Study  
PROJECT DROPPED FROM 2017 UPWP**

**Participant(s):** Metro  
COG/Dilworth

~~The City of Dilworth has requested that Metro COG assist in the completion of a subarea plan to address anticipated growth and development in the north and east portion of the city. The transportation plan would include a review of existing conditions in the subarea, a public participation component, identification of issues and needs, growth management, project phasing, right-of-way preservation, and complete streets with bicycle and pedestrian facilities. This work will be completed in 2017.~~

**Activities:**

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

**Products**

Dilworth North and East Transportation Study

**Completion Date**

4th QTR 2017

**1203 Mapleton Comprehensive & Transportation Plan  
(2017) PROJECT DROPPED FROM UPWP**

**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  
(Completed in 2016)**

**Participant(s):** Metro  
COG/Glyndon

~~Update the current Glyndon Zoning & Subdivision Ordinance. 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 & Subdivision Ordinance Update~~

**Completion Date**

4th QTR 2017

**2018-1005 Hawley Zoning & Subdivision Ordinance Update (2018)**

**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 2018

**2018-1006 Casselton Comprehensive & Transportation Plan (2018)**

**Participant(s):** Metro COG/Mapleton

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

**Activities:**

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

**Products**

Casselton Comprehensive & Transportation Plan

**Completion Date**

4<sup>th</sup> QTR 2018

**2018-1007 Dilworth Comprehensive & Transportation Plan (2017)**

**Participant(s):** Metro COG/Dilworth

Develop a new comprehensive plan for the City of Dilworth. Organize and support a Study Review Committee. SRC Meetings and presentations to the Dilworth 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**

Dilworth Comprehensive & Transportation Plan

**Completion Date**

2nd QTR 2018

2017 UPWP		Total	Total
		Cost	Hours
100	Policy and Administrative Forums	\$69,749.83	170
101	Metro COG Policy Board	\$27,594.30	72
102	Metro COG Executive Committee	\$3,994.69	7
103	Transportation Technical Committee (TTC)	\$27,594.30	72
104	MPO Directors Meetings	\$7,383.80	13
105	ATP 4 Meetings	\$3,182.72	6
200	Public Involvement, Participation and Outreach	\$16,899.45	36
201	Metro COG Public Participation Plan	\$2,525.65	5
202	Public Involvement and Engagement Activities	\$5,659.98	12
203	Public Events and Workshops	\$8,713.82	18
300	Short-Range Planning	\$96,180.22	191
301	Transportation Improvement Program (TIP)	\$17,856.15	32
302	Transportation Funding Analysis	\$3,674.25	7
303	Performance Measures	\$10,769.82	23
304	Federal Functional Classification Update	\$1,532.90	3
305	Contract Management/Consultant Study Participation	\$42,877.12	86
306	Metropolitan Transportation Technical Assistance	\$19,469.99	38
400	Long range Planning	\$46,000.66	91
401	Long Range Transportation Plan (LRTP) Implementation and Maintenance	\$2,488.72	5
402	2045 Long Range Transportation Plan (LRTP) Development and Administration	\$9,954.90	20
403	Travel Demand Model (TDM) maintenance and Operation	\$10,299.63	22
404	Freight and Goods Movement	\$5,140.20	10
405	Long-range Planning Activities and Studies	\$11,382.13	21
406	Federal and State Rules and Regulations Compliance and Maintenance	\$6,735.08	13
500	Congestion Management, Safety and Technology	\$40,490.45	90
501	Congestion Management Process	\$10,676.37	21
502	Safety / Security Planning Methods	\$11,456.02	27
503	Safe Routes to School Planning	\$7,625.38	18
504	Traffic Operations Technical Assistance	\$6,649.46	14
505	Regional ITS Architecture	\$1,387.99	2
506	Internal Computer Support	\$2,695.23	7
600	Multimodal Transportation	\$55,260.20	116
601	Transit Development Plan	\$2,877.27	6
602	Transit Technical Assistance	\$49,836.41	27
603	MATBUS Coordinating Board	\$8,360.06	16

2018 Metro COG UPWP Charge Sheet		Total Cost	Total Hours	Executive Director	Senior Planner	Transportation Planner	C & T Analyst	Assistant Planner (1)	Assistant Planner (2)	Office Manager	Intern
				67.94	49.62	42.26	36.10	38.56	32.64	23.53	12.5
100	Policy and Administrative Forums	\$50,190.60	1170								
101	Metro COG Policy Board	\$16,298.69	400	100	30	30	30	30	30	150	
102	Metro COG Executive Committee	\$4,573.52	100	50	0	0	0	0	0	50	
103	Transportation Technical Committee (TTC)	\$16,298.69	400	100	30	30	30	30	30	150	
104	Federal, State, and Local Committee Meetings	\$13,019.70	270	100	30	30	30	30	30	0	20
200	Contracted Planning Services	\$109,212.75	2510								
201	2045 Long Range Transportation Plan	\$43,430.93	900	200	300	100	100	100	100		
202	ATAC TDM Development	\$2,112.95	50			50					
203	ATAC Intersection Traffic Data Reporting	\$2,112.95	50			50					
205	Cass County Comprehensive and Transportation Plan	\$3,264.31	100						100		
206	52nd Avenue Planning Portion of Environmental Document	\$4,225.91	100			100					
207	MATBUS Transit Facility Analysis and Development Strategy	\$9,924.43	200		200						
208	17th Avenue South Corridor Study	\$4,225.91	100			100					
209	Moorhead ADA Transition Plan	\$1,632.16	50						50		
210	13th Avenue Corridor Study	\$4,225.91	100			100					
211	Fargo/West Fargo Parking Requirement Study	\$7,443.32	150		150						
212	12th Avenue Corridor Study	\$3,264.31	100						100		
213	Cass County Diversion-West Arterial Study	\$4,896.47	150						150		
214	Cass County CR 18 Study	\$5,775.48	160				160				
215	US 10/US 75 Corridor Study	\$12,677.72	300			300					
300	Federal Transportation Planning Documentation	\$60,234.15	1210								
301	Transportation Improvement Program (TIP)	\$12,037.38	250		200	50					
302	Unified Planning Work Program (UPWP)	\$22,864.22	350	300	50						
303	Public Participation Plan (PPP)	\$4,225.91	100			100					
304	Congestion Management Process	\$8,817.86	200		100			100			
305	Federal and State Rules and Regulations Compliance and Maintenance	\$4,389.63	70	50	20						
306	Civil Rights / Title VI / LEP/ Environment Justice	\$5,660.49	150				50	100			
307	2040 LRTP Implementation	\$2,238.66	90		30						60
400	Technical Transportation Data & Analysis	\$85,853.50	2265								
401	Performance Measures	\$23,323.53	500	100	100			300			
402	Federal Functional Classification Update	\$6,775.92	170		20			150			
403	Travel Demand Model (TDM) maintenance and Operation	\$5,830.94	145		10	35		100			
404	Freight and Goods Movement	\$3,732.66	100				50	50			
405	FM Metropolitan Profile	\$11,024.63	350		10	20	20	200			100
406	Metropolitan Traffic Counting Program	\$13,513.63	410			100		200	10		100
407	Metropolitan Technical Assistance	\$17,299.89	480		30	50	100	50	250		
408	ITS/Traffic Operations Technical Assistance	\$4,352.29	110			30		80			
500	Transit Planning	\$19,012.29	485								
501	Transit Technical Assistance	\$10,066.21	275		50	25			200		
502	MAT Coordinating Board	\$8,946.09	210		150				10	50	
600	Bicycle & Pedestrian Planning	\$37,594.58	1030								
601	Bicycle-Pedestrian Activities and Technical Assistance	\$9,431.11	230			200			30		
602	Bicycle and Pedestrian Counts and Analysis	\$11,973.77	390			100		50	140		100
603	Heartland Trail Extension (Countywide Coordination & Corridor Study)	\$9,517.14	240			175			65		
604	Bicycle Safety Education	\$2,773.01	70			20		50			
605	Bikeways Map Maintenance and Development	\$3,899.56	100		20			50	30		
700	Local Planning Assistance	\$61,440.58	1575								
701	Agency Outreach	\$33,506.50	700	200	100	100	100	100	100		
703	Local Planning Assistance	\$27,934.08	875				230	100	445		100
800	General Administration	\$141,604.25	3525								
801	General Administration, Management, IT, and Secretarial	\$87,885.62	2445	500	100	100	100	100	100	1445	
802	Timesheets	\$15,113.69	364	52	52	52	52	52	52	52	
803	Financial Budgeting and Tracking	\$13,588.74	200	200							
804	Professional Development, Education and Training	\$9,591.38	231	33	33	33	33	33	33	33	
805	Metro COG QAQC Program	\$15,424.82	285	70	215						
900	Publications, Public Information and Communication	\$9,714.84	300								
901	Metro COG Newsletter	\$5,557.33	150	25			25	25	25	50	
902	Website and Social Media	\$4,157.50	150				50			100	
1000	Community Planning and Technical Assistance	\$35,690.10	970								
2018-1001	Cass - Clay Food Systems Advisory Commission	\$4,331.61	120	0	0	0	120	0		0	0
2018-1007	Dilworth Comprehensive Plan	\$16,423.58	440	0	40	0	400	0		0	0
2018-1006	Casselton Comprehensive Plan	\$14,934.92	410		10		400				
	<b>Total</b>	<b>\$610,547.64</b>	<b>15040</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>480</b>

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

## Metro COG Policy Board

### Voting Members

<b>Roger Buscher</b>	<i>City of Moorhead, Minnesota - Planning Commission</i>
<b>Brenda Elmer (C)</b>	<i>City of Moorhead, Minnesota - City Council</i>
<b>Tony Gehrig</b>	<i>City of Fargo, North Dakota - City Commission</i>
<b>Steve Gehrtz</b>	<i>City of Moorhead, Minnesota - City Council</i>
<b>Tony Grindberg</b>	<i>City of Fargo, North Dakota - City Commission</i>
<b>Sharon May</b>	<i>City of Horace, North Dakota - City Council</i>
<b>Jenny Mongeau</b>	<i>Clay County, Minnesota County - County Commission</i>
<b>John Q. Paulsen</b>	<i>City of Fargo, North Dakota - Citizen Appointee</i>
<b>Dave Piepkorn</b>	<i>City of Fargo, North Dakota - City Commission</i>
<b>Arland Rasmussen (VC)</b>	<i>Cass County, North Dakota - County Commission</i>
<b>Rocky Schnieder</b>	<i>City of Fargo, North Dakota - Planning Commission</i>
<b>Mark Simmons</b>	<i>City of West Fargo, North Dakota - City Commission</i>
<b>Kevin Spaulding</b>	<i>City of Dilworth, Minnesota - City Council</i>
<b>Jan Ulferts Stewart</b>	<i>City of Fargo, North Dakota - Planning Commission</i>
<b>John Strand</b>	<i>City of Fargo, North Dakota - City Commission</i>
<b>Mark Wentz</b>	<i>City of West Fargo, North Dakota - City Commission</i>

### Associate Members

<b>Casey Eggermont</b>	<i>City of Harwood, North Dakota - Superintendent of Public Works</i>
<b>Charlie Francis</b>	<i>City of Casselton, North Dakota - City Commission</i>
<b>Ben Gunkelman</b>	<i>City of Hawley, Minnesota - Mayor</i>
<b>Kevin Odegaard</b>	<i>City of Mapleton, North Dakota - City Council</i>
<b>David Owings</b>	<i>City of Glyndon, Minnesota - City Council</i>
<b>Michael Rietz</b>	<i>City of Barnesville, Minnesota - City Administrator</i>

### Ex-Officio Members

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

### Voting and Associate Member Alternates

<b>Wendy Affield</b>	<i>City of Glyndon, Minnesota - Clerk/Treasure</i>
<b>Sara Watson Curry</b>	<i>City of Moorhead, Minnesota - City Council</i>
<b>Shara Fischer</b>	<i>City of Fargo, North Dakota - Planning Commission</i>
<b>John Gunkelman</b>	<i>City of Fargo, North Dakota - Planning Commission</i>
<b>Jim Haney</b>	<i>Clay County, Minnesota County - County Commission</i>
<b>Karen Lauer</b>	<i>City of Barnesville, Minnesota - Director of Economic Development Authority</i>
<b>Barry Lund</b>	<i>City of Mapleton, North Dakota - Mayor</i>
<b>Chad Olson</b>	<i>City of Dilworth, Minnesota - Mayor</i>
<b>Chad Peterson</b>	<i>Cass County, North Dakota - County Commission</i>
<b>Stacey Riedberger</b>	<i>City of Hawley, Minnesota - City Council</i>
<b>Russ Sahr</b>	<i>City of Horace, North Dakota - Planning and Zoning Commission</i>
<b>Justin Schreiber</b>	<i>City of Glyndon, Minnesota - City Council</i>
<b>Richard Sundberg</b>	<i>City of Harwood, North Dakota - City Council</i>
<b>Vacant</b>	<i>City of Casselton, North Dakota</i>
<b>Larry Weil</b>	<i>City of West Fargo, North Dakota - Planning Director</i>

note: C = Chair, VC= Vice Chair

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

### Transportation Technical Committee

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

note: C = Chair, VC= Vice Chair

### Metro COG Staff

<b>Adam Altenburg</b>	<i>Community and Transportation Analyst</i>
<b>Anna Pierce</b>	<i>Assistant Planner</i>
<b>Luke Champa</b>	<i>Assistant Planner</i>
<b>Vacant</b>	<i>Executive Director</i>
<b>Dan Farnsworth</b>	<i>Transportation Planner</i>
<b>Michael Maddox</b>	<i>Senior Transportation Planner</i>
<b>Savanna Leach</b>	<i>Executive Secretary</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 2<sup>nd</sup> Street  
Fargo, North Dakota 58102-4807

Meeting agenda packets are posted to the Metro COG web pages ([www.fmmetrocog.org](http://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

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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

<b>Budget Summary - 2017 Budget</b>									<b>Table 4</b>
Dues and Local Match on Contracted Planning Projects	Jurisdiction							Total	
	Cass Co.	Clay Co.	Dilworth	Fargo	Moorhead	West Fargo	Other		
<b>Metro COG Dues</b>									
Approved Dues Formula	8.9%	8.2%	1.9%	50.0%	18.4%	12.5%	0.0%	100.00%	
<b>2017 Dues</b>	<b>\$11,239.57</b>	<b>\$10,329.98</b>	<b>\$2,458.18</b>	<b>\$63,059.89</b>	<b>\$23,253.13</b>	<b>\$15,779.02</b>	<b>\$0.00</b>	<b>\$126,119.77</b>	
<b>Joint Planning Projects</b>									
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) <sup>4</sup>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$350,000.00	\$350,000.00	
L RTP Update (2018)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Total Joint Planning Projects</b>	<b>\$802.06</b>	<b>\$737.15</b>	<b>\$175.42</b>	<b>\$4,500.00</b>	<b>\$1,659.36</b>	<b>\$1,126.00</b>	<b>\$350,000.00</b>	<b>\$359,000.00</b>	
<b>Contracted Planning Studies<sup>1,2</sup></b>									
Alt 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	
OD Data (Metro COG Share)	\$1,336.77	\$1,228.59	\$292.36	\$7,500.00	\$2,765.60	\$1,876.67	\$0.00	\$15,000.00	
Heartland Trail Extension	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Clay County Comprehensive Plan<sup>3</sup></b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
52nd Avenue Planning Portion of Environmental Document (phase 1)	\$0.00	\$0.00	\$0.00	\$26,250.00	\$0.00	\$3,750.00	\$0.00	\$30,000.00	
52nd Avenue Planning Portion of Environmental Document (phase 2)	\$0.00	\$0.00	\$0.00	\$131,250.00	\$0.00	\$18,750.00	\$0.00	\$150,000.00	
Main Avenue Planning Portion of Environmental Document	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
MATBUS Transit Facility Analysis and Development Plan	\$0.00	\$0.00	\$0.00	\$33,333.33	\$16,666.67	\$0.00	\$0.00	\$50,000.00	
17th Avenue South Corridor Study ( 5th St. to West Fargo ECL)	\$0.00	\$0.00	\$0.00	\$40,000.00	\$0.00	\$0.00	\$0.00	\$40,000.00	
Moorhead ADA Transition Plan	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00	
13th Avenue Corridor Study (Main to 17th St. East)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00	
Fargo/West Fargo Parking Requirement Study	\$0.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$5,000.00	\$0.00	\$20,000.00	
Cass County Comprehensive Plan <sup>3</sup>	\$122,073.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$122,073.60	
Transit Scheduling Software	\$0.00	\$0.00	\$0.00	\$2,400.00	\$1,200.00	\$0.00	\$0.00	\$3,600.00	
<b>Total Contracted Planning Studies</b>	<b>\$125,549.21</b>	<b>\$3,194.34</b>	<b>\$760.14</b>	<b>\$267,733.33</b>	<b>\$55,057.23</b>	<b>\$82,379.34</b>	<b>\$0.00</b>	<b>\$534,673.60</b>	
<b>Total</b>	<b>\$137,590.85</b>	<b>\$14,261.47</b>	<b>\$3,393.74</b>	<b>\$335,293.22</b>	<b>\$79,969.73</b>	<b>\$99,284.37</b>	<b>\$350,000.00</b>	<b>\$1,019,793.37</b>	

Source: Metro COG 2017-2018 Budget

## Appendix D. Documentation of Local Match

### 2018 Dues and Local Match on Contracted Planning Projects

Source: Metro COG 2017-2018 Budget

Jurisdiction Operations Dues Summary - 2018 Budget

Table 5

Dues and Local Match on Contracted Planning Projects Total Cost Split Between Jurisdictions	Participating Jurisdictions						Jurisdiction			
				Total Cost	Federal Share	Federal %	Local Share	Local %		
	Cass Co.	Clay Co.	Dilworth	Fargo	HoraceMoorhead	West Fargo	Other			
Metro COG Dues										
Approved Dues Formula		7.7%	8.2%	1.9%	50.0%	1.2%	18.4%	12.5%	0.0%	100.00%
Internal Operations (eligible costs)										
Metro COG Personnel (Total Loaded Wage) All				\$8,980.86	\$9,510.08	\$2,263.07	\$58,054.76	\$1,366.62	\$21,407.51	
	\$14,526.63	\$12,644.93	\$580,547.63	\$593,192.56	\$474,554.05	80%	118,639	20%		
Metro COG Overhead Costs All		\$1,952.18	\$2,067.21	\$491.93		\$12,619.40	\$297.06	\$4,653.36	\$3,157.66	
	\$0.00	\$126,193.97	\$100,955.17	80%	25,239	20%				
Total Dues (Internal)		\$10,933.04	\$11,577.29	\$2,755.00		\$70,674.16	\$1,663.68	\$26,060.87	\$17,684.29	
	\$12,644.93	\$706,741.59	\$719,386.53	\$575,509.22		\$143,877.31				
Internal Operations (ineligible costs) All		\$231.08	\$244.69	\$58.23	\$1,493.75	\$35.16	\$550.82	\$373.77		
	\$2,987.50	\$0.00								

## Appendix D. Documentation of Local Match

NEW

Dues and Local Match on Contracted Planning Projects	Participating Jurisdictions	Jurisdiction								Total Cost Split Between Jurisdictions	Total Cost	Federal Share	Federal %	Local Share	Local %
		Cass Co.	Clay Co.	Dilworth	Fargo	Horace	Moorhead	West Fargo	Other						
<b>Metro COG Dues</b>															
Approved Dues Formula		7.7%	8.2%	1.9%	50.0%	1.2%	18.4%	12.5%	0.0%	100.00%					
<b>Internal Operations (eligible costs)</b>															
Metro COG Personnel (Total Loaded Wage)	All	\$8,980.86	\$9,510.08	\$2,263.07	\$58,054.76	\$1,366.62	\$21,407.51	\$14,526.63	\$12,644.93	\$ 580,547.63	\$ 593,192.56	\$474,554.05	80%	118,639	20%
Metro COG Overhead Costs	All	\$1,952.18	\$2,067.21	\$491.93	\$12,619.40	\$297.06	\$4,653.36	\$3,157.66	\$0.00	\$ 126,193.97		\$100,955.17	80%	25,239	20%
<b>Total Dues (Internal)</b>		<b>\$10,933.04</b>	<b>\$11,577.29</b>	<b>\$2,755.00</b>	<b>\$70,674.16</b>	<b>\$1,663.68</b>	<b>\$26,060.87</b>	<b>\$17,684.29</b>	<b>\$12,644.93</b>	<b>\$706,741.59</b>	<b>\$719,386.53</b>	<b>\$575,509.22</b>		<b>\$143,877.31</b>	
<b>Internal Operations (ineligible costs)</b>	All	\$231.08	\$244.69	\$58.23	\$1,493.75	\$35.16	\$550.82	\$373.77		\$2,987.50		\$0.00			
<b>Total</b>		<b>\$11,164.12</b>	<b>\$11,821.98</b>	<b>\$2,813.23</b>	<b>\$72,167.91</b>	<b>\$1,698.84</b>	<b>\$26,611.69</b>	<b>\$18,058.06</b>	<b>\$12,644.93</b>	<b>\$709,729.09</b>	<b>\$722,374.03</b>	<b>\$575,509.22</b>		<b>\$143,877.31</b>	

## Jurisdiction Project Dues Summary - 2018 Budget

Dues and Local Match on Contracted Planning Projects	Participating Jurisdictions	Jurisdiction								Total Cost	Federal Share	Federal %	Local Share	Local %
		Cass Co.	Clay Co.	Dilworth	Fargo	Horace	Moorhead	West Fargo	Other					
<b>Metro COG Dues</b>														
Approved Dues Formula		7.7%	8.2%	1.9%	50.0%	1.2%	18.4%	12.5%	0.0%	100.00%				
<b>Contracted Planning Projects (Bill with Dues)</b>														
NDSU ATAC Annual Participation (TDM Model Dev)	All	\$618.79	\$655.25	\$155.93	\$4,000.00	\$94.16	\$1,474.99	\$1,000.89	\$0.00	\$40,000.00	\$32,000.00	80%	\$8,000.00	20%
total														
<b>Contracted Planning (Bill Separate from Dues)</b>														
Metro COG Web Page Update	All	\$309.39	\$327.62	\$77.96	\$2,000.00	\$47.08	\$737.49	\$500.45	\$0.00	\$20,000.00	\$16,000.00	80%	\$4,000.00	20%
Metro COG 2045 Long Range Transportation Plan	All	\$6,187.86	\$6,552.49	\$1,559.27	\$40,000.00	\$941.60	\$14,749.87	\$10,008.91	\$0.00	\$400,000.00	\$320,000.00	80%	\$80,000.00	20%
12th Avenue South Corridor Study	Moorhead	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$250,000.00	\$200,000.00	80%	\$50,000.00	20%
US75/US10 Corridor Study	NDDOT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,000.00	\$200,000.00	\$160,000.00	80%	\$40,000.00	20%
Cass County Diversion-West Arterial Study	Cass County	\$40,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200,000.00	\$160,000.00	80%	\$40,000.00	20%
Cass County CR18 Corridor Study <sup>4</sup>	Cass County	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125,000.00	\$100,000.00	80%	\$25,000.00	20%
ATAC - Intersection Traffic Data Reporting	Fargo/Moorhead/WestFrg	\$0.00	\$0.00	\$0.00	\$2,533.34	\$0.00	\$2,533.33	\$2,533.33	\$0.00	\$38,000.00	\$30,400.00	80%	\$7,600.00	20%
Transit Routing Software License Maintenance	Fargo/Moorhead	\$0.00	\$0.00	\$0.00	\$2,144.00	\$0.00	\$1,056.00	\$0.00	\$0.00	\$16,000.00	\$12,800.00	80%	\$3,200.00	20%
<b>Total Contracted Planning Studies</b>		<b>\$72,116.03</b>	<b>\$7,535.36</b>	<b>\$1,793.16</b>	<b>\$50,677.34</b>	<b>\$1,082.85</b>	<b>\$70,551.69</b>	<b>\$14,043.58</b>	<b>\$40,000.00</b>	<b>\$1,289,000.00</b>	<b>\$1,031,200.00</b>		<b>\$257,800.00</b>	

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. Tables have been updated to reflect the changes included in this amendment.

## **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 2017-2018 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, 2017 — December 31, 2018) among local, state, and federal granting agencies.

#### ***Metro COG Funding & Billing Procedures***

##### Federal

For 2016-2017 Metro COG will receive the majority of its revenues from a Consolidated Planning Grant (CPG) administered by the North Dakota Department of Transportation. The 20% share of the CPG eligible costs are covered through local and state sources of funding. Metro COG bills NDDOT monthly for reimbursement of eligible CPG activities. Metro COG billings to NDDOT break out costs by direct labor, indirect costs, and contracted planning costs.

##### State

Metro COG will receive approximately \$26,820 (based on estimates for CY 2017 and CY 2018 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 2017 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 1100) 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 2017 and 2018 are demonstrated in Program Area 900 and overhead costs 900a-900r. Program Area 900 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 900. Program Area 900a – 900r is overhead costs incurred to support the operations of Metro COG.

Metro COG's indirect costs support the implementation of Program Area 100-1000 and 1100 of the UPWP, as outlined below. Indirect (overhead) costs attributable to *non-metropolitan wide* Program Area 1200 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 1100 budget. Certain soft costs such as printing, postage and miscellaneous supply costs for Program Area 1100 projects are charged against Metro COG's overhead; as these costs are difficult to separate. Indirect (overhead) costs attributable to Program Area 1100 projects which are *metropolitan wide* (area wide plans, the LRTP or modal plan updates, etc.) are billed against Metro COG's overhead costs.

Metro COG clearly delineates indirect costs from direct project costs (billable staff time or consultant and contracted charges) when its bills NDDOT for CPG reimbursements. Metro COG bills NDDOT an indirect rate (which is reconciled and approved annually) to recoup overhead and administrative costs incurred as part of its operation, as expressed through activities and expenses related to Program Area 900 and 900a – 900r.

For internal budgeting purposes Metro COG splits the overhead component of its indirect costs by those eligible for CPG reimbursement (overhead costs) and those ineligible for CPG reimbursement (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 2017 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 19 categories of overhead costs; many are self-explanatory but a full description is provided below:

- *900a - Travel/Registration:* Registration fees for conferences, workshops and seminars; mileage and travel reimbursements, including per diems, related to approved staff travel.
- *900b - Misc.:* Covers miscellaneous costs that are used to cover unexpected expenses for which no other overhead category is suitable.
- *900c - Dues/Subscriptions:* Expenses for dues and subscriptions for transportation planning related publications and professional organizations (if CPG eligible).
- *900d - Office Supplies:* Materials and supplies (paper, pens, pencils, etc.).
- *900e - Postage:* Postage meter lease and postage costs; including cost of mailing Metro COG newsletter through a contractor.
- *900f - Advertising:* Advertising costs related to the publication of Metro COG meetings and events; and ads regarding employee recruitment.
- *900g - Office Rent:* Rent payments regarding Metro COG office space.
- *900h - Insurance:* Several interrelated insurance policies protecting Metro COG material items, liability for staff, the Director, and the Policy Board.
- *900i - Telephone:* Monthly phone charges.
- *900j - Information Systems:* Related to support of information systems (IS) of Metro COG, including software.
- *900k - Audit (contracted):* Metro COG's annual audit.
- *900l - 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).
- *900m - Equipment Rental:* This relates to the lease/rental of equipment, primarily Metro COG's office photo copier; including per unit cost of photocopies.
- *900n - Attorney's Fees:* Legal costs.
- *900o - Accounting Services (contracted):* Costs related to accounting services.
- *900p - Policy Board Travel registration/etc.:* Expenses related to Policy Board travel and training.
- *900r - 44" Plotter:* the purchase of a new color plotter.

## Appendix E. Metro COG Cost Allocation Plan

- *900s – Payroll Services*: Payroll services not covered under accounting services.

### Locally-Funded Overhead

- *901a - 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.
- *901b - 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 2016 Indirect rate will be based on actual reconciled indirect costs for 2017). A new indirect rate is approved at the start of each calendar year by NDDOT. Indirect costs take into account all overhead costs (as show in Program 900a- 900s) and administrative costs shown in Program Area 900, 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 1200 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 1100 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 2017-2018 will not be eligible for reimbursement through the CPG funds administrated by the NDDOT. These costs are exclusive to Program 1200, Community Planning and Technical Assistance. For services provided in the 1200 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

## **Appendix E. Metro COG Cost Allocation Plan**

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

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## TRANSPORTATION PLANNING PROCESS SELF CERTIFICATION STATEMENT

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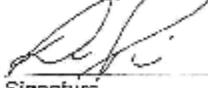
The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) hereby certifies that it is carrying out a continuing, cooperative and comprehensive transportation planning process for the region in accordance with the applicable requirements of:

- (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@fmmetroccog.org](mailto:metroccog@fmmetroccog.org), or by visiting in person at One 2<sup>nd</sup> Street North Suite 232, Fargo, North Dakota 58102.

**F-M Metropolitan Council of Governments**

**North Dakota Department of Transportation**




Signature

Signature

Craig, Metro COG Policy Bd.

Local Government Engineer

Title

Title

7/21/16

9-28-16

Date

Date

## Appendix G. Certification of Restrictions on Lobbying

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

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

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

Executed this \_\_\_ day of \_\_\_\_\_, 2017

By \_\_\_\_\_

Brenda Elmer, Chair  
Fargo-Moorhead Metropolitan Council of Governments  
Policy Board

\_\_\_\_\_ Date

## Appendix H. MATBUS FTA Section 5307 Projects

<b>Local Transit Planning (FTA 5307 Funded)</b>	<b>Participant(s):</b> 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/1<sup>st</sup> 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

<b>Local Transit Planning (FTA 5307 Funded)</b>	<b>Participant(s):</b> 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