

## 536th Transportation Technical Committee Fargo-Moorhead Metropolitan Council of Governments THURSDAY, December 8, 2022 – 10:00 a.m.

### AGENDA - REVISED

1. Call to Order and Introductions
2. Approve the Agenda Action Item
3. Consider Minutes of the November 10, 2022 TTC Meeting Action Item
4. Public Input Opportunity Public Input
5. 2021-2022 Unified Planning Work Program Amendment #7 Action Item
6. 2023-2024 Unified Planning Work Program Amendment #1 Action Item
7. Public Participation Plan Update Adoption Action Item
8. Transit Section 5310/5339 Grant Applications Action Item
9. Electric Vehicle Readiness Study Informational Input
10. 2023-2026 Transportation Improvement Program Amendment #2 Action Item
11. 2023-2024 NDDOT MPO Contract Informational Item
12. Agency Updates Discussion Item
  - a. City of Fargo
  - b. City of Moorhead
  - c. City of West Fargo
  - d. City of Dilworth
  - e. City of Horace
  - f. Cass County
  - g. Clay County
  - h. Other Member Jurisdictions
13. Additional Business Information Item
14. Adjourn

REMINDER: The next TTC meeting will be held **Thursday, JANUARY 12, 2023** at 10:00 a.m.

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

**For Public Participation, please REGISTER with the following link:**

[https://us02web.zoom.us/webinar/register/WN\\_VPNIDUnzQJW3pbNuO0\\_ILA](https://us02web.zoom.us/webinar/register/WN_VPNIDUnzQJW3pbNuO0_ILA)

Red Action Items require roll call votes.

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

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PLANNING ORGANIZATION SERVING

FARGO, WEST FARGO, HORACE, CASS COUNTY, NORTH DAKOTA AND MOORHEAD, DILWORTH, CLAY COUNTY, MINNESOTA

**535th Meeting of the  
FM Metro COG Transportation Technical Committee  
Thursday, November 10, 2022 – 10:00 am  
Metro COG Conference Room**

**Members Present:**

Jonathan	Atkins	City of Moorhead Traffic Engineering
Jason	Benson	Cass County Highway Engineering
Julie	Bommelman	City of Fargo, MATBUS
Nicole	Crutchfield	City of Fargo Planning
Jeremy	Gorden	City of Fargo Transportation Engineering
Cindy	Gray	Metro COG
Jace	Hellman	City of Horace – Community Development Director
Robin	Huston	City of Moorhead Planning
Matthew	Jacobson	Clay County Planning
Kelly	Krapu	Freight Representative - TrueNorth Compliance Service
Don	Lorsung	City of Dilworth Community Development
Aaron	Nelson	West Fargo City Planning
Grace	Puppe	Cass County Planning
Joe	Raso	GFMEDC
Mary	Safgren	MnDOT – District 4
Justin	Sorum	Clay County Engineering
Brit	Stevens	NDSU – Transportation Manager
Lori	Van Beek	City of Moorhead, MATBUS
Andrew	Wrucke	City of West Fargo Engineering
Wayne	Zacher	NDDOT – Local Government Division
Kristen	Sperry	FHWA - ND (ex-officio)

**Members Absent: NONE**

**Others Present:**

Adam	Altenburg	Metro COG
Calvin	Berube	Stantec
Paul	Bervik	Metro COG
Ethan	Bialik	Moore
Mike	Bittner	Bolton & Menk
Jaron	Capps	Metro COG
Luke	Champa	SRF Consulting
Jim	Dahlman	Interstate Engineering
Ari	Del Rosario	Metro COG
Brenda	Derrig	City of Fargo Engineering
Dylan	Dunn	Moore
Dan	Farnsworth	Metro COG
Wade	Frank	Stantec
Sharijad	Hasan	NDSU/ATAC/UGPTI
Matt	Kinsella	Apex Engineering
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG

Brent	Muscha	Apex Engineering
Anna	Pierce	MnDOT
Kshitij	Sharma	NDSU/ATAC/UGPTI
Jordan	Smith	MATBUS
Tom	Soucy	Cass County Highway Engineering
Steve	Strack	Houston Engineering
Kalvin	Strecker	Houston Engineering
Brad	Wentz	NDSU/ATAC/UGPTI

**1. CALL TO ORDER AND INTRODUCTIONS**

The meeting was called to order at 10:00 am, on November 10, 2022 by Chair Gray. A quorum was present.

**2. Approve the 535 TTC Meeting Agenda**

Chair Gray asked if there were any questions or changes to the 535 TTC Meeting Agenda, noting that she would like to switch items 12 and 13, so she can discuss NDSU UGPTI SMART Cities Grant Application and the Expression of Interest in the FRA's Establishment of the Corridor Identification and Development Program.

**Motion: Approve the 535 TTC Meeting Agenda as amended**  
**Mr. Lorsung moved, seconded by Ms. Huston**  
**MOTION, PASSED.**  
**Motion carried unanimously.**

**3. APPROVE October 13, 2022 TTC MEETING MINUTES**

Chair Gray asked if there were any questions or changes to the October 13, 2022 TTC Meeting Minutes.

**Motion: Approve the October 13, 2022 TTC Minutes.**  
**Ms. Huston moved, seconded by Ms. Crutchfield**  
**MOTION, PASSED**  
**Motion carried unanimously.**

**4. Public Comment Opportunity**

No public comments were made or received.

**5. Transportation Improvement Program 2023-2026 Amendment**

Mr. Bervik presented an amendment to the draft 2023-2026 Transportation Improvement Program (TIP). The proposed amendment to the 2023-2026 TIP reflects a modified federally funded project within the Metropolitan Planning Area (MPA).

A public notice was published in The Forum of Fargo-Moorhead on Wednesday, November 2, 2022, which advertised the public meeting, detailed how to request more information, and provided information on how to make public comment regarding the proposed amendment. The public notice advertised that any public comments will be accepted until 12:00 p.m. (noon) on Thursday. No written comments have been received.

The proposed amendment to the 2023-2026 TIP is as follows:

1. **Modification of Project 3220008:** City of West Fargo construction of shared use path at Eaglewood and the Lights (2023). The project year shifted from 2024 to 2023 and the project cost increased by 51%.
2. **Modification of Project 4220003:** City of Fargo construction of a shared use path at Bison Village (2023). Total project cost and associated funding breakdown is being increased by 9.4% to match what was approved by the Policy Board in June of 2022.
3. **Modification of Project 5200003:** Moorhead Transit Operating Assistance. Total project cost decrease by 6.8%. Addition of Federal share. Decrease to state and local share. (2023)
4. **Modification of Project 5220032:** Moorhead Transit Paratransit Operating Assistance. Total project cost increase by 19.1%. Addition of Federal share. Decrease to state and local share. (2023)
5. **Modification of Project 8200011:** MNDOT rehabilitation of Minnesota 9. Project will consist of partial reconstruct, mill and overlay, shared use path, and ADA improvements. Total project cost and associated funding breakdown is being reduced by 7.9% to become consistent with the Minnesota State Transportation Improvement Plan (MN STIP).
6. **Modification of Project 8230002:** City of Moorhead preliminary engineering for new underpass under BNSF railroad in Moorhead (2023). The project description is being updated to match the Minnesota State Transportation Improvement Plan (MN STIP).
7. **Modification of Project 9191007:** NDDOT I-94 east-bound storm sewer and stormwater lift station (2023). Project changed years from 2024 to 2023.
8. **New Project 4231001:** City of Fargo reconstruction of the 12<sup>th</sup> Avenue North and 15<sup>th</sup> Avenue North Moorhead bridge over the Red River (2023).
9. **New Project 8231001:** MNDOT districtwide safety improvements (local HSIP) edgeline striping (2023).
10. **New Project 8231002:** MNDOT districtwide living snow fence installation (2023) (CRRSAA).
11. **New Project 9231001:** NDDOT rehabilitation of three structures along the Rose Coulee (2025). Deck overlay, bridge rail retrofit, approach slab repair, spall repairs, and erosion repair.
12. **New Project 9231002:** NDDOT rehabilitation of I-94 frontage road bridge 4 miles east of ND18 (2025). Deck overlay, bridge rail retrofit, approach slab repair, spall repairs, and erosion repair.
13. **New Project 9231003:** NDDOT statewide pavement marking (2023).
14. **New Project 9231004:** NDDOT signal revision in West Fargo at the intersection of 9<sup>th</sup> Street East/Veterans Boulevard and I-94 (2025).
15. **New Project 9231005:** NDDOT reconstruction of the Lynchburg interchange 3 miles west of ND18 (2025).
16. **New Project 9231006:** NDDOT rehabilitation chip seal of US-81 from Dakota Drive to I-29 (2023).

**Motion: Recommend approval of Amendment #1 of the Metro COG 2023-2026 Transportation Improvement Program (TIP) to the Policy Board.**  
**Mr. Atkins moved, seconded by Ms. Van Beek**  
**MOTION, PASSED (18-0-1) Mr. Wrucke abstained from the vote.**  
**Motion carried.**

**\*Mr. Wrucke joined the meeting**

#### **6. ATAC Addendum for 2023 Intersection Data Collection & Reporting**

Chair Gray presented an addendum to the 2023 Intersection Data Collection & Reporting. Under the original pilot project, the necessary connections were established and 28 intersections were setup on UGPTI's Traffic Analysis Tool. The scope of this project is to expand traffic data collection efforts to no fewer than 42 more intersections.

UGPTI has completed testing of API script to automate the data download from the VISION traffic detection cameras. Note that currently, VISION data download is a tedious, per-camera manual process that needs to be completed any time new traffic data is desired. UGPTI's API script is customizable and applicable to any regional intersection (including those from the pilot project).

Mr. Atkins said that the City of Moorhead will not allow an off-site server onto their network, and that needs to be amended in the contract.

**Motion: Recommend Policy Board approval of the ATAC contract addendum and scope of work for the Intersection Data Collection and Reporting project, including the removal of a dedicated computer for the City of Moorhead**  
**Mr. Atkins moved, seconded by Mr. Gorden**  
**MOTION, PASSED**  
**Motion carried unanimously.**

## 7. **Transportation Alternatives 2024-2025 Project Selection**

Mr. Farnsworth presented the Transportation Alternatives (TA) project selection for FY 2024-2025. The scores and funding table for each application is presented as vetted by the Bicycle & Pedestrian Committee.

Below is a list of all applications and their associated scores and recommended TA funding award.

### **City of Fargo – Connecting the Trails Path Project – Drain 27 Crossing at Timberline**

- Evaluation scoring: 35 points
- Funding:
  - o Total construction cost: \$875,045
  - o Recommended TA funding (FY 2025): \$700,036 (80%)
  - o Local match: \$175,009 (20%)

### **City of Fargo – Red River Shared Use Path – Phase 2 – 35th Ave S to 40th Ave S**

- Evaluation scoring: 40 points
- Funding:
  - o Total construction cost: \$739,941

#### **FY 2024**

Recommended TA funding: \$352,649 (48%)  
Local match: \$88,162

#### **FY 2025**

Recommended TA funding: \$144,134 (19%)  
Local match: \$36,033

### **City of Fargo – Red River Shared Use Path – VA to Park Lane**

- Evaluation scoring: 30 points
- Funding:
  - o Total construction cost: \$840,508
  - o Recommended TA funding: \$0

### **City of Fargo – Drain 27 & Deer Creek Shared Use Path**

- Evaluation scoring: 30 points
- Funding:
  - o Total construction cost: \$848,206
  - o Recommended TA funding: \$0

### **City of Horace – County Rd 17 Shared Use Path Phase 4**

- Evaluation scoring: 20 points
- Funding:
  - o Total construction cost: \$433,090
  - o Recommended TA funding: \$0

**City of Horace – County Rd 17 Shared Use Path Phase 5**

- Evaluation scoring: 35 points
- Funding:
  - o Total construction cost: \$590,140
  - o Recommended TA funding (FY 2024): \$472,112 (80%)
  - o Local match: \$118,028 (20%)

**City of West Fargo – Sheyenne River Pedestrian Bridge**

- Evaluation scoring: 30 points
- Funding:
  - o Total construction cost: \$761,450
  - o Recommended TA funding: \$0

**Motion: Recommend Policy Board approval of the TA project prioritization, selection and associated funding as vetted through the Metropolitan Bicycle & Pedestrian Committee.**

**Mr. Gorden moved, seconded by Mr. Hellman**

**MOTION, PASSED**

**Motion carried unanimously.**

**8. STBG Solicitation Release**

Mr. Maddox presented the release of the Surface Transportation Block Grant solicitation. The agency will be accepting projects for federal fiscal years 2026 and 2027. FY2026 was not fully programmed at the development of the FY2023-2026 TIP cycle. There also may be some shifts in priorities given information in the TMA Status.

Metro COG has programmed its expected suballocation in fiscal years 2024 and 2025. Currently Metro COG is overprogrammed in FY2025 with the City of Fargo 36th Street at Rose Coulee project (\$307,534 federal) and the City of West Fargo 9th Street E project (\$9,600,000 federal).

As was announced at the last TTC meeting, Metro COG will not become a Transportation Management Area (TMA) in FY2023 due to the final census urban area population data being unavailable. Metro COG and NDDOT have been discussing the ramifications of this delay.

NDDOT has confirmed with Metro COG that funding in FY2023 going toward the City of Fargo's 52nd Avenue South project will change as far as how the funding is being pulled together, but total amount of federal funding and the status of the project will not be affected. This consists of a total of \$9,000,000 in federal funds (\$5M FY2022 and \$4M FY2023). Instead of coming from our metro area's direct suballocation as a TMA, the \$4M in FY2023 funds will come from the STBG category referred to as Urban Roads, which for the MPO cities throughout the state, totals only \$8.4M. NDDOT does not anticipate our funding for our chosen Transportation Alternatives (TA) projects to be affected.

The 42nd Street/I-94 structure rehab project will get rescheduled due to a) the need for NDDOT to carry out further internal coordination and coordination with the City of Fargo regarding the project, and b) the TMA status impact. NDDOT has informed Metro COG that Phase 2 of 32nd Avenue South (25th to University Drive) will lose approximately \$4M in federal FY2023 funding due to the delay in the TMA designation. In order to recoup federal funding on that project, the City of Fargo may elect to use Advance Construction (AC) to pull funding from FY2026 or FY2027 through this solicitation.

**\*Mr. Raso joined the meeting**

**9. 2050 Demographic Forecast**

Mr. Altenburg presented the 2050 Demographic Forecast update. Metro COG develops demographic forecasts for the Fargo-Moorhead metropolitan area every five years as part of its long-range transportation planning process. Demographic forecasts developed by Metro COG are used to revise and update the region's Travel Demand Model (TDM).

The 2050 Baseline Demographic Forecast includes a close examination of socioeconomic factors from the 2017 Demographic Forecast Study, the most recently completed study for the metro area. The study also set out a framework for two unique growth scenarios based primarily on trend variables (cohort age structures, industry labor distribution), dynamic variables (birth rates, death rates, migration), and constants (housing to demographic relationships, labor force participation rates, gender ratio). Population, household, and employment forecasts from these scenarios are provided in five-year increments, from 2025 through 2050.

Two projection scenarios were created: a "Most Likely" forecast which outlines a baseline projection, and a "High Growth" scenario which outlines a fast-growing situation in the metropolitan area. These scenarios were created by manipulation of the birth, death, and migration rates that underpin the forecast model.

It is Metro COG's suggestion to adopt the "Most Likely" scenario rather than the "High Growth" scenario for use in the TDM.

**Motion: Recommend Policy Board approval of the 2050 Baseline Demographic Forecast and selection of the "Most Likely" growth scenario for use within Metro COG's transportation planning process.**

**Ms. Crutchfield moved, seconded by Mr. Lorsung**

**MOTION, PASSED**

**Motion carried unanimously.**

**10. 2022 Metro Profile**

Mr. Del Rosario presented the 2022 Metropolitan Profile (Metro Profile). The report is split into five sections (community profile, roadways, freight, bike & ped and transit) with metrics to be continually tracked in the future to reveal larger trends.

Mr. Raso asked if city infrastructure specials are included in the cost of housing. Mr. Del Rosario said that it was not, but it could be included if the TTC would like that information included. Ms. Pierce suggested that the profile could add an asterisk to note that this region has special assessments which vary based on jurisdiction and more information can be found based on specific properties.

Ms. Crutchfield asked how the profile information is disseminated and how jurisdictions use this information and data. Mr. Del Rosario said that it is available on Metro COG's website, but could be shared further if needed.

**Motion: Recommend Policy Board approval of the Metropolitan Profile 2022, including the suggested changes**

**Mr. Atkins moved, seconded by Ms. Crutchfield**

**MOTION, PASSED**

**Motion carried unanimously.**

**11. Transit Asset Management Plan**

The Cities of Fargo and Moorhead recently completed and approved their Transit Asset Management Plans. Mr. Smith presented the highlights of both Fargo and Moorhead's respective plans.

**12. Agency Updates**

Metro COG: MN Rail Surface Improvement grant opening December 16.

MnDOT: HSIP currently open, closing November 23

**13. Additional Business**

NDSU UGPTI SMART Cities Grant Application – Metro COG partnering on the application. Mr. Wentz and Mr. Bittner presented the highlights of the grant application.

Expression of Interest in the FRA's Establishment of the Corridor Identification and Development Program – Greater Northwest Connections (All Aboard NW) – Ms. Gray stated that Metro COG will submit an expression of interest. This does not obligate us to anything at this point – it is only communicating that our region is interested in pursuing study of the passenger rail line that runs west of Fargo through Jamestown, Bismarck, Dickinson, and beyond.

**14. Adjourn**

The 535 Regular Meeting of the TTC was adjourned on November 10, 2022 at 12:22 a.m.

**THE NEXT FM METRO COG TRANSPORTATION TECHNICAL COMMITTEE MEETING WILL BE HELD December 8, 2022, 10:00 A.M.**

Respectfully Submitted,

Savanna Leach  
Executive Assistant





**To:** Transportation Technical Committee  
**From:** Cindy Gray, Executive Director  
**Date:** December 2, 2022  
**Re:** **2021-2022 Unified Planning Work Program (UPWP) Amendment 7**

The purpose of this agenda item is to address changes to operations and overhead costs for 2022 and amend the 2021-2022 UPWP to bring it into alignment with our year-end estimates.

Staff hours were approximately 300 less than budgeted due to a staff change mid-year that resulted in an unfilled position for a period of two months. Some of the hours were made up by an increase in intern time, but at a much lower hourly rate. We anticipated this, and used approximately \$15,500 in carryover funds from 2021 and \$17,000 of the unused 2022 operations budget in the last UPWP amendment (#6) to purchase the Urban SDK license. The table below shows the most recently approved 2022 budget and staff hours (as approved in Amendment 2), and the estimate of actual hours through the end of the year.

**Comparison of 2022 Budget for Staff Hours and 2022 Year-End Actual Hours**

Program Area	2022 UPWP		2022 Actual		Difference	
	Budget	Staff Hours	\$ Spent	Staff Hours	Variation from Budget	Staff Hours
100 Policy and Administrative Forums	\$71,783	1,280	\$62,500	1,035	-\$9,283.10	-245
200 Contracted Planning	\$123,529	2,200	\$136,000	2,385	\$12,471.45	185
300 Federal Transportation Planning & Documentation	\$128,501	2,252	\$129,500	2,135	\$999.07	-117
400 Technical Transportation Data & Analysis	\$139,866	3,015	\$159,000	3,475	\$19,133.75	460
500 Transit Planning	\$21,897	370	\$10,500	200	-\$11,396.70	-170
600 Bicycle & Pedestrian Planning	\$36,467	771	\$53,000	1,215	\$16,533.44	444
700 Local Planning Assistance	\$69,680	1,410	\$20,500	355	-\$49,180.00	-1,055
800 General Administration*	\$270,322	5,089	\$269,000	5,100	-\$1,321.71	11
900 Publications Public Information and Communication	\$16,496	359	\$9,000	205	-\$7,495.58	-154
1000 Community Planning and Technical Assistance	\$25,297	544	\$38,000	885	\$12,702.68	341
<b>TOTAL</b>	<b>\$903,837</b>	<b>17,290</b>	<b>\$884,340</b>	<b>16,990</b>	<b>-\$16,836.70</b>	<b>-300</b>

\*General Administration includes all staff leave time (holiday, vacation and sick leave)

The most significant difference in staff hours was the lower number of hours spent on local planning assistance. Other needs resulted in these hours being used in different categories. For example, Category 400 – Technical Transportation Data and Analysis required more hours than budgeted. This category includes the Functional Classification System, the Metro Profile, household and job assignments to TAZs, and GIS among other things. Our GIS files underwent significant updates this year after our GIS Coordinator was hired. Category 600 – Bicycle and Pedestrian Planning also required more hours than expected.

Metro COG's 2022 overhead expenditures are very close to the amount budgeted. The table below shows estimated overhead expenses for the year. The only category that went overbudget is the maintenance of traffic count equipment.

<b>2022 Overhead Budget, Amounts Spent by Category, and Remaining Amounts</b>				
800	Category	Budget	Spent	Remaining \$
800a	Travel/Training	\$ 28,520.00	\$ 15,062.96	\$ 13,457.04
800b	Dues/Subscriptions	\$ 58,565.00	\$ 56,864.59	\$ 1,700.41
800c	Office Supplies	\$ 4,000.00	\$ 1,280.70	\$ 2,719.30
800d	Postage/Meter Lease	\$ 2,420.00	\$ 722.85	\$ 1,697.15
800e	Advertising	\$ 2,000.00	\$ 1,319.05	\$ 680.95
800f	Office Rent	\$ 80,400.00	\$ 78,765.12	\$ 1,634.88
800g	Insurance	\$ 8,200.00	\$ 7,383.85	\$ 816.15
800h	Phone/Internet	\$ 4,080.00	\$ 3,727.69	\$ 352.31
800i	Information Systems/IT	\$ 103,679.00	\$ 101,699.84	\$ 1,979.16
800j	Audit	\$ 11,750.00	\$ 11,500.00	\$ 250.00
800k	Office Equipment	\$ 500.00	\$ 105.00	\$ 395.00
800L	Printing/Copier Lease	\$ 5,999.92	\$ 3,903.65	\$ 2,096.27
800m	Legal Services	\$ 1,200.00	\$ 301.00	\$ 899.00
800n	Accounting	\$ 16,800.00	\$ 16,200.00	\$ 600.00
800o	HR Services	\$ 500.00	\$ -	\$ 500.00
800p	Traffic Count Maint	\$ 10,095.00	\$ 10,766.77	\$ (671.77)
800q	Payroll Services	\$ 1,680.00	\$ 1,643.00	\$ 37.00
800r	Newsletter	\$ 2,500.00	\$ -	\$ 2,500.00
<b>TOTAL</b>		<b>\$ 342,888.92</b>	<b>\$ 311,246.07</b>	<b>\$ 31,642.85</b>
Locally Funded Categories				
801a	Bike Map App/Misc	\$ 1,800.00	\$ 1,355.33	\$ 444.67
801b	Traffic Count Fund	\$ 1,000.00	\$ -	\$ 1,000.00
<b>TOTAL</b>		<b>\$ 2,800.00</b>	<b>\$ 1,355.33</b>	<b>\$ 1,444.67</b>

An estimated \$31,653 remains in the 2022 overhead budget, which Metro COG recommends carrying over into the 2023 budget. We recommend shifting \$700 from

Category 800a, the travel/training budget to cover the overage in 800p, traffic count equipment maintenance.

The recommended 2022 year-end amendment is summarized as follows:

- Amend the staff hours and costs as shown in the table on p. 1.
- Amend the overhead budget to shift \$700 from 800a to 800p to cover the overage in traffic count equipment maintenance.
- Amend the UPWP to carry over \$32,000 in remaining overhead funds into 2023. The proposed amendments to the 2023-2024 UPWP will address how these funds will be used.

**Recommended Motion:**

Recommend approval to the Policy Board of the 2022 year-end UPWP Amendment, consisting of the changes identified below:

- Amend the staff hours and costs as shown in the table on p. 1.
- Amend the overhead budget to shift \$700 from 800a to 800p to cover the overage in traffic count equipment maintenance.
- Amend the UPWP to carry over \$32,000 in remaining overhead funds into 2023. The proposed amendments to the 2023-2024 UPWP will address how these funds will be used.

**To:** Transportation Technical Committee  
**From:** Cindy Gray, Executive Director  
**Date:** December 2, 2022  
**Re:** **2023-2024 Unified Planning Work Program (UPWP) Amendment 1**

The purpose of this agenda item is to consider additional projects to utilize approximately \$210,000 in unprogrammed CPG funds for the 2023 work program and approximately \$32,000 in unused 2022 overhead funds, for a total of approximately \$244,000. Metro COG initially did not program the full amount of our anticipated CPG funding due to the possibility that Minot would become an MPO, in which case some of our funding would need to be redistributed to them. Due to the delay in the US Census Bureau's completion of 2020 MPO and TMA designations, that did not happen, and we still don't know for sure if Minot will become an MPO.

Since completion of the 2023-2024 UPWP earlier this fall, a few other project requests have been put forth that were not under consideration when we prepared the 2023 budget or the 2023-2024 UPWP. We do not have enough funding in our 2023 budget to do all of the projects, and at this time, we don't have flexibility in our 2024 budget either, so it will be important to choose carefully and focus broadly on the future transportation needs of the region.

The projects that have been suggested are as follows:

- West Metro Perimeter Highway Study – Cass County (referred to as a ring route in the interstate operations analysis)
- Horace Downtown Neighborhood Plan – City of Horace
- BNSF Railroad Grade Separation Study at 14<sup>th</sup> St NE in Dilworth – No local sponsor identified at this time

In addition to these projects, interest has also been expressed in moving the beginning of the Heartland Trail Study up into 2023. The project has been programmed to begin in 2024 and be completed in 2025.

### **West Metro Perimeter Highway Study**

The purpose of this study would be to pick up where the Interstate Operations Analysis leaves off relative to future needs of the corridor (see Attachment 1). The Interstate Operations analysis has projected ADT volumes that would make this one of the most heavily traveled highways in Cass County. The timing of the study is critical in that excess right-of-way purchased for the Red River Diversion is available for the portion of the corridor north of I-94. In the near future, this property will need to be placed on the market, but the opportunity exists for the County to purchase all or a portion of the property. If delayed, the right-of-way will either no longer be available or will cost significantly more in the future. South of I-94, section line corridors exist, minimizing the need for additional right-of-way.

The proposed study will address the following:

- Purpose and need
- Conceptual layouts
- Identification of roadway features (alignment, structures, drainage, safety considerations)
- Early identification of environmental considerations
- Public and stakeholder engagement
- Planning level cost estimates
- Connectivity to the roadway network both within the area protected by the diversion and outside of the diversion
- Land use and access management controls needed to protect the long-term mobility and suitability of the corridor for freight and regional travel

The study would serve as a template for moving forward into the project development process and would allow the metro area to apply for grants to construct the project.

Cass County would provide the local match for this study.

### **Horace Downtown Neighborhood Plan**

The City of Horace has requested a study that would focus on their core neighborhoods and their downtown area. These areas were initially built without the pedestrian and bicycle features being put into the newly developed areas of the City, and connectivity to surrounding neighborhoods is limited. The City is looking for guidance for bicycle and pedestrian safety and connectivity improvements, traffic calming, conceptual designs of downtown neighborhood streetscape, areas for communal gathering, and overall accessibility to the city's core.

Horace has requested \$75,000 for this study, requiring a local match of \$25,000. A letter describing the City's request in more detail is attached (Attachment 2).

### **BNSF Railroad Grade Separation at 14<sup>th</sup> St NE in Dilworth**

Several long-range planning documents have identified a future railroad grade separation at 14<sup>th</sup> Street NE in Dilworth, allowing for the closure of the at-grade railroad crossing at Dilworth's Main Street S. These studies include the 12<sup>th</sup> Avenue S Corridor Study (see Attachment 3), the Dilworth Comprehensive Plan (Attachment 4), and MetroGrow – the 2045 Metropolitan Transportation Plan (Attachment 5). The project has never risen to short or even mid-term consideration. In the RFP for the US 10 Corridor Study through Dilworth, Metro COG mentioned the potential for a future railroad grade separation at this location as a consideration, but neither the scope of work nor the budget for that project allows for the crossing to be studied to the point of determining feasibility, impacts, or planning level cost estimates. Growth in the area consists of some growth in Dilworth north of US Highway 10. At this time, development of the area south of the railroad tracks is a mile or more west of 14<sup>th</sup> Street SE. Future vision for the area to connect 14<sup>th</sup> Street to I-94 is complex and long term.

In recent months, BNSF has approached the City of Dilworth and Clay County regarding a desire to study this railroad grade separation in preparation to apply for a

grant to construct. I agree that this is a future need within our metropolitan area, but do not believe we're in a position to use CPG funds for the type of study needed at this location. CPG funds are limited to planning related activities, and a project as complex as a railroad grade separation requires more of a preliminary engineering and feasibility analysis. Planning components of the study would be limited, since a grade separation at this location would connect to very little development and a very limited roadway network. Metro COG could, however, work with local partners pursue to grant applications for funding to carry out such an analysis.

**Recommendation**

The following table provides a summary of funds available and local match required. Planning study options are also shown, along with Metro COG's recommendation for how to use the available funds.

2023 UPWP Amendment 1			
	Federal CPG Funds	20% Local Match Requirement	CPG + Local Match
Unprogrammed 2023 CPG Funds	\$210,000	\$42,000	\$252,000
2022 Overhead Funds Carried Over to 2023	\$32,000	\$6,400	\$38,400
<b>Total</b>	<b>\$242,000</b>	<b>\$48,400</b>	<b>\$290,400</b>
Planning Study Options for Funding and Estimated Study Costs			
West Metro Perimeter Highway Study	\$200,000	\$40,000	\$240,000
Horace Downtown Neighborhood Plan	\$75,000	\$25,000	\$100,000
BNSF RR Grade Separation at 14 <sup>th</sup> Street SE	N/A	N/A	N/A
<b>Total</b>	<b>\$275,000</b>	<b>\$65,000</b>	<b>\$340,000</b>
Recommended Amendment			
West Metro Perimeter Highway Study	\$200,000	\$40,000	\$240,000
Horace Downtown Neighborhood Plan	\$42,000	\$8,400	\$50,400
<b>Total</b>	<b>\$242,000</b>	<b>\$48,400</b>	<b>\$290,400</b>

The West Metro Perimeter Highway Study is recommended as the highest priority project for the use of CPG funds, because it has the highest level of regional planning significance and is important from a timing perspective due to the short-term need to sell the excess right-of-way purchased for the diversion.

The Horace Downtown Neighborhood Plan is recommended for partial funding because it is significantly less regional in nature and more focused on a neighborhood planning process. Metro COG could provide staff assistance for the project to supplement funds. The challenge with a project of this size is that the federal funding pushes it into a full Qualifications Based Selection (QBS) process, which is expensive for consultants to go through in pursuit of a small-scale project. The City of Horace will need to take this into consideration.

As stated above, the BNSF project in Dilworth is not recommended as a CPG-funded project at this time. At a future time, if sufficient planning-related activities can be identified as needed for a study of this project, a planning study funded with CPG funds could be pursued. However, the project seems better suited to a preliminary engineering type of analysis.

**Recommended Action:**

Recommend approval to the Policy Board of Amendment 1 to the 2023-2024 UPWP to add the West Metro Perimeter Highway Study to the UPWP with an estimated cost of \$240,000 and the Horace Downtown Neighborhood Plan for \$50,400 (with additional overmatch required from the City of Horace or other sources).

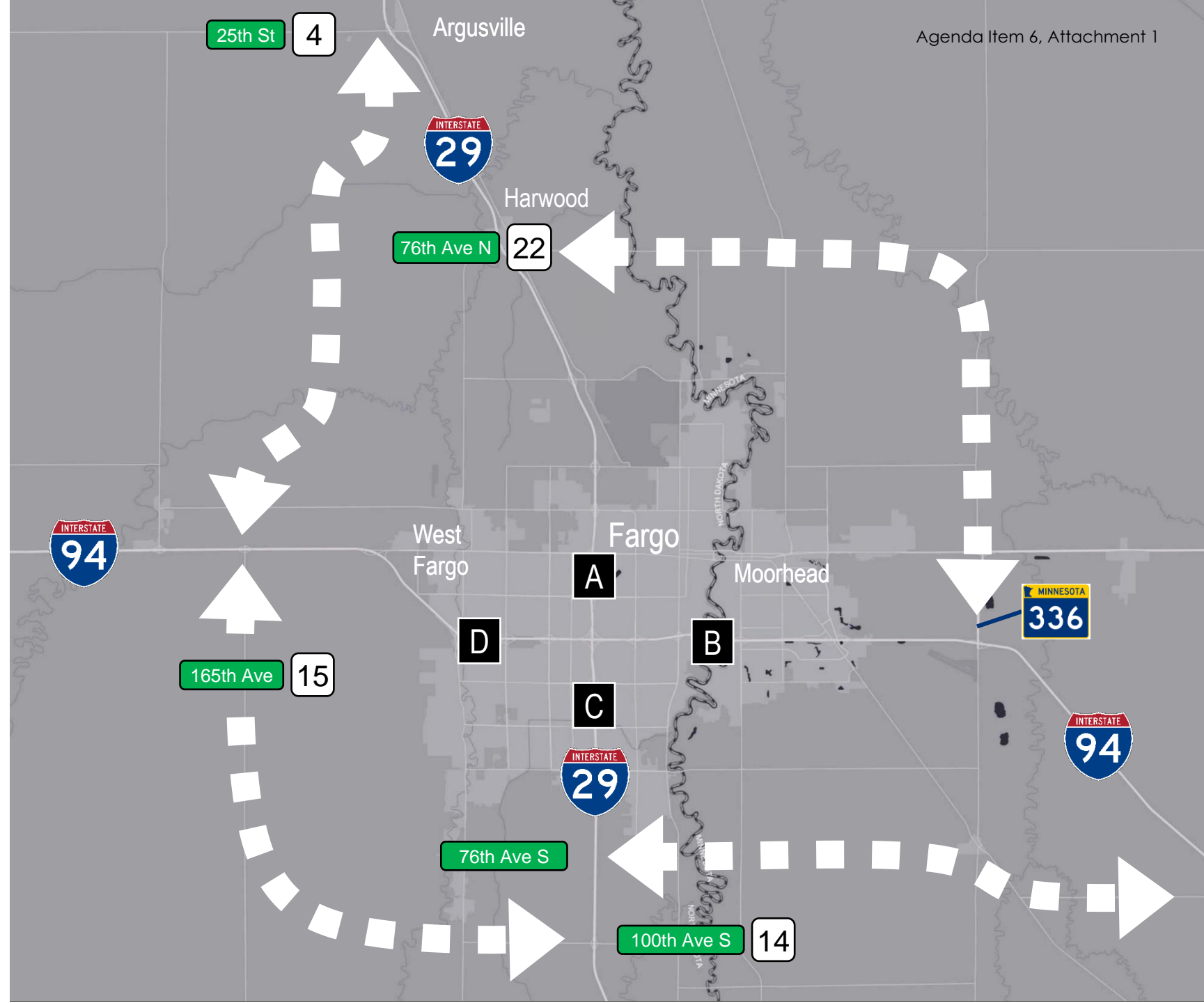
# Ring Route Analysis

All Ring Routes (Combined)

Interstate Trip Reduction

- A. I-29: ~1,500 - 2,500
- B. I-94: ~3,000 - 6,000
- C. I-29: ~2,000 - 4,000
- D. I-94: ~1,500 - 2,500

From Previous SRC Meeting





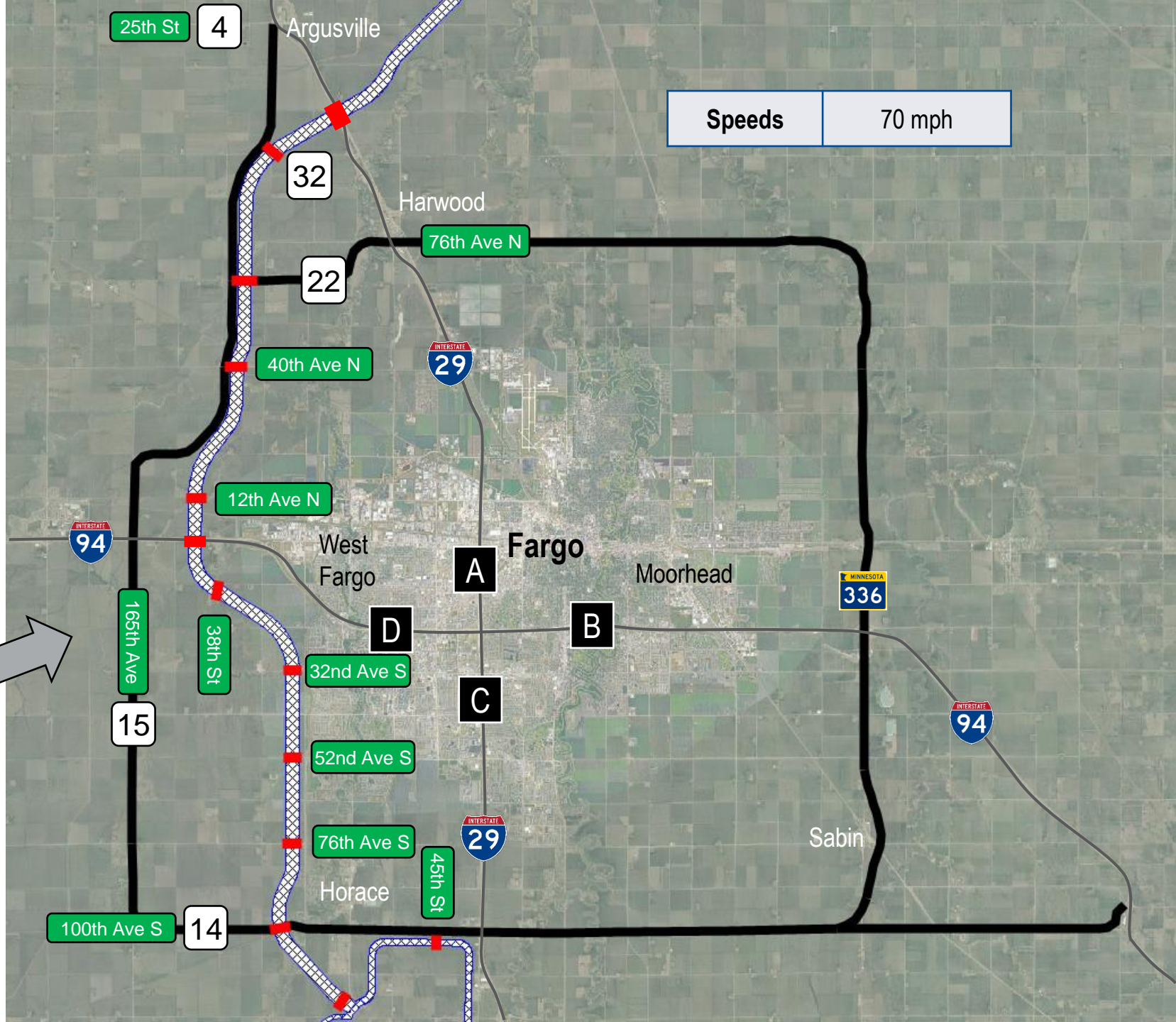
# Ring Route Analysis

## Interstate Trip Reduction

A. I-29: ~1,500 - 2,500	~2,500 - 3,500
B. I-94: ~3,000 - 6,000	~2,000 - 5,000
C. I-29: ~2,000 - 4,000	~1,500 - 3,000
D. I-94: ~1,500 - 2,500	~1,500 - 2,500

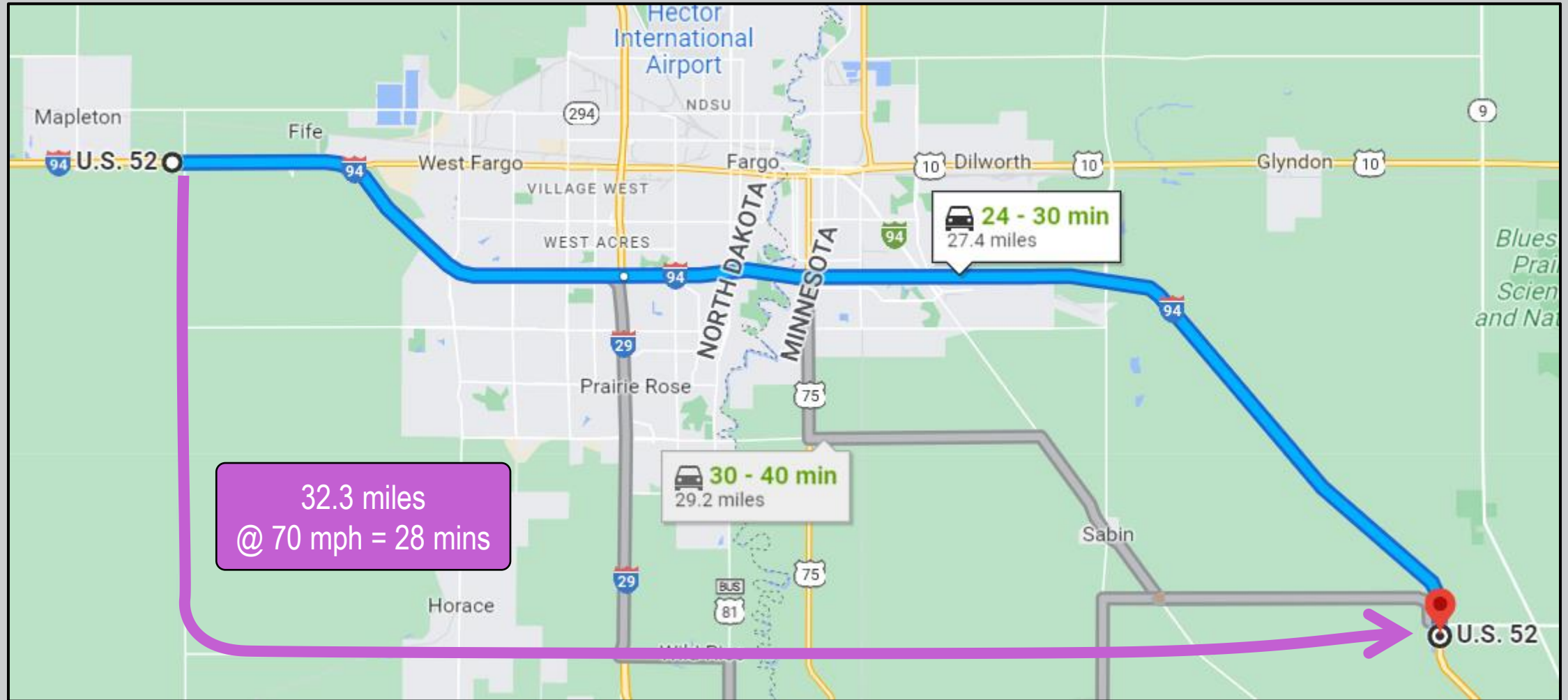
From  
Previous  
SRC

True  
Ring  
Route



Speeds 70 mph

# Travel Time Comparison



# Ring Route Summary

- **NW Route**
  - Minimal Through Trips (Existing & Forecasted)
  - Utilized by internal to external & internal fringe trips
- **SW Route**
  - Potential for “True” bypass when combined with SE Route
  - Bypass volume increases when located close to 76<sup>th</sup> Ave S
- **SE Route**
  - Highest volume quadrant / Highest number of Interstate trips diverted
  - Potential for “True” bypass when combined with SE Route
  - Bypass volume increases when located close to 76<sup>th</sup> Ave S
- **NE Route**
  - Currently used today
  - Limited opportunities for spot improvements

Short Term: Reserve ROW

Long Term: Build for local circulation needs (by quadrant basis)

Full Buildout: TBD



November 30<sup>th</sup>, 2022

Ms. Cindy Gray  
MetroCOG Executive Director  
Case Plaza Suite 232  
1 2<sup>nd</sup> Street North  
Fargo, ND 58102

RE: City of Horace Request to Amend the UPWP to Include Horace Downtown Neighborhood Plan

Ms. Gray,

The City of Horace is requesting to amend the UPWP to use unprogrammed 2023 CPG Funds in the amount of \$75,000 for the purpose of developing a Downtown Neighborhood Plan for the City of Horace (see attached focus area). We are estimating the cost of the plan to be around \$100,000. Of that \$100,000, \$75,000 (75%) would be covered by the unprogrammed CPG funds. The remaining \$25,000 (25%) is planned to be provided by a Partners in Planning Grant (PiP) through North Dakota's Main Street Initiative (MSI). In the event that the City is unsuccessful in its efforts to obtain a PiP Grant, The City intends on allocating local dollars within its budget to cover the match of the unprogrammed CPG funds and remaining balance of the proposed plan. If the City is successful in obtaining the PiP grant, those allocated local funds will be utilized to cover the cost of any overages.

The goal of this Downtown Neighborhood Plan aims to define not only what is Downtown Horace, but a unified long-range vision for what Downtown Horace can become. We envision this Downtown neighborhood Plan to be multi-faceted and include recommendations and strategies for both transportation and land use. At a high level we expect this plan to implement recommendations and guidance for bicycle and pedestrian safety and connectivity improvements along main street and immediate residential neighborhoods, traffic calming, conceptual designs of downtown neighborhood streetscape, areas for communal gathering, public art and heritage celebration and to provide transition and connectivity strategies to create a cohesive, and easily accessible city core.

With several funding opportunities available for placemaking, main street development and improvements, and improving overall bicycle and pedestrian connectivity, it is of the utmost importance for Horace to establish this long-term vision for its core in order to take advantage of the great funding opportunities that are available.

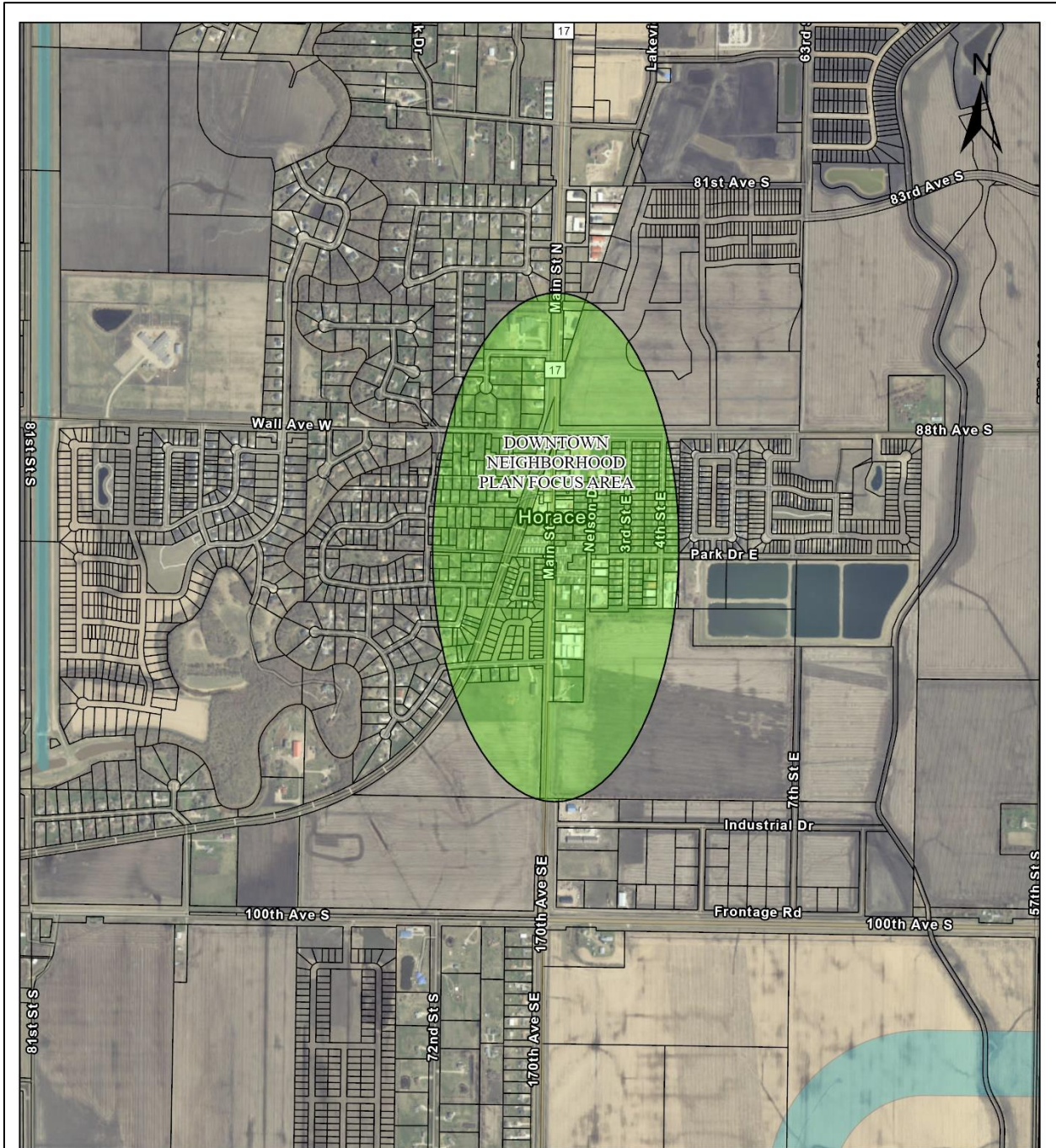
We respectfully ask for your consideration of the City of Horace's request to amend the UPWP to use the requested unprogrammed CPG funds for the Horace Downtown Neighborhood Plan. If you have any questions, or need additional information, please contact me via email at [JHellman@CityofHorace.com](mailto:JHellman@CityofHorace.com) or via phone at (701) 552-1608.

Regards,

A handwritten signature in blue ink, appearing to read "Jace Hellman".

Jace Hellman  
Community Development Director  
City of Horace

**Attachment: Horace Downtown  
Neighborhood Focus Area**



Downtown Neighborhood  
Plan Focus Area  
Horace, ND



County of Cass, ND, State of North Dakota, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, Fargo, North Dakota, Maxar



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**ROADWAY NETWORK – ALTERNATIVE 3A – FULL BUILDOUT**

TRUNK HIGHWAY 336/12TH AVENUE SOUTH CORRIDOR STUDY  
 Fargo-Moorhead Metropolitan Council of Governments

**Figure 7**

## REGIONAL PLANS AND PREVIOUS STUDIES

A number of transportation and related planning studies have been carried out for Dilworth and the surrounding area over the years. The following provides key background information and some of the recommendations from plans and studies completed for Dilworth since 2006.

### Dilworth Growth Area Plan

The Dilworth Growth Area Plan was completed by Metro COG in 2006 as part of an update of the land use and transportation components of the 1998 Dilworth Comprehensive Plan. The document included information on existing and future demographics, municipal infrastructure, and transportation facilities focusing on future development in the city.

The plan focused on several potential recommendations including: updates to the city's zoning and subdivision ordinances, development of a utility master plan, updating the city's transportation plan, and working with MATBUS to provide transit services in Dilworth. Most of these recommendations have been completed in the years since.

### TH 336/12th Avenue South Corridor Study

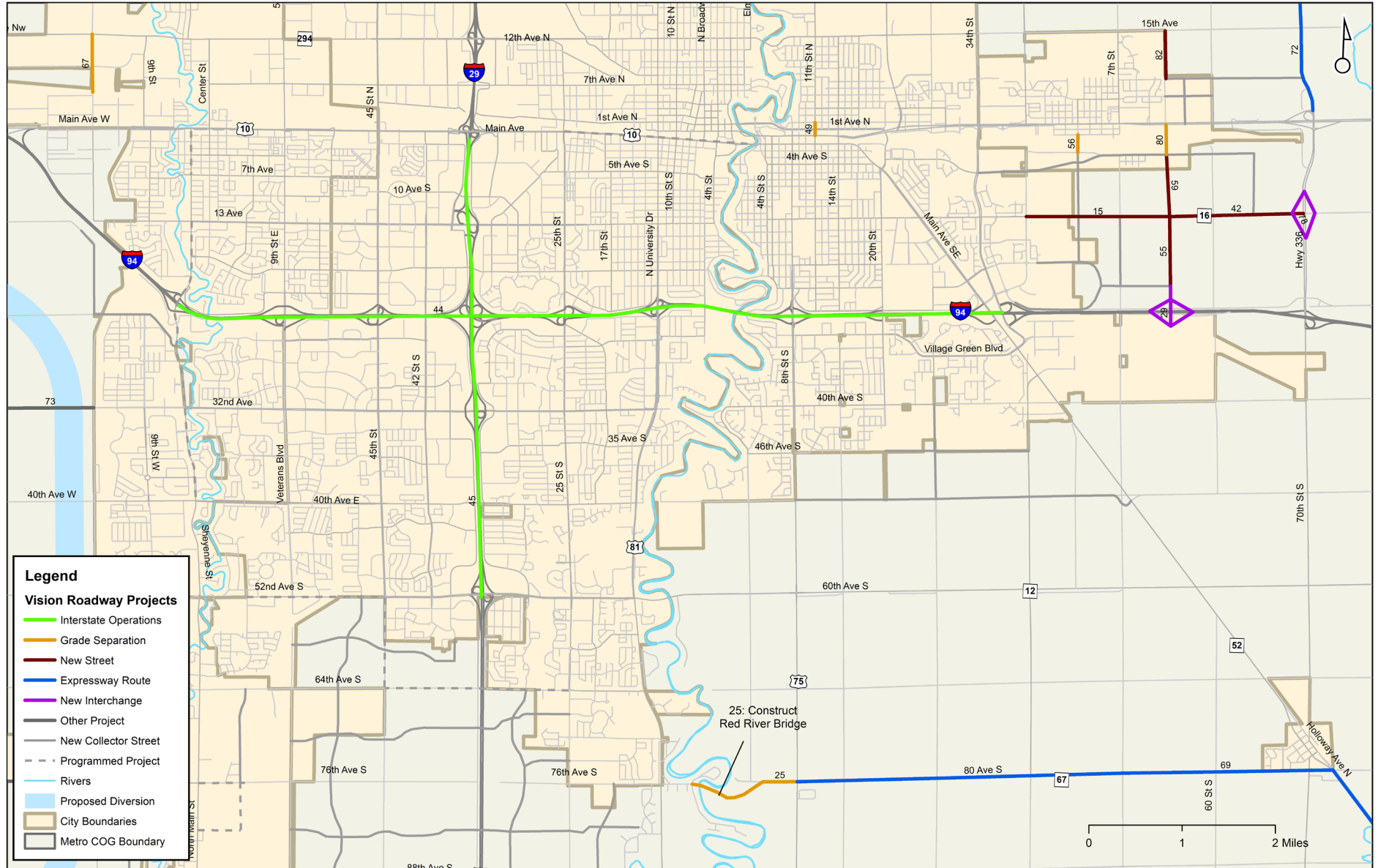
The Trunk Highway 336/12th Avenue South Corridor Study was the culmination of a series of important local and regional transportation decisions about future growth and roadway needs to the south and east of Dilworth. Completed in 2006, the study proposed a number of recommendations regarding key future corridors to the city. The study also included a corridor action management plan.

Some of the major recommendations developed as part of the study include:

- Preserve right-of-way for an interchange at TH 336/12th Avenue South, and cooperatively develop a funding package to construct the interchange
- Preserve and officially map the subarea roadway network and complete corridor preservation activities for all collector and minor arterial roadways, including preservation of I-94/55th Street **future interchange and 14th Street overpass of the BNSF tracks at in Dilworth**
- Discourage future at-grade intersection at TH 336/12th Avenue South that would require the need for a signalized intersection
- Discourage pocket development near TH 336/12th Avenue South until interchange is constructed

# 2045 Fargo-Moorhead Transportation Plan

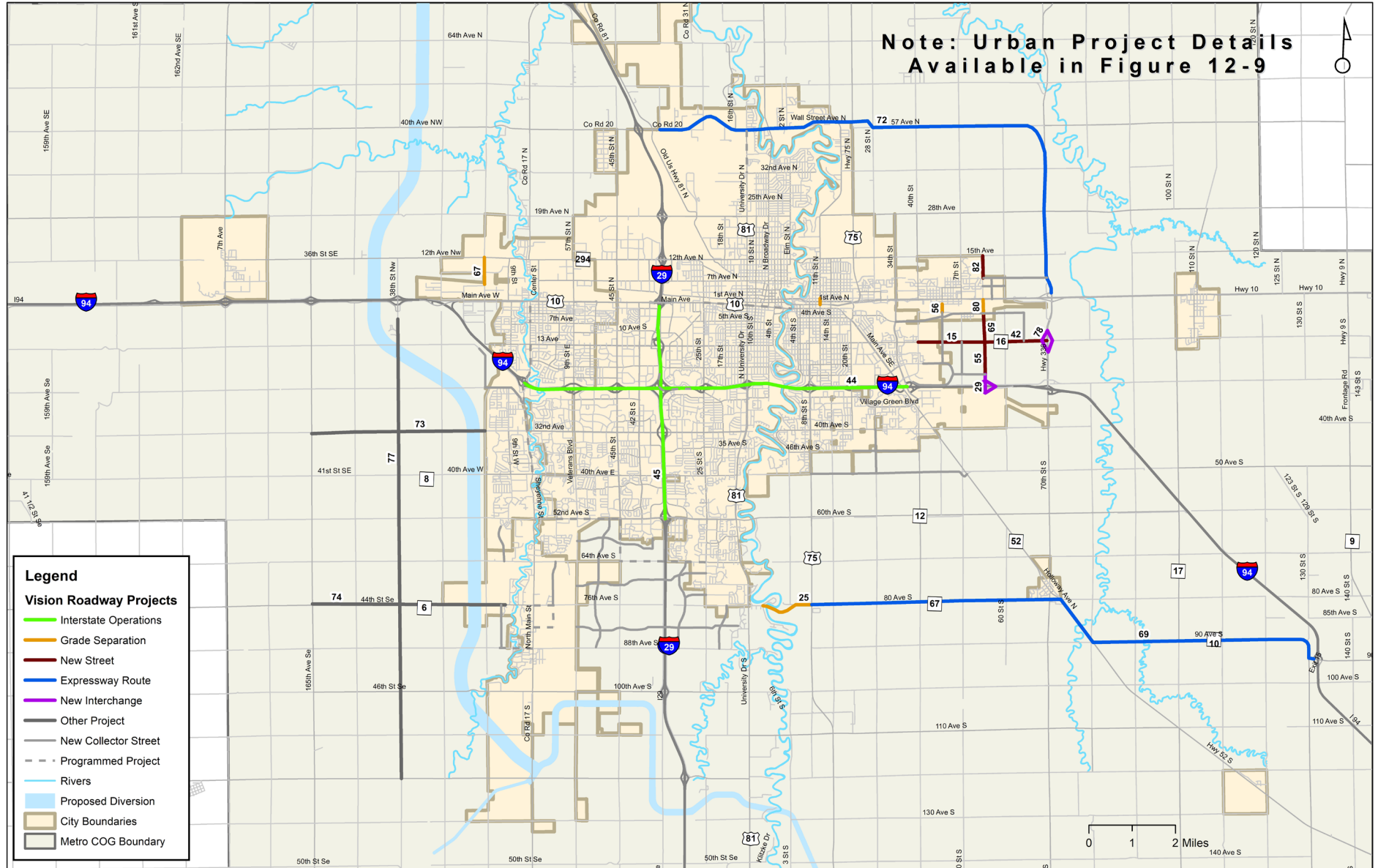
FIGURE 12.9: ROADWAY VISION PROJECTS, URBAN VIEW





# 2045 Fargo-Moorhead Transportation Plan

FIGURE 12.10: ROADWAY VISION PROJECTS, REGIONAL VIEW



# 2045 Fargo-Moorhead Transportation Plan

**TABLE 12.14: VISION PLAN ROADWAY PROJECTS**

Project ID	Corridor	From	To	Project Type	Project Description	Project Jurisdiction	Planning Level Cost Estimate (2019)
15	12th Ave S	40th St	55th St	New Street	Arterial to support fringe area growth.	Moorhead	\$11,550,000
25	76th Ave S / 80th Ave S	Red River (Forest River Road)	US 75	Bridge over Red River	Project would construct Red River Bridge; fiscal constraint project acquires right-of-way. Would improve traffic operations on 52nd Ave bridge in long term.	Fargo / Clay County	\$18,075,000
29	I-94	at 55th St		Interchange	Location to be determined. Potential long-term project from Moorhead Growth Area Plan Study.	MnDOT	\$25,000,000
42	12th Ave	55th St	Hwy 336	New Street	Arterial to support fringe area growth.	Moorhead	\$7,200,000
44	I-94	Sheyenne St	34th St (Moorhead)	Interstate Operations	New Interstate operations study to refine recommendations. Implement improvements with reconstruction projects.	NDDOT / MnDOT	\$19,032,000
45	I-29	Main Ave	52nd Ave S	Interstate Operations	New Interstate operations study to refine recommendations. Implement improvements with reconstruction projects.	NDDOT	\$1,500,000
49	11th St	Main Ave	1st Ave N	Grade Separation from Railroad	Grade separation of Central Moorhead rail tracks to eliminate delays and access issues due to train crossings.	Moorhead	\$60,000,000
55	55th St	12th Ave	28th Ave S	New Street	Location to be determined. Part of potential long-term corridor to support growth area.	Moorhead	\$5,625,000
56	Main St	2nd Ave SE	Co Rd 78	Grade Separation from Railroad	Grade separation of existing Main St from railroad tracks for reduced conflicts into growth area.	Dilworth	\$15,000,000
59	55th St	4th Ave	12th Ave S	New Street	Location to be determined. Part of potential long-term corridor. Arterial to support growth area.	Moorhead	\$5,025,000
67	15th St NW	4th Ave NW	12th Ave NW	Grade Separation from Railroad	BNSF Underpass & Diversion Overpass to provide improved connection to Industry area.	West Fargo	\$26,890,000

**TABLE 12.14: (CONTINUED) VISION PLAN ROADWAY PROJECTS**

Project ID	Corridor	From	To	Project Type	Project Description	Project Jurisdiction	Planning Level Cost Estimate (2019)
69	SE Beltway Route	Hwy 75	I-94	Expressway Route	Long term vision project for high-speed access around the metro area.	Clay County	\$12,190,000
72	NE Beltway Route	I-29	US 10	Expressway Route	Long term vision project for high-speed access around the metro area.	Fargo / Moorhead / Clay County	\$11,270,000
73	32nd Ave	165th Ave	current diversion	Pave Gravel Road	Identified by Cass County as future gravel to black top project.	Cass County	\$6,000,000
74	76th Ave S	165th Ave	Horace	Pave Gravel Road	Identified by Cass County as future gravel to black top project.	Cass County	\$6,690,000
77	38th St	I-94	124th Ave	Pave Gravel Road	Identified by Cass County as future gravel to black top project.	Cass County	\$15,930,000
78	Hwy 336	at 12th Ave		Interchange	Required for 12th Ave and Hwy 336 connection.	MnDOT	\$25,000,000
80	Approximate 14th St	2nd Ave SE	Adams Ave	Grade Separation from Railroad	Location to be determined. Part of potential long-term corridor. Railroad grade separation option.	Dilworth	\$25,000,000
82	14th St	8th Ave N	15th Ave N	New Street	Long term extension of 14th St as Dilworth growth continues in future.	Dilworth	\$3,850,000

**To:** Transportation Technical Committee  
**From:** Cindy Gray, Executive Director  
**Date:** December 2, 2022  
**Re:** **Public Participation Plan Adoption**

In October, 2022, the TTC and Policy Board approved the opening of the required 45-day public comment period for the updated Public Participation Plan.

Public notice was published in The Forum on October 26, 2022 and November 16, 2022. Metro COG's mailing list was also used to notify the public about the opportunity to comment on the document, and the opportunity to comment was also posted on our website. A press release was also sent out to regional media outlets.

One comment was received by a member of the public describing the document as "wordy" and suggesting that an Executive Summary be provided. The document contains a table of contents and an introductory section that allows the reader to quickly determine the purpose of the document and the location of relevant information. This is not the type of document that would benefit from a separate Executive Summary, so thus far, none has been provided.

**Requested Action: Recommend adoption of the updated Public Participation Plan to the Policy Board.**

# Fargo-Moorhead Metropolitan Council of Governments

## Public Participation Plan

Updated XXX, 2022



## Disclaimer

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

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

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

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## Introduction

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) provides a continuous, cooperative, and comprehensive (3-C) transportation planning process for the metropolitan area. As part of a successful 3-C transportation planning process, the MPO solicits public review and comment on the work, projects, and products proposed and created by the MPO.

Metro COG's Public Participation Plan (PPP) intends to promote this effort by defining a process that provides citizens, stakeholder groups, and other interested parties with reasonable opportunities to be involved in the transportation planning process.

Metro COG developed this PPP in consultation with the public and other interested parties. Social media, email blasts, and MPO committee meetings were used to direct the public and interested parties to Metro COG's website where they could provide feedback on the draft PPP. This document includes Metro COG's policies and procedures for carrying out public engagement, scheduling and notifying the public of public meetings and input opportunities, and both documenting and addressing public input in the planning process.

## About the MPO

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) is both the designated Council of Governments (COG) and Metropolitan Planning Organization (MPO) for the greater Fargo-Moorhead Metropolitan Area.

The Federal Surface Transportation Assistance Act of 1973 requires the formation of an MPO for any urbanized area with a population greater than 50,000. The Act also requires, as a condition for federal transportation financial assistance, that transportation projects be based upon a continuous, comprehensive, and cooperative (3-C) planning process for the Fargo-Moorhead Metropolitan Planning Area (MPA). MPOs help facilitate implementing agencies (including municipal engineering and planning departments, county highway and planning departments, and state departments of transportation) prioritize their transportation investments in a coordinated way consistent with regional needs, as outlined in a long-range metropolitan transportation plan.

Beginning in 2023, it is expected that Metro COG will also be designated as a Transportation Management Area, as established in 23 CFR 450.104, because the population of the UZA exceeded 200,000 in the 2020 Census.

The core of an MPO is the official Adjusted Urban Area Boundary (known as the UZA), which is initially identified and defined by the U.S. Census Bureau as part of the Decennial Census update. The UZA boundary is used to determine the type of transportation funding programs potential projects may be eligible to receive.

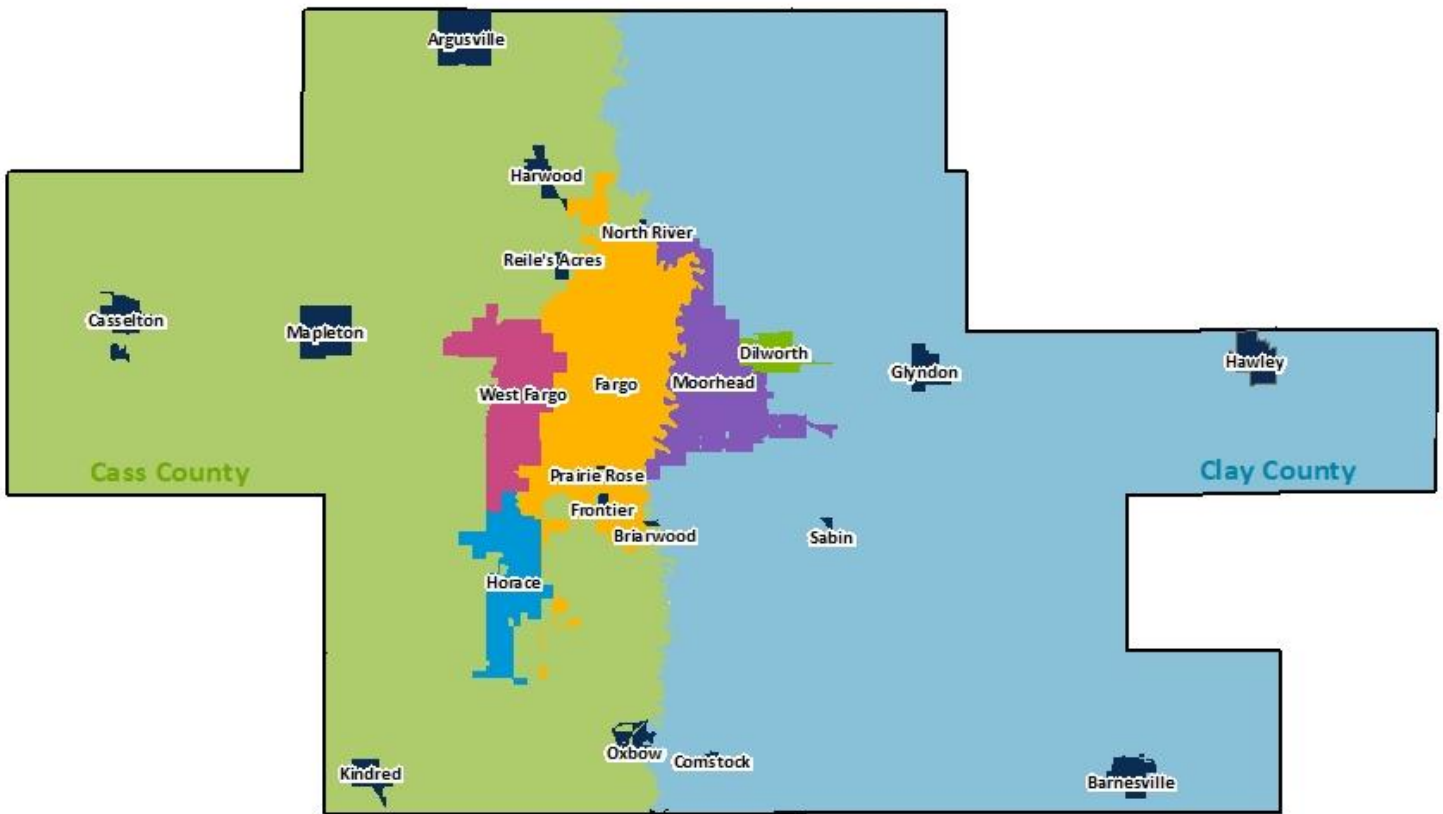
In addition to the UZA, the MPO boundary includes any contiguous areas, which may become urbanized within a twenty-year forecast period. Collectively, this area is known as the Metropolitan Planning Area (MPA). Metro COG's MPA boundary was most recently expanded in 2013 and is currently comprised of approximately 1,073 square miles (687,000 acres), across two states, two counties, 14 cities, and 30 townships. The MPA boundary is effectively Metro COG's "study area" or area of influence respective to the metropolitan transportation planning



program. These areas are significant not only as potential future population centers, but also due to their proximity to existing and future transportation assets of regional significance.

**Map 1** provides an overview of these boundaries for the Fargo-Moorhead area, specifically depicting:

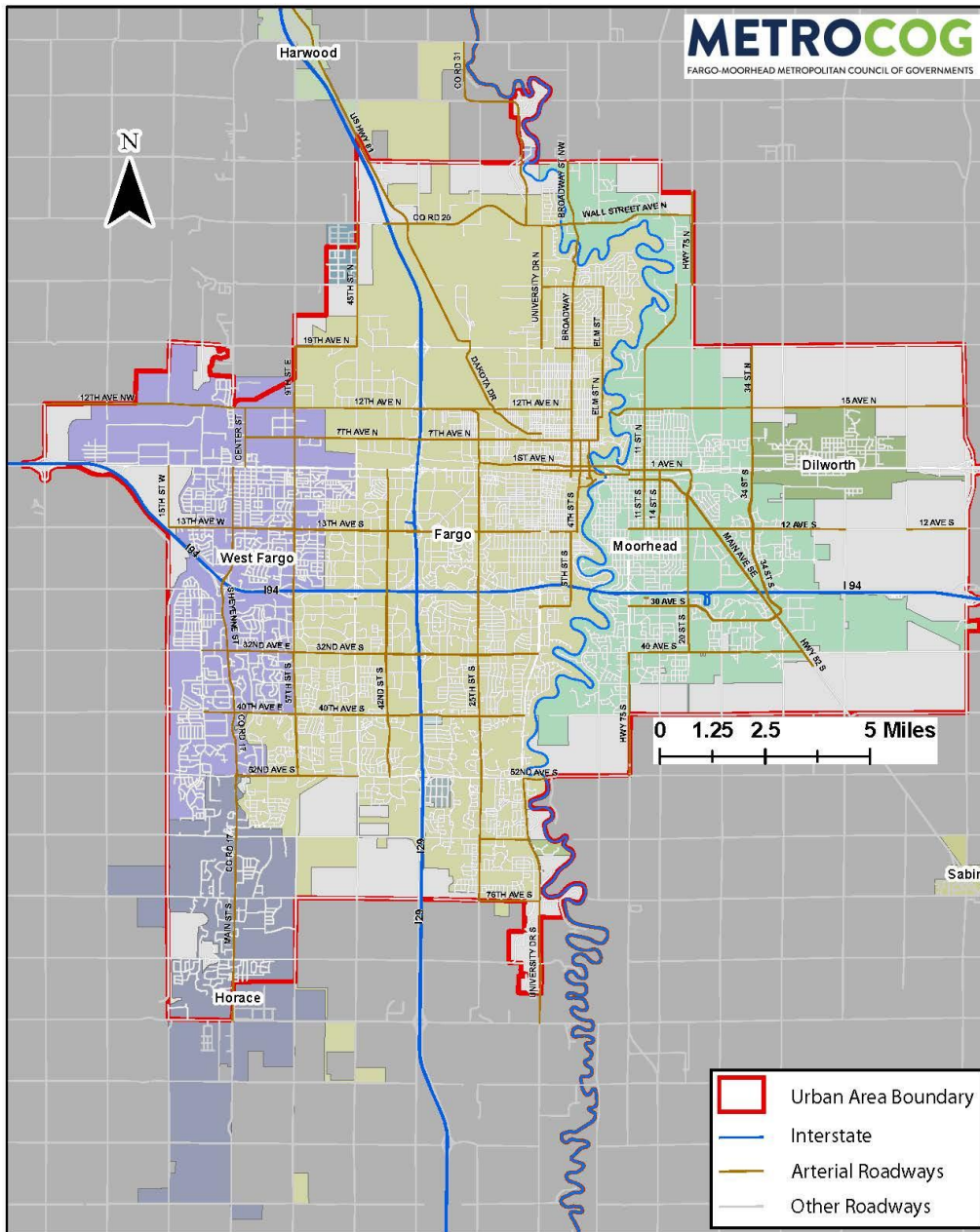
- a) The Metropolitan Planning Area Boundary;
- b) The Adjusted Urbanized Area boundary; and
- c) Cities within the MPA.



**Map 1. Metropolitan Planning Area**

Map 2 is an enlarged map of the Urbanized Area.

## Urbanized Area Boundary



### Map 2. Urbanized Area Boundary

Members of the MPO include the following seven jurisdictions:

Cass County, ND  
 Fargo, ND  
 Horace, ND  
 West Fargo, ND

Clay County, MN  
 Dilworth, MN  
 Moorhead, MN

MATBUS is involved as transportation providers of the Cities of Fargo and Moorhead, with contractual arrangements for providing transit services to West Fargo, ND and Dilworth, MN.

Through collaboration with the North Dakota Department of Transportation (NDDOT), the Minnesota Department of Transportation (MnDOT), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and several other agencies, the members of the MPO work together to provide a safe and efficient surface transportation system for the metropolitan area.

As the MPO, Metro COG provides a regional forum to facilitate and ensure coordination between the public and local, state, and federal agencies in regard to transportation plans and programs, and other relevant planning issues that are addressed by the agency. Long and short-range multi-modal transportation plans are developed by the MPO, and as a TMA, Metro COG will also be responsible for selecting and approving projects for federal funding based on upon priorities established in adopted plans. As a TMA, Metro COG is also responsible for having a process by which traffic congestion can be managed.

Metro COG consists of three committees that make recommendations and decisions that are critical to the region's transportation system:

- Transportation Technical Committee (TTC) – The TTC makes technical recommendations to the Metro COG Policy Board. Membership of the TTC includes City and County engineers of member jurisdictions, City and County Planners of member jurisdictions, transit administration in both the City of Fargo and the City of Moorhead, and representatives of NDDOT, MnDOT, higher education, freight, economic development, and the Metropolitan Bicycle and Pedestrian Committee, which is a subcommittee of the TTC. The TTC is chaired by the Metro COG Executive Director, who is also a voting member of the TTC.
- Executive Committee – This committee is made up of seven elected officials – one from each of the member jurisdictions. The Policy Board Chair and Vice Chair have the same roles on the Executive Committee. This committee is typically the first line of review for items such as annual budgets, UPWPs and UPWP amendments, personnel decisions, agency policies, and organizational matters.
- Policy Board – The Policy Board acts on the recommendations of the MPO Executive Committee and the TTC. Policy Board members are primarily local elected officials and other officials appointed by the local jurisdictions. In 2022, both NDDOT and MnDOT have an ex officio role on the MPO Policy Board. These members are expected to change from ex officio to regular voting members once the TMA designation is complete. At that time, the MPO Policy Board will also include a representative of public transit operators and a representative of Hector International Airport. Ex officio members will continue to consist of representatives of the associate member jurisdictions located throughout the MPA.

A full-time professional planning staff makes recommendations to the TTC and supports these three committees in addition to a number of Study Review Committees and other working groups. Metro COG staff coordinates and prepares for committee meetings, informs the committees of projects and programs, and develops the final MPO work products and reports.

## Regulations and Requirements

### **Title VI of the Civil Rights Act of 1964**

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, and natural origin in programs and activities that receive federal financial assistance. As President John F. Kennedy said in 1963, "Simple justice requires that public funds, to which all taxpayers of all races [colors, and national origins] contribute, not be spent in any fashion which encourages, entrenches, subsidizes, or results in racial [color or national origin] discrimination." According to the US Department of Justice:

If a recipient of federal assistance is found to have discriminated and voluntary compliance cannot be achieved, the federal agency providing the assistance should either initiate fund termination proceedings or refer the matter to the Department of Justice for appropriate legal action. Aggrieved individuals may file administrative complaints with the federal agency that provides funds to a recipient, or the individuals may file suit for appropriate relief in federal court. Title VI itself prohibits intentional discrimination. However most funding agencies have regulations implementing Title VI that prohibit recipient practices that have the effect of discrimination on the basis of race, color, or national origin.

To assist federal agencies that provide financial assistance, the wide variety of recipients that receive such assistance, and the actual and potential beneficiaries of programs receiving federal assistance, the US Department of Justice has published a Title VI Legal Manual. The Title VI Legal Manual sets out Title VI legal principles and standards. Additionally, the Department has published an Investigation Procedures Manual to give practical advice on how to investigate Title VI complaints. Also available on the Federal Coordination and Compliance Website are a host of other materials that may be helpful to those interested in ensuring effective enforcement of Title VI.

### *Executive Order #12898*

The U.S. Environmental Protection Agency (EPA) defines environmental justice as "the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. EPA has this goal for all communities and persons across this Nation. It will be achieved when everyone enjoys the same degree of protection from environmental and health hazards and equal access to the decision-making process to have a healthy environment in which to live, learn, and work."

In February 1994, President Bill Clinton signed Executive Order #12898 – Executive Order on Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations. The order is intended to focus federal attention on the "environmental and human health conditions in minority communities and low-income communities with the goal of achieving environmental justice. That order is intended to promote nondiscrimination in federal programs substantially affecting human health and the environment, and to provide minority communities and low-income communities with access to public information on, and an opportunity for public participation in, matters relating to human health or the environment."

## *Open Meetings Law*

Open meeting provisions are found in both the North Dakota Constitution and the North Dakota Century Code:

Unless otherwise provided by law, all meetings of public or governmental bodies, boards, bureaus, commissions or agencies of the state or any political subdivision of the state, or organizations or agencies supported in whole or in part by public funds, or expending public funds, shall be open to the public.

Minnesota also has an open meeting law which is codified in Minnesota Statutes, Chapter 13D. The Minnesota Supreme Court has articulated three purposes of the open meeting law:

- To prohibit actions being taken at a secret meeting where it is impossible for the interested public to become fully informed about a public board's decisions or to detect improper influences
- To assure the public's right to be informed
- To afford the public an opportunity to present its views to the public body

Minnesota's law applies to state and local multimember governmental bodies, including committees and subcommittees and nonprofits created by political subdivisions.

## *Public Records Law*

Open record provisions are found in both the North Dakota Constitution and the North Dakota Century Code:

Unless otherwise provided by law, all records of public or governmental bodies, boards, bureaus, commissions, or agencies of the state or any political subdivision of the state, or organizations or agencies are supported in whole or in part by public funds, or expending public funds, shall be public records, open and accessible for inspection during reasonable office hours.

The Government Data Practices Act, Minnesota Statutes, Chapter 13, is a series of laws meant to guarantee that the public has access to public records of government bodies at all levels. This includes all data collected, created, received, maintained, or disseminated by any government entity regardless of its physical form storage media or conditions of use.

## *Nondiscrimination Obligations*

Metro COG's Title VI and Non-Discrimination Plan documents the agency's commitment to:

- Ensure that the level and quality of transportation facilities and services are planned for and provided in a nondiscriminatory manner;
- Promote full and fair participation in transportation decision-making without regard to race, color, or national origin;
- Ensure meaningful access to transportation planning-related programs and activities by persons with limited English proficiency.

## Accommodations

Metro COG schedules public input meetings and regular meetings at accessible locations. When meetings pertain to a specific project, efforts are made to hold meetings at locations which are both accessible and in convenient proximity to study areas. News releases and public notices state that meeting facilities will be accessible to mobility-impaired individuals and that Metro COG will accommodate requests for translation services for meeting proceedings and related materials. More details on accommodations for persons with disabilities and limited English proficiency (LEP) is available on Metro COG's website at <https://fmmetrocog.org/resources/title-vi-plan>.

## Complaint Procedures

Persons wishing to file a formal discrimination complaint may do so by completing the Title VI Complaint Form available on Metro COG's website:

<http://fmmetrocog.org/titlevi>

Complaint forms are also available both at the front desk and near the entrance to Metro COG's offices at 1 - 2nd Street N, Suite 232, Fargo, ND.

## Record Keeping

Metro COG's Title VI Coordinator maintains a log of all complaints and the manner in which those complaints were addressed. At the time of this publication, the MPO has no discrimination complaints on file.

## Stakeholders and Public Groups

Metro COG's stakeholders include all who live, work, learn, play, and conduct business in the Fargo-Moorhead metropolitan area as stakeholders. This includes both existing and future generations of metropolitan area citizens. The organization strives to study and plan for the wide range of interests, needs, and desires through the variety of studies and programs undertaken.

Several organizations and groups, both formal and informal, have been identified which either have a particular interest in transportation planning project and public involvement opportunities. These groups are included in email distribution groups that Metro COG uses to distribute information about projects and opportunities for public information, input and engagement. The entire email distribution list or portions of it can be contacted for special stakeholder input opportunities.

- Neighborhood organizations
- Fargo Moorhead West Fargo Chamber of Commerce
- Moorhead Business Association
- Freight entities, logistics organizations, and railroad companies
- Transit providers, both public and private
- Advocacy groups for people with disabilities, low income, or minority groups
- Transportation providers for groups that lack access to private vehicles
- The media, including television, radio, print, and electronic means
- Governmental agencies
- Schools and universities
- Environmental organizations

- Social action groups and those representing diversity
- Public health
- First responders and emergency services
- Large employers
- Organizations and individuals interested in providing public input on transportation projects

Metro COG provides a website page (<http://fmmetrocog.org/contact-us>) where individuals or organizations may subscribe to email lists for Policy Board, Transportation Technical Committee, Metro Area Transit Coordinating Board, Cass Clay Food Commission, Metropolitan Bicycle and Pedestrian Committee, GIS Committee, Metro Connection (Newsletter) and Requests for Proposals and Consultant Information.

In addition to the Policy Board and Transportation Technical Committee, Metro COG currently supports the following committees which meet on a regular basis:

- Metropolitan Bicycle and Pedestrian Committee
- GIS Committee
- Cass Clay Food Commission
- Metro Area Transit Coordinating Board

Agendas and informational packets are emailed to a large distribution group made up of individuals and groups who have subscribed to these email distribution lists.

## Outreach Strategies

Metro COG uses several techniques to reach the citizens of the Fargo-Moorhead region and the metropolitan planning area and the stakeholder groups identified earlier in this document. A general outline of engagement strategies is used by the organization, particularly for projects that occur annually or every few years, such as the Metropolitan Transportation Plan, which occurs on a five-year cycle, or the Transportation Improvement Program, which is updated annually. The basic strategies may be added to or modified to enhance engagement or reach larger numbers of people in specific groups, either geographically, such as neighborhoods or corridors, or socially, such as people with disabilities, minorities (i.e. BIPOC - black, indigenous and people of color), or low income households.

Even before the COVID-19 pandemic in 2020, public agencies such as Metro COG were beginning to increase the use of digital methods of communicating with the public, either through social media or web-based methods of information and input opportunities, such as surveys or interactive maps. However, since the spring of 2020, those efforts have significantly increased along with virtual meetings. In some cases, on-line meetings attract more participants than in-person meetings typically attracted in the past. It is Metro COG's intent to move forward with a combination of web-based and in-person input opportunities to maximize the convenience of learning about projects and providing input. Different stages of projects may warrant different approaches to virtual or in-person meetings.

### *Public Meetings and Events*

The MPO Policy Board and TTC meet on a monthly basis. All of their meetings are open to the public, per the open meeting laws of the State of North Dakota. Meetings are a hybrid of in-

person and virtual, with the information about connecting to the meeting virtually provided on Metro COG's website, on the agenda, and in the email distribution of the packet.

Other committees as listed above meet less frequently, but their meetings are also open to the public either virtually or in person. All meeting schedules, agendas, minutes, and informational materials are posted on Metro COG's website. Yearly meeting dates, times, and locations of the Policy Board meetings are published annually in The Forum of Fargo-Moorhead.

**Figure 1 – Summary of Metro COG Boards and Committees**

<b>Group Name</b>	<b>Membership</b>	<b>Responsibilities</b>	<b>Meeting Frequency</b>	<b>Distribution of Materials</b>	<b>Information on Website</b>	<b>Past Meeting Minutes</b>
Policy Board	Appointed representatives from local units of government	Administrative leadership with authority on budget, policy, planning activities and project prioritization	Monthly on 3 <sup>rd</sup> Thursday at 4:00 PM <sup>1</sup>	Board and Email Subscription List	Full agenda packet	Available on website
Transportation Technical Committee (TTC)	Technical staff from local units of government and cognizant agencies, and representatives of higher education, economic development, bike & ped committee, and freight	Advise Policy Board on planning and policy activities and project prioritization	Monthly on 2 <sup>nd</sup> Thursday at 10:00 AM <sup>2</sup>	Committee and Email Subscription List	Full agenda packet	Available on website
Metropolitan Bicycle & Pedestrian Committee	Technical staff, park districts, higher education, non-profit organizations, law enforcement, transit, health agencies, and citizen member	Advise the TTC and Policy Board on bicycle and pedestrian plans, issues, and project priorities	Quarterly and as needed for specific planning studies or annual prioritization activities	Committee and Email Subscription List	Full agenda packet	Available on website
GIS Committee	Technical staff from local units of government	GIS data needs, sharing and standardization	As needed	Members only	Full agenda packet	Available upon request

Metro COG typically distributes committee materials six days in advance of the scheduled meeting (typically the Friday prior to the scheduled meeting). All meeting minutes are posted to the website once approved. All of the above meetings, with the exception of the MAT Coordinating Board, are typically held at Metro COG's Conference Room at 1 - 2nd Street N,

<sup>1</sup> On rare occasions, regular meeting dates are changed due to holidays. Changes are documented in the meeting materials and at [www.fmmetrocog.org](http://www.fmmetrocog.org).

<sup>2</sup> On rare occasions, regular meeting dates are changed due to holidays. Changes are documented in the meeting materials and at [www.fmmetrocog.org](http://www.fmmetrocog.org).



Suite 232, Fargo, ND. The MAT Coordinating Board typically meets at Fargo City Hall in the City Commission Room at 225 4th St N, Fargo, ND.

Each year, Metro COG has a different slate of projects in its Unified Planning Work Program (UPWP). The agency schedules public input meetings for the majority of those projects – typically more than one opportunity is provided over the course of the project, and larger projects often have three or more opportunities for input, and a variety of input methods at each phase of engagement. All input received is reviewed, synthesized, documented and shared with project decision-makers. At the beginning of every Policy Board and Transportation Technical Committee meeting, the MPO provides a public comment period where the public can address public officials.

The MPO seeks to engage all ages and all socioeconomic groups. In doing so, a variety of meeting locations and events are sought out as opportunities to reach out to a broad range of stakeholders. Project-related meetings and open houses are a public input component of most projects, and some projects also include pop-up meetings, where Metro COG has a booth or informational display at another public event, such as a community festival or street fair, that draws a large amount of attendance.

#### *Publications*

Press releases are issued throughout the year on many of Metro COG's planning projects and required transportation planning activities. Typically, these press releases are aimed at informing the public of scheduled input opportunities. Media releases go to media outlets throughout the region.

To subscribe to the MPO distribution list, contact MPO staff at 701-532-5100, or sign up at the following website: <https://fmmetrocog.org/contact-us>.

Metro COG also publishes legal notices or box ads in The Forum of Fargo-Moorhead, which is Metro COG's newspaper of record. For projects specific to Moorhead and Dilworth, notices are published in The FM Extra. Legal notices for projects in Clay County are currently published in the Clay County Union.

#### *Online Presence*

Metro COG's website at [www.fmmetrocog.org](http://www.fmmetrocog.org) provides information about upcoming meetings, committee members, staff contact information, maps, information about current projects, information about past projects, and other materials completed by the MPO or its consultants. Many relevant links are also provided on the website.

Social media sites including Facebook, Instagram and LinkedIn are also used to increase the extent to which Metro COG's information is available to the public. Metro COG posts project information and shares posts made by our local partners, NDDOT and MnDOT.

As mentioned above, Metro COG uses web-based formats for public engagement. Zoom is most frequently used, and on occasion, Microsoft Teams or WebEx are used as the preferred format of our local partners or consultants. In some cases, both virtual public meetings and in-person meetings, are shared via Facebook Live.

Metro COG provides notifications and announcements, both online and in various publications, of upcoming public-input meetings for the Metropolitan Transportation Plan, the Transportation

Improvement Program, and the Public Participation Plan. Input opportunities are announced through press releases, legal notices, publications, email subscriptions and online postings (website and social media). The announcements include timeframes during which public input opportunities are available. Time frames for notifications and the number of notices vary depending upon the type of project or plan. Metro COG also posts meeting agendas and minutes at [www.fmmetrocog.org](http://www.fmmetrocog.org).

The public is also notified of amendments to adopted plans and programs, such as the Metropolitan Transportation Plan and the Transportation Improvement Program using the same methods as described above.

#### *Availability of Information*

To provide reasonable access to information about transportation and processes, Metro COG posts publications, meeting notices, and other information online at [www.fmmetrocog.org](http://www.fmmetrocog.org). Most publications are posted in PDF format, which uses the free, downloadable Adobe Reader software. The agency will provide hard copies of any document upon request. Additionally, Metro COG staff is available to make presentations on relevant topics to local organizations, and to meet with citizens and other interested parties. Occasionally, videos are used to provide information related to regionally significant planning initiatives. The MPO posts copies of all presentations to the Policy Board on the website, as well as copies of presentations from guest speakers. To request a hard copy of a document or to schedule a presentation, call 701-532-5100 or email [metrocof@fmmetrocog.org](mailto:metrocof@fmmetrocog.org).

#### *Public Review and Comment*

Metro COG provides a public review and comment period of no less than 15 days during which public comments can be submitted. Public notice is posted no less than seven (7) days prior to the public input opportunity (in-person or virtual meeting). One exception to this timeframe applies to the Public Participation Plan. This document requires a minimum 45-day public comment period. Specific public review and comment periods and approaches to public participation for each type of Metro COG's plans and programs are described in greater detail in the tables on pages 15-24. Links are provided to on-line postings of draft documents. However, paper copies of draft and final studies and reports are also available at Metro COG's office, and when applicable, at the offices of the local jurisdiction(s) involved in the study.

#### *Public Meeting Locations, Dates and Times*

Metro COG strives to schedule and conduct public meetings on dates that are most convenient for the public to attend, at times of the day that accommodate most peoples' schedules, and at locations that are convenient, safe, and accessible. Alternative arrangements to talk with interested members of the public are made when they are unable to attend a public meeting due to schedule conflicts.

## Public Participation Procedures

Planning Document or Activity	Public Participation Procedures
<b>Metropolitan Transportation Plan (MTP)</b>	<p><b>About the MTP:</b></p> <ul style="list-style-type: none"> <li>• The official multi-modal transportation plan addressing no less than a 20-year planning horizon that the MPO develops, adopts and updates through the metropolitan transportation planning process, including a fiscally constrained list of projects.</li> <li>• Development of the MTP includes an analysis of local trends, synthesis of recently completed corridor studies and sub-area plans, review of local transportation needs, and available funding, and is overseen by a Study Review Committee of stakeholders.</li> <li>• Reviewed by Study Review Committee, MPO committees, the public, North Dakota Department of Transportation, Minnesota Department of Transportation, Federal Highway Administration and the Federal Transit Administration.</li> <li>• Updated every five years.</li> <li>• Depending on the scope of work for the MTP, public input opportunities may go above and beyond the minimum requirements established here.</li> </ul> <p><b>Public Participation and Adoption:</b></p> <ul style="list-style-type: none"> <li>• MPO Policy Board adopts the Final MTP after considering and incorporating local, state, and federal comments.               <ul style="list-style-type: none"> <li>◦ Reviewed by TTC, which makes recommendations to Policy Board</li> <li>◦ Reviewed and approved by local member jurisdictions through adoption of resolution which are asked to approve resolutions of adoption</li> </ul> </li> <li>• Public input meetings (in-person and/or online opportunities) held during MTP development.               <ul style="list-style-type: none"> <li>◦ Legal notice or box ad published in The Forum of Fargo-Moorhead at least seven calendar days prior to the meeting with information about the duration of the public comment period</li> <li>◦ 30 calendar day public comment and review period required starting on the date of publication of the notice</li> <li>◦ Public meetings or input opportunities published on Metro COG website calendar and project web page and posted on social media</li> <li>◦ Press release distributed to media outlets at least seven calendar days prior to the meeting</li> <li>◦ Email distribution to subscribers with information about meeting at least seven calendar days prior to the meeting</li> </ul> </li> <li>• All other public input opportunities during planning process published on MPO website, social media, and email distribution</li> <li>• At least one public input meeting must be held for completed draft MTP.</li> </ul>

	<ul style="list-style-type: none"> <li>• Additional public input meeting and 15-day comment period required if substantial changes are made to the draft MTP after the initial input meeting.</li> <li>• Public notice is posted no less than seven (7) days prior to the public input opportunity (in-person or virtual meeting).</li> <li>• Draft and final plan available for review on Metro COG website and at Metro COG office, with final product available after adoption.</li> </ul>
<p><b>Amending the Metropolitan Transportation Plan</b></p>	<p><b>Administrative Modifications:</b>  Administrative modifications are tantamount to technical corrections that do not require a coordinated review by the MPO, FHWA and FTA or a determination of conformity by these entities. Administrative modifications shall be inclusive, but not limited to the following: descriptive material, forecasts, data bases, project costs (provided fiscal constraint is maintained) project descriptions, time frames, etc. No public notifications are required for administrative amendments. Administrative modifications may require coordination with the respective State DOT. Administrative modifications are approved by the Policy Board at the recommendation of the TTC. Public notice is not required.</p> <p><b>Amendments:</b>  The addition or deletion of any project or group of projects constitutes an amendment. An amendment to the MTP is subject to the requirements of the public participation process outlined above for the initial review and adoption of the MTP. The public notice requirements as outlined there should be followed for amendments to the MTP, using a 15-day public comment period. Following the public input process, amendments are approved by the Policy Board at the recommendation of the TTC.</p>

Planning Document or Activity	Public Participation Procedures
<b>Transit Development Plan (TDP)</b>	<p><b>About the TDP:</b></p> <ul style="list-style-type: none"> <li>• Short and mid-term plan for the active management of transit services for the region.</li> <li>• Developed with oversight and input from the MAT Coordinating Board</li> <li>• Updated every five years</li> <li>• Referenced and reinforced by MTP</li> <li>• Depending on the scope of work for the TDP, public input opportunities may go above and beyond the minimum requirements established here.</li> </ul> <p><b>Public Participation and Adoption:</b></p> <ul style="list-style-type: none"> <li>• MPO Policy Board adopts the Final TDP after considering and incorporating local, state, and federal comments</li> <li>• Reviewed by MAT Coordinating Board, which makes recommendations to relevant local jurisdictions and Policy Board</li> <li>• Reviewed by TTC, which makes recommendations to Policy Board</li> <li>• Reviewed by local member jurisdictions which are asked to approve resolutions of adoption</li> <li>• Public input meetings (in-person and/or online opportunities) held during TDP development. <ul style="list-style-type: none"> <li>○ Legal notice or box ad published in <i>The Forum of Fargo-Moorhead</i> (Metro COG's newspaper of record) at least seven days prior to the meeting with information about the duration of the public comment period.</li> <li>○ 30 calendar day public comment and review period required starting on the date of publication of the notice.</li> <li>○ Public meetings or input opportunities published on Metro COG website calendar, project web page, and MATBUS website (<a href="http://www.matbus.com">www.matbus.com</a>), and posted on social media.</li> <li>○ Press release distributed to media outlets at least seven days prior to the meeting.</li> <li>○ Email distribution to subscribers with information about meeting at least seven days prior to the meeting.</li> </ul> </li> <li>• All other public input opportunities during planning process published on MPO website, social media, and email distribution.</li> <li>• At least one public input meeting (in-person and/or online opportunity) must be held for review of completed draft TDP.</li> <li>• Additional public input meeting and 15-day comment period required if substantial changes are made to the draft TDP after the initial input meeting with the same public notice requirements as stated above.</li> <li>• Draft and final plan available for review on Metro COG website and at Metro COG office, with final product available after adoption.</li> </ul>

<b>Amending the Transit Development Plan</b>	Amendments to the TDP require public notice, public comment period, review and recommendation by the MAT Coordinating Board and TTC, and adoption by the MPO Policy Board.
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<b>Planning Document or Activity</b>	<b>Public Participation Procedures</b>
<b>Metropolitan Bicycle and Pedestrian Plan</b>	<p><b>About the Bicycle and Pedestrian Plan:</b></p> <ul style="list-style-type: none"> <li>• Plan for the expansion and improvement to bicycle and pedestrian access and facilities throughout the region.</li> <li>• Addresses a minimum 20-year planning horizon that the MPO develops, adopts and updates through the metropolitan transportation planning process.</li> <li>• Referenced and reinforced in the MTP.</li> <li>• Depending on the scope of work for the Plan, public input opportunities may go above and beyond the minimum requirements established here.</li> </ul> <p><b>Public Participation and Adoption:</b></p> <ul style="list-style-type: none"> <li>• MPO Policy Board adopts the Final Metropolitan Bicycle and Pedestrian Plan after considering and incorporating local, state, and federal comments. <ul style="list-style-type: none"> <li>○ Reviewed by Metropolitan Bicycle and Pedestrian Committee, which makes recommendations to TTC and Policy Board.</li> <li>○ Reviewed by TTC, which makes recommendations to Policy Board.</li> </ul> </li> <li>• Public input meetings (in-person and/or online opportunities) held during Plan development. <ul style="list-style-type: none"> <li>○ Legal notice or box ad published in <i>The Forum of Fargo-Moorhead</i> at least seven days prior to the meeting with information about the duration of the public comment period.</li> <li>○ 30 calendar day public comment and review period required starting on the date of publication of the notice.</li> <li>○ Public meetings or input opportunities published on Metro COG website calendar and project web page and posted on social media.</li> <li>○ Press release distributed to media outlets at least seven days prior to the meeting.</li> <li>○ Email distribution to subscribers with information about meeting at least seven days prior to the meeting.</li> </ul> </li> <li>• All other public input opportunities during planning process published on MPO website, social media, and email distribution.</li> <li>• At least one public input meeting (in-person and/or online opportunity) must be held for completed draft Bicycle and Pedestrian Plan.</li> <li>• Additional public input meeting and 15-day comment period required if substantial changes are made to the draft Plan after the initial input meeting.</li> <li>• Draft and final plan available for review on Metro COG website and at Metro COG office, with final product available after adoption.</li> </ul>

**Planning Document or Activity**

**Public Participation Procedures**

**Transportation Improvement Program (TIP)**

**About the TIP (23 CFR § 450.326):**

- A detailed list of regionally significant, federally funded transportation projects by all jurisdictions and transit agencies in the MPO planning area, covering a period of at least four years and including capital and non-capital surface transportation projects, bicycle and pedestrian facilities, transit facilities, and other transportation enhancements and safety projects.
- Updated annually
- The TIP development process includes the solicitation of eligible projects for inclusion from all jurisdictions and transit agencies within the MPO planning area, an analysis of fiscal capacity, and feedback from MPO committees.
- Metro COG's current approved TIP outlines the required process for identification and prioritization of projects for the purpose of TIP development. The TIP also identifies the criteria for administrative modifications and amendments.

**Public Participation and Adoption:**

- MPO Policy Board adopts the Final TIP after considering and incorporating local, state, and federal comments
  - Reviewed by NDDOT, MnDOT, FTA and FHWA
  - Reviewed by local jurisdictions and transit agencies
  - Reviewed by TTC, which makes recommendations to Policy Board
- Public input meeting (in-person and/or online opportunities) held during TIP development.
  - Legal notice or box ad published in *The Forum of Fargo-Moorhead* (Metro COG's newspaper of record) initiates the public comment and review period which is a *minimum* 30 calendar day
  - Legal notice or box ad published in *The Forum of Fargo-Moorhead* at least seven days prior to the required public input meeting
  - Public meetings or input opportunities published on Metro COG website calendar and project web page and posted on social media
  - Press release distributed to media outlets at least seven days prior to the meeting
- All other public input opportunities during TIP development process published on MPO website, social media, and email distribution.
- At least one public input meeting (in-person and/or online opportunity) must be held during the development of the TIP.
- If substantive written or oral comments are received on the draft TIP, either through the public involvement process or through the interagency consultation process, a summary, analysis, and report of the disposition of these comments shall be included in the final TIP.
  - A legal public notice and minimum 15-day comment period required if substantial changes are made to the draft TIP that was available for public review and comment. Substantive changes are new material issues which interested parties could not

	<p>reasonably have foreseen from the earlier public involvement efforts.</p> <ul style="list-style-type: none"> <li>◦ The amended draft TIP will be made available for review on the Metro COG website.</li> <li>◦ The final TIP will document the public involvement process, present a summary of all public comments received and demonstrate Metro COG's consideration and response to these comments.</li> </ul> <ul style="list-style-type: none"> <li>• Draft and final TIP available for review on Metro COG website and at Metro COG office, with final product available after adoption.</li> </ul>
<p><b>Amendments to the Transportation Improvement Program</b></p>	<p><b>About TIP Amendments (23 CFR § 450.328):</b>  Changes to the TIP are defined as either administrative modifications or amendments. Administrative modifications to the TIP do not require public notifications but are announced to the TTC and Policy Board at regularly scheduled meetings. Amendments to the TIP are required if certain criteria are met, as identified in the current adopted TIP.</p> <p><b>Public Participation and Adoption:</b>  Public participation requirements and notifications for TIP Amendments are the same as those described above for the annual update of the TIP, except that public input meetings may occur at either the TTC or Policy Board meeting, rather than scheduling a separate meeting solely for the TIP amendment.</p> <ul style="list-style-type: none"> <li>◦ A legal public notice and minimum 10-day comment period required.</li> <li>◦ The amended draft TIP materials will be made available for review on the Metro COG website and at Metro COG's office.</li> <li>◦ The final amended TIP will be made available for review on Metro COG's website and at the Metro COG office.</li> </ul>



## Planning Document or Activity

## Public Participation Procedures

### Public Participation Plan (PPP)

#### About the PPP:

- A documented participation plan that defines a process for providing the public and all members of the transportation industry with reasonable opportunities to be informed about and involved in the metropolitan transportation planning process.
- Updated every five years or as needed.
- The development process includes a review of past and potential new engagement practices to ensure the plan fits the needs of the community.

#### Public Participation and Adoption:

- MPO Policy Board adopts the Final PPP after considering and incorporating local, state, and federal comments.
  - Reviewed by NDDOT, MnDOT, FTA and FHWA
  - Reviewed by local jurisdictions and transit agencies
  - Reviewed by TTC, which makes recommendations to Policy Board
- Legal notice or box ad published in *The Forum of Fargo-Moorhead* (Metro COG's newspaper of record) initiates the public comment period, which is a minimum of 45 calendar days
  - Public input opportunity published on Metro COG website calendar and project web page and posted on social media
  - Press release distributed to media outlets at least four days prior to the initiation of the 45-day public comment and review period
- All other public input opportunities during PPP development process published on MPO website, social media, and email distribution.
- If substantive written or oral comments are received on the draft PPP, either through the public involvement process or through the interagency consultation process, a summary, analysis, and report of the disposition of these comments shall be included in the final PPP.
  - A legal public notice and minimum 15-day comment period required if substantial changes are made to the draft PPP that was available for public review and comment. Substantive changes are modifications to comment periods or public notice or public meeting requirements which interested parties could not reasonably have foreseen from the draft Plan.
  - The amended draft plan will be made available for review on the Metro COG website.
  - The final PPP will document the public involvement process, present a summary of all public comments received and demonstrate Metro COG's consideration and response to these comments.
- Draft and final PPP available for review on Metro COG website and at Metro COG office, with final product available after adoption.

**Planning Document or Activity**

**Public Participation Procedures**

**Unified Planning Work Program (UPWP)**

**About the UPWP:**

- An annual or biennial statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds.
- Completed biannually with amendments as needed.
- The Policy Board adopts the Final UPWP after considering the recommendations of the TTC and incorporating state and federal comments.
- NDDOT, MnDOT, FHWA, and FTA affirm the final UPWP.
- The development process includes staff evaluating its planning funding availability, and regional planning tasks and needs with MPO communities and members to advance a draft UPWP.
- Public and stakeholder review is not required for the UPWP.
- Available on the MPO website.
- Developed with input from MPO committees and member jurisdictions after meetings and discussions about planning needs.
- MPO staff works with members as well as state and federal partners to monitor the progress of implementing the UPWP.
- Modifications and amendments are processed by seeking a recommendation from the TTC and approval from the Policy Board, followed by approval from NDDOT, MnDOT, FHWA, and FTA.

**Planning Document or Activity**

**Public Participation Procedures**

**Other Corridor Studies and Sub-Area Plans**

**About Corridor Studies and Sub-Area Plans:**

- As a follow-up to the MTP, TDP or Metropolitan Bicycle and Pedestrian Plan, Metro COG and its local jurisdictions frequently determine the need to study certain transportation corridors, transit facilities or services, or bicycle and pedestrian components for more in-depth analysis.
- Often, a one of the significant reasons for conducting such studies is to gain input from the public on the needs and issues pertaining to the study area. In other instances, the significant reasons are more technical in nature, but usually include the sharing of information with the public and the gathering and consideration of public input.
- The scope of work for each project includes a public engagement plan, which will differ from one plan to another, but will generally include a plan for public meetings, on-line or in-person opportunities for input. The engagement plan will also include the method by which the general public and those directly affected by the Plan or Study will be notified about the study and opportunities for input.
- Depending on the scope of work for the Plan or Study, public input opportunities may go above and beyond the minimum requirements established here.

**Public Participation and Adoption:**

- MPO Policy Board adopts the Final Plan after considering and incorporating local, state, and federal comments
  - Reviewed by NDDOT, MnDOT, FTA and FHWA
  - Reviewed by local jurisdictions and, when applicable, transit agencies
  - Reviewed by TTC, which makes recommendations to Policy Board
- If public input meetings (in-person and/or online opportunities) are held during Plan or Study development
  - Legal notice or box ad published in The Forum of Fargo-Moorhead or newspaper of public record initiates the public comment and review period, which is a minimum of 15 calendar days, and shall be published at least seven days prior to the public input meeting
  - Public meetings or input opportunities published on Metro COG website calendar and project web page and posted on social media
  - Press release distributed to media outlets at least seven days prior to the public meeting or comment period?
  - All other public input opportunities during Plan or Study development process published on MPO website, social media, and email distribution
- Draft and final Corridor Studies and Sub-Area Plans shall be available for review on Metro COG website and at Metro COG office, and at the local government office with final product available after adoption.

### *Visualization Techniques*

Metro COG makes every reasonable effort to incorporate visualization techniques into its public outreach activities. The MPO and its consultants prepare legible maps for public meetings regarding the development of the MTP and the TIP to help identify the location and potential impact of possible transportation improvements and network alternatives. Other useful visual aids used by the MPO may include concept plans, sketches, renderings, graphs and charts representing various types of data and flow charts depicting the transportation planning process. Online “story maps” are used for some projects to help the public walk through a series of informational materials about projects. Online interactive maps are provided as a means of public input on more and more projects. These maps allow the public to insert comments about transportation issues and desired future improvements or changes. In addition to inserting their own comments on the map, members of the public can also agree, disagree or add to the input of another individual. Previously, videos were mentioned as way to inform the public about projects. They are sometimes developed as way to inform large numbers of people about a project and continue to be available over an extended period of time.

### *Accommodations for Special Populations*

Metro COG works to reach out to special populations traditionally underserved by existing transportation systems that may face challenges accessing employment and other services. These populations may include low-income and minority households, persons with disabilities, and persons with limited English proficiency. The MPO schedules public input meetings at Americans with Disabilities Act compliant facilities, and at convenient and accessible locations and times.

Translation services are available and can be used by Metro COG to translate documents upon request. To request translation services, people can call or email MPO staff at 701-532-5100 or [Metrocog@fmmetrocog.org](mailto:Metrocog@fmmetrocog.org). The public is asked to provide Metro COG with as much notice as possible so staff can best provide for any special accommodations that may be necessary in order for them to participate in any public events. Additional information on Metro COG’s nondiscrimination obligations and procedures for investigating and tracking Title VI complaints can be found elsewhere in this document, or is available upon request by calling 701-532-5100 or by visiting [www.fmmetrocog.org/resources/title-vi-plan](http://www.fmmetrocog.org/resources/title-vi-plan).

Summary of Public Participation Procedures by Program Element						
Type of Plan	Public Meeting Requirement	Public Meeting Notification Requirements**	Length of Notice Prior to Public Meeting	Comment Period	Press Release Requirement	Other Considerations
<b>Metropolitan Transportation Plan (MTP)</b>	Yes	Legal Notice or Box Ad	7 Days	30 Days	7 days prior to public meeting	Email distributions to interested persons
<b>MTP Amendment</b>	Yes	Legal Notice or Box Ad	7 Days	15 Days	7 days prior to public meeting	Email distributions to interested persons
<b>Transit Development Plan</b>	Yes	Legal Notice or Box Ad	7 Days	30 Days	7 days prior to public meeting	Email distributions to interested persons
<b>Bicycle &amp; Pedestrian Plan</b>	Yes	Legal Notice or Box Ad	7 Days	30 Days	7 days prior to public meeting	Email distributions to interested persons
<b>Transportation Improvement Plan (TIP)</b>	Yes	Legal Notice or Box Ad	7 Days	30 Days	7 days prior to public meeting	Email distributions to interested persons
<b>TIP Amendments</b>	Yes	Legal Notice or Box Ad	7 Days	15 Days	7 days prior to public meeting	Email distributions to interested persons
<b>Public Participation Plan (PPP)</b>	No	Legal Notice or Box Ad	N/A	45 Days	Prior to initiation of public comment period	Email distributions to interested persons
<b>Unified Planning Work Program (UPWP)</b>	No	None Required	N/A	N/A	N/A	N/A
<b>Sub-Area &amp; Corridor Studies</b>	Varies – as specified by scope of work*	Legal Notice or Box Ad	7 Days	15 Days	7 days prior to public meeting	Email distributions to interested persons

\*Generally public meetings are required for sub-area and corridor studies. On occasion, certain studies do not require public meetings, and information is provided through other means.

\*\*Legal notices will typically be used unless a) schedule requirements for a legal notice cannot be met, or b) greater visual emphasis is desired, in which cases a Box Ad will be used.

## Public Input

The MPO accepts input and comments from the public through a variety of means. Members of the public may make comments by calling Metro COG at 701-532-5100.

Written comments may be submitted in the following ways:

- Presented at public meetings
- Faxed to the MPO at 701-232-5043
- Emailed to [metrokog@fmmetrokog.org](mailto:metrokog@fmmetrokog.org)
- Mailed to Metro COG, 1 – 2<sup>nd</sup> Street N, Suite 232, Fargo, ND 58102

The public may submit comments to their respective TTC or Policy Board representatives for transmittal to the respective full committees. Citizens can make comments on MPO plans, reports and programs at public input meetings or at regular monthly meetings during the public comment period near the beginning of each agenda. Citizens or representatives may request time on a Metro COG TTC or Policy Board agenda to offer input to the full committees. The MPO staff shares all public comments and input with the TTC, the Executive Committee and the Policy Board in verbal and/or written form.

The MPO accepts and considers public input and comments received during the public participation process. When significant written or oral comments regarding the draft MTP, draft TIP, draft PPP, or other transportation planning project are received by Metro COG, a summary, analysis, and report on those comments is included in the final document. In those cases where a final MTP, TIP or PPP differs significantly from the version that was made available for public comment, the MPO provides an additional opportunity for further public comment on the final version. Additional public comment periods are at least 15 calendar days.

## Coordination and Consultation

Metro COG coordinates its public participation efforts with the statewide transportation planning public involvement and consultation process, as necessary. The MTP, TIP, and PPP are developed with due consideration of other related planning activities in the metropolitan area, and Metro COG consults with other agencies and officials responsible for other planning activities that may be impacted or affected by transportation. Additionally, the MPO involves the appropriate federal land management agencies in the development of the MTP and TIP as necessary.

## Evaluation

The MPO periodically reviews the PPP in order to monitor the effectiveness of the procedures outlined in this document. Following evaluation of the outputs of the PPP, the MPO may revise these procedures to incorporate new and innovative ways to involve the public, facilitate the sharing of information, and ensure a full and open participation process. In particular, Metro COG documents information regarding public attendance at public input meetings, records the number of requests or complaints associated with special populations, and solicits feedback on the use of visual aids at public meetings. The MPO reviews this information every year and evaluates the need to revise these procedures.

## Contact Information

Metro COG understands that the public is vital to a strong planning process, and that transportation plans and projects are meant to serve the citizens from whom input is sought. As such, Metro COG encourages residents to submit comments to the MPO. This can be accomplished by contacting Metro COG through the following means:

Mail: Metro COG  
1 – 2<sup>nd</sup> St N, Suite 232  
Fargo, ND 58102

Phone: 701-532-5100

Fax: 701-232-5043

Email: [metrococg@fmmetrococg.org](mailto:metrococg@fmmetrococg.org)

Website: [www.fmmetrococg.org](http://www.fmmetrococg.org)

Facebook: [www.facebook.com/fmmetrococg](http://www.facebook.com/fmmetrococg)

Instagram: [www.instagram.com/fmmetrococg](http://www.instagram.com/fmmetrococg)

LinkedIn: [www.linkedin.com/company/fmmetrococg](http://www.linkedin.com/company/fmmetrococg)

**To:** Transportation Technical Committee  
**From:** Dan Farnsworth, Transportation Planner  
**Date:** December 2, 2022  
**Re:** **Transit Section 5310/5339 Grant Applications**

The North Dakota Department of Transportation (NDDOT) recently solicited applications for annual transit grants under FTA Section 5310 and Section 5339. Section 5310 provides funding for transit projects that improve mobility for the elderly and persons with disabilities while Section 5339 provides funding for transit projects that involve replacement of buses, improvements to bus facilities, and more. Awarded projects involving ADA-accessible vehicles are funded up to 85% Federal funds with a required 15% local match; awarded capital projects (including mobility manager salaries) are funded up to 80% Federal funds with a required 20% local match; and operations requests are awarded 50% Federal funds with a required 50% local match.

All applicants with projects within Metro COG's planning area are required to submit their applications to Metro COG for review and approval by Metro COG's Policy Board. Two applicants submitted applications – the City of Fargo and Handi-Wheels.

Below are the FTA Section 5310 and 5339 projects Metro COG has received. The full applications can be found in the **attachments**. The 5310 and 5339 applications will be submitted to NDDOT before the December 30<sup>th</sup>, 2022 deadline.

### **Section 5310 – Urban**

- Mobility Manager (submitted by City of Fargo)
  - Total cost: \$102,000 (\$81,600 Federal / \$20,400 local)
  - Eligible funding match: 80% Federal / 20% local
- General Operations (submitted by Handi-Wheels)
  - Total cost: \$60,000 (\$30,000 Federal / \$30,000 local)
  - Eligible funding match: 50% Federal / 50% local

### **Section 5339 – Urban (Submitted by City of Fargo)**

- Replacement of a 35-foot fixed route bus
  - Total cost: \$575,000 (\$488,750 Federal / \$86,250 local)
  - Eligible funding match: 85% Federal / 15% local
- Replacement of a 35-foot fixed route bus
  - Total cost: \$575,000 (\$488,750 Federal / \$86,250 local)
  - Eligible funding match: 85% Federal / 15% local
- Replacement of a paratransit vehicle
  - Total cost: \$145,000 (\$123,250 Federal / \$21,750 local)
  - Eligible funding match: 85% Federal / 15% local
- Replacement of a paratransit vehicle
  - Total cost: \$145,000 (\$123,250 Federal / \$21,750 local)
  - Eligible funding match: 85% Federal / 15% local
- Finalize renovation of GTC bus deck
  - Total cost: \$1,000,000 (\$800,000 Federal / \$200,000 local)



- Eligible funding match: 80% Federal / 20% local
- Purchase of paratransit and fixed route AVL/AVA software/hardware
  - Total cost: \$700,000 (\$560,000 Federal / \$140,000 local)
  - Eligible funding match: 80% Federal / 20% local
- Replacement service vehicle (skid steer)
  - Total cost: \$64,000 (\$51,200 Federal / \$12,800 local)
  - Eligible funding match: 80% Federal / 20% local

**Requested Action: Recommend Policy Board approval of the FTA Section 5310 and 5339 transit grant applications as shown above.**



<b>FY2024 - Section 5310 – Enhanced Mobility of Seniors &amp; Individuals with Disabilities</b>	
Agency Name	<b>City of Fargo</b>
Agency Contact	<b>Julie Bommelman</b> <span style="float: right;">Phone: <b>701-476-6737</b></span>
Unique Entity ID #	<b>070265871</b>

Section 5310, Enhanced Mobility of Seniors and Individuals with Disabilities Program aims to **improve mobility for seniors and individuals with disabilities** by removing barriers to transportation service and expanding transportation mobility options. Under 49 U.S.C. 5310 funding provides financial assistance for capital purchases and operating assistance for transportation services planned, designed, and carried out to meet the special transportation needs of older adults and persons with disabilities in all small urban and rural areas. The program requires coordination of federally assisted programs and community services to make the most efficient use of federal resources.

The entire Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program is further explained in FTA Circular 9070.1G, located on the FTA website at:

[https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/C9070\\_1G\\_FINAL\\_circular\\_4-20-15%281%29.pdf](https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/C9070_1G_FINAL_circular_4-20-15%281%29.pdf)

**Please Note:**

- Capital project requests for ADA vehicles will require a minimum of **15% Local Match**. All other capital project requests will require a minimum of **20% Local Match**.
- Mobility Manager salary is a capital project expense and requires a minimum of **20% Local Match for Section 5310 annual apportionment funds**.
- Assets purchased with Federal Funds must be maintained and inventoried through a Transit Asset Management (TAM) Plan.
- As with most Federal Assistance Programs, Section 5310 is designed as a reimbursement program. Your agency should be prepared to pay for expenses upon delivery/acceptance and then request reimbursement from NDDOT.
- If you are awarded a Section 5310 project, your agency will be required to report a number of performance measures, at least annually, to NDDOT. Information required to report may include, but not limited to the following:
  - The number of 5310 one-way trips;

- The number of 5310 vehicles you have in service; and
- 5310 ridership demographics.
- If requesting a replacement vehicle, the vehicle listed must have met FTA/NDDOT Useful Life. However, regardless of useful life having been met, federal interest remains until the value of the vehicle or equipment falls below \$5,000.
- If you receive \$750,000 from any federal source, you are required to have a Single Audit per 2 CFR 200 Subpart F.
- Vehicles may be used to provide meal delivery service for homebound persons on a regular basis in conjunction with passenger transportation. Delivery service **must not** conflict with the provision of transit services or result in reduced service to transit passengers.
- Federal Funds awarded for vehicles will only be awarded for ADA vehicles requests.
- Prior to contracting, your agency must have a completed FY 2023 FTA Certifications and Assurances uploaded in BlackCat.
- Prior to contracting, your agency must be active in the System of Award Management (SAM.gov).
- All applications are due **December 30, 2022, 12:00pm CDT**. Late and/or incomplete applications may be subject to a penalty percentage reduction of requested amount or may be eliminated from funding consideration.
- The NDDOT Transit Staff is available to provide guidance and answer any questions on the application process. E-mail: [bhanson@nd.gov](mailto:bhanson@nd.gov), [dkarel@nd.gov](mailto:dkarel@nd.gov), or [jsmall@nd.gov](mailto:jsmall@nd.gov).

## General Information

1. Provide a detailed description of the transportation services your agency currently provides **for seniors and individuals with disabilities**, and any plans for increasing services, expanding service area and increasing ridership. (include days and hours of service, fare structure, total vehicles in service, type of service being provided, transportation provided to what counties and communities in your service area, etc.).

The City of Fargo provides fixed route transportation services within Fargo and West Fargo, ND, and provides complimentary paratransit services within the entire metro area (the City of Moorhead contracts with the City of Fargo for para services). The ridership on fixed route doubled in 5 years to exceed 1.2M annually (Fargo and West Fargo only – Moorhead and Dilworth put us past 2M annually), paratransit is approximately 55,000 annually. The City of Fargo is the designated 5307 direct recipient of FTA grants in the area. There is a successful U-Pass and circulator program with North Dakota State University, coordination with several transportation providers in the area, and on-going efforts to evolve the agency and meet changing demands. Service was increased in July 2017 with the implementation of a new route to serve the expanding sw area of Fargo and West Fargo, including service to the new Sanford Hospital. There is a downtown circulator shared equally with the City of Moorhead designed to alleviate parking issues and encourage alternate means of transportation in the growing area of downtown.

Services include fixed route and paratransit – hours of operation are 6:15 am to 11:15 pm M-F and 7:15 am to 11:15 pm Saturday – there is no fixed route service on Sunday, however, paratransit operates 2 vehicles 7:00 am to 5:00 pm. The City of Moorhead implemented paratransit on Sundays effective July 2017. Fares on fixed route are \$1.50 for adults, \$.75 for seniors, people with disabilities, and youth; fares on paratransit are \$3.00. We currently have 29 fixed route vehicles and 15 paratransit vehicles for services – peak VOMS are 25 on fixed route and 14 on paratransit; the spare ratio is tight. We serve Cass County and, through our agreement with the City of Moorhead to

provide paratransit, we also serve Clay County. With the growth of the Cities, the demand for transit has grown – the current Transit Development Plan identified a need for increased service hours, Sunday fixed route service, realignment of existing routes, and service to various expansion areas. The plan to increase ridership is a multi-faceted marketing approach to include social media, print, radio and community outreach and events, and implementing a downtown employer sponsored bus pass program.

Several of these initiatives were implemented in 2017. One of the pivotal roles within our organization is the Mobility Manager, which is the first non-vehicle project request in this grant application.

2. Explain where in your current 3-5 Year Plan this project(s) is specifically stated (list section and page number(s)). Your current plan must be uploaded into BlackCat Resources.

- Yes List section and page number(s): Page 318 from TDP - Mobility Manager  
 No (Applicant must provide an explanation)

3. What percentage of change in ridership has your agency experienced in the since the last application? Provide a brief explanation of the reason for the change in ridership.

- Increase  
 Decrease

4. List all existing public transportation providers operating in your service area.

There is an extensive list of providers - they are all listed at [www.fmridesource.com](http://www.fmridesource.com)

5. Are you the lead transit provider in your area? If not, what is the relationship of your program(s) to other transportation providers?

- Yes  
 No

6. Please describe the need for transit service in your area **for seniors and individuals with disabilities**? Why does this need exist? How have you determined this need? How will the proposed project address this need for service?

The need is extensive for both fixed route and paratransit. The need exists in our urban area for several reasons: people unable to purchase their own vehicles, people choosing to ride transit for 'green' reasons, students reaching campus facilities located away from the main campus, people getting to employment and medical facilities, elderly and disabled people unable to drive individual vehicles choose transit to help maintain independence. We have determined the need by studies, surveys and ridership trends. Yes, the need is addressed in our Human Service Coordination Plan.

7. Provide a description of how you market the transportation program and to whom in the box below.

We market our services to residents of our service area, we utilize social media, including Facebook and Twitter. We also send out Rider Alerts to advertise promotions we run to encourage ridership. Some of the

promotions we run are Earth Week and Quarter Days. We also celebrate our riders each year with a Rider Appreciation Day and give out treats and have a drawing for prizes.

## Ridership and Fleet Information

**\*Report actual ridership numbers, miles and hours for SFY2022 & 2021.**

**\*Enter current fleet information below.**

**\*Current fleet and mileage information MUST be also be updated in BlackCat Inventory.**

	SFY2022 - Ridership and Fleet Information	SFY2021 - Ridership and Fleet Information
Number of Annual Ridership (Trips) Provided	875997	829110
Number of Annual Revenue Hours	110751	105204
Number of Annual Revenue Miles	1322292	1240281
Number of Vehicles in Fleet	45	45

8. What is the purpose of the three most requested trips that your clients require? (e.g. medical, shopping, employment, education, social, etc.)

1. Employment

2. Medical

3. Shopping

## Coordinated Public Transit Human Services Transportation Plan

**Applicants must be part of a locally derived Coordinated Public Transit Human Services Transportation Plan approved by North Dakota Department of Transportation (NDDOT) and uploaded to BlackCat Resources prior to submission of this application.**



9. When was your Coordinated Public Transit Human Services Transportation Plan approved by the NDDOT Transit Section? Has it been uploaded into BlackCat Resources? Since submitting your plan describe any additional efforts made to coordinate service.

The most recent adopted plan is uploaded and the TDP was approved on September 21, 2021

10. Describe any potential opportunities for additional coordination. (include social service agencies, county social services, community actions, educational institutions, youth groups, veteran services, religious

organizations, other transportation services, etc.) that may address unmet transit needs in your service area.

through publication of the FM Ride Source Directory we coordinate with other transit providers in the area to determine what services they can offer to area residents to meet any potential unmet transit needs in our service area.

11. Is the requested project(s) part of a Coordinated Public Transit Human Services Transportation Plan?

**Yes**

**No**

12. If you marked Yes above, indicate the page number where this project is listed.

If you marked No above, explain why this project is not part of your current plan.

Page 318 from TDP - Mobility Manager

## Non-Vehicle Project Request

**There is space provided below to request a project. NOTE: This request MUST first be created as a project in the Black Cat System. If applying for more than project, please attach additional sheets and create a separate project for each request.**

13. Please describe in detail your proposed project. Be specific and include a description of what you would like to purchase and how it benefits your transportation program.

The goal of the Metro Mobility Management Project is to promote the development and maintenance of a network of transportation services and alternatives beyond requirements of the ADA for persons with disabilities. Accomplishments of the project are establishing the Transportation Coordinating Committee (later renamed Network), developing [www.fmridesource.com](http://www.fmridesource.com) to promote community transportation options, an extensive survey of human service providers and people who use transit to identify transportation needs, development of a Metro Mobility Study, monthly Train the Trainer Workshops put on by the Mobility Manager, oversight of ADA paratransit and continually grow the opportunities to provide equal transportation options within the community for people with disabilities.

14. If this is a request for Mobility Manager funding, a current job description, including goals and achievements from the previous year, must be attached. Have you attached these documents to this application?

**Yes**

**No**

15. Total cost of this project.

Total Cost (include federal and local amounts): \$102,000

Federal Funds Requested: \$81,600

Local Match Amount: \$20,400

Source(s) of Local Match: Fare revenue, advertising, utility capital fund

## Vehicle Project Request

There is space provided below to request a project. NOTE: This request MUST first be created as a project in the Black Cat System. If applying for more than vehicle, please attach additional sheets and create a separate project for each vehicle request.

16. Provide a description of the vehicle you are requesting. (include: Year, Make, ADA qualified, and seating capacity)

Year:

Make/Model:

Seating Capacity:

Lift/Ramp:  Yes  No

Gas/Diesel/Other:

17. Describe in detail which programs and services the requested vehicle will be utilized in and how it will enhance or maintain your service?

18. What type of vehicle are you requesting?

Replacement Vehicle

Expansion Vehicle

19. If requesting a replacement, which vehicle in your fleet are you replacing?

a. Vehicle Information Number (VIN):

b. Vehicle Year:

c. Make/Model:

d. Current Mileage:

e. Vehicle In Service Date:

f. Vehicle Condition Rating (Adequate, Excellent, Good, Marginal, Poor):

g. Has this vehicle information been updated in BlackCat Inventory?  Yes  No

20. If requesting an expansion vehicle, list the agency/community/county to be served (include hours and days of service and estimated ridership).

21. If operating a fixed route, what are the paratransit eligibility criteria for people to ride your service?

22. Provide an estimated timeline for the purchase of this vehicle. Provide a separate timeline if you are applying for different types of vehicles. **See sample timeline below, add or remove lines as needed.**

Procurement Type (State Bid, Request For Proposal (RFP)/Invitation For Bid (IFB), Quotes):

RFP/IFB/Quotes Issue Date:

Contract Award Date:

Order Date:

Initial Vehicle Delivery Date:

Final Vehicle Deliver Date (if more than one vehicle):

Contract Completion:

Final Payment Submitted to DOT:

23. Amount requested for vehicle (include the base price plus all options with this request):

Total Vehicle Cost (include federal and local amounts):

Federal Funds Requested:

Local Match Amount:

Source(s) of Local Match:

Following are suggested price requests for vehicles based on current state bid quotes. Keep in mind if you intend to order vehicles with additional options, prices will vary accordingly. See the State Bid website at <a href="https://apps.nd.gov/csd/spo/services/bidder/listCurrentContracts.htm">https://apps.nd.gov/csd/spo/services/bidder/listCurrentContracts.htm</a>		Estimated Delivery time (in months)
15 Passenger or 12 + 2 Passenger Cutaway/Bus NDDOT Term Contract No. 300	Base Price - \$75,000 - \$99,000 <b>NOTE: Will be re-bid October 2022 – Expect Price Increases.</b>	12 – 24
Rear Lift ADA Transit Vehicle NDDOT Term Contract No. 301	Base price - \$55,000 – \$72,000 <b>NOTE: Currently out for bid – Expect Price Increases.</b>	12 – 24
Frontrunner – Low Floor Vehicle – New England Wheels NDDOT Term Contract No. 381	Base Price - \$145,132 - \$146,607	12 – 24
ADA Low Floor Mini Van NDDOT Term Contract No. 382	Base Price - \$69,900	9 – 12
Low-Floor Paratransit Ramp Buses NDDOT Term Contract No. 383	Base Price - \$96,720 - \$110,000	12 – 24
Trolley – Carriage and Villager NDDOT Term Contract No. 386 & 388	Base Price - \$125,000 - \$219,522	6 – 12



FTA Useful Life Standards	
Mini-Vans/Modified Vans – 3-14 passenger	4 years or 100,000 miles
Med-Size Light Duty Cutaway – 8-16 passenger	5 years or 150,000 miles
Med-Size Med Duty Cutaway/Bus – 16-30 passenger	7 years or 200,000 miles
Med-Size Heavy Duty Bus – 24-25 passenger	10 years or 350,000 miles
Large Heavy-Duty Bus – 35-40+ passenger	12 years or 500,000 miles

### Equipment & Miscellaneous Capital Projects

Fill in the requested information below regarding your Equipment and Miscellaneous Capital Project(s). These projects must directly relate to your transportation program. Any equipment purchased with these funds must be required for, and used for, public transportation.

**NOTE: This request MUST first be created as a project in the Black Cat System. If applying for more than project, please attach additional sheets and create a separate project for each.**

24. Describe your proposed project(s) in detail (detail MUST include: type, quantity, cost, purpose of equipment being requested).
Type: Quantity: Purpose:
25. How does this project enhance your transportation program?
26. Have you completed an Independent Cost Estimate document to show that the price is fair and reasonable? Provide this documentation.
<input type="checkbox"/> Yes <input type="checkbox"/> No (Applicant must provide an explanation)
27. Is an ITS Project/Architecture Checklist required for this project? Review (23 CFR 940.13), see SFN 60212 located in the BlackCat Resources.
<input type="checkbox"/> Yes <input type="checkbox"/> No (Applicant must provide an explanation)
28. Has the NDDOT ITS Project/Architecture Checklist been completed and submitted with this application for review?
<input type="checkbox"/> Yes <input type="checkbox"/> No (Applicant must provide an explanation)
29. Provide an estimated timeline for the purchase of this equipment. Provide a separate timeline if you are applying for different types of equipment. <b><u>See sample timeline below, add or remove lines as needed.</u></b>
Procurement Type (State Bid, Request For Proposal (RFP)/Invitation For Bid (IFB), Quotes):
RFP/IFB/Quotes Issue Date:

Contract Award Date:
Order Date:
Deliver/Installation/Project Completion Date:
Final Payment Submitted to DOT:
<b>30. Total cost for the project?</b>
Total Cost (include federal and local amounts): Federal Funds Requested: Local Match Amount: Source(s) of Local Match:

<b>Travel &amp; Training</b>
31. List the training the Director attended in the past year. Included dates and conference/training name, including the DOT meetings.
Total amount to date reimbursed for travel in FY2023:
32. Provide the conferences and meetings you will be requesting to attend this year and include an estimated RTAP Travel Budget to be requested.
Total estimated travel budget for FY2024:

## **Local Match & Total Funding Request**

In the table below, list requested projects by priority, and specify in detail the sources and dollar amounts of Local Match funding (State Aid, Mill Levy, Other Directly Generated Funds etc.) that are available to be used towards each project (Vehicle, Facility Rehabilitation & Construction, and/or Equipment/Miscellaneous Capital). In-kind funds cannot be used as local match to 5310 contracts.

**Local match listed here cannot be already targeted as match for a FY2024 5339 or 5311 applications.**

**Farebox revenue cannot be used as Local Match.**

**Documentation of sources of Local Match (including State Aid) MUST be attached or it will not be considered.** Documentation must include a financial obligation amount. This amount may be an estimation or record of the previous amount provided to the transit agency and requires a signature of the organization providing the local share. Without a financial amount and required signature, such local amounts won't be considered as supporting match. Federal funds will only be awarded if

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sufficient match is provided.

**This project ranking should match your prioritization in BlackCat.**

<b>Ranking</b>	<b>Project</b>	<b>Federal Dollars Requested</b>	<b>Local Match Needed</b>	<b>Sources of Local Match*</b>
1	Mobility Manager	\$81,600	\$20,400	Advertising, vending and City enterprise capital fund
2				
3				
4				
5				

**APPLICATION CHECKLIST AND SIGNATURE PAGE**

This checklist is included for your review and completion prior to submittal of your application to ensure your submission includes all required documents. Please upload the required documents in your agency’s account in the BlackCat Transit Data Management System (BlackCat).

<b>Section 5310 Applicants must submit the following (check box when complete):</b>	
	Completed 5310 Application;
	Document(s) identifying sources of local match funds – Signed letters from source(s) of local match, FY2023 State Aid Contract or award letter, mill levy, city funds, etc.;
	Update vehicle information, mileage and condition in BlackCat Inventory;
	Update Transit Board Members information in BlackCat;
	Certify and upload a current Authorizing Resolution form (only complete if there has been a change to your agencies signing authority since the last application);
	Upload your annual registration from the System for Award Management (SAM.gov)
	Complete and include the NDDOT ITS Project Architecture Checklist Systems Engineering Compliance (SFN 60212), (if applicable);
	The following documents MUST be current and uploaded into BlackCat Resources: Coordinated Human Services Plan, 3-5 Year Plan, Title VI Plan, Drug & Alcohol Plan, and TAM Plan.

I hereby certify that as a person authorized to sign for  
City of Fargo

\_\_\_\_\_  
Transit Agency Name

That I have reviewed the application submitted and to the best of my knowledge all statements and representations made are true and correct. I also hereby certify:

1. Adequate funds will be available to provide the required local match and to operate the project; and
2. Sufficient managerial and fiscal resources exist to implement and manage the grant as outlined in this application; and
3. The project items purchased under this grant shall be maintained in accordance with the detailed maintenance schedules as stipulated by the manufacturer; and
4. The transit agency agrees to meet the applicable federal and state requirements.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date



**FY2024 - Section 5310 – Enhanced Mobility of Seniors & Individuals with Disabilities**

Agency Name	Handi-Wheels Transportation, Inc.	
Agency Contact	Roger Kjos	Phone: 701-232-3231
Unique Entity ID #	EJ61TSJATXG1	

Section 5310, Enhanced Mobility of Seniors and Individuals with Disabilities Program aims to **improve mobility for seniors and individuals with disabilities** by removing barriers to transportation service and expanding transportation mobility options. Under 49 U.S.C. 5310 funding provides financial assistance for capital purchases and operating assistance for transportation services planned, designed, and carried out to meet the special transportation needs of older adults and persons with disabilities in all small urban and rural areas. The program requires coordination of federally assisted programs and community services to make the most efficient use of federal resources.

The entire Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program is further explained in FTA Circular 9070.1G, located on the FTA website at:

[https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/C9070\\_1G\\_FINAL\\_circular\\_4-20-15%281%29.pdf](https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/C9070_1G_FINAL_circular_4-20-15%281%29.pdf)

**Please Note:**

- Capital project requests for ADA vehicles will require a minimum of **15% Local Match**. All other capital project requests will require a minimum of **20% Local Match**.
- Mobility Manager salary is a capital project expense and requires a minimum of **20% Local Match for Section 5310 annual apportionment funds**.
- Assets purchased with Federal Funds must be maintained and inventoried through a Transit Asset Management (TAM) Plan.
- As with most Federal Assistance Programs, Section 5310 is designed as a reimbursement program. Your agency should be prepared to pay for expenses upon delivery/acceptance and then request reimbursement from NDDOT.
- If you are awarded a Section 5310 project, your agency will be required to report a number of performance measures, at least annually, to NDDOT. Information required to report may include, but not limited to the following:
  - The number of 5310 one-way trips;

- The number of 5310 vehicles you have in service; and
- 5310 ridership demographics.
- If requesting a replacement vehicle, the vehicle listed must have met FTA/NDDOT Useful Life. However, regardless of useful life having been met, federal interest remains until the value of the vehicle or equipment falls below \$5,000.
- If you receive \$750,000 from any federal source, you are required to have a Single Audit per 2 CFR 200 Subpart F.
- Vehicles may be used to provide meal delivery service for homebound persons on a regular basis in conjunction with passenger transportation. Delivery service **must not** conflict with the provision of transit services or result in reduced service to transit passengers.
- Federal Funds awarded for vehicles will only be awarded for ADA vehicles requests.
- Prior to contracting, your agency must have a completed FY 2023 FTA Certifications and Assurances uploaded in BlackCat.
- Prior to contracting, your agency must be active in the System of Award Management (SAM.gov).
- All applications are due **December 30, 2022, 12:00pm CDT**. Late and/or incomplete applications may be subject to a penalty percentage reduction of requested amount or may be eliminated from funding consideration.
- The NDDOT Transit Staff is available to provide guidance and answer any questions on the application process. E-mail: [bhanson@nd.gov](mailto:bhanson@nd.gov), [dkarel@nd.gov](mailto:dkarel@nd.gov), or [jsmall@nd.gov](mailto:jsmall@nd.gov).

## General Information

1. Provide a detailed description of the transportation services your agency currently provides **for seniors and individuals with disabilities**, and any plans for increasing services, expanding service area and increasing ridership. (include days and hours of service, fare structure, total vehicles in service, type of service being provided, transportation provided to what counties and communities in your service area, etc.).

Handi-Wheels Transportation is a 501(c)(3) private, non-profit specialized transportation service. It is Handi-Wheels mission to provide a safe, reliable means of accessible and affordable transportation service to individuals who have a disability, persons who are elderly, and low-income individuals. Between 65% to 70% of the rides Handi-Wheels provides each year are to seniors and/or disabled individuals. We currently own three mini-busses, one of which is inactive, and one minivan. The buses are equipped with wheelchair lifts and the minivan has a ramp. Handi-Wheels is a door-to-door, dial-a-ride, demand response, paratransit service the serves Fargo and West Fargo in Cass County. In addition, Handi-Wheels provides transportation to access medical care and ensure inclusion in our community. Our goal is to return to pre-COVID ridership numbers otherwise no plans are in place to expand our service area. But we have developed a promotional brochure that we will be using in a variety of ways to increase our profile and work toward reaching pre-pandemic ridership levels. Handi-Wheels provides service Monday through Friday 7:00 am to 5:00 pm. One-way rides are \$20 while roundtrip rides are \$40. Medical rides are free to passengers covered by North Dakota Medicaid and ND Medicaid Expansion. Passengers can call and schedule rides Monday through Friday 9:00 a.m. to 5:00 p.m. Our transportation service hours vary. But they can be as early as 6:00 a.m. and go as late as 5:30 p.m. Monday through Friday.

2. Explain where in your current 3-5 Year Plan this project(s) is specifically stated (list section and page number(s)). Your current plan must be uploaded into BlackCat Resources.

- Yes List section and page number(s):Pages 4 and 5  
 No (Applicant must provide an explanation)

3. What percentage of change in ridership has your agency experienced in the since the last application? Provide a brief explanation of the reason for the change in ridership.

Increase During the pandemic our ridership dropped by about 50%. The 5.2% increase in ridership we have experienced in the past year is the result of recovering riders who were unable to ride with us during the pandemic. The aforementioned brochure is designed to reach out to lapsed riders as well as new markets. During the pandemic we utilized one driver each day. In the past year we have started to see occasional need for a second driver to meet the demand during busy days.

Decrease

4. List all existing public transportation providers operating in your service area.

MATbus and MAT Paratransit.

5. Are you the lead transit provider in your area? If not, what is the relationship of your program(s) to other transportation providers?

Yes

**No** Handi-Wheels has in the past worked with the City of Fargo to determine our role in providing transit services to our community. As the only paratransit public transportation provider in Fargo and West Fargo to receive Medicaid reimbursements, that has become Handi-Wheels' primary role. Handi-Wheels can offer the non-emergency medical transports free to most passengers, which makes Handi-Wheels the best option for passengers for medical transit. Rides provided to individuals who are elderly or who have a disability and who are not North Dakota Medical Assistance recipients are charged \$20.00 per one-way ride. MAT Paratransit would also be the best choice for these passengers. Yet many are denied as it is deemed that their disability is not severe enough. These passengers express that we are still cheaper than a cab or any of the for-profit transit companies and so they ride with Handi-Wheels. We have also worked with Valley Senior Services in an effort to avoid duplication of the services they provide. Their transportation focus is on elderly individuals who are ambulatory. Handi-Wheels works with elderly passengers who are in need of a lift vehicle who have a physical or emotional disability. We refer passengers to MAT Paratransit, Valley Senior Services, Anytime Transportation, Clay County Rural Transportation, Ready Wheels, Care-A-Van, 1 Priority Transportation, and F-M Mobility if we are unable to schedule a ride due to full schedules or requests out of our service area.

6. Please describe the need for transit service in your area **for seniors and individuals with disabilities**? Why does this need exist? How have you determined this need? How will the proposed project address this need for service?

According to the 2010 US Census there are 22,935 residents between the ages of 55 and 84 in Fargo, ND. 2,033 people 85 and older reside in Fargo. 11,586 people 65 and older reside in Fargo. West Fargo has 12,319 residents 65 years and over. This means approximately 11% of our service area is aged 65 and over. Additionally, over 6% of our service area is living with a disability. Access to transportation provides a greater sense of independence and security in remaining in one's home for as long as possible. Also, access to regular preventative care for seniors and

individuals living with a disabilities results in fewer hospital stays and decreased major medical expenses billed to Medicaid.

7. Provide a description of how you market the transportation program and to whom in the box below.

Handi-Wheels markets its transportation services in various inexpensive ways targeting disabled individuals, seniors, and those that are low-income. Via social media, Handi-Wheels has an active Facebook page, Twitter account, and webpage. As part of its pandemic recovery plan, Handi-Wheels is focused on continuing to market our services through these standard vehicles. A new promotional brochure will be used as a mailer and handout. This will target existing riders, as well as new markets in low-income housing, healthcare clinics and hospitals. The board of directors has expanded and now has a marketing committee that will work with staff to create an effective marketing plan. We also send out e-newsletters occasionally. We have developed a media list of contacts of 40 media contacts in the Fargo region and also in greater North Dakota. We are using this currently to send out press releases on notable occurrences such as grant awards. This year we are participating in the Holiday Lights Parade. We have a close working relationship with organizations and foundations such as the Dakota Medical Foundation, Impact Foundation, F-M Area Foundation, Alex Stern Family Foundation, Cass County Electric Foundation, First Link and Freedom Resources organization to fund, promote and increase our visibility in Fargo and West Fargo. Handi-Wheels participates in Giving Hearts Day, which is an annual one-day, online giving campaign that encompasses organizations throughout North Dakota and Eastern Minnesota. Prospective donors have the opportunity to browse the Giving Hearts Day website and select a nonprofit whose mission suits their giving priorities.

## Ridership and Fleet Information

**\*Report actual ridership numbers, miles and hours for SFY2022 & 2021.**

**\*Enter current fleet information below.**

**\*Current fleet and mileage information MUST be also be updated in BlackCat Inventory.**

	SFY2022 - Ridership and Fleet Information	SFY2021 - Ridership and Fleet Information
Number of Annual Ridership (Trips) Provided	3,132	2,976
Number of Annual Revenue Hours	3,256	2,356
Number of Annual Revenue Miles	29,252	229,600
Number of Vehicles in Fleet	4	4

8. What is the purpose of the three most requested trips that your clients require? (e.g. medical, shopping, employment, education, social, etc.)

1. Medical/mental health appointments

2. Shopping



### 3. Funerals

## Coordinated Public Transit Human Services Transportation Plan

**Applicants must be part of a locally derived Coordinated Public Transit Human Services Transportation Plan approved by North Dakota Department of Transportation (NDDOT) and uploaded to BlackCat Resources prior to submission of this application.**



9. When was your Coordinated Public Transit Human Services Transportation Plan approved by the NDDOT Transit Section? Has it been uploaded into BlackCat Resources? Since submitting your plan describe any additional efforts made to coordinate service.

The plan was approved in 2017 and has been uploaded into Black Cat.

10. Describe any potential opportunities for additional coordination. (include social service agencies, county social services, community actions, educational institutions, youth groups, veteran services, religious organizations, other transportation services, etc.) that may address unmet transit needs in your service area.

The influx of refugees and other immigrants into our area is growing. Since Lutheran Social Services has shut down, Handi-Wheels plans to meet with Lutheran Immigration and Refugee Services, Family HealthCare, and Cass County social services to discuss helping bring newly arrived refugees to healthcare clinics as we had done in the past. Another potential opportunity for coordination is programs that work with seniors. According to an article in the July 24th edition of the Fargo Forum, all baby boomers will be 65 or older by 2030 and the number of seniors living in Fargo is expected to rise considerably because of the closeness to health care compared to living in rural areas. Handi-Wheels also provides rides for people to go to rehab/counseling programs. Meeting with programs such as SEHSC, Next Step, TAND to discuss coordination of unmet transit needs is also being planned.

11. Is the requested project(s) part of a Coordinated Public Transit Human Services Transportation Plan?

**Yes**

**No**

12. If you marked Yes above, indicate the page number where this project is listed.

If you marked No above, explain why this project is not part of your current plan.

The plan is in the process of being updated.

## Non-Vehicle Project Request

**There is space provided below to request a project. NOTE: This request MUST first be created as a**

**project in the Black Cat System. If applying for more than project, please attach additional sheets and create a separate project for each request.**

13. Please describe in detail your proposed project. Be specific and include a description of what you would like to purchase and how it benefits your transportation program.

This project would assist Handi-Wheels with some of its general operating costs related to maintenance of vehicles, fuel, training, and driver and dispatcher payroll. The majority of rides Handi-Wheels provides is for non-emergency medical rides for low-income individuals mostly seniors and disabled individuals. Medicaid reimburses Handi-Wheels at \$15.99 per ride. The full cost to Handi-Wheels per one-way ride is closer to \$30. This amount includes the cost of fuel, maintenance on the vehicles, insurance, drivers' salary, and other general operating costs. To help overcome this difference Handi-Wheels relies on finding and securing outside funding opportunities. We apply for grants, actively engage in fundraising activities, and seek direct donations. Additional funding assistance through the Section 5310 program would help Handi-Wheels with its expenses related to vehicle maintenance, fuel for the buses, training for the drivers, and driver and dispatcher payroll. The percentage spent on each area varies each year but is approximately: maintenance: 25%, fuel: 21%, training: 1%, copier lease: 3%, driver and dispatcher payroll: 50%.

14. If this is a request for Mobility Manager funding, a current job description, including goals and achievements from the previous year, must be attached. Have you attached these documents to this application?

**Yes**

**No**

15. Total cost of this project.

Total Cost (include federal and local amounts): \$60,000

Federal Funds Requested: \$30,000

Local Match Amount: \$30,000

Source(s) of Local Match: Total Cost (include federal and local amounts): \$60,000 Federal Funds Requested: \$30,000 Local Match Amount: \$30,000 Source(s) of Local Match: State Aid funding, Private donations and grants including FM Area Foundation, Alex Stern Family Foundation, Horace Lions Club, Cass County Electric, Allan and Judy Peterson,, Blue Cross Blue Shield North Dakota Caring Foundation, Benevity, miscellaneous donations under \$200, mostly procured on Giving Hearts Day.

## **Vehicle Project Request**

**There is space provided below to request a project. NOTE: This request MUST first be created as a project in the Black Cat System. If applying for more than vehicle, please attach additional sheets and create a separate project for each vehicle request.**

16. Provide a description of the vehicle you are requesting. (include: Year, Make, ADA qualified, and seating capacity)

Year:

Make/Model:

Seating Capacity:

Lift/Ramp:  Yes  No  
Gas/Diesel/Other:

17. Describe in detail which programs and services the requested vehicle will be utilized in and how it will enhance or maintain your service?

18. What type of vehicle are you requesting?

- Replacement Vehicle  
 Expansion Vehicle

19. If requesting a replacement, which vehicle in your fleet are you replacing?

a. Vehicle Information Number (VIN):

b. Vehicle Year:

c. Make/Model:

d. Current Mileage:

e. Vehicle In Service Date:

f. Vehicle Condition Rating (Adequate, Excellent, Good, Marginal, Poor):

g. Has this vehicle information been updated in BlackCat Inventory?  Yes  No

20. If requesting an expansion vehicle, list the agency/community/county to be served (include hours and days of service and estimated ridership).

21. If operating a fixed route, what are the paratransit eligibility criteria for people to ride your service?

22. Provide an estimated timeline for the purchase of this vehicle. Provide a separate timeline if you are applying for different types of vehicles. **See sample timeline below, add or remove lines as needed.**

Procurement Type (State Bid, Request For Proposal (RFP)/Invitation For Bid (IFB), Quotes):

RFP/IFB/Quotes Issue Date:

Contract Award Date:

Order Date:

Initial Vehicle Delivery Date:

Final Vehicle Deliver Date (if more than one vehicle):
Contract Completion:
Final Payment Submitted to DOT:
23. Amount requested for vehicle (include the base price plus all options with this request):
Total Vehicle Cost (include federal and local amounts): Federal Funds Requested: Local Match Amount: Source(s) of Local Match:

Following are suggested price requests for vehicles based on current state bid quotes. Keep in mind if you intend to order vehicles with additional options, prices will vary accordingly. See the State Bid website at <a href="https://apps.nd.gov/csd/spo/services/bidder/listCurrentContracts.htm">https://apps.nd.gov/csd/spo/services/bidder/listCurrentContracts.htm</a>		Estimated Delivery time (in months)
15 Passenger or 12 + 2 Passenger Cutaway/Bus NDDOT Term Contract No. 300	Base Price - \$75,000 - \$99,000 <b>NOTE: Will be re-bid October 2022 – Expect Price Increases.</b>	12 – 24
Rear Lift ADA Transit Vehicle NDDOT Term Contract No. 301	Base price - \$55,000 – \$72,000 <b>NOTE: Currently out for bid – Expect Price Increases.</b>	12 – 24
Frontrunner – Low Floor Vehicle – New England Wheels NDDOT Term Contract No. 381	Base Price - \$145,132 - \$146,607	12 – 24
ADA Low Floor Mini Van NDDOT Term Contract No. 382	Base Price - \$69,900	9 – 12
Low-Floor Paratransit Ramp Buses NDDOT Term Contract No. 383	Base Price - \$96,720 - \$110,000	12 – 24
Trolley – Carriage and Villager NDDOT Term Contract No. 386 & 388	Base Price - \$125,000 - \$219,522	6 – 12
FTA Useful Life Standards		
Mini-Vans/Modified Vans – 3-14 passenger	4 years or 100,000 miles	
Med-Size Light Duty Cutaway – 8-16 passenger	5 years or 150,000 miles	
Med-Size Med Duty Cutaway/Bus – 16-30 passenger	7 years or 200,000 miles	
Med-Size Heavy Duty Bus – 24-25 passenger	10 years or 350,000 miles	
Large Heavy-Duty Bus – 35-40+ passenger	12 years or 500,000 miles	

## Equipment & Miscellaneous Capital Projects

Fill in the requested information below regarding your Equipment and Miscellaneous Capital Project(s). These projects must directly relate to your transportation program. Any equipment purchased with these funds must be required for, and used for, public transportation.

**NOTE: This request MUST first be created as a project in the Black Cat System. If applying for more than project, please attach additional sheets and create a separate project for each.**

24. Describe your proposed project(s) in detail (detail MUST include: type, quantity, cost, purpose of equipment being requested).

Type:  
Quantity:  
Purpose:

25. How does this project enhance your transportation program?

26. Have you completed an Independent Cost Estimate document to show that the price is fair and reasonable? Provide this documentation.

Yes     No (Applicant must provide an explanation)

27. Is an ITS Project/Architecture Checklist required for this project? Review (23 CFR 940.13), see SFN 60212 located in the BlackCat Resources.

Yes  
 No (Applicant must provide an explanation)

28. Has the NDDOT ITS Project/Architecture Checklist been completed and submitted with this application for review?

Yes  
 No (Applicant must provide an explanation)

29. Provide an estimated timeline for the purchase of this equipment. Provide a separate timeline if you are applying for different types of equipment. **See sample timeline below, add or remove lines as needed.**

Procurement Type (State Bid, Request For Proposal (RFP)/Invitation For Bid (IFB), Quotes):

RFP/IFB/Quotes Issue Date:

Contract Award Date:

Order Date:

Deliver/Installation/Project Completion Date:

Final Payment Submitted to DOT:

30. Total cost for the project?

Total Cost (include federal and local amounts):

Federal Funds Requested:

Local Match Amount:

Source(s) of Local Match:

## Travel & Training

31. List the training the Director attended in the past year. Included dates and conference/training name, including the DOT meetings.

Total amount to date reimbursed for travel in FY2023:

32. Provide the conferences and meetings you will be requesting to attend this year and include an estimated RTAP Travel Budget to be requested.

Total estimated travel budget for FY2024:

## Local Match & Total Funding Request

In the table below, list requested projects by priority, and specify in detail the sources and dollar amounts of Local Match funding (State Aid, Mill Levy, Other Directly Generated Funds etc.) that are available to be used towards each project (Vehicle, Facility Rehabilitation & Construction, and/or Equipment/Miscellaneous Capital). In-kind funds cannot be used as local match to 5310 contracts.

**Local match listed here cannot be already targeted as match for a FY2024 5339 or 5311 applications.**

**Farebox revenue cannot be used as Local Match.**

**Documentation of sources of Local Match (including State Aid) MUST be attached or it will not be considered.** Documentation must include a financial obligation amount. This amount may be an estimation or record of the previous amount provided to the transit agency and requires a signature of the organization providing the local share. Without a financial amount and required signature, such local amounts won't be considered as supporting match. Federal funds will only be awarded if sufficient match is provided.

**This project ranking should match your prioritization in BlackCat.**

Ranking	Project	Federal Dollars Requested	Local Match Needed	Sources of Local Match*
1	General operating	\$30,000	\$30,000	State Aid funding, North Dakota Medicaid and ND Medicaid Expansion reimbursements, grants and private cash gifts (see attached documentation)
2				

<b>3</b>				
<b>4</b>				
<b>5</b>				

**APPLICATION CHECKLIST AND SIGNATURE PAGE**

This checklist is included for your review and completion prior to submittal of your application to ensure your submission includes all required documents. Please upload the required documents in your agency's account in the BlackCat Transit Data Management System (BlackCat).

<b>Section 5310 Applicants must submit the following (check box when complete):</b>	
	Completed 5310 Application;
	Document(s) identifying sources of local match funds – Signed letters from source(s) of local match, FY2023 State Aid Contract or award letter, mill levy, city funds, etc.;
	Update vehicle information, mileage and condition in BlackCat Inventory;
	Update Transit Board Members information in BlackCat;
	Certify and upload a current Authorizing Resolution form (only complete if there has been a change to your agencies signing authority since the last application);
	Upload your annual registration from the System for Award Management (SAM.gov)
	Complete and include the NDDOT ITS Project Architecture Checklist Systems Engineering Compliance (SFN 60212), (if applicable);
	The following documents MUST be current and uploaded into BlackCat Resources: Coordinated Human Services Plan, 3-5 Year Plan, Title VI Plan, Drug & Alcohol Plan, and TAM Plan.

I hereby certify that as a person authorized to sign for  
Handi-Wheels Transportation, Inc.

Transit Agency Name

That I have reviewed the application submitted and to the best of my knowledge all statements and representations made are true and correct. I also hereby certify:

1. Adequate funds will be available to provide the required local match and to operate the project; and
2. Sufficient managerial and fiscal resources exist to implement and manage the grant as outlined in this application; and
3. The project items purchased under this grant shall be maintained in accordance with the detailed maintenance schedules as stipulated by the manufacturer; and
4. The transit agency agrees to meet the applicable federal and state requirements.



Signature of Authorized Representative

November 23, 2022

Date





# Transportation

## FY2024 - Section 5339 Bus & Bus Facilities Program

Agency Name	City of Fargo	
Agency Contact	Julie Bommelman 6737	Phone: 701-476-
Unique Entity ID #	070265871	

Section 5339 – The Federal Transit Administration (FTA) Section 5339 (Bus & Bus Facilities Program) is a capital-only program and funds are limited to capital projects to replace, rehabilitate, and purchase buses and bus-related equipment, and to construct or rehab bus-related facilities.

The entire Section 5339 – Bus and Bus Facilities Grants is further explained in FTA Circular 9300.1B, located on the FTA website at [https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Final\\_C\\_9300\\_1\\_Bpub.pdf](https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Final_C_9300_1_Bpub.pdf).

**Please Note:**

- Capital project requests for ADA vehicles will require a minimum of **15% Local Match**. All other capital project requests will require a minimum of **20% Local Match**.
- **Farebox revenue cannot be used as Local Match.**
- Assets purchased with Federal Funds must be maintained and inventoried through a Transit Asset Management (TAM) Program.
- As with most Federal Assistance Programs, 5339 is designed as a reimbursement program. Your agency should be prepared to pay for your expenses upon delivery/acceptance and then request reimbursement from NDDOT.
- If requesting a replacement vehicle, the vehicle listed must have met FTA/NDDOT Useful Life. However, regardless of useful life having been met, federal interest remains until the value of the vehicle or equipment falls below \$5,000.
- If you receive \$750,000 from any federal source, you are required to have a Single Audit per 2 CFR 200 Subpart F.
- Prior to contracting, your agency must have a completed FY 2023 FTA Certifications and Assurances uploaded in BlackCat.
- Prior to contracting, your agency must be active in the System of Award Management (SAM.gov).

- All applications are due **December 30, 2022 12:00pm CDT**. Late and/or incomplete applications may be subject to a penalty percentage reduction of requested amount or may be eliminated from funding consideration.
- The NDDOT Transit Staff is available to provide guidance and answer any questions on the application process. E-mail: [bhanson@nd.gov](mailto:bhanson@nd.gov), [dkarel@nd.gov](mailto:dkarel@nd.gov), or [jsmall@nd.gov](mailto:jsmall@nd.gov).

## GENERAL INFORMATION

1. Provide a detailed description of the transportation services your agency currently provides and any plans for increasing services, expanding service area and increasing ridership. (include days and hours of service, fare structure, total active and spare vehicles in service, type of service being provided, transportation provided to what counties and communities in your service area, etc.).

The City of Fargo provides fixed route transportation services within Fargo and West Fargo, ND, and provides complimentary paratransit services within the entire metro area (the City of Moorhead contracts with the City of Fargo for para services). The ridership on fixed route had been on a steady, upward trend for ridership post-COVID (exceeded 1.2M annually in Fargo and West Fargo only – Moorhead and Dilworth put us past 2M annually), paratransit is approximately 55,000 annually. The City of Fargo is the designated 5307 direct recipient of FTA grants in the area. There is a successful U-Pass and circulator program with North Dakota State University, coordination with several transportation providers in the area, and on-going efforts to evolve the agency and meet changing demands.

Services include fixed route and paratransit – hours of operation are 6:15 am to 11:15 pm M-F and 7:15 am to 11:15 pm Saturday – there is no fixed route service on Sunday, however, paratransit operates 2 vehicles 7:00 am to 5:00 pm. Fares on fixed route are \$1.50 for adults, \$.75 for seniors, people with disabilities, and youth; fares on paratransit are \$3.00. We currently have 31 fixed route vehicles and 15 paratransit vehicles for services – peak VOMS are 25 on fixed route and 14 on paratransit; the spare ratio is tight. We serve Cass County and, through our agreement with the City of Moorhead to provide paratransit, we also serve Clay County. With the growth of the Cities, the demand for transit has grown – the most recent Transit Development Plan identified a need for increased service hours, Sunday fixed route service, realignment of existing routes, and service to various expansion areas. The plan to increase ridership is a multi-faceted marketing approach to include social media, print, radio and community outreach and events, and implementing an employer sponsored bus pass program.

2. Provide a detailed explanation of how and why this request is important to your agency and how it will improve or provide for future service to citizens in the communities/counties you provide service.

These requests are vital to our agency – the vehicles will be utilized in the overall fleet. The replacement and expansion of vehicles will allow the City to grow transit services and options in the area. There are approximately 4000 households that do not have access to an automobile, there are on-going efforts to reduce congestion in the metro area (transit is a logical alternative when 1 bus can take up to 50 cars off the roads), and the college population in the area grows to approximately 20,000 additional people in the metro area during the academic year, placing increased demands on roads/services. Transit contributes by providing public transportation for access to employment, medical, educational and other services for transit dependent and choice transit riders.

The replacement vehicles will keep us on schedule per our TAM and TDP to keep vehicles in a state of good repair and efficiencies. The miscellaneous support equipment (cubicles, paint and replace carpet at MTG) will

also enhance and modernize the transit system and present a 'fresh face' to passengers and other members of the public and staff.

The City of Fargo sincerely appreciates the opportunity to gain access to these capital funds for vehicles, equipment and minor renovations at the Metro Transit Garage (MTG). Existing FTA funds are currently being fully expended for operations and preventative maintenance, state aid is used for operations as well.

3. What percentage of change in ridership has your agency experienced in the since the last application? Provide a brief explanation of the reason for the change in ridership.

Increase

Decrease Increase of approximately 6.6%. We believe the increase is due to people gradually making their ways back on to transit following COVID and the college students have also returned and are utilizing transit more.

## VEHICLE PROJECT REQUESTS

**NOTE: This request MUST first be created as a project in the Black Cat System. Each vehicle must be created as a separate project.**

**There is space provided below to request a replacement or expansion vehicle. If applying for more than one vehicle, please attach additional sheets and create a separate project for each vehicle in the Black Cat Transit Data Management System.**

4. Description of the vehicle you are requesting. (include: Year, Make, ADA qualified, and seating capacity)

Year: 2024

Make/Model: New Flyer

Seating Capacity: 29

Lift/Ramp:  Yes  No

Gas/Diesel/Other: Diesel

5. What type of vehicle are you requesting?

Replacement Vehicle

Expansion Vehicle

6. If requesting a replacement, which vehicle in your fleet are you replacing?

a. Vehicle Information Number (VIN): 5FYH5KU19BB038630

b. Vehicle Year: 2011

c. Make/Model: New Flyer Low Floor

d. Current Mileage: 419,886

e. Vehicle In Service Date: 03/19/2011

f. Vehicle Condition Rating (Adequate, Excellent, Good, Marginal, Poor): Adequate

g. Has this vehicle information been updated in BlackCat Inventory?  Yes  No

7. If requesting an expansion vehicle, list the agency/community/county to be served (include: hours and days of service and estimated ridership).

8. Provide an estimated timeline for the purchase of this vehicle(s). Provide a separate timeline if you are applying for different types of vehicles. **See sample timeline below, add or remove lines as needed.**

Procurement Type (State Bid, Request For Proposal (RFP)/Invitation For Bid (IFB), Quotes): RFP
RFP/IFB/Quotes Issue Date: 08/28/2020
Contract Award/Order Date: 05/05/2022
Order Date: 06/01/2024
Initial Vehicle Deliver Date: 06/01/2025
Final Vehicle Deliver Date (if more than one vehicle): 06/01/2025
Contract Completion: 07/01/2025
Final Payment Submitted to DOT: 07/01/2025
<b>9. Amount requested for vehicle (include the base price plus all options with this request):</b>
Total Vehicle Cost (include federal and local amounts): \$575,000 Federal Funds Requested Amount:\$488,750 Local Match Amount: \$86,250 Source(s) of Local Match: Advertising, vending, enterprise utility capital fund
<b>10. Explain where in your current 3-5 Year Plan this project(s) is specifically stated (list section and page number(s)). Your current plan must be uploaded into BlackCat Resources.</b>
<input checked="" type="checkbox"/> Yes List section and page number(s):TIP Pg 36, Project 4210003 <input type="checkbox"/> No (Applicant must provide an explanation)

Following are suggested price requests for vehicles based on current state bid quotes. Keep in mind if you intend to order vehicles with additional options, prices will vary accordingly. See the State Bid Contracts on the website at <a href="https://apps.nd.gov/csd/spo/services/bidder/listCurrentContracts.htm">https://apps.nd.gov/csd/spo/services/bidder/listCurrentContracts.htm</a>		Estimated Delivery time (in months)
15 Passenger or 12 + 2 Passenger Cutaway/Bus NDDOT Term Contract No. 300	Base Price - \$77,720 - \$99,000 <i>NOTE: Will be re-bid November 2022 – Expect Price Increases.</i>	12 – 24
ADA Transit Med or High Roof Vehicle with Rear or Side Lift NDDOT Term Contract No. 301	Base price - \$67,313 – \$102,677	12 – 24
Frontrunner – Low Floor Vehicle – New England Wheels NDDOT Term Contract No. 381	Base Price - \$145,132 - \$146,607	12 – 24
ADA Low Floor Mini Van NDDOT Term Contract No. 382	Base Price - \$69,900	9 – 12
Low-Floor Paratransit Ramp Buses NDDOT Term Contract No. 383	Base Price - \$96,720 - \$110,000	12 – 24
Hometown View Bus NDDOT Term Contract No.	Base Price - \$156,850 - \$210,080	8 - 12
Trolley – Carriage and Villager NDDOT Term Contract No. 386 & 388	Base Price - \$125,000 - \$219,522	6 – 12
<b>FTA Useful Life Standards</b>		
Mini-Vans/Modified Vans – 3-14 passenger	4 years or 100,000 miles	
Med-Size Light Duty Cutaway – 8-16 passenger	5 years or 150,000 miles	
Med-Size Med Duty Cutaway/Bus – 16-30	7 years or 200,000 miles	

passenger	
Med-Size Heavy Duty Bus – 24-25 passenger	10 years or 350,000 miles
Large Heavy-Duty Bus – 35-40+ passenger	12 years or 500,000 miles

## VEHICLE PROJECT REQUESTS

**NOTE: This request MUST first be created as a project in the Black Cat System. Each vehicle must be created as a separate project.**

**There is space provided below to request a replacement or expansion vehicle. If applying for more than one vehicle, please attach additional sheets and create a separate project for each vehicle in the Black Cat Transit Data Management System.**

4. Description of the vehicle you are requesting. (include: Year, Make, ADA qualified, and seating capacity)

Year: 2024  
 Make/Model: New Flyer  
 Seating Capacity: 29  
 Lift/Ramp:  Yes  No  
 Gas/Diesel/Other: Diesel

5. What type of vehicle are you requesting?

- Replacement Vehicle  
 Expansion Vehicle

6. If requesting a replacement, which vehicle in your fleet are you replacing?

- a. Vehicle Information Number (VIN): 5FYH5KU10BB038631  
 b. Vehicle Year: 2011  
 c. Make/Model: New Flyer Low Floor  
 d. Current Mileage: 387,111  
 e. Vehicle In Service Date: 03/19/2011  
 f. Vehicle Condition Rating (Adequate, Excellent, Good, Marginal, Poor): Adequate  
 g. Has this vehicle information been updated in BlackCat Inventory?  Yes  No

7. If requesting an expansion vehicle, list the agency/community/county to be served (include: hours and days of service and estimated ridership).

8. Provide an estimated timeline for the purchase of this vehicle(s). Provide a separate timeline if you are applying for different types of vehicles. **See sample timeline below, add or remove lines as needed.**

Procurement Type (State Bid, Request For Proposal (RFP)/Invitation For Bid (IFB), Quotes): RFP

RFP/IFB/Quotes Issue Date: 08/28/2020

Contract Award/Order Date: 05/05/2022

Order Date: 06/01/2024

Initial Vehicle Deliver Date: 06/01/2025

Final Vehicle Deliver Date (if more than one vehicle): 06/01/2025

Contract Completion: 07/01/2025

Final Payment Submitted to DOT: 07/01/2025

9. Amount requested for vehicle (include the base price plus all options with this request):

Total Vehicle Cost (include federal and local amounts): \$575,000  
 Federal Funds Requested Amount:\$488,750  
 Local Match Amount: \$86,250  
 Source(s) of Local Match: Advertising, vending, enterprise utility capital fund

10. Explain where in your current 3-5 Year Plan this project(s) is specifically stated (list section and page number(s)). Your current plan must be uploaded into BlackCat Resources.

Yes List section and page number(s):TIP Pg 36, Project 4210003  
 No (Applicant must provide an explanation)

Following are suggested price requests for vehicles based on current state bid quotes. Keep in mind if you intend to order vehicles with additional options, prices will vary accordingly. See the State Bid Contracts on the website at <a href="https://apps.nd.gov/csd/spo/services/bidder/listCurrentContracts.htm">https://apps.nd.gov/csd/spo/services/bidder/listCurrentContracts.htm</a>		Estimated Delivery time (in months)
15 Passenger or 12 + 2 Passenger Cutaway/Bus NDDOT Term Contract No. 300	Base Price - \$77,720 - \$99,000 <i>NOTE: Will be re-bid November 2022 – Expect Price Increases.</i>	12 – 24
ADA Transit Med or High Roof Vehicle with Rear or Side Lift NDDOT Term Contract No. 301	Base price - \$67,313 – \$102,677	12 – 24
Frontrunner – Low Floor Vehicle – New England Wheels NDDOT Term Contract No. 381	Base Price - \$145,132 - \$146,607	12 – 24
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Hometown View Bus NDDOT Term Contract No.	Base Price - \$156,850 - \$210,080	8 - 12
Trolley – Carriage and Villager NDDOT Term Contract No. 386 & 388	Base Price - \$125,000 - \$219,522	6 – 12

FTA Useful Life Standards	
Mini-Vans/Modified Vans – 3-14 passenger	4 years or 100,000 miles
Med-Size Light Duty Cutaway – 8-16 passenger	5 years or 150,000 miles
Med-Size Med Duty Cutaway/Bus – 16-30 passenger	7 years or 200,000 miles
Med-Size Heavy Duty Bus – 24-25 passenger	10 years or 350,000 miles
Large Heavy-Duty Bus – 35-40+ passenger	12 years or 500,000 miles

## VEHICLE PROJECT REQUESTS

**NOTE: This request MUST first be created as a project in the Black Cat System. Each vehicle must be created as a separate project.**

**There is space provided below to request a replacement or expansion vehicle. If applying for more than one vehicle, please attach additional sheets and create a separate project for each vehicle in the Black Cat Transit Data Management System.**

4. Description of the vehicle you are requesting. (include: Year, Make, ADA qualified, and seating capacity)

Year: 2024

Make/Model: Ford E450

Seating Capacity: 10

Lift/Ramp:  Yes  No

Gas/Diesel/Other: Gas

5. What type of vehicle are you requesting?

Replacement Vehicle

Expansion Vehicle

6. If requesting a replacement, which vehicle in your fleet are you replacing?

a. Vehicle Information Number (VIN): 1FDFE4FS0HDC51435

b. Vehicle Year: 2017

c. Make/Model: Ford E450

d. Current Mileage: 133,770

e. Vehicle In Service Date: 11/06/2017

f. Vehicle Condition Rating (Adequate, Excellent, Good, Marginal, Poor): Adequate

g. Has this vehicle information been updated in BlackCat Inventory?  Yes  No

7. If requesting an expansion vehicle, list the agency/community/county to be served (include: hours and days of service and estimated ridership).

8. Provide an estimated timeline for the purchase of this vehicle(s). Provide a separate timeline if you are applying for different types of vehicles. **See sample timeline below, add or remove lines as needed.**

Procurement Type (State Bid, Request For Proposal (RFP)/Invitation For Bid (IFB), Quotes): State Bid

RFP/IFB/Quotes Issue Date:

Contract Award/Order Date: 10/31/2022

Order Date: 07/01/2023

Initial Vehicle Deliver Date: 07/01/2025

Final Vehicle Deliver Date (if more than one vehicle): 07/01/2025

Contract Completion: 08/01/2025

Final Payment Submitted to DOT: 08/01/2025

9. Amount requested for vehicle (include the base price plus all options with this request):

Total Vehicle Cost (include federal and local amounts): \$575,000  
 Federal Funds Requested Amount:\$488,750  
 Local Match Amount: \$86,250  
 Source(s) of Local Match: Advertising, vending, enterprise utility capital fund

10. Explain where in your current 3-5 Year Plan this project(s) is specifically stated (list section and page number(s)). Your current plan must be uploaded into BlackCat Resources.

Yes List section and page number(s):TIP Pg 36, Project 4230013  
 No (Applicant must provide an explanation)

Following are suggested price requests for vehicles based on current state bid quotes. Keep in mind if you intend to order vehicles with additional options, prices will vary accordingly. See the State Bid Contracts on the website at <a href="https://apps.nd.gov/csd/spo/services/bidder/listCurrentContracts.htm">https://apps.nd.gov/csd/spo/services/bidder/listCurrentContracts.htm</a>		Estimated Delivery time (in months)
15 Passenger or 12 + 2 Passenger Cutaway/Bus NDDOT Term Contract No. 300	Base Price - \$77,720 - \$99,000 <i>NOTE: Will be re-bid November 2022 – Expect Price Increases.</i>	12 – 24
ADA Transit Med or High Roof Vehicle with Rear or Side Lift NDDOT Term Contract No. 301	Base price - \$67,313 – \$102,677	12 – 24
Frontrunner – Low Floor Vehicle – New England Wheels NDDOT Term Contract No. 381	Base Price - \$145,132 - \$146,607	12 – 24
ADA Low Floor Mini Van NDDOT Term Contract No. 382	Base Price - \$69,900	9 – 12
Low-Floor Paratransit Ramp Buses NDDOT Term Contract No. 383	Base Price - \$96,720 - \$110,000	12 – 24
Hometown View Bus NDDOT Term Contract No.	Base Price - \$156,850 - \$210,080	8 - 12
Trolley – Carriage and Villager NDDOT Term Contract No. 386 & 388	Base Price - \$125,000 - \$219,522	6 – 12

FTA Useful Life Standards	
Mini-Vans/Modified Vans – 3-14 passenger	4 years or 100,000 miles
Med-Size Light Duty Cutaway – 8-16 passenger	5 years or 150,000 miles
Med-Size Med Duty Cutaway/Bus – 16-30 passenger	7 years or 200,000 miles
Med-Size Heavy Duty Bus – 24-25 passenger	10 years or 350,000 miles
Large Heavy-Duty Bus – 35-40+ passenger	12 years or 500,000 miles

## VEHICLE PROJECT REQUESTS

**NOTE: This request MUST first be created as a project in the Black Cat System. Each vehicle must be created as a separate project.**

**There is space provided below to request a replacement or expansion vehicle. If applying for**



**more than one vehicle, please attach additional sheets and create a separate project for each vehicle in the Black Cat Transit Data Management System.**

4. Description of the vehicle you are requesting. (include: Year, Make, ADA qualified, and seating capacity)

Year: 2024  
Make/Model: Ford E450  
Seating Capacity: 10  
Lift/Ramp:  Yes  No  
Gas/Diesel/Other: Gas

5. What type of vehicle are you requesting?

- Replacement Vehicle  
 Expansion Vehicle

6. If requesting a replacement, which vehicle in your fleet are you replacing?

- a. Vehicle Information Number (VIN): 1FDFE4FS1HDC51427  
b. Vehicle Year: 2017  
c. Make/Model: Ford E450  
d. Current Mileage: 83,956  
e. Vehicle In Service Date: 10/16/2017  
f. Vehicle Condition Rating (Adequate, Excellent, Good, Marginal, Poor): Good  
g. Has this vehicle information been updated in BlackCat Inventory?  Yes  No

7. If requesting an expansion vehicle, list the agency/community/county to be served (include: hours and days of service and estimated ridership).

8. Provide an estimated timeline for the purchase of this vehicle(s). Provide a separate timeline if you are applying for different types of vehicles. **See sample timeline below, add or remove lines as needed.**

Procurement Type (State Bid, Request For Proposal (RFP)/Invitation For Bid (IFB), Quotes): State Bid

RFP/IFB/Quotes Issue Date:

Contract Award/Order Date: 10/31/2022

Order Date: 07/01/2023

Initial Vehicle Deliver Date: 07/01/2025

Final Vehicle Deliver Date (if more than one vehicle): 07/01/2025

Contract Completion: 08/01/2025

Final Payment Submitted to DOT: 08/01/2025

9. Amount requested for vehicle (include the base price plus all options with this request):

Total Vehicle Cost (include federal and local amounts): \$575,000  
Federal Funds Requested Amount: \$488,750  
Local Match Amount: \$86,250  
Source(s) of Local Match: Advertising, vending, enterprise utility capital fund

10. Explain where in your current 3-5 Year Plan this project(s) is specifically stated (list section and page number(s)). Your current plan must be uploaded into BlackCat Resources.

- Yes List section and page number(s): TIP Pg 36, Project 4230013  
 No (Applicant must provide an explanation)

Following are suggested price requests for vehicles based on current state bid quotes. Keep in mind if you intend to order vehicles with additional options, prices will vary accordingly. See the State Bid Contracts on the website at <a href="https://apps.nd.gov/csd/spo/services/bidder/listCurrentContracts.htm">https://apps.nd.gov/csd/spo/services/bidder/listCurrentContracts.htm</a>		Estimated Delivery time (in months)
15 Passenger or 12 + 2 Passenger Cutaway/Bus NDDOT Term Contract No. 300	Base Price - \$77,720 - \$99,000 <i>NOTE: Will be re-bid November 2022 – Expect Price Increases.</i>	12 – 24
ADA Transit Med or High Roof Vehicle with Rear or Side Lift NDDOT Term Contract No. 301	Base price - \$67,313 – \$102,677	12 – 24
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FTA Useful Life Standards		
Mini-Vans/Modified Vans – 3-14 passenger	4 years or 100,000 miles	
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Med-Size Med Duty Cutaway/Bus – 16-30 passenger	7 years or 200,000 miles	
Med-Size Heavy Duty Bus – 24-25 passenger	10 years or 350,000 miles	
Large Heavy-Duty Bus – 35-40+ passenger	12 years or 500,000 miles	

## TRANSIT FACILITY PROJECT

**NOTE: This request MUST first be created as a project in the Black Cat Transit Data Management System.**

### REHABILITATION/RENOVATION OF A TRANSIT FACILITY

11. Do you currently have a transit facility?

- Yes     No

12. If yes, provide information on the current facility.

Federally Funded:  Yes  No  Other

Year Constructed: 1984

Square Footage: 8200 – this is the square feet of the building but does not include the bus deck

Parking spots: 4 on the bus deck, approximately 200 in underground parking beneath bus deck

Has this facility been renovated in the past?  Yes  No If Yes - Describe The majority of this facility was renovated between 2019-2021, however the remaining portion of the bus deck needing repairs was last renovated in 2009.

13. Give a detailed description and justification of the proposed project. Include the need for rehabilitation, improvements, or remodeling, necessary repair work, cost estimates, temporary or permanent repair, and other details that you deem relevant to assist NDDOT in making a project determination.

This remaining portion of the renovation is for the undone strip of the bus deck (approximately 3200 square feet). This is the last portion of the bus deck requiring we grind off the existing concrete and refurbish the overlay. This work is performed approximately every 5 years to keep the bus deck, which has an underground parking facility beneath it, viable. Wear and tear on the deck occurs daily as buses come and go every 15 minutes throughout the year – weather also plays a role in the overall deterioration of the bus deck. The wear and tear can create problems with the expansion joints, degrading the integrity of the bus deck. Cracks will also be repaired with the overlay. With the underground parking facility located beneath the bus deck, so reinforcement and proper maintenance of the deck are critical. Repairs were last made to the deck was in 2009.

14. Provide an estimated timeline for the project (s). Provide a separate timeline for each project you are applying for. See sample timeline below, add or remove lines as needed.

Request for Proposal (RFP)/Invitation for Bid (IFB) Issue Date: we are planning to utilize KLJ with contract amendment

Project Start Date: following grant award, anticipate August 2023

Contract Completion Date: November 2023

Final Payment Submitted to DOT: December 2023

15. Has your Agency completed the FTA Region 8 Categorical Exclusion Worksheet for this project? The worksheet and instructions can be found in BlackCat Global Resources or on NDDOT Transit website under Procurement at <https://www.dot.nd.gov/divisions/localgov/transit-operator-portal.htm>

Yes (Applicant must complete and attach the worksheet)

No (Applicant must provide an explanation)

16. Has your agency completed and attached an Equity Analysis for this renovation? NOTE: An Equity Analysis must occur before the preferred site is selected.

Yes

No (Applicant must provide an explanation) There is no site to select, the site for the project is the same as the previous renovation work, this is just finalizing the outstanding portion of the original project.

17. Your agency will be **required** to interview and hire an architect/consultant to design the plans and specifications and manage the bidding and construction of this building to meet FTA and NDDOT standards and requirements. Provide the dollar amount are you requesting.

Total Cost (include federal and local amounts): \$1,000,000 (this estimate includes architectural fees)  
Federal Funds Requested:\$800,000

Local Match Amount: \$200,000

Source(s) of Local Match: Advertising, vending, enterprise utility capital fund

18. An Independent Cost Estimate (ICE) is required to show that the price is fair and reasonable? Explain your process for completing the ICE.

We based the estimate on a memo from KLJ, Inc. where they outlined remaining/outstanding improvements in July 2021 (we estimated an inflationary amount on top of what they estimated)

19. Are you proposing to use the value of land as match, in whole or part, for your project? If yes, please indicate whether this is an appraised value or estimate. Only the portion of land required for the project may be considered in this valuation.

- Yes  
 No  
 Appraised Value  Estimate Value

20. Does the appraised value or estimate cover your entire match? If not, Identify other sources of local match for this project.

21. Has your agency held public meetings about this project? If yes, when and did the community support this project? Include documentation of all public meetings (agendas, advertisements, meeting minutes, comments, and list of attendees)

- Yes, and documents are attached. Meeting dates:  
 No (Applicant must provide an explanation) This is the last remaining item of the overall project which did include all the community engagement.

22. Does your agency have a written Facility Maintenance Plan? Explain the procedures to ensure facility & equipment is inspected and maintained per manufacturer's warranty instructions on a regular scheduled basis as described in your Facility Maintenance and TAM Plans.

- Yes  
 No (Applicant must provide an explanation)

23. Are your facility and any maintenance records recorded in your TAM maintenance program as required by NDDOT? If No, please explain.

- Yes  
 No (Applicant must provide an explanation)

24. What is the condition (1(Poor) – 5 (Excellent) rating scale assessment) rating of your current facility?

4 - Good

25. Total project cost?

Total Cost (include federal and local amounts): \$1,000,000

Federal Funds Requested:\$800,000

Local Match Amount: \$200,000

Source(s) of Local Match: Advertising, vending, enterprise utility capital fund

26. Explain where in your current 3-5 Year Plan this project(s) is specifically stated (list section and page number(s)). Your current plan must be uploaded into BlackCat Resources.

- Yes List section and page number(s):TIP, page 36, Project #4230012  
 No (Applicant must provide an explanation)

## EQUIPMENT & MISCELLANEOUS CAPITAL PROJECTS

Fill in the requested information below regarding your Equipment and Miscellaneous Capital Project(s). These projects must directly relate to your transportation program. Any equipment purchased with these funds must be required for, and used for, public transportation.

**NOTE: This request MUST first be created as a project in the Black Cat Transit Data Management System. If applying for more than one project, please attach additional sheets and create a separate project for each individual project.**

50. Describe your proposed project(s) in detail.

Description: Purchase paratransit and fixed route AVL/AVA software/hardware  
 Quantity: 1  
 Purpose: Replace RouteMatch on paratransit and fixed route

51. How does this project(s) enhance your transportation program?

It is critical to have software and hardware for paratransit (booking rides, tracking statistics, routing vehicles) and fixed route (tracking statistics, vehicle announcements, vehicle routing).

52. Have you completed an Independent Cost Estimate document to show that the price is fair and reasonable? Provide this documentation.

- Yes  
 No (Applicant must provide an explanation)

53. Is an ITS Project/Architecture Checklist required for this project? Review (23 CFR 940.13), see SFN 60212 located in the BlackCat Global Resources.

- Yes  
 No (Applicant must provide an explanation) I don't think it is required for this project.

54. Has the NDDOT ITS Project/Architecture Checklist been completed and submitted with this application for review?

- Yes  
 No (Applicant must provide an explanation) I don't think it is required for this project.

55. Provide an estimated timeline for the purchase of this equipment. Provide a separate timeline if you are applying for different types of equipment. **See sample timeline below, add or remove lines as needed.**

Procurement Type (State Bid, Request For Proposal (RFP)/Invitation For Bid (IFB), Quotes): State Bid

RFP/IFB/Quotes Issue Date: our understanding is the State Procurement office is working on this and will be issuing a RFP soon – we will be utilizing that procurement

Contract Award Date:

Order Date:

Deliver/Installation/Project Completion Date:

Final Payment Submitted to DOT:

56. Total project cost?

Total Cost (include federal and local amounts): \$700,000

Federal Funds Requested Amount:\$560,000

Local Match Amount: \$140,000

Source(s) of Local Match: Advertising, vending, enterprise utility capital fund

57. Explain where in your current 3-5 Year plan this project(s) is specifically stated (list section and page number(s)). Your current plan must be uploaded into BlackCat Resources.

Yes List section and page number(s):TIP, page 36, project #423006 & 423007 (please note, these purchase costs will be shared with the City of Moorhead so only Fargo's share is being requested)

No (Applicant must provide an explanation)

## EQUIPMENT & MISCELLANEOUS CAPITAL PROJECTS

Fill in the requested information below regarding your Equipment and Miscellaneous Capital Project(s). These projects must directly relate to your transportation program. Any equipment purchased with these funds must be required for, and used for, public transportation.

**NOTE: This request MUST first be created as a project in the Black Cat Transit Data Management System. If applying for more than one project, please attach additional sheets and create a separate project for each individual project.**

50. Describe your proposed project(s) in detail.

Description: Replace ToolCat with Skid Steer (originally we were going to purchase another ToolCat, but have decided a skid steer would be more in accordance with our needs)

Quantity: 1

Purpose: A Skid Steer is a small, versatile, and maneuverable machine perfect for smaller jobs in and around the Metro Transit Garage and the Ground Transportation Center. The Skid Steer would be equipped with a bucket and used for lifting and moving heavy materials and clearing snow.

51. How does this project(s) enhance your transportation program?

This will allow us to be able to assist with snow removal at any time of the day or night, and also allow us to move heavier equipment around in our facilities which is an every day requirement, this will aid in preventing any physical injuries for our staff

52. Have you completed an Independent Cost Estimate document to show that the price is fair and reasonable? Provide this documentation.

Yes

No (Applicant must provide an explanation)

53. Is an ITS Project/Architecture Checklist required for this project? Review (23 CFR 940.13), see SFN 60212 located in the BlackCat Global Resources.

Yes

No (Applicant must provide an explanation) I don't think it is required for this project.

54. Has the NDDOT ITS Project/Architecture Checklist been completed and submitted with this application for review?

Yes

No (Applicant must provide an explanation) I don't think it is required for this project.

55. Provide an estimated timeline for the purchase of this equipment. Provide a separate timeline if you are applying for different types of equipment. **See sample timeline below, add or remove lines as needed.**

Procurement Type (State Bid, Request For Proposal (RFP)/Invitation For Bid (IFB), Quotes): Quotes  
 RFP/IFB/Quotes Issue Date: Quotes will be obtained upon approval and receipt of the grant funds

56. Total project cost?

Total Cost (include federal and local amounts): \$64,000  
 Federal Funds Requested Amount:\$51,200  
 Local Match Amount: \$12,800  
 Source(s) of Local Match: Advertising, vending, enterprise utility capital fund

57. Explain where in your current 3-5 Year plan this project(s) is specifically stated (list section and page number(s)). Your current plan must be uploaded into BlackCat Resources.

- Yes List section and page number(s):TIP, page 36, project #4230008 (please note, this purchase cost will be shared with the City of Moorhead so only Fargo's share is being requested)
- No (Applicant must provide an explanation)

## Local Match & Total Funding Request

In the table below, list requested projects by priority, and specify in detail the sources and dollar amounts of Local Match funding (State Aid, Mill Levy, Other Directly Generated Funds, etc.) that are available to be used towards each vehicle project.

**Local match listed here cannot be already targeted as match for a FY2024 5310 or 5311 applications.**

**Farebox revenue cannot be used as Local Match.**

**Documentation of sources of Local Match (including State Aid) MUST be attached or it will not be considered.** Documentation must include a financial obligation amount. This amount may be an estimation or record of the previous amount provided to the transit agency and requires a signature of the organization providing the local share. Without a financial amount and required signature, such local amounts won't be considered as supporting match. Federal funds will only be awarded if sufficient match is provided.

**This project ranking should match your prioritization in BlackCat (add additional lines as needed).**

Ranking	Project	Federal Dollars Requested	Local Match Needed	Sources of Local Match
1	Replace 35-foot Fixed	\$488,750	\$86,250	Advertising, vending,

	Route Bus			enterprise utility capital fund
2	Replace 35-foot Fixed Route Bus	\$488,750	\$86,250	Advertising, vending, enterprise utility capital fund
3	Replace <30-foot Para Bus	\$123,250	\$21,750	Advertising, vending, enterprise utility capital fund
4	Replace <30-foot Para Bus	\$123,250	\$21,750	Advertising, vending, enterprise utility capital fund
5	Finalize Renovation of GTC Bus Deck	\$800,000	\$200,000	Advertising, vending, enterprise utility capital fund
6	Replace RouteMatch Software and Hardware on Fixed Rt and Para	\$560,000	\$140,000	Advertising, vending, enterprise utility capital fund
7	Replace Service Vehicle (Toolcat/Skid Steer)	\$51,200	\$12,800	Advertising, vending, enterprise utility capital fund
	<b>TOTAL</b>	<b>\$2,635,200</b>	<b>\$568,800</b>	



## Application Checklist and Signature Page

This checklist is included for your review and completion prior to submittal of your application to ensure your submission includes all required documents. Please upload the required documents in your agency's BlackCat Transit Data Management System.

Section 5339 Applicants must submit the following (check when complete):	
	Completed 5339 Application;
	Document(s) showing sources of local match funds – Signed letters from source(s) of local match, FY2023 State Aid Contract or award letter, mill levy, city funds, etc.;
	Update <u>vehicle/facility/equipment</u> information, mileage, condition, etc. in BlackCat Inventory;
	Certify and upload a current Authorizing Resolution form (only complete if there has been a change to your agencies signing authority since the last application);
	Upload your annual registration from the System for Award Management (SAM.gov)
	Complete and include the FTA Categorical Exclusion Worksheet (if applicable);
	Update Transit Board Members information in BlackCat;
	Complete and include the NDDOT ITS Architecture Checklist Systems Engineering Compliance (SFN 60212), (if applicable);
	Update any complete Preliminary Assessment/Application for Capital Assistance forms(s) (if applicable);
	The following documents MUST be current and uploaded into BlackCat Resources: 3-5 Year Plan, Title VI Plan, Drug & Alcohol Plan, Cost Allocation Plan, Cognizant Agency Letter (if applicable), and TAM Plan.

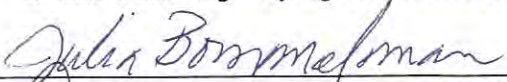
I hereby certify that as a person authorized to sign for  
City of Fargo

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### Transit Agency Name

That I have reviewed the application submitted and to the best of my knowledge all statements and representations made are true and correct. I also hereby certify:

1. Adequate funds will be available to provide the required local match and to operate the project; and
2. Sufficient managerial and fiscal resources exist to implement and manage the grant as outlined in this application; and
3. The project items purchased under this grant shall be maintained in accordance with the detailed maintenance schedules as stipulated by the manufacturer; and
4. The transit agency agrees to meet the applicable federal and state requirements.

  
\_\_\_\_\_  
**Signature of Authorized Representative**

11. 24. 22  
\_\_\_\_\_  
**Date**



**To:** Transportation Technical Committee  
**From:** Adam Altenburg, AICP  
**Date:** December 1, 2022  
**Re:** **Electric Vehicle Readiness Study**

Metro COG has drafted an RFP for an electric vehicle (EV) readiness study for the Fargo-Moorhead metropolitan area. It is envisioned that this study will provide local jurisdictions with public understanding of EV feasibility and benefits, assist in identifying current and potential barriers to EV adoption, and inform cities, counties, and other planning partners on infrastructure-related best practices to meet current and future EV needs of the metropolitan area. This is similar in scope to plans developed by cities and regional areas throughout the United States, which take an impartial look at EV trends and how best communities should lay the groundwork to become EV-ready. This study will also tie into recent National Electric Vehicle Infrastructure (NEVI) plans completed by NDDOT and MnDOT, including goals, strategies, and key takeaways identified in each plan.

If TTC members have any specific questions about this study or would like to review the draft scope of work, please contact either Cindy or me. We will bring the RFP forward for consideration by the TTC and Policy Board in either January or February. In the meantime, we hope to gain a better understanding of how local and regional electric utility providers view the role of local governments in preparing for and supporting a transition to EVs making up a larger and larger percentage of vehicles.

**Requested Action: None**

**To:** Transportation Technical Committee  
**From:** Paul Bervik, Assistant Transportation Planner  
**Date:** December 2, 2022  
**Re:** **2023-2026 Transportation Improvement Program (TIP) Amendment #2**

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) will hold a virtual public meeting via Zoom Video Communications on Thursday, December 15, 2022 at 4:00 p.m. to consider public comments regarding a proposed amendment to the 2023-2026 Transportation Improvement Program (TIP) for the FM Metropolitan Area. The proposed amendment to the 2023-2026 TIP reflects a modified federally funded project within the Metropolitan Planning Area (MPA).

A public notice was published in The Forum of Fargo-Moorhead on Wednesday, November 30, 2022, which advertised the public meeting, detailed how to request more information, and provided information on how to make public comment regarding the proposed amendment. The public notice advertised that public comments will be accepted until 12:00 p.m. (noon) on Thursday, December 15, 2022. As of the writing of this memo, no written comments have been received.

The proposed amendment to the 2023-2026 TIP is as follows:

1. **Modification of Project 9200031:** NDDOT is rehabilitating the 25<sup>th</sup> Street I-94 interchange (2023). The project cost increased by 132%.
2. **Modification of Project 9221006:** NDDOT will be repairing a slide along Main Avenue in West Fargo (2023). The project year was shifted from 2024.
3. **Modification of Project 9231005:** NDDOT will be reconstructing the 1-94 interchange at Lynchburg. (2024) The project year shifted from 2025.
4. **Modification of Project 9231005:** Moorhead Transit will be purchasing a new utility vehicle (2023). The project description is being modified.
5. **New Project 4232020:** City of Fargo construction of new shared use path along the Red River between 35<sup>th</sup> Avenue South and 40<sup>th</sup> Avenue South (2024). This is for the federal funding in fiscal year 2024 for 4232021.
6. **New Project 4232021:** City of Fargo construction of new shared use path along the Red River between 35<sup>th</sup> Avenue South and 40<sup>th</sup> Avenue South (2025). This is for the federal funding in fiscal year 2025 for 4232020 and the local portion.
7. **New Project 4232022:** City of Fargo construction of a shared use path and drain crossing on Drain 27. This project will connect two existing trail networks (2025).
8. **New Project 7232023:** City of Horace construction of a shared use path along the east side of Country Road 17. (2024).

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

**Requested Action: Recommend approval of Amendment #2 of the Metro COG 2023-2026 Transportation Improvement Program (TIP) to the Policy Board.**

Lead Agency	Metro COG ID State Number	Project Year	Project Location	Length	Project Limits From To		Project Description	Improvement Type	Total Project Cost	Federal Revenue Source	Other Revenue Source	Revenue
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Amendment 2 - 2023-2026 Metro COG TIP

NDDOT	9200031 22631	2023	I-94E	1.0	I-29	25th St Interchange	Portland Concrete Cement Pave, Ramp Connection, Ramp Revisions, Widening	Rehabilitation	\$3,283,500 <del>\$1,416,000</del>	IM	State	\$2,955,150 <del>\$1,274,000</del> \$328,350 <del>\$142,000</del>
NDDOT	9221006 23288	2023 <del>2024</del>	Main Ave/US 10	Near the Sheyenne River			Slide Repair	Rehabilitation	\$5,001,000	NHS-U	State Local	\$4,047,000 \$454,000 \$500,000
NDDOT	9231005 23808	2024 <del>2025</del>	I-94 bidge repair at Lynchburg Interchange				3 WEST OF ND 18; STRUC REPLACE,APPR SLAB REP,GUARDRAIL	Reconstruction	\$ 5,200,000.00	IM	State Local	\$4,680,000 \$520,000 \$0
Moorhead Transit	5200008 TRF-0034-23D	2023	Transit				Sect 5307: City of Moorhead Support Equipment/Facility Equipment (utility vehicle) (split cost of \$96,000 with 1/3 coming from Moorhead and 2/3 coming from Fargo)  <del>Sect 5307: City of Moorhead Support Equipment/Facility Equipment (Tool Cat) (split cost of \$96,000 with 1/3 coming from Moorhead and 2/3 coming from Fargo)</del>	Transit Capital	\$ 32,000.00	FTA 5307	Local	\$25,600 \$6,400

The following are new projects.

City of Fargo	4232020	2024	Red River Trail	0.8	35th Ave S	40th Ave S	Construction of new shared use path along the Red River between 35th Ave S and 40th Ave S. Connected to 4232021.	Bike/Ped	\$352,649	TA		\$352,649
City of Fargo	4232021	2025	Red River Trail	0.8	35th Ave S	40th Ave S	Construction of new shared use path along the Red River between 35th Ave S and 40th Ave S. Connected to 4232020.	Bike/Ped	\$739,941	TA	Local FY 2024 TA	\$144,134 \$124,195 \$352,649
City of Fargo	4232022	2025	Drain 27 Crossing	0.2			Construction for new shared use path and crossing connecting two existing trail networks at Drain 27.	Bike/Ped	\$875,045	TA	Local	\$700,036 \$175,009
City of Horace	7232023	2024	County Road 17	0.5	3rd Ave N	81st Ave S	Construction for new shared use path along east side of County Road 17.	Bike/Ped	\$590,140	TA	Local	\$472,112 \$118,028

**MEMO TO:** Ronald J. Henke  
Director

**FROM:** Wayne A. Zacher, P.E.

**DATE:** 12/06/2022

**SUBJECT:** 38221622: Fargo-Moorhead Metro COG 2023-2024 UPWP Contract

This is the two-year contract between NDDOT and Fargo-Moorhead Metropolitan Council of Governments. This contract coincides with the COG's two-year Unified Planning Work Program.

This is a standard contract; no one-time changes were necessary.

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

Contract Routing:

Stacey Hanson;

Paul Benning;

Shannon Sauer;

Cindy Gray, MPO Executive Director;

MPO Policy Board Chairperson,

MPO Witness;

Wayne Zacher;

Clint Morgenstern;

NDDOT DDE, DDP, or Director???

Stacey Hanson

**North Dakota Department of Transportation  
METROPOLITAN PLANNING ORGANIZATION AGREEMENT**

**Federal Award Information – to be provided by NDDOT**

CFDA No.: 20.205, 20.505

CFDA Title: Highway Planning & Construction, Metropolitan Transportation Planning & State & Non-Metropolitan Planning & Research

Award Name: Federal-Aid Highway Program

Awarding Federal Agency: Federal Highway Administration (FHWA), Federal Transit Administration (FTA)

Pass-through entity: North Dakota Department of Transportation (NDDOT)

NDDOT Program Mgr.: Zacher, Wayne A. Telephone: 701-328-4828

Subrecipient/LPA Name:

Subrecipient DUNS No.:

Federal Award Identification No. (FAIN):

Federal Award Date:

Subaward Period of Performance Start & End Date:

Subaward Budget Period Start & End Date:

Amount of Federal Funds Obligated by this action: \$

Total Amount of Federal Funds Obligated: \$

Total Federal Award: \$

Federal Award Project Description:

Research and Development Activities:

Indirect Cost Rate (ICAP):

**Notice to Subrecipients: Federal awards may have specific compliance requirements. If you are not aware of the specific requirements for your award, please contact your NDDOT Program Manager.**

**Entity: Fargo-Moorhead Metropolitan Council of Governments  
Description: Unified Planning Work Program  
Duration: 2023-2024**

This agreement is entered into by and between the State of North Dakota, acting through its Director of Transportation, hereinafter referred to as NDDOT, whose address is 608 East Boulevard Avenue, Bismarck, North Dakota 58505-0700, and Fargo-Moorhead Metropolitan Council of Governments, hereinafter referred to as the Contractor, whose address is Case Plaza Suite 232, One Second Street North, Fargo, North Dakota, 58102.

WHEREAS, Federal Law 23 U.S.C., Section 104, has provided Section 5303 and Section 5304 Federal Transit Administration (FTA) and PL Federal Highway Administration (FHWA) funding hereinafter referred to as Consolidated Planning Grant (CPG) funds, for the purpose of transportation planning in urbanized areas to be administered by NDDOT, and

WHEREAS, the Contractor has been designated by the Governor of North Dakota as an eligible recipient of CPG funds, and

WHEREAS, the Contractor has prepared and approved a Unified Planning Work Program (UPWP) in accordance with the guidelines set forth by the FHWA and FTA for utilization of available CPG funds.

NOW, THEREFORE, in consideration of the mutual covenants herein set forth, NDDOT and the Contractor agree as follows:

Scope of Work: The Contractor shall perform those tasks and activities as outlined in the Contractor's UPWP and approved by NDDOT, FHWA, and FTA, a copy of which is attached hereto and made a part hereof. The Contractor shall follow NDDOT policies and procedures, as outlined in the NDDOT Local Government Manual, in the completion of the Contractor's UPWP.

Period of Performance: The period of performance will be from January 1, 2023 to December 31, 2024. NDDOT will notify the Contractor of the commencement date by letter.

Costs: NDDOT shall reimburse the Contractor 80 percent of all eligible costs as presented in the budget section of the UPWP, up to the maximum amount stated. The Contractor shall provide the remaining 20 percent and all cost overruns from non-federal funds. Budget transfers among cost categories shall comply with 2 CFR 200. The Contractor shall provide monthly billing to NDDOT. To be eligible, costs must be limited to those costs that are allowed under federal regulations (2 CFR 200), and must be submitted within 60 days of the termination of this agreement. Reimbursement will be predicated on availability of federal funds.

Payments: The Contractor will make all contract payments. No costs will be incurred by NDDOT for this project. NDDOT will reimburse the Contractor for the federal aid eligible amount. Payment will be made upon receipt of the Contractor's request for reimbursement.

Terms Extending Beyond Biennium: Payments by NDDOT beyond the current state biennium shall be contingent on sufficient funds being appropriated by the federal government for NDDOT. In the event of insufficient appropriations, NDDOT may give a minimum of 30 days' notice to terminate this agreement/contract and have no further obligation to the Contractor.

Records: The Contractor shall maintain all accounting and project records NDDOT may require. Such records shall be made available to NDDOT and the federal government for inspection and audit during the agreement term and for three years after the closure of the consolidated planning grant, unless any litigation, claim, or audit is started before the expiration of the three years, in which case the records shall be retained until such action is satisfied.

Records Inspection: NDDOT, FHWA and FTA shall at all times during the agreement and for three years after closure of the consolidated planning grant be permitted to inspect the work and have access to all books, records, correspondence, instructions, receipts, vouchers, and memorandum pertaining to the work hereunder and copies thereof shall be furnished when requested.

Subcontracting: The Contractor shall not assign any portion of the work under this agreement, execute any contract, or obligate itself in any manner with a third party with respect to its rights and responsibilities to this agreement without written consent of NDDOT. Any agreement with a subcontractor does not create a contractual relationship between the NDDOT and the subcontractor.

Assignments: The Contractor shall not assign nor transfer the Contractor's interests or duties under this agreement without the express written consent of the state.

Procurement - Property Management: The Contractor shall adhere to 2 CFR 200 when procuring services, supplies, or equipment, which are incorporated into this agreement by reference and are available from NDDOT.

Termination:

- a. This contract may be terminated by mutual consent of both parties, or by either party upon 30 days' notice, in writing, and delivered by certified mail or in person.
- b. In addition, NDDOT may terminate this contract effective upon delivery of written notice to the Contractor, or at such later date as may be established by NDDOT, under any of the following conditions:
  - i. If NDDOT funding from federal, state, or other sources is not obtained and continued at levels sufficient to allow for purchase of the indicated quantity of services. The contract may be modified by agreement of the parties in writing to accommodate a reduction in funds.
  - ii. If federal or state regulations or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or



appropriate for purchase under this contract or are no longer eligible for the funding proposed for payments authorized by this contract;

- iii. If any license or certificate required by law or regulation to be held by the Contractor to provide the services required by this contract is for any reason denied, revoked, or not renewed;

Any such termination of this contract under (i), (ii), or (iii), above, shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.

- a. NDDOT, by written notice to the Contractor, may terminate the whole or any part of this agreement:
  - i. If the Contractor fails to provide services called for by this contract within the time specified herein or any extension thereof; or
  - ii. If the Contractor fails to perform any of the other provisions of this contract, or so fails to pursue the work as to endanger performance of this contract in accordance with its terms, and after receipt of written notice from NDDOT, fails to correct such failures within ten days or such longer period as NDDOT may authorize.

Amendments: The terms of this agreement shall not be waived, altered, modified, supplemented, or amended, in any manner whatsoever, except by written instrument signed by the parties.

Civil Rights: Appendices A and E of the Title VI Assurances, attached, are hereby incorporated into and made a part of this agreement.

Nondiscrimination – Compliance with Laws: The Contractor agrees to comply with all applicable laws and rules, including, but not limited to, those relating to nondiscrimination, accessibility, and civil rights.

Disadvantaged Business Enterprise: In the performance of this agreement, the Contractor shall cooperate with NDDOT in meeting its commitments and goals with regard to the maximum utilization of disadvantaged business enterprises, and will use its best efforts to ensure that disadvantaged business enterprises shall have the maximum practical opportunities to compete for subcontract work under this agreement. The Contractor shall comply with the requirements of 49 CFR Part 26.

The Contractor shall not discriminate on the basis of race, color national origin, or sex in the award and performance of any USDOT assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The Contractor shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of USDOT-assisted contracts. NDDOT's DBE program, as required by 49 CFR Part 26 and as approved by USDOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the

Contractor of its failure to carry out its approved program, the USDOT may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et. seq.)

The Contractor will include the following paragraph verbatim in any subcontracts they sign relative to this project:

The Contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of USDOT-assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the NDDOT deems appropriate.

Prompt Payment: Payment of invoices by the Contractor shall be within 20 days of Receipt, as required for NDDOT's DBE program.

Disability: The contractor shall ensure that no qualified disabled individual, as defined in 29 U.S.C. 794 and 49 C.F.R. Part 27 shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance under this agreement.

Audits: Audits must be in accordance with Subpart F, 2 CFR 200. The Contractor shall submit copies of audits covering the term of this agreement to NDDOT. This requirement is applicable to counties, cities, metropolitan planning organizations, state agencies, Indian tribes, colleges, hospitals, and non-profit businesses.

Conflicts of Interest: No official or employee of a state or any other governmental instrumentality who is authorized in his official capacity to negotiate, make, accept, or approve, or to take part in negotiating, making, accepting or approving any contract or subcontract in connection with a project shall have, directly or indirectly, any financial or other personal interest in any such contract or subcontract. No engineer, attorney, appraiser, inspector, or other person performing services for a state or a governmental instrumentality in connection with a project shall have, directly or indirectly, a financial or other personal interest, other than his employment or retention by a state or other governmental instrumentality, in any contract or subcontract in connection with such project. No officer or employee of such person retained by a state or other governmental instrumentality shall have, directly or indirectly, any financial or other personal interest in any real property acquired for a project unless such interest is openly disclosed upon the public records of NDDOT and of such other governmental instrumentality, and such officer, employee, or person has not participated in such acquisition for and in behalf of the state.

Indemnification: The Risk Management Appendix, attached, is hereby incorporated and made a part of this agreement.

Debarment Clause: The Contractor is advised that his or her signature on this agreement certifies that the company or any person associated therewith is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency; has not been suspended, debarred, voluntarily excluded, or determined ineligible by any federal agency within the past three years; and has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction on any matter involving fraud or official misconduct within the past three years.

Governing Law and Venue: Notwithstanding any rules regarding the choice of law or venue, it is agreed by the parties that this contract shall be governed by and construed in accordance with applicable federal law and the laws of the state of North Dakota, at the time this contract was executed. All disputes arising from this agreement shall be brought in the South Central District Court of the state of North Dakota.

Merger and Waiver: This agreement constitutes the entire agreement between the parties. No waiver, consent, modification, or change of terms of this agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification, or change, if made, shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this agreement. The Contractor, by the signature below of its authorized representative, hereby acknowledges that the Contractor has read this agreement, understands it, and agrees to be bound by its terms and conditions.

Ownership of Work Product: All work products and copyrights of the contract, which result from this contract, are the exclusive property of NDDOT, with an unlimited license for use by the federal government and its assignees without charge.

Notice: All notices, certificates, or other communications shall be sufficiently given when delivered or mailed, postage prepaid, to the parties at their respective places of business as set forth below or at a place designated hereafter in writing by the parties.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
North Dakota Dept. of Transportation  
\_\_\_\_\_  
Local Government Division  
\_\_\_\_\_  
608 East Boulevard Avenue  
\_\_\_\_\_  
Bismarck, ND 58505-0700  
\_\_\_\_\_

Additional Federal Clauses: The Contractor must comply with all provisions in Appendix B, which is attached and incorporated by reference herein.

EXECUTED the date last below signed.

WITNESS:

CONTRACTOR:

\_\_\_\_\_  
NAME (TYPE OR PRINT)

\_\_\_\_\_  
NAME (TYPE OR PRINT)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\*  
\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

APPROVED as to substance by:

NORTH DAKOTA DEPARTMENT OF  
TRANSPORTATION:

\_\_\_\_\_  
LOCAL GOVERNMENT ENGINEER (TYPE OR PRINT)

\_\_\_\_\_  
DIRECTOR (TYPE OR PRINT)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

\* Policy Board Chairperson

CLA 1029 (Div. 38)  
L.D. Approved 10-28-14; 1-22

**CERTIFICATION OF LOCAL MATCH**

It is hereby certified that the \_\_\_\_\_ will provide non-federal funds, whose source is identified below, as match for the amount the Contractor is obligated to pay under the terms of the attached agreement with the North Dakota Department of Transportation. The certified amount does not duplicate any federal claims for reimbursement, nor are the funds used to match other federal funds, unless expressly allowed by federal regulation.

**Non-Federal Match Funds provided by Contractor.** Please designate the source(s) of funds in the Contractor budget that will be used to match the federal funds obligated for this project through the North Dakota Department of Transportation.

**Source:**

\_\_\_\_\_  
\_\_\_\_\_

Executed at \_\_\_\_\_, North Dakota, the last date below signed.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
MPO (TYPE OR PRINT)

Contractor of \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME (TYPE OR PRINT)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\*

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

\*Policy Board Chairperson

**NORTH DAKOTA DEPARTMENT OF TRANSPORTATION  
APPENDIX A OF THE TITLE VI ASSURANCES**

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the Contractor) agrees as follows:

1. Compliance with Regulations: The Contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, the Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. Non-discrimination: The Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the Contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. Information and Reports: The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the Recipient or the Federal Highway Administration as appropriate, and will set forth what efforts it has made to obtain the information.
5. Sanctions for Noncompliance: In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
  - a. withholding payments to the Contractor under the contract until the Contractor complies; and/or
  - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. Incorporation of Provisions: The Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

**NORTH DAKOTA DEPARTMENT OF TRANSPORTATION  
APPENDIX E OF THE TITLE VI ASSURANCES**

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the Contractor) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

**Pertinent Non-Discrimination Authorities:**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).

## Risk Management Appendix

### Service Contracts with Private Individuals, Companies, Corporations, Etc.:

Contractor agrees to defend, indemnify, and hold harmless the state of North Dakota, its agencies, officers and employees (State), from and against claims based on the vicarious liability of the State or its agents, but not against claims based on the State's contributory negligence, comparative and/or contributory negligence or fault, sole negligence, or intentional misconduct. The legal defense provided by Contractor to the State under this provision must be free of any conflicts of interest, even if retention of separate legal counsel for the State is necessary. Contractor also agrees to defend, indemnify, and hold the State harmless for all costs, expenses and attorneys' fees incurred if the State prevails in an action against Contractor in establishing and litigating the indemnification coverage provided herein. This obligation shall continue after the termination of this agreement.

Contractor shall secure and keep in force during the term of this agreement, from insurance companies, government self-insurance pools or government self-retention funds authorized to do business in North Dakota, the following insurance coverages:

- 1) **Commercial general liability** and **automobile liability** insurance – minimum limits of liability required are **\$375,000 per person** and **\$1,000,000 per occurrence**.
- 2) **Workers compensation** insurance meeting all statutory limits.
- 3) The State of North Dakota, its agencies, officers, and employees (State) shall be endorsed as an **additional insured** on the commercial general liability and automobile liability policies. The State of North Dakota shall have all the benefits, rights and coverages of an additional insured under these policies that shall not be limited to the minimum limits of insurance required by this agreement or by the contractual indemnity obligations of the Contractor.
- 4) Said endorsements shall contain a **“Waiver of Subrogation”** in favor of the state of North Dakota.
- 5) The policies and endorsements may not be canceled or modified without **thirty (30) days prior written notice** to the undersigned State representative.

**Contractor shall furnish a certificate of insurance evidencing the requirements in 1, 3, and 4, above to the undersigned State representative prior to commencement of this agreement.**

The State reserves the right to obtain complete, certified copies of all required insurance documents, policies, or endorsements at any time. Any attorney who represents the State under this contract must first qualify as and be appointed by the North Dakota Attorney General as a Special Assistant Attorney General as required under N.D.C.C. Section 54-12-08.

When a portion of a Contract is sublet, the Contractor shall obtain insurance protection (as outlined above) to provide liability coverage to protect the Contractor and the State as a result of work undertaken by the Subcontractor. In addition, the Contractor shall ensure that any and all parties performing work under the Contract are covered by public liability insurance as outlined above. All Subcontractors performing work under the Contract are required to maintain the same scope of insurance required of the Contractor. The Contractor shall be held responsible for ensuring compliance with those requirements by all Subcontractors.

Contractor's insurance coverage shall be primary (i.e., pay first) as respects any insurance, self-insurance or self-retention maintained by the State. Any insurance, self-insurance or self-retention maintained by the State shall be excess of the Contractor's insurance and shall not contribute with it. The insolvency or bankruptcy of the insured Contractor shall not release the insurer from payment under the policy, even when such insolvency or bankruptcy prevents the insured Contractor from meeting the retention limit under the policy. Any deductible amount or other obligations under the policy(ies) shall be the sole responsibility of the Contractor. This insurance may be in a policy or policies of insurance, primary and excess, including the so-called umbrella or catastrophe form and be placed with insurers rated "A-" or better by A.M. Best Company, Inc. The State will be indemnified, saved, and held harmless to the full extent of any coverage actually secured by the Contractor in excess of the minimum requirements set forth above.

RM Consulted 2007  
Revised 07-22





## Federal Clauses

### Equal Employment Opportunity Clause – 41 CFR 60-1.4(a) and 2 CFR Part 200 Appendix II (C)

#### 41 CFR 60-1.4(a)

- (a) *Government contracts.* Except as otherwise provided, each contracting agency shall include the following equal opportunity clause contained in section 202 of the order in each of its Government contracts (and modifications thereof if not included in the original contract): during the performance of this contract, the contractor agrees as follows:
- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
  - (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
  - (3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
  - (4) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the secretary of labor.
  - (5) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the secretary of labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the secretary of labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
  - (6) In the event of the contractor's non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the secretary of labor, or as otherwise provided by law.

## Appendix B

- (7) The contractor will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the secretary of labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the secretary of labor as a means of enforcing such provisions including sanctions for noncompliance: *provided, however*, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the united states to enter into such litigation to protect the interests of the United States.

### **2 CFR Part 200 Appendix II (C)**

- (C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

### **Sanctions and Penalties for Breach of Contract – 2 CFR Part 200 Appendix II (A)**

- (A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

### **Termination for Cause and Convenience – 2 CFR Part 200 Appendix II (B)**

- (B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

### **Rights to Inventions Made Under a Contract or Agreement – 2 CFR Part 200 Appendix II (F)**

- (F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and

## Appendix B

Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

### **Debarment and Suspension - 2 CFR Part 200 Appendix II (I)**

- (I) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), “Debarment and Suspension.” The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

### **Byrd Anti-Lobbying Amendment - 2 CFR Part 200 Appendix II (J)**

- (J) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

November 21, 2022

Ms. Kristen Sperry  
Environmental & Planning Specialist  
Federal Highway Administration  
4503 Coleman Street North, Suite 205  
Bismarck, ND 58503

**RE: FARGO-MOORHEAD METROPOLITAN COUNCIL OF GOVERNMENTS  
2023-2024 UNIFIED PLANNING WORK PROGRAM**

Dear Kristen,

The Policy Board of the Fargo-Moorhead Metropolitan Council of Governments (FMCOG) approved their 2023-2024 Unified Planning Work Program (UPWP) on September 15, 2022. The UPWP identifies planning activities for the FMCOG area for calendar years 2023 and 2024. The final UPWP was sent directly to you and Federal Transit Administration (FTA) by FMCOG for your review. The North Dakota Department of Transportation (NDDOT) worked with FMCOG during the development of the UPWP and had the opportunity to provide comments on the draft document.

FMCOG and NDDOT have been working together to have an approved work program in place for January 2023. The North Dakota Department of Transportation hereby recommends approval of the final 2023-2024 UPWP. Please also see the enclosed approval from the Minnesota Department of Transportation.

Thank you for your consideration of these recommendations and thank you for your continuing efforts to improve transportation infrastructure in North Dakota. If you have questions, please feel free to give Stacey Hanson a call at 701-328-4469 or Wayne Zacher a call at 701-328-4828.

With gratitude,



Paul M. Benning, P.E.  
Local Government Engineer

38/waz  
Enclosures  
C: Cindy Gray – Fargo-Moorhead Metro COG  
Ranae Tunison – Federal Transit Administration, Region VIII  
Anna Pierce - MnDOT

KRISTEN  
SUE  
SPERRY

Digitally signed by  
KRISTEN SUE  
SPERRY  
Date: 2022.12.06  
16:16:36 -06'00'

November 14, 2022

Cindy Gray  
Executive Director  
Fargo-Moorhead Metropolitan Council of Governments  
1 – 2<sup>nd</sup> Street N, Suite 232  
Fargo, ND 58102

RE: 2023-2024 Unified Planning Work Program for the Fargo-Moorhead Metropolitan Council of Governments

Dear Ms. Gray:

MnDOT's Office of Transportation System Management reviewed the Fargo-Moorhead Metropolitan Council of Governments' (Metro COG) adopted 2023-2024 Unified Planning Work Program and approve the 2023 work program, effective this date, with these notes:

- Final determination of eligibility of consultant led projects/activities for federal reimbursement will be based on RFPs/contract scopes of work.

An amount of \$26,820 of state metropolitan transportation planning funds is approved for the MPO's calendar year 2023 work activities, beginning January 1, 2023 or the date the MnDOT grant contract for the state funds is fully executed, whichever date is later.

We look forward to working with you over the next year as you implement your work program. If you have any questions, contact me at 651-366-3793 or [anna.m.pierce@state.mn.us](mailto:anna.m.pierce@state.mn.us).

Sincerely,

Anna Pierce  
Planning Program Coordinator

cc: Michael Maddox, Metro COG  
Michael Johnson, NDDOT  
Wayne Zacher, NDDOT  
Andrew Emanuele, FHWA-MN  
Bobbi Retzlaff, FHWA-MN  
Kristen Sperry, FHWA-ND

Ranae Tunison, FTA  
Matt Lange, FTA  
Mary Safgren, MnDOT D4  
Trang Chu, MnDOT OTSM  
Megan Neeck, MnDOT OTAT  
Deborah Ellis, MnDOT OTAT

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# Unified Planning Work Program

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2023 - 2024

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September, 2022

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Fargo-Moorhead Metropolitan Council of Governments

# Fargo-Moorhead Metropolitan Council of Governments (Metro COG)



2023-2024

## Unified Planning Work Program

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Cindy Gray, AICP  
Executive Director  
1 2<sup>nd</sup> St N, Suite 232  
Fargo, ND 58102  
701-532-5100

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

[gray@fmmetrocog.org](mailto:gray@fmmetrocog.org)

Approved by the Metro COG Policy Board  
September 15, 2022

### *Disclaimer*

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

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

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

The work activities described herein are supported by funding from the Federal Highway Administration, the Federal Transit Administration, the North Dakota Department of Transportation, the Minnesota Department of Transportation, Cass County, ND, Clay County, MN, the Cities of Fargo, Horace and West Fargo, ND and the cities of Dilworth and Moorhead, MN.

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



\_\_\_\_\_  
Dave Piepkorn, Chair

Fargo-Moorhead Metropolitan Council of Governments



\_\_\_\_\_  
Date

Meeting minutes from September 15, 2022 Policy Board meeting are included as Appendix I.



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## Introduction

The Unified Planning Work Program (UPWP) documents the Fargo-Moorhead Metropolitan Council of Governments (Metro COG) planning-related activities and projects for the 2023-2024 calendar years. Metro COG serves as an association of local governments in the greater Fargo-Moorhead metropolitan area. Metro COG performs transportation and community planning work, especially to address problems and issues that are regional in scope and span jurisdictional boundaries.

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

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

Source: Metro COG (2018)

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

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

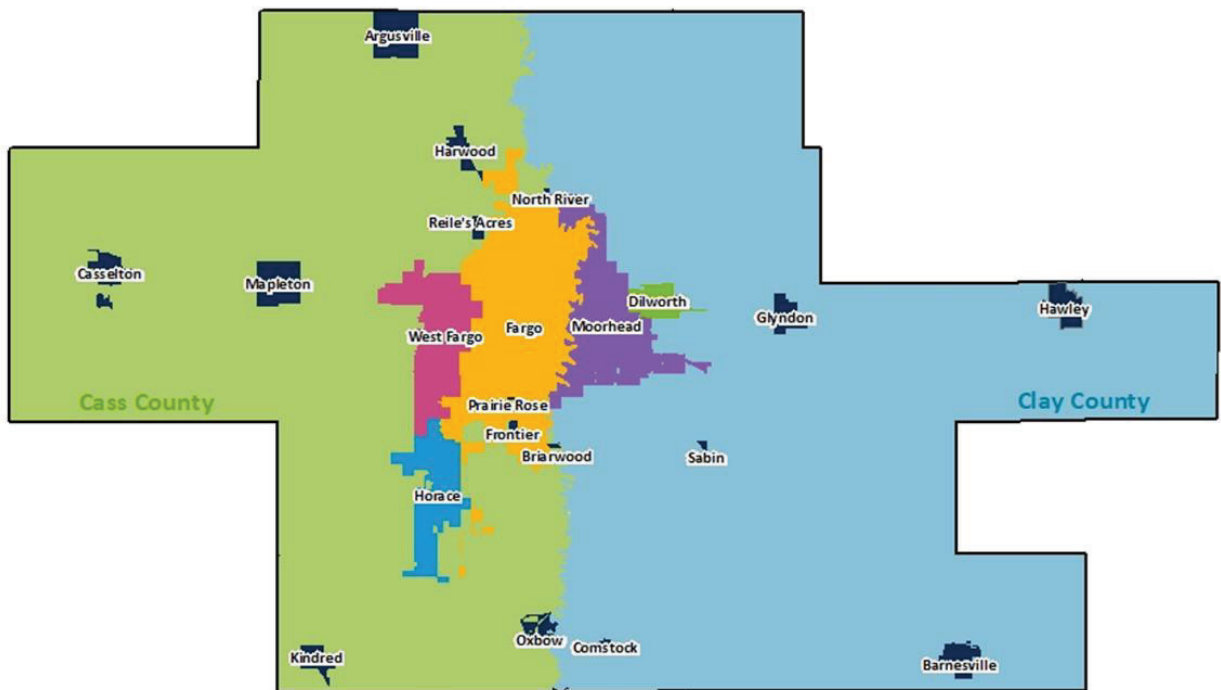
Many federal transportation programs, policies and funding categories rely upon a clear and well-documented distinction between urban and rural areas. Urban and rural areas are explicitly defined by the Census Bureau according to specific population, density and related criteria. The boundary separating urban from rural is called the

Urbanized Area Boundary (UZA). UZAs may be expanded to accommodate irregularities and boundaries that are separated from or inconsistent with transportation features. The UZA may not be reduced in size, only adjusted outward.

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

Figure 1 outlines the Metro COG Planning Area Boundary and identifies the local jurisdictions within the Metropolitan Planning Area (MPA).

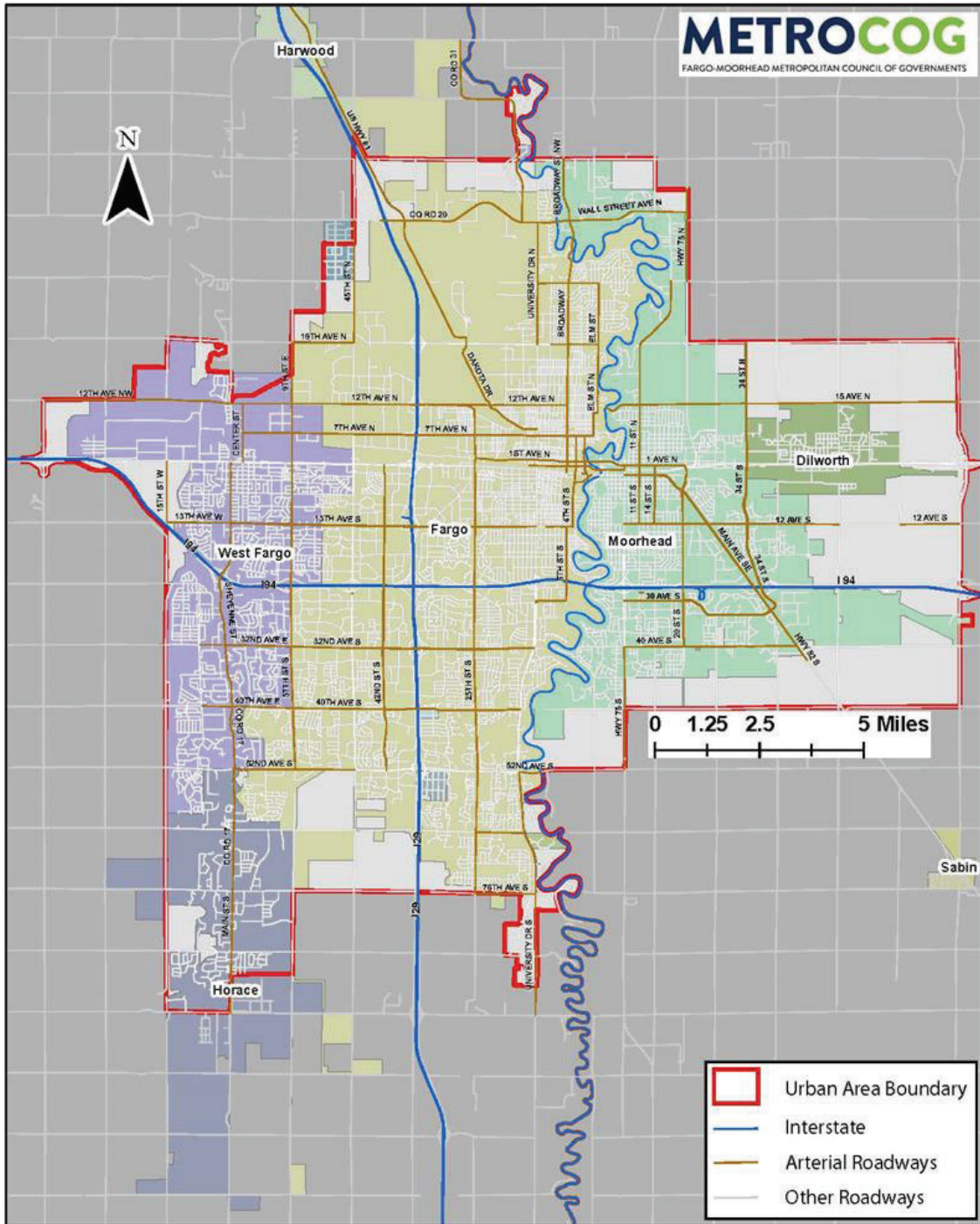
**Figure 1 Map of Fargo-Moorhead Metropolitan Planning Area**



The map depicted in Figure 1.2 shows the five municipalities that make up the urbanized area (UZA) and the portions of Cass and Clay Counties that are within the UZA.

Figure 2 Map of Fargo-Moorhead Urbanized Area

## Urbanized Area Boundary



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

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

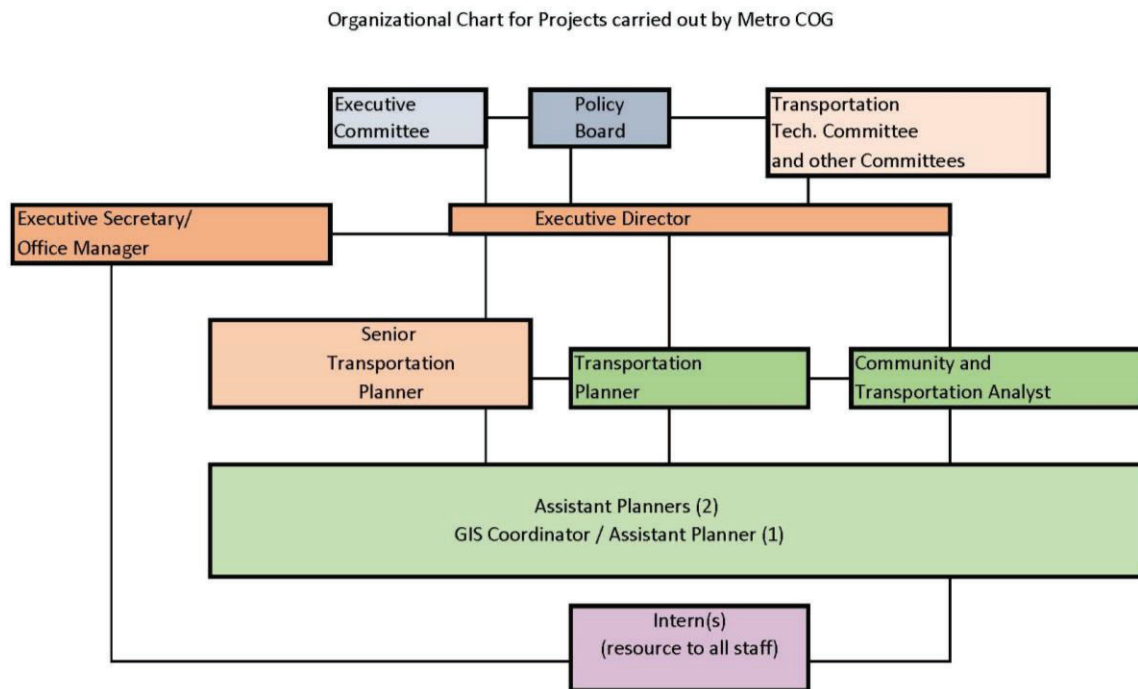
The Metro COG Transportation Technical Committee (TTC) reviews and makes recommendations related to transportation to the Policy Board. The TTC is a 22-member body with representatives from the planning and public works/engineering departments of local jurisdictions, transit agencies, North Dakota and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

Policy Board and TTC membership and Metro COG staff is listed in Appendix A. The dates for all Policy Board, Executive Committee and Transportation Technical Committee meetings are published in the newspaper of record (The Forum of Fargo-Moorhead) in January of each year. Notice of all meetings and full agenda packets are posted on the Metro COG website in advance of the meetings, and interested persons receive an email distribution when the agenda and meeting information is available prior to each meeting. Anyone may sign up as an interested person on Metro COG's website. Policy Board and TTC meeting dates are shown in Appendix B. Executive Committee meetings are held on an as-needed basis on the first Wednesday of each month.

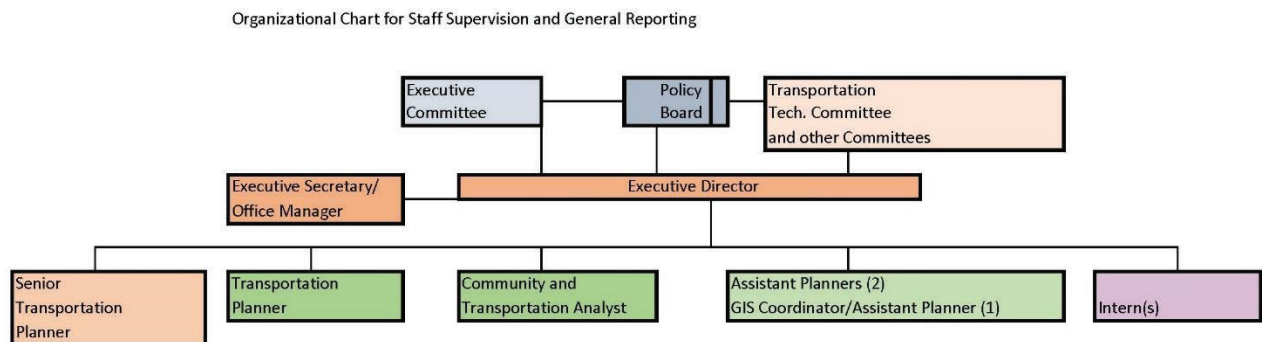
The Policy Board hires an Executive Director and professional staff to accomplish the tasks identified in this UPWP. In addition to the Executive Director, agency staff consists of six planning positions, one of whom is also a GIS Coordinator, one Office Manager and one part-time intern.

The Metro COG organizational structure is identified in Figure 3 and 4.

**Figure 3 Metro COG Organizational Chart for Staff Supervision and General Reporting**



**Figure 4 Organizational Chart for Projects Carried out by Metro COG**



## UPWP Framework

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

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

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

In addition to the UPWP, Metro COG's responsibilities include the development and maintenance of a Metropolitan Transportation Plan (MTP), a Transportation Improvement Program (TIP) and a proactive public participation effort guided by an approved Public Participation Plan (PPP). Metro COG must be, and is, compliant with civil rights legislation and maintains a Title VI Plan (reflecting requirements included in the Civil Rights Act of 1964, as amended) as reflected by the *Metropolitan Transportation Planning Self Certification (2022)*. More information on federal requirements is provided in Section 6 - Statement of Nondiscrimination.

**Program Area Overview**

The regional transportation planning activities and products contained in this UPWP are categorized by ten program areas with multiple sub-tasks assigned to each. Sub-tasks are specific work activities or projects within each program area. The 2023-2024 Program Areas are identified in Figure 5.

**Figure 5 Metro COG UPWP Program Area Overview**

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

**Metro COG Long Range Plans and Planning Emphasis Areas**

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

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

Figure 6 shows the relationship between the goals of Metro Grow – the 2045 Fargo-Moorhead MTP and the program areas of the UPWP.

**Figure 6 – UPWP Program Areas and Goals of the MPT**

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

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

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

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

Source: Metro Grow (2019)



## Federal Planning Factors

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

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

Figure 7 identifies the Program Areas of the UPWP that address each of the ten planning factors.

**Figure 7 FAST Planning Factors Addressed in the Metro COG UPWP (as listed in 23 CFR 450. Carried forward from MAP-21 to FAST Act to IIJA)**

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

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

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

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

### Federal Planning Emphasis Areas

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

- **Tackling the Climate Crisis** – Transition to a Clean Energy, Resilient Future – Ensure that transportation plans and infrastructure investments help achieve the national greenhouse gas reduction goals of 50-52 percent below 2005 levels by 2030, and net-zero emissions by 2050, and increase resilience to extreme

weather events and other disasters resulting from the increasing effects of climate change.

- **Equity and Justice<sup>40</sup> in Transportation Planning** – Advance racial equity and support for underserved and disadvantaged communities. This will help ensure public involvement in the planning process and that plans and strategies reflect various perspectives, concerns, and priorities from impacted areas.
- **Complete Streets** – Review current policies, rules, and procedures to determine their impact on safety for all road users. This effort should work to include provisions for safety in future transportation infrastructure, particularly those outside automobiles.
- **Public Involvement** – Increase meaningful public involvement in transportation planning by integrating Virtual Public Involvement (VPI) tools into the overall public involvement approach while ensuring continued public participation by individuals without access to computers and mobile devices.
- **Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination** – Coordinate with representatives from DOD in the transportation planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to DOD facilities.
- **Federal Land Management Agency (FLMA) Coordination** – Coordinate with FLMAs in the transportation planning and project programming process on infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal lands.
- **Planning and Environmental Linkages (PEL)** – Implement PEL as part of the transportation planning and environmental review process.
- **Data in Transportation Planning** – Encourage State DOTs, MPOs, and providers of public transportation to incorporate data sharing and consideration into the transportation planning process, because data assets have value across multiple programs.

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

vicinity of those properties. Figure 8 summarizes the UPWP's program areas and their relationship to the PEAs.

**Figure 8 UPWP Program Areas and the Goals of Federal Planning Emphasis Areas**

Metro COG's UPWP Program Areas		Planning Emphasis Areas								
		Tackling the Climate Crisis	Equity & Justice40	Complete Streets	Public Involvement	Protect Environment	STRAHNET/DOD Coordination	FLMA Coordination	Planning & Environmental Linkages	Data in Transportation Planning
100	Policy & Administrative Forums	S	S	S	P	S	S	S	S	S
200	Contracted Planning	P	P	P	P	P	P	P	P	P
300	Federal Transportation Planning Documentation	P	P	P	P	P	P	P	P	P
400	Technical Transportation Data & Analysis	P	P	P	P	P	P	P	P	P
500	Transit Planning	P	P	P	P	S	S	S	S	P
600	Bicycle & Pedestrian Planning	P	P	P	P	S	S	S	S	P
700	Local Planning Assistance	P	S	P	P	S	S	S	S	S
800	General Administration	A	A	A	A	A	A	A	A	A
900	Publications, Public Information & Communications	S	S	S	S	S	S	S	S	S
1000	Community Planning & Technical Assistance	S	S	S	S	S	S	S	S	S

**P – Primary relationship between UPWP Program Area and PEAs** – this program area is specifically aimed at these PEAs

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

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

## Funding Overview and Annual Budgets

### Federal Funding

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

## **State and Local Funding**

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

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

## **Budget**

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

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

Tables showing local jurisdiction dues for 2023 and 2024 are included as Appendix D. A summary of the approved 2023-2024 budget is shown in Figure 9 on the following page.

The Metro COG Budget assigns funding in amounts to accomplish each of the Program Areas of the UPWP. Figure 10 identifies the major Program Areas for 2023 and 2024, as well as the portion of the annual budget assigned to each.

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

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

**Figure 9 Metro COG Biannual Budget Summary 2023-2024**

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

Expenses	2023	2024
Salaries/Benefits	\$900,866.28	\$942,908.17
Overhead	\$298,163.00	\$309,405.00
Overhead Funded Locally	\$2,800.00	\$2,800.00
<b>Total Overhead Budget</b>	<b>\$1,201,829.28</b>	<b>\$1,255,113.17</b>

<b>Total Expenses (Internal Budget + Contracted Planning)</b>	<b>\$1,876,118.28</b>	<b>\$2,302,587.17</b>
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Contracted Planning Federal and Local Match		
Federal CPG	\$499,925.00	\$844,000.00
NDSU ATAC Annual Participation (Technical Assistance)	\$8,000.00	\$0.00
Metropolitan Transportation Plan 2050 Update (Year 1 of 2)	\$144,000.00	\$0.00
Travel Demand Model Update (2022-2023)	\$32,000.00	\$0.00
Interstate Operations Analysis	\$83,555.00	\$0.00
Electric Vehicle Readiness Study – Poss. Carbon Red. Prog. Funding	\$0.00	\$0.00
Moorhead Intersection Traffic Data Collection	\$12,370.00	\$0.00
Signalized Intersections Traffic Data Collection Phase II	\$80,000.00	\$0.00
Moorhead I-94 and 20 <sup>th</sup> Street Interchange Analysis	\$120,000.00	\$0.00
University Drive & 10 <sup>th</sup> Street Corridor Study	\$20,000.00	\$0.00
NDSU ATAC Annual Participation (TDM Model Dev)	\$0.00	\$8,000.00
Metropolitan Transportation Plan 2050 Update (Year 2 of 2)	\$0.00	\$176,000.00
Heartland Trail Alignment Analysis (2024 is Year 1 of 2)	\$0.00	\$100,000.00
Vehicular Bridge Crossing Study at 76 <sup>th</sup> Ave South and 100 <sup>th</sup> Ave S	\$0.00	\$160,000.00
15 <sup>th</sup> Avenue North Corridor Study	\$0.00	\$120,000.00
15 <sup>th</sup> St W – I-94 and Sheyenne Diversion Overpass Study – PEL	\$0.00	\$160,000.00
Intersection Data Collection and Reporting – Expansion Project	\$0.00	\$80,000.00
Moorhead Intersection Traffic Data Collection	\$0.00	\$40,000.00
<b>Local Match for CPG</b>	<b>\$130,364.00</b>	<b>\$202,474.00</b>
NDSU ATAC Annual Participation (Technical Assistance)	\$2,000.00	\$0.00
Metropolitan Transportation Plan 2050 Update (Year 1 of 2)	\$36,000.00	\$0.00
Travel Demand Model Update (2022-2023)	\$8,000.00	\$0.00
Interstate Operations Analysis	\$12,890.00	\$0.00
Electric Vehicle Readiness Study – Poss. Carbon Red. Prog. Funding	\$30,000.00	\$0.00
Moorhead Intersection Traffic Data Collection	\$2,474.00	\$0.00
Signalized Intersection Traffic Data Collection Phase II	\$19,000.00	\$0.00
Moorhead I-94 and 20 <sup>th</sup> Street Interchange Analysis	\$15,000.00	\$0.00
University Drive & 10 <sup>th</sup> Street Corridor Study	\$5,000.00	\$0.00
NDSU ATAC Annual Participation (TDM Model Dev)	\$0.00	\$2,000.00
Metropolitan Transportation Plan 2050 Update (Year 2 of 2)	\$0.00	\$44,000.00
Heartland Trail Alignment Analysis (2024 is Year 1 of 2)	\$0.00	\$25,000.00
Vehicular Bridge Crossing Study at 76 <sup>th</sup> Ave South and 100 <sup>th</sup> Ave S	\$0.00	\$40,000.00
15 <sup>th</sup> Avenue North Corridor Study	\$0.00	\$30,000.00
15 <sup>th</sup> St W – I-94 and Sheyenne Diversion Overpass Study – PEL	\$0.00	\$40,000.00

Intersection Data Collection and Reporting – Expansion Project	\$0.00	\$19,000.00
Moorhead Intersection Traffic Data Collection	\$0.00	\$2,474.00
<b>State Funding Participation</b>	<b>\$44,000.00</b>	<b>\$1,000.00</b>
Interstate Operations Analysis (2021-2022)	\$28,000.00	\$0.00
Signalized Intersections Traffic Data Collection Phase II	\$1,000.00	\$0.00
Intersection Data Collection and Reporting – Expansion Project	\$0.00	\$1,000.00
Moorhead I-94 & 20 <sup>th</sup> Street Interchange Analysis	\$15,000.00	\$0.00
<b>Total Contracted Planning (Federal, Local, and State)</b>	<b>\$674,289.00</b>	<b>\$1,047,474.00</b>

<b>Internal Operations Federal and Local Match</b>		
Federal CPG	\$959,219.42	\$1,001,850.53
Signalized Intersections Traffic Data Collection Phase II	\$240,231.83	\$277,729.92
<b>Operations (Federal + Local + MnDOT)</b>	<b>\$1,199,451.25</b>	<b>\$1,279,580.45</b>

<b>Local Funds Revenue/Expense Analysis (Internal Operations)</b>		
	2023	2024
Local Funds Required	\$414,595.83	\$481,003.92
Local Funds Generated	\$1,000.00	\$0.00
Local Revenues over Expenses (Includes local projects & funds for ineligible overhead expenses)	\$27,800.00	\$27,800.00

<b>Federal Funds Revenue / Expense Analysis</b>		
	2023	2024
Federal Funds for Internal Operations	\$959,219.42	\$1,001,850.53
Federal Funds for Contracted Planning	\$497,451.00	\$813,896.00
Total Federal Funds Budgeted	\$1,456,670.42	\$1,815,746.53
Available Federal Grant Funds	\$1,557,890.00	\$1,589,047.80
Anticipated Use of Carbon Reduction Program Funds	\$120,000.00	\$0.00
Federal Grant Funds Total (Cumulative at CY End) <sup>7</sup>	\$221,219.58	(\$226,698.73)

<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 prior CY (Federal + Local)

<sup>4</sup>20% local match to Federal Funds

<sup>5</sup>Includes local match collected for contracted planning projects

<sup>6</sup>MnDOT and NDDOT providing part of local match on two projects

<sup>7</sup>Local funds collected for local planning contracts pays salaries/benefits in excess of available Federal Grant Funds

**Figure 10 Metro COG 2023-2024 UPWP Operating Budget by Program Area**

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

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

### Set-aside for Increasing Safe and Accessible Transportation Options

The Bipartisan Infrastructure Law (BIL) requires each MPO to use at least 2.5% of its planning grant funds on specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities. Metro COG has analyzed the content of the work program to ensure that we will meet or exceed this requirement. An amount of approximately \$50,000 +/- would need to be dedicated to safe and accessible transportation options in order for Metro COG to meet the 2.5%

threshold. It appears we will be at a minimum of 4%, with the work program dedicating between \$81,000 2023 and \$85,000 in 2024 toward bicycle and pedestrian planning, transit planning, traffic calming, and projects that specifically are focused on alternative modes or travel that are safe and accessible. Figure 11 shows the amounts in each of these areas of the work program. This does not include elements of other studies that will be aimed at ensuring safe bicycle, pedestrian, and transit facilities along corridors or within the system as a whole.

**Figure 11 – Set-aside for Increasing Safe and Accessible Transportation Options**

Activity	2023	2024	Description
Bicycle & Pedestrian Planning	\$33,861	\$28,920	Staff time devoted to bicycle and pedestrian planning
Red River Greenway Study (carryover)	\$3,097	\$0.00	Staff time devoted to study
Transit Planning	\$15,373	\$20,942	Staff time devoted to transit planning
Metropolitan Transportation Plan	\$5,845	\$4,385	Assumes minimum of 10% of staff time on MTP devoted to safety and alternate modes of transportation
Metro Area Traffic Calming Study	\$22,922	\$0.00	Modifications to West Fargo Study for metro-wide applicability
Heartland Trail Alignment Study	\$0.00	\$30,835	Staff time devoted to study
<b>TOTAL (~4%)</b>	<b>\$81,098</b>	<b>\$85,082</b>	

### 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 12 lists these carry over projects.



**Figure 12 2021-2022 Carryover Projects**

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

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

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

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

<sup>4</sup>Estimated carryover amounts are likely to be higher than actual year-end carryover amounts.

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

## 2023 and 2024 Projects

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

Metro COG partners with its local jurisdictions and agencies such as the Minnesota and North Dakota Departments of Transportation, to advance transportation, and its related components, by developing, leading, and funding projects aimed at tackling regional issues. Figures 13 and 14 list those projects that Metro COG has developed, with the assistance of its regional partners, to complete in 2023 and 2024. These projects were vetted and prioritized by the Transportation Technical Committee (TTC) and approved by the Metro COG Policy Board. Project descriptions can be found in Section 10.

**Figure 13 2023 Contracted Planning Projects**

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

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

**Figure 14 2024 Contracted Planning Projects**

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

<sup>1</sup>Other match sources include Glyndon and Hawley.

## Strategic Plan

The Metro COG MTP is updated every five years, but the initial work for the update begins soon after the last approved update. To assure documents and other actions that inform the MTP are completed on a timeline that facilitates the use of this information, Metro COG provides a strategic plan identifying UPWP Program Areas and tasks that support or become part of the MTP update. The Metro COG Strategic Plan (Figure 15) establishes a timeline for the development of the MTP by identifying those UPWP work activities, in chronological order, to prepare for, develop and inform the next update of the Metropolitan Transportation Plan.

**Figure 15 Metro COG Strategic Plan for Major Activities**

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

## Statement of Nondiscrimination

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

within one hundred and eighty (180) days following the date of the alleged discriminatory occurrence.

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

Cindy Gray, Executive Director  
Metro COG Title VI Coordinator  
Case Plaza, Suite 232  
One North 2<sup>nd</sup> Street  
Fargo, North Dakota 58102-4807  
[gray@fmmetrocog.org](mailto:gray@fmmetrocog.org)  
701.532.5103

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

## **Self-Certification and Restrictions on Lobbying**

### **Self-Certification**

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

The requirements of self-certification include:

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

8. The Older Americans Act, as amended (42 U.S.C 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
9. Section 324 of title 23, U.S.C regarding the prohibition of discrimination based on gender; and
10. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR 27 regarding discrimination against individuals with disabilities.

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

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

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

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

Signed copies of three resolutions are included in Appendix F. They include a resolution endorsing the FY 2023 – FY 2026 TIP for the Fargo-Moorhead Metropolitan Area, a Resolution Confirming the MTP as being Currently Held Valid, and a Transportation Planning Process Self Certification Statement.

### **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.

## Program Areas and Subtasks

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

### 100 Policy and Administrative Forums

**Objective:**

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

**Relation to Planning Factors:**

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

**Relation to IJJA Planning Emphasis Areas:**

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

<b>Assigned Staff Hours in UPWP:</b>	2023	2024
	1,260	1,260

**Previous Accomplishments:**

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

**Figure 16** provides a breakdown of staff hours and budget in Policy and Administrative Forums.

**Figure 16 Activity Budget and Funding Source Split for Program Area 100**

Funding Source	2023		2024		Total Activity Budget 2023-2024
	Percent	Amount	Percent	Amount	
CPG	80%	\$57,943	80%	\$60,406	\$118,350
Local	20%	\$14,486	20%	\$15,102	\$29,587
<b>Total</b>	<b>100%</b>	<b>\$72,249</b>	<b>100%</b>	<b>\$75,508</b>	<b>\$147,937</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, reviewing and approving monthly bills, providing oversight of Metro COG's activities, and carrying out activities identified in the Metro COG Articles of Association, as amended.

**Activities:**

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

**Products**

2023 Monthly Policy Board meetings  
2024 Monthly Policy Board meetings

**Completion Date**

Monthly  
Monthly

**102 Metro COG Executive Committee**

**Participant(s):** Metro COG

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

**Activities:**

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

**Products**

2023 Executive Committee Meetings (as needed).  
2024 Executive Committee Meetings (as needed).

**Completion Date**

As Needed  
As Needed

**103 Transportation Technical Committee (TTC)**

**Participant(s):** Metro COG

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

**Activities:**

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

**Products**

**Completion Date**

2023 Monthly TTC meetings

Monthly

2024 Monthly TTC meetings

Monthly

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

**Participant(s):** Metro COG

The MPOs in North Dakota and Minnesota meet to discuss transportation issues related to MPOs and coordination with the respective State Departments of Transportation in carrying out MPO activities. Meetings are held two times per year (biannually) in North Dakota and four times (quarterly) in Minnesota. There are also various meetings on Federal, state, and local topics that Metro COG staff attend regularly. This includes meetings such as ATP-4, statewide plans, STIC, local coordination on specific areas, and other such meetings that are not specifically tied to a Metro COG study.

**Activities:**

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

**Products**

**Completion Date**

Attendance at Federal, State, and Local meetings

Annually



## 200 Contracted Planning Services

**Objective:**

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

**Relation to Planning Factors:**

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

**Relation to IJJA Planning Emphasis Areas:**

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

<b>Assigned Staff Hours in UPWP:</b>	2023	2024
	2,178	2,607

**Previous Accomplishments:**

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

Figure 17 provides a breakdown of staff budget in Contracted Planning Services.

**Figure 17 Activity Budget and Funding Source Split for Program Area 200**

Funding Source	2023		2024		Total Activity Budget 2023-2024
	Percent	Amount	Percent	Amount	
CPG	80%	\$96,997	80%	\$121,501	\$218,497
Local	20%	\$24,249	20%	\$30,375	\$54,624
<b>Total</b>	<b>100%</b>	<b>\$121,246</b>	<b>100%</b>	<b>\$151,876</b>	<b>\$273,122</b>

## 2021-214 Interstate Operations Analysis (CARRYOVER)

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

Project Budget:	\$400,000 (original) \$24,445 (amendment)
2023 Portion of Budget:	\$124,445
Estimated Carryover from 2021-2022 UPWP:	\$90,000

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

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

### **Relation to Planning Factors:**

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

### **Relation to Planning Emphasis Areas:**

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

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

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

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

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

**Activities:**

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

**Products**

Final Interstate Operations Analysis

**Completion Date**

1st QTR 2023

**2021-217 Red River Greenway Study (CARRYOVER)**

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

Total Project Budget: \$155,000  
Estimated Carryover from 2021-2022 UPWP: \$14,000

A Red River Greenway Study was last completed on the North Dakota side of the Red River in 2008. Since then, many things have changed, including the construction of a floodwall and the acquisition of many properties along the river. Residents have increasingly demonstrated the extent to which they value the river corridor as a bicycle

and pedestrian route for travel within the metro area and an opportunity for exercise in a natural non-traffic environment. However, opportunities exist to improve upon and expand access to areas along the river. Connections with the existing roadway network are critical to improve access to the greenway. Public and stakeholder engagement will be a significant part of the project. Recommendations from the Bicycle Gap Analysis will inform the study. The project is envisioned to begin in the third quarter of 2021, spanning through 2022. This will allow input and priorities from the bicycle and pedestrian plan update to inform the study.

**Relation to Planning Factors:**

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

**Relation to IJJA Planning Emphasis Areas:**

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

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

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

**Activities:**

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

**Products**

Final Study and Plan

**Completion Date**

1<sup>st</sup> QTR 2023

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

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

Project Budget: \$15,000  
Estimated Carryover from 2021-2022 UPWP: \$10,000

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

**Relation to Planning Factors:**

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

**Relation to IJJA Planning Emphasis Areas:**

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

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

**Activities:**

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

**Products**

Model results, summary of results, and recommended actions

**Completion Date**

2nd QTR 2023

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

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

Project Budget: \$160,000  
Estimated Carryover from 2021-2022 UPWP: \$60,000

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

**Relation to Planning Factors:**

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

**Relation to IJJA Planning Emphasis Areas:**

**Equity and Justice40 in Transportation Planning** – this corridor study is aimed at ensuring public involvement in the planning process and developing strategies that reflect various perspectives, concerns and priorities from impacted areas, many of which are disadvantaged in some way.

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

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

**Activities:**

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

**Products**

Final TH 10 Corridor Study through Dilworth

**Completion Date**

2<sup>nd</sup> QTR 2023

**2022-224 Moorhead Intersection Data Collection (CARRYOVER)**

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

Project Budget:	\$37,110 (see 2023-205 and 2024-205)
	\$12,370/year for 2022-2024
Estimated Carryover from 2021-2022 UPWP:	\$10,000

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

**Relationship to Planning Factors:**

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

**Relationship to IJJA Planning Factors:**

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

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

**Activities:**

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

**Products**

Intersection turning movement counts

**Completion Date**

2<sup>nd</sup> QTR 2023

**2022-225 University Drive & 10<sup>th</sup> Street Corridor Study (CARRYOVER)  
2023-225 University Drive & 10<sup>th</sup> Street Corridor Study**

**Participant(s):**

Metro COG/  
Fargo/Consultant

Project Budget:	\$275,000
2023 Portion of Budget:	\$25,000
Estimated Carryover from 2021-2022 UPWP:	\$100,000

Metro COG, the City of Fargo, and NDDOT will study the impacts and feasibility of converting the one-way portion of University Drive and 10<sup>th</sup> Street (Hwy 81) from a one-way pair to two-way streets between 19<sup>th</sup> Avenue N and 13<sup>th</sup> Avenue S. Traffic forecasts and traffic operations analyses will be conducted to examine the extent to which the roadway sections can be used in their existing configurations and to identify roadway segments that would require reconstruction. Impacts to intersecting and parallel roadways must be identified and analyzed. Impacts to freight and delivery services shall be identified and analyzed. Impacts to transit routes, bicyclists and pedestrians will be identified and addressed as part of the study. Complete streets components,

including on-street parking (where applicable) and aesthetic improvements shall be identified. Roadway components, traffic control modifications, and other improvements needed to make such a change will be identified. Planning level cost estimates will be provided. Stakeholder and public engagement will be conducted to determine the level of support for leaving the corridors the same, and for changing them to two-way streets. A land use and economic analysis will be required to identify the pros and cons of changing this long-standing one-way pair, drawing upon public input received by the City of Fargo during the development of the Core Neighborhoods Plan.

**Relation to Planning Factors:**

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

**Relation to IJJA Planning Emphasis Areas:**

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

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

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

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

**Activities:**

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

**Products**

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

**Completion Date**

2<sup>nd</sup> QTR 2023



## 2022-226 25<sup>th</sup> Street S Corridor Study (CARRYOVER)

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

Project Budget: \$125,000  
Estimated Carryover from 2021-2022 UPWP: \$20,000

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

### **Relation to Planning Factors:**

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

### **Relation to IJJA Planning Emphasis Areas:**

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

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

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

### **Activities:**

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

### **Products**

25<sup>th</sup> Street S Corridor Study

### **Completion Date**

1<sup>st</sup> QTR 2023

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

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

Project Budget: \$10,000/year for total of \$20,000

Metro COG contracts with the Advanced Traffic Analysis Center (ATAC) for technical assistance in transportation planning and MPO responsibilities, most notably staying abreast of technological advances in the field of traffic analysis and travel demand modeling, among other things. The master contract enables Metro COG to contract with ATAC for the purpose of updating and maintaining the Metro COG Travel Demand Model (TDM), furthering the signalized intersection data collection program, and maintaining/updating the Regional ITS Architecture.

**Relation to Planning Factors:**

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

**Relation to IJJA Planning Emphasis Areas:**

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

**Activities:**

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

**Products**

Ongoing Technical Support and Contracting for  
Technical Analyses

**Completion Date**

Ongoing

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

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

Project Budget: \$400,000  
2023 Portion of Budget: \$180,000  
2024 Portion of Budget: \$220,000

Metro COG will lead and administer a consultant-led project to complete the next update of the Metropolitan Transportation Plan. The plan will build upon the steps of the

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

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

**Relation to Planning Factors:**

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

**Relation to IJJA Planning Emphasis Areas:**

With the possible exception of Federal Land Management Agency Coordination, the MTP will address all of the Planning Emphasis Areas. The absence of Federal Lands within our MPA, with a few small exceptions in the rural portion of Clay County, are the reason for the exception.

**Activities:**

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

**Products**

2050 Metropolitan Transportation Plan

**Completion Date**

3<sup>rd</sup> QTR 2024

## 2023-203 Travel Demand Model Update

Participant(s): Metro COG/  
ATAC

Project Budget:	\$60,000
2023 Portion of Budget:	\$20,000
2024 Portion of Budget:	\$40,000

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

### Relation to Planning Factors:

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

### Relation to IJJA Planning Emphasis Areas:

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

**Equity and Justice40 in Transportation Planning** – the model, along with GIS and Census data, provides the tools to analyze the extent to which congestion or lack of roadway infrastructure affects disadvantaged segments of the metro area. By the same token the impacts of roadway improvements needed to address congestion can also be analyzed as a result of the data provided by the model.

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

### Activities:

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

**Products**

Updated and Calibrated Travel Demand Model

**Completion Date**4<sup>th</sup> QTR 2023**2023-204 Electric Vehicle Readiness Study****Participant(s):** Metro COG/  
Local Jurisdictions/Consultant

Project Budget: \$150,000

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

**Relation to Planning Factors:**

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

**Relation to IJJA Planning Emphasis Areas:**

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

**Equity and Justice<sup>40</sup> in Transportation Planning** – the study will examine the best alternatives for electric vehicle charging in portions of the community that are typically underserved and disadvantaged.

**Activities:**

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

**Products**

Electric Vehicle Readiness Study and Plan

**Completion Date**4<sup>th</sup> QTR 2023

**2023 – 205 Moorhead Intersection Data Collection**  
**2024 – 205 Moorhead Intersection Data Collection**

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

Project Budget: \$37,110 (see 2022-224)  
2023 Budget: \$12,370  
2024 Budget: \$12,370

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

**Relationship to Planning Factors:**

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

**Relationship to IJJA Planning Factors:**

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

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

**Activities:**

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

**Products**

Intersection turning movement counts

**Completion Date**

4th QTR 2023 & 2024

**2023 – 206 Signalized Intersection Data Collection**

**Participant(s):** Metro COG/  
Fargo/Moorhead/  
West Fargo/MnDOT/  
Consultant

Project Budget: \$100,000

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

**Relation to Planning Factors:**

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

**Relation to IJJA Planning Emphasis Areas:**

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

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

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

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

Activities:

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

**Products**

Complete Intersection Data Collection & Reporting

**Completion Date**

4<sup>th</sup> QTR 2023

**2023 – 207 Moorhead I-94 & 20<sup>th</sup> Street Interchange Analysis**

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

Project Budget:

\$150,000

The purpose of this project is to reanalyze interchange concepts at I-94 and 20<sup>th</sup> Street in Moorhead to determine the feasibility of modifying the interchange to include ramps to and from the east on I-94. This was studied nearly 15 years ago, and the City of

Moorhead is interested in reanalyzing the area to determine how ramps to/from the east would affect local traffic flow on the City's street network, and how such a change may fit into the City's future land use plans for the area. Past interchange concepts will be reviewed and new or modified concepts will further examine feasibility of modifying this interchange.

**Relation to Planning Factors:**

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

**Relation to IJJA Planning Emphasis Areas:**

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

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

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

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

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

**Activities:**

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

**Products**

Interchange Study Report

**Completion Date**

4<sup>th</sup> QTR 2023

**2024 – 208 Heartland Trail Alignment Analysis**

**Participant(s):** Metro COG/  
Clay County/Moorhead/  
Dilworth/Glyndon/Hawley/  
Consultant

Project Budget:	\$250,000
2024 Budget:	\$125,000
2025 Budget:	\$125,000



The purpose of this project is to build upon the work that has been done with the Heartland Trail alignment previously identified by Metro COG in consultation with the Heartland Trail Committee. The study would document planning level opportunities and constraints associated with the route previously identified, and would identify potential routes that are likely to overcome constraints. Route characteristics such as right-of-way, wetlands, prime farmland, cultural or historical features, land use, and so forth will need to be documented to identify route alternatives. Public and property owner engagement will need to be included as part of the project. Funding opportunities should be researched and documented. The overall goal of the project is to provide the type of plan that can be used to secure funding for this facility.

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

### **Relation to Planning Factors:**

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

### **Relation to IJJA Planning Emphasis Areas:**

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

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

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

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

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

### **Activities:**

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

- Approval process

**Products**

Heartland Trail Alignment Study

**Completion Date**

3<sup>rd</sup> QTR 2025

**2024 – 209 Bridge Crossing Study – 76<sup>th</sup> Avenue S and 100<sup>th</sup> Avenue S**

**Participant(s):** Metro COG/  
Clay County/City of Fargo/  
Cass County/Consultant

Project Budget: \$200,000

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

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

**Relation to Planning Factors:**

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

**Relation to IJJA Planning Emphasis Areas:**

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

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

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

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

**Activities:**

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

**Products**

Bridge Study

**Completion Date**

4<sup>th</sup> QTR 2024

**2024 – 210 15<sup>th</sup> Avenue N Corridor Study**

**Participant(s):** Metro COG/  
Clay County/Moorhead/  
Dilworth/Consultant

Project Budget:

\$150,000

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

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

**Relation to Planning Factors:**

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

**Relation to IJJA Planning Emphasis Areas:**

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

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

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

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

**Activities:**

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

**Products**

15th Avenue N Corridor Study

**Completion Date**

4th QTR 2024

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

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

Project Budget:

\$200,000

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

opportunities and constraints of such a connection, alignment alternatives, and provide planning level cost estimates.

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

**Relation to Planning Factors:**

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

**Relation to IJJA Planning Emphasis Areas:**

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

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

**Activities:**

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

**Products**

15<sup>th</sup> Street West Connection Study

**Completion Date**

4th QTR 2024

## 300 Federal Transportation Planning Documentation

### Objective:

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

### Relation to Planning Factors:

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

### Relation to IJJA Planning Emphasis Areas:

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

<b>Assigned Staff Hours in UPWP:</b>	2023	2024
	2,757	2,777

### Previous Accomplishments:

- 2021-2024 Transportation Improvement Program
- 2022-2025 Transportation Improvement Program
- Implementation of Public Participation Plan
- Preparation of an updated Public Participation Plan
- Title VI Audit in 2021
- Updated Title VI and Non-Discrimination Plan and Limited English Proficiency Plan
- Initiating a Congestion Management Process
- 2021-2022 UPWP and amendments
- Ensuring compliance with Federal and state rules and regulation
- Working with NDDOT, MnDOT, FHWA, and FTA on the transition to a Transportation Management Area

**Figure 18** provides a breakdown of staff hours and budget in Federal Transportation Planning Documentation.

### Figure 18 Activity Budget and Funding Source Split for Program Area 300

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

### 301 Transportation Improvement Program (TIP)

**Participant(s):** Metro COG

This effort involves maintaining and developing the Metro COG Transportation Improvement Program (TIP) to provide a program of Federal-aid transportation projects. Amendments are processed and approved as needed, and follow-up coordination and communication with NDDOT and MnDOT are carried out. The TIP includes at least

four fiscally-constrained years of programming and a prioritized listing of projects with a financial plan that will lead to project implementation. Metro COG coordinates with North Dakota and Minnesota Departments of Transportation to ensure that our TIP informs both the North Dakota and Minnesota Statewide TIPs.

**Activities:**

- Development of the 2023 (2024-2027) and 2024 (2025-2028)TIPs
- Process TIP Amendments, as required
- Develop Annual List of Obligated Projects (ALOP) for 2023 and 2024
- Coordinate with local jurisdictions
- Annual solicitation of project applications for direct suballocations of Surface Transportation Block Grants (STBG), Transportation Alternatives (TA), and Carbon Reduction Program funds.
- Review of applications and coordination necessary to prioritize projects for funding and inclusion in the TIP
- Review and processing of other applications for which solicitation and project selections are not made by Metro COG, such as applications outside the UZA, any HSIP applications, and NHS Regional projects

**Products**

**Completion Date**

2024-2027 TIP	3rd QTR
2025-2028 TIP	3rd QTR
TIP amendments	As required
Annual List of Obligated Projects	with each TIP
Annual solicitations and project prioritization	Annually

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

**Participant(s):** Metro COG

In 2023 Metro COG will amend the UPWP and budget as required and in 2024 to reflect changes in the two-year UPWP and budget. An annual Indirect Rate will be developed in conjunction with staff accountant and North Dakota Department of Transportation. Maintenance of CPG agreements with MnDOT and NDDOT will be carried out. Metro COG will provide quarterly reports to NDDOT and MnDOT, and will develop and submit the annual report to MnDOT and NDDOT. Monthly reports will be prepared for the Policy Board.

**Activities:**

- Maintenance and update of the two-year UPWP
- Develop, process and approve UPWP amendments
- Coordination with NDDOT, MnDOT, FHWA and FTA on UPWP issues
- Monthly reports to the Metro COG Policy Board
- Quarterly Reports to NDDOT and MnDOT
- Development and distribution of the Annual Report.

**Completion Date**

**Products**

2023-2024 Updated UPWP / Amendments	On-going
2023-2024 Quarterly Reports to ND and MN DOTs	Quarterly
2023 Annual Report	1st Qtr
2024 Annual Report	1st Qtr
2023-2024 Monthly Reports to Policy Board	Monthly
2023-2024 Quarterly Reports to Policy Board	Quarterly

**303 Public Participation**

**Participant(s):** Metro COG

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

The Public Participation Plan (PPP) outlines the many ways in which Metro COG engages the public, stakeholders, the media and the traditionally underserved populations in our transportation and community planning activities.

**Products**

**Completion Date**

Implementing the PPP	Ongoing
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**304 Congestion Management Process**

**Participant(s):** Metro COG

This effort consists of consideration of the CMP in Metro COG transportation planning efforts to improve the performance of the existing multimodal transportation systems, maximize safety and mobility of people and goods in the region, and identify specific measures to relieve recurring and non-recurring vehicle congestion. Data will be collected and used as needed. Metro COG will work with local jurisdictions, MnDOT and NDDOT to implement recommendations aimed at identifying and resolving metro area causes of recurring and non-recurring congestion. Projects in the TIP will be reviewed annually to identify opportunities to implement CMP recommendations.

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

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



**Activities:**

- Implementation of CMP recommendations
- Updating of Metro COG documents
- Annual analysis of CMP in the TIP
- Analysis of CMP in MTP and Performance Measures
- Updating and improving upon CMP as needed with the 2050 MTP Update

**Products**

Implementation of CMP recommendations  
Update CMP with 2050 MTP

**Completion Date**

On-going  
1<sup>st</sup> QTR 2024

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

**Participant(s):** Metro COG

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

**Activities:**

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

**Products**

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

**Completion Date**

Ongoing  
As required  
2nd QTR

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

**Participant(s):** Metro COG

Metro COG ensures compliance with Metro COG's Title VI Policy, Environmental Justice Policy (EJ) and Limited English Proficiency (LEP) Policy by carrying out the programs which include maintaining the required documents and reports. Implementation of the Plans will be applied across all Metro COG programs. If applicable, Metro COG will monitor sub-recipient's compliance of Title VI requirements. Civil rights activities will be communicated to FHWA and FTA. Metro COG will participate in regional equity forums to ensure that transportation is incorporated into broader planning and equity initiatives. Metro COG will maintain data and update annually the Environmental

Justice areas for inclusion in the TIP, MTP and other documents and reports generated by Metro COG. Metro COG will develop, publish and distribute an Annual Report of Title VI Activities.

**Activities:**

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

**Products**

**Completion Date**

2023 Annual Report on Title VI /LEP Activities	1 <sup>st</sup> QTR 2023
2024 Annual Report on Title VI /LEP Activities	1 <sup>st</sup> QTR 2024
2023 Annual report of Environmental Justice areas	1 <sup>st</sup> QTR 2023
2024 Annual report of Environmental Justice areas	1 <sup>st</sup> QTR 2024
Maintenance and update of Title VI, LEP and environmental justice plans	On-going

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

**Participant(s):** Metro COG

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

**Activities:**

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

**Products**

**Completion Date**

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

**Participant(s):** Metro COG

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

the overall transportation planning program; inclusive of tract, block group, and block level demographic and socioeconomic data that supports the travel demand model calibration process, amongst other program activities. Further, census data and associated demographic data establishes a starting point for development of the federal-aid urban area boundary and acts as baseline data for subsequent socioeconomic and demographic forecasts for the FM Metropolitan area. In 2019 and 2020, Metro COG assisted with 2020 Census related activities as well as maintained and updated the Environmental Justice Database based on Census and ACS data as necessary. In 2021-2022, on-going review of the status of 2020 Census data was monitored. Metro COG began to familiarize ourselves with the results of the 2020 census after various data sets became available. In late 2022 and early 2023, we will review our metropolitan planning area and urbanized area and respond to questions and requests for assistance from the Census Bureau. Metro COG will provide input aimed at improving our ability to carry out transportation planning and forecasting over the next 10 years.

**Activities:**

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

**Products**

Technical Assistance and review related to the 2020 Census

**Completion Date**

On-going

**309 TMA Transition**

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

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

**Activities:**

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

**Products**

Preparation for TMA Certification

**Completion Date**

On-going

### 310 TIP Project Monitoring

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

The onset of the TMA designation and the direct sub-allocation of STBG, TA and Carbon Reduction funds will make it extremely important that Metro COG is staying continually apprised of the status of projects as they move through the project development process. This task involves on-going meetings with local engineering staff to monitor the stages of project development to ensure that they are on track to be completed in the funding year identified in the TIP. This task will involve working with local governments to ensure eligibility for federal funding as the project evolves, cost estimates are up-to-date and milestones associated with project development are being met. If a project falls behind schedule or if costs are higher than anticipated, making project completion infeasible in the scheduled timeframe, this task will also coordinate with task 301 – TIP Development to make the necessary adjustments in project programming to ensure that the metro area's direct sub-allocations are spent on time.

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

**Activities:**

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

**Products**

**Completion Date**

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

## 400 Technical Transportation Data & Analysis

**Objective:**

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

**Relation to Planning Factors:**

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

**Relation to IJJA Planning Emphasis Areas:**

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

<b>Assigned Staff Hours in UPWP:</b>	2023	2024
	2,852	2,246

**Previous Accomplishments:**

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

Figure 19 provides a breakdown of staff hours and budget in Technical Transportation Data and Analysis.

**Figure 19 Activity Budget and Funding Source Split for Program Area 400**

Funding Source	2023		2024		Total Activity Budget 2023-2024
	Percent	Amount	Percent	Amount	
CPG	80%	\$100,560	80%	\$82,748	\$183,308
Local	20%	\$25,140	20%	\$20,687	\$45,827
<b>Total</b>	<b>100%</b>	<b>\$125,700</b>	<b>100%</b>	<b>\$103,435</b>	<b>\$229,136</b>

**401 Performance Measures**

**Participant(s):** Metro COG

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

As the primary transit provider within the metro area, MATBUS completes the Transit Asset Management Plan (TAM Plan) and the Public Transportation Agency Safety Plan (PTASP), and completes the necessary coordination with Metro COG.

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

**Activities:**

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

- Develop and adapt performance measures as required

**Products**

PM Reporting & Monitoring

**Completion Date**

On-going

**402 Federal Functional Classification Update**

**Participant(s):** Metro COG

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

**Activities:**

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

**Products**

Updated Minnesota and North Dakota FFC Maps  
Continuous monitoring of FFC changes as they occur

**Completion Date**

2nd Qtr 2023  
Ongoing

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

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

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

**Activities:**

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

**Products**

Updated Travel Demand Model, as needed

**Completion Date**

On-going

**404 Freight and Goods Movement**

**Participant(s):** Metro COG

Incorporate freight and goods movement into the regional planning process. Support private sector participation in the transportation planning process by working with local

Chambers of Commerce and Economic Development Corporations, freight interests and representatives from other private transportation industries in reviewing transportation plans and programs. Use the Freight Analysis Framework (FAF) and other publicly available data.

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

**Activities:**

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

**Products**

**Completion Date**

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

**405 FM Metropolitan Profile**

**Participant(s):** Metro COG

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

**Activities:**

- Annual FM Metropolitan Profile development and approval

**Products**

**Completion Date**

2023 Annual Update to the FM Metropolitan Profile	3 <sup>rd</sup> QTR
2024 Annual Update to the FM Metropolitan Profile	3 <sup>rd</sup> QTR

**406 Traffic Data Collection and Analysis**

**Participant(s):** Metro COG

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

**Activities:**

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

**Products**

**Completion Date**

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

**407 Metropolitan Transportation Technical Assistance**

**Participant(s):** Metro COG

This work task provides Metro COG resources in both 2023 and 2024 to respond to requests for information and analysis regarding issues and items relative to the metropolitan transportation system.

**Activities:**

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

**Products**

**Completion Date**

Technical Assistance	On-going
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**408 ITS/Traffic Operations Technical Assistance**

**Participant(s):** Metro COG

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

**Activities:**

- Participate in Traffic Operations Roundtable meetings arranged by NDSU's ATAC
- Arrange as-needed Traffic Operations Working Group meetings
- Traffic operations technical assistance and coordination
- Annual review of TIP projects against the Regional ITS Architecture



- Annual updates to the Regional ITS Architecture and associated coordination with ATAC, NDDOT, and MNDOT.
- Maintain Metro COG Regional Intelligent Transportation System database
- Maintain an understanding of traffic operations issues throughout the metro area through public input, site visits and travel within the metro area

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

#### **409 GIS Management, Mapping and Graphics**

**Participant(s):** Metro COG

Metro COG maintains, updates, and manages a number of critical data sets that support the development and implementation of the MTP and its modal sub elements as well as various subarea studies and mapping needs. Additionally, on a cyclical basis, Metro COG updates 'base' metropolitan maps (i.e., federal-aid urban area, roadway functional classification, metropolitan traffic counts). This program area supports overall development and distribution of GIS data used by Metro COG as requested by the public, cognizant agencies or other interested persons. As part of this program area within the 2023-2024 UPWP, Metro COG will be working to establish a GIS page on Metro COG's website to establish a portal for dissemination of metropolitan-specific GIS data. This work task also provides Metro COG resources in both 2023 and 2024 to coordinate the Metropolitan Geographic Information System (GIS) Committee.

#### **Activities:**

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

<b>Products</b>	<b>Completion Date</b>
Technical Assistance	On-going
2024 Review of TIP projects against Architecture	3rd QTR

#### **410 Metro Area Traffic Calming Study**

**Participant(s):** Metro COG/  
Local Jurisdictions

In 2021, Metro COG worked with the City of West Fargo to complete a Traffic Calming Study that evaluated several types of traffic calming features for potential implementation within the community. Specific locations were studied, and a methodology for considering the installation of traffic calming measures was developed for use by the city. Metro COG has been asked to retool this study so it has

general applicability as a reference throughout the metropolitan area. Staff time has been devoted within this UPWP for that to be carried out.

**Activities:**

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

**Products**

Metro wide Traffic Calming Guide  
 2024 Review of TIP projects against Architecture

**Completion Date**

4<sup>th</sup> QTR, 2023  
 3rd QTR

**411 Household and Job Assignments to TAZs for TDM**

**Participant(s):** Metro COG

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

**Activities:**

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

**Products**

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

**Completion Date**

1st QTR 2023  
 On-going

**500 Transit Planning**

**Objective:**

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

**Relation to Planning Factors:**

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

**Relation to IJJA Planning Emphasis Areas:**

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

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

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

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

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

<b>Assigned Staff Hours in UPWP:</b>	2023	2024
	360	440

**Previous Accomplishments:**

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

Figure 20 provides a breakdown of staff hours and budget in Transit Planning.

**Figure 20 Activity Budget and Funding Source Split for Program Area 500**

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

**Products**

Assistance as required

**Completion Date**

On-going

**502 MATBUS Coordinating Board**

**Participant(s):** Metro COG

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

**Activities:**

- Meeting facilitation and support
- Attend meetings

**Products**

2023 MATBUS Coordinating Meetings  
2024 MATBUS Coordinating Meetings

**Completion Date**

Monthly  
Monthly

**600 Bicycle & Pedestrian Planning**

**Objective:**

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

**Relation to Planning Factors:**

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

**Relation to IJJA Planning Emphasis Areas:**

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

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

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

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

**Data in Transportation Planning** – biking and walking data, land use, traffic volumes, and other types of data are all sharable between MATBUS, Metro COG, local jurisdictions and DOTs. This has the potential to better integrate sidewalks and trails into

all forms of transportation planning and to better inform plans specifically aimed at bike and ped facilities.

<b>Assigned Staff Hours in UPWP:</b>	2023	2024
	704	598

**Previous Accomplishments:**

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

**Figure 21** provides a breakdown of staff hours and budget in Bicycle and Pedestrian Planning.

**Figure 21 Activity Budget and Funding Source Split for Program Area 600**

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

**601 Bicycle-Pedestrian Activities and Technical Assistance**

**Participant(s):** Metro COG/  
local jurisdictions/ MnDOT/  
NDDOT

Participate in bicycle and pedestrian planning activities and support the implementation of Metro COG’s Bicycle and Pedestrian Plan and the Complete Streets policy adopted by Metro COG in 2013, as well as more recently completed planning documents such as the Bicycle and Pedestrian Gap Analysis and the Fargo Transportation Plan. Respond to requests for information and smaller analyses regarding issues and items related to the metropolitan bicycle and pedestrian transportation system. This work activity also covers quarterly meetings of Metropolitan Bicycle and Pedestrian Committee.

**Activities:**

- Quarterly meetings of the Bicycle and Pedestrian Committee
- Implement Bike/Ped plan recommendations into the Metro COG planning activities
- Coordination with local governments and park districts/departments in UZA and MPA regarding trail connectivity and plans
- Development, review and scoring of Transportation Alternative Program (TAP) applications
- Maintenance to and integration of changes and updates to the metropolitan Bike Map as necessary

- Implement recommendations of the Bike signage project
- Updates to the bike signage project
- On-going maintenance and updating of the map used in the bike trail phone app
- Efforts related to Great Ride Bike Share program, if revived
- Monitoring of micromobility options and usage within the metro area, and associated regulations adopted by local governments to address modes such as scooters
- Providing bicycle safety information and assistance at community events such as Streets Alive if this event is revived, or other similar community events.

**Products**

**Completion Date**

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

**602 Bicycle and Pedestrian Counts and Analysis**

**Participant(s):** Metro COG

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

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

**Activities:**

- Maintain automatic counters
- Collect, process and analyze bike/ped count data
- Maintain and update bike/ped count database
- Annual reports of bike/ped count data to NDDOT and MnDOT as well as to the TTC and Policy Board

**Products**

**Completion Date**

2023 Updated Bicycle and Pedestrian Counts Database	4th QTR
2024 Updated Bicycle and Pedestrian Counts Database	4th QTR
2023 Annual Report to MnDOT and NDDOT	4th QTR
2024 Annual Report to MnDOT and NDDOT	4th QTR

Collection and processing of manual and automatic bike and ped counts.	On-going
Pursuit of additional bike and ped counting equipment and placement of equipment	On-going

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

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

**Activities:**

- Coordination with affected cities and counties
- Responding to questions and requests for information
- Request for Proposal development
- Consultant selection process
- Staff support and input into the Study

**Products**

**Completion Date**

Heartland Trail Advisory Committee and Committee Support	On-going
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**604 Dilworth Glyndon Fleton School District Safe Routes to School Plan      Participant(s): Metro COG/ Dilworth/Glyndon/ DGF School District**

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

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

**Activities:**

- Project management
- Host monthly progress call updates
- Host Study Review Committee (SRC) meetings
- Existing conditions inventory and analysis with mapping

- Hold an Open House / host a table at the Back-to-School night at each school location
- Survey administration and instructions
- Survey results review
- Site investigations
- Circulation and challenges identification through tables and maps
- Recommendations tables and maps
- Project prioritization
- Suggest Safe Routes to School maps
- Funding opportunities
- Document development
- City of Dilworth Document presentation
- City of Glyndon Document presentation
- DGF School District Document presentation
- Metro COG TTC presentation
- Metro COG Policy Board presentation

**Products**

DGF SRTS Plan

**Completion Date**

1<sup>st</sup> QTR 2023

## 700 Local Planning Assistance

**Objective:**

*Knowing that land use and transportation are inexorably linked, Metro COG has created a program to assist local jurisdictions in planning efforts that may affect the regional transportation network, and in staying apprised about land use and other planning-related decisions made by local jurisdictions within both the UZA and the MPA. This includes assisting local jurisdictions with comprehensive planning efforts, educating communities on MPO goals, efforts, and initiatives, attendance at local planning commission meetings/commission meetings, and generally providing outreach to get communities involved in regional coordination.*

**Relation to Planning Factors:**

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

**Relation to IJJA Planning Emphasis Areas:**

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



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

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

<b>Assigned Staff Hours in UPWP:</b>	2023	2024
	1,305	1,438

**Previous Accomplishments:**

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

Figure 22 provides a breakdown of staff hours and budget in Local Planning Assistance.

**Figure 22 Activity Budget and Funding Source Split for Program Area 700**

Funding Source	2023		2024		Total Activity Budget 2023-2024
	Percent	Amount	Percent	Amount	
CPG	80%	\$54,266	80%	\$62,068	\$116,334
Local	20%	\$13,566	20%	\$15,517	\$29,063
<b>Total</b>	<b>100%</b>	<b>\$67,832</b>	<b>100%</b>	<b>\$77,586</b>	<b>\$145,417</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 both in the UZA and in the MPA on Metro COG goals and processes.

**Activities**

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

**Products**

Local Outreach and Participation

**Completion  
Date**

On-going

**702 Local Planning Assistance**

**Participant(s):** Metro COG

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

**Activities**

- Working with local units of government on long-range planning
- Development of local transportation initiatives that tie into regional efforts
- Completion of eligible comprehensive and transportation planning activities for the Mapleton, ND and Dilworth, MN Comprehensive Plans

**Products**

Local Planning Assistance

**Completion**

**Date**

On-going

**800 General Administration**

**Objective:**

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

**Relation to Planning Factors:**

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

**Relation to IJA Planning Emphasis Areas:**

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

<b>Assigned Staff Hours in UPWP:</b>	2023	2024
	5,006	4,996

**Previous Accomplishments:**

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

- ROLF Training Event by FHWA
- AMPO Conference and Training

**Figure 23** provides a breakdown of staff hours and budget in General Administration.

**Figure 23 Activity Budget and Funding Source Split for Program Area 800**

Funding Source	2023		2024		Total Activity Budget 2023-2024
	Percent	Amount	Percent	Amount	
CPG	80%	\$219,377	80%	\$228,653	\$448,030
Local	20%	\$54,844	20%	\$57,163	\$112,008
<b>Total</b>	<b>100%</b>	<b>\$274,221</b>	<b>100%</b>	<b>\$285,817</b>	<b>\$560,038</b>

**801 General Administration, Management, IT, and Secretarial**

**Participant(s):** Metro COG

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

**Activities:**

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

**Products**

**Completion Date**

2023 Employee Benefits	On-going
2024 Employee Benefits	On-going
2022 Audits in 2023(financial and indirect rate)	2 <sup>nd</sup> QTR
2023 Audits in 2024 (financial and indirect rate)	2 <sup>nd</sup> QTR
Staff Performance Evaluations	As required
QAQC Policy and Procedure	2 <sup>nd</sup> QTR

Timesheets  
 Quarterly Report  
 Travel Requests  
 Expense Reports

Biweekly  
 Quarterly  
 As-needed  
 As-needed

**802 Financial Budgeting and Tracking**

**Participant(s):** Metro COG

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

**Activities**

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

**Products**

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

**Completion Date**

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

**803 Professional Development, Education and Training**

**Participant(s):** Metro COG

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

**Activities:**

- Webinars, workshops, conferences and training sessions

**Products**

Training and educational opportunities

**Completion Date**

On-going

## 900 Publications, Public Information and Communication

### Objective:

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

### Relation to Planning Factors:

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

### Relation to IJJA Planning Emphasis Areas:

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

Assigned Staff Hours in UPWP:	2023	2024
	403	444

### Previous Accomplishments:

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

Figure 24 provides a breakdown of staff hours and budget in Publications, Public Information and Communication.

**Figure 24 Activity Budget and Funding Source Split for Program Area 900**

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

### 901 Metro COG Newsletter

**Participant(s):** Metro COG

Develop, produce and disseminate at least one issue of the Metro COG newsletter, both hard copy and electronic copies sent to interested individuals and posted on the Metro COG website. Metro Connection is sent to local units of government, cognizant

agencies, the general public, interested persons, community stakeholders, and other targeted interest groups. The newsletter is intended to provide an introduction and outline of project updates while also disseminating important information to the public and interested parties. Distribution of Metro Connection is timed to allow for notifications regarding key public involvement opportunities for Metro COG programs and projects, including the TIP and MTP development.

**Activities:**

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

**Products**

2023 Metro COG Newsletter  
 2024 Metro COG Newsletter

**Completion Date**

Annually  
 Annually

**902 Website and Social Media**

**Participant(s):** Metro COG

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

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

**Activities:**

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

**Products**

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

<b>Assigned Staff Hours in UPWP:</b>	2023	2024
	440	484

**Previous Accomplishments:**

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

**Figure 25** provides a breakdown of budget in Community Planning and Technical Assistance.

**Figure 25 Activity Budget and Funding Source Split for Program Area 1000**

Funding Source	2023		2024		Total Activity Budget 2023-2024
	Percent	Amount	Percent	Amount	
Local Only	80%	\$20,817	80%	\$22,800	\$43,617

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

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

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

**Activities:**

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

**Products**

2023 Regional Food Commission Support  
2024 Regional Food Commission Support

**Completion Date**

On-going  
On-going

**1002 Dilworth Comprehensive Plan Update (2024)**

**Participant(s):** Metro COG/  
Clay County

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

**Activities:**

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

**Products**

Dilworth Comprehensive Plan Update

**Completion Date**

4th QTR 2024

**1003 Mapleton Comprehensive & Transportation Plan (2022-2023)**

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

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

**Activities:**

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

**Products**

Mapleton Comprehensive Plan Update

**Completion Date**

2nd QTR 2023

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

**Participant(s):** Metro COG/  
All member jurisdictions

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

**Activities:**

- Data Collection and Mapping



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

**Products**

Mapleton Comprehensive Plan Update

**Completion Date**

2nd QTR 2023

**Summary**

Estimates of staff hours for 2023 and 2024 are shown in Figures 26 - 29. Figures 26 and 28 show staff hours for each category of the UPWP for 2023 and 2024, and Figure 27 and 29 show staff hours estimated for consultant led projects in the 200 category for 2023 and 2024.

**Figure 26 Estimates of Staff Hours for 2023**

	TOTAL COST	TOTAL HOURS	Executive Director	Senior Planner	Transp Planner	C/T Analyst	Assistant Planner 1	Assistant Planner 2	GIS/Asst Planner	Office Mgr	Intern
			97.29	65.95	55.72	49.13	39.83	41.01	38.47	37.25	18.13
100	\$72,428.90	1260	310	110	100	110	90	90	90	340	20
200	\$121,245.96	2178	208	626	338	232	340	100	270	0	64
300	\$151,666.09	2757	405	391	298	113	90	1124	204	52	80
400	\$125,700.28	2852	40	274	450	145	666	160	871	0	246
500	\$15,373.40	360	0	50	0	0	260	0	40	0	10
600	\$33,861.25	704	0	10	420	10	45	75	75	4	65
700	\$67,831.75	1305	90	145	40	680	110	120	100	0	20
800	\$274,220.76	5006	996	454	394	384	384	380	380	1584	50
900	\$17,760.06	403	11	20	46	56	95	31	30	100	20
1000	\$20,817.20	440	20	0	0	350	0	0	20	0	50
<b>TOTAL</b>	<b>\$900,906.65</b>	<b>17265</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>625</b>

**Figure 27 2023 Breakdown of 200 Contracted Planning Services by Project**

	TOTAL COST	TOTAL HOURS	Executive Director	Senior Planner	Transp Planner	C/T Analyst	Assistant Planner 1	Assistant Planner 2	GIS/Asst Planner	Office Mgr	Intern
			97.29	65.95	55.72	49.13	39.83	41.01	38.47	37.25	18.13
201	\$778.32	8	8	0	0	0	0	0	0	0	0
202	\$58,449.40	1088	80	358	100	50	200	60	200	0	40
203	\$1,883.58	26	8	10	8	0	0	0	0	0	0
204	\$17,919.40	392	8	10	4	182	100	20	60	0	8
205	\$1,036.56	24	0	0	16	0	0	0	0	0	8
206	\$2,161.48	40	4	0	16	0	0	20	0	0	0
207	\$8,430.10	138	20	8	100	0	0	0	10	0	0
214	\$8,758.40	120	40	40	40	0	0	0	0	0	0
217	\$3,096.76	64	4	0	20	0	40	0	0	0	0
219	\$1,224.08	16	8	0	8	0	0	0	0	0	0
223	\$4,346.16	64	4	60	0	0	0	0	0	0	0
224	\$557.20	10	0	0	10	0	0	0	0	0	0
225	\$7,812.60	116	20	80	8	0	0	0	0	0	8
226	\$4,791.92	72	4	60	8	0	0	0	0	0	0
<b>TOTAL</b>	<b>\$121,2178</b>	<b>2178</b>	<b>208</b>	<b>626</b>	<b>338</b>	<b>232</b>	<b>340</b>	<b>100</b>	<b>270</b>	<b>0</b>	<b>64</b>

**Figure 28 Estimates of Staff Hours for 2024**

	TOTAL COST	TOTAL HOURS	Executive Director	Senior Planner	Transp Planner	C/T Analyst	Assistant Planner 1	Assistant Planner 2	GIS/Asst Planner	Office Mgr	Intern
			100.96	69.33	57.56	51.38	45.98	42.21	41.31	38.65	19.02
100	\$75,508.10	1260	310	110	100	110	90	90	90	340	20
200	\$151,875.70	2607	230	655	588	364	255	165	240	0	110
300	\$155,440.43	2,777	405	401	288	113	90	1,124	224	52	80
400	\$103,435.23	2246	30	210	290	75	496	110	815	0	220
500	\$20,942.30	440	0	50	0	0	340	0	40	0	10
600	\$28,920.38	598	0	10	340	10	30	60	50	4	84
700	\$77,585.56	1438	98	160	40	678	210	120	100	0	32
800	\$285,816.86	4996	996	454	394	384	384	380	360	1584	40
900	\$20,589.16	444	11	30	40	56	95	31	51	100	30
1000	\$22,799.68	484	0	0	0	290	90	0	80	0	24
TOTAL	\$942,913.40	17290	2080	2080	2080	2080	2080	2080	2080	2080	650

**Figure 29 2024 Breakdown of 200 Contracted Planning Services by Project**

	TOTAL COST	TOTAL HOURS	Executive Director	Senior Planner	Transp Planner	C/T Analyst	Assistant Planner 1	Assistant Planner 2	GIS/Asst Planner	Office Mgr	Intern
			100.96	69.33	57.56	51.38	45.98	42.21	41.31	38.65	19.02
201	\$3,267.20	50	10	10	20	0	0	0	10	0	0
202	\$43,849.32	684	100	300	40	64	80	0	80	0	20
205	\$4,339.30	80	10	10	20	0	10	10	10	0	10
208	\$30,834.70	575	40	20	240	40	155	0	40	0	40
209	\$24,731.15	385	40	225	20	20	10	10	40	0	20
210	\$16,201.70	310	10	10	20	240	0	0	20	0	10
211	\$26,652.33	523	20	80	228	0	0	145	40	0	10
TOTAL	\$151,875.70	2607	230	655	588	364	255	165	240	0	110

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

### Metro COG Policy Board (as of September 2022)

#### Voting Members

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

\*(C) Chair and (VC) Vice Chair

#### ASSOCIATE MEMBERS

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

#### EX-OFFICIO MEMBERS

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

#### VOTING AND ASSOCIATE MEMBER ALTERNATES

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

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

### Transportation Technical Committee (as of Sept. 2022)

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

NOTE: C = CHAIR, VC= VICE CHAIR

### Metro COG Staff

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

## Appendix B - Policy Board and Transportation Technical Committee Meeting Schedules

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

Metro COG Policy Board meetings are generally held at 4:00pm (CST). Transportation Technical Committee meetings are generally held at 10:00am (CST). Both meetings are generally held both as virtual meetings through the use of Zoom, and in person at the Metro COG offices:

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

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

On occasion, due to a holiday or an emergency, Metro COG must change a regularly scheduled meeting to a different date. When this occurs, the information is posted in advance on at [www.fmmetrocog.org](http://www.fmmetrocog.org).