



North Dakota Department of Transportation

Thomas K. Sorel
Director

Doug Burgum
Governor

June 28, 2018

Mr. Richard Duran
Environment Program Manager & Planning Specialist
Federal Highway Administration
4503 Coleman Street North
Suite 205
Bismarck, ND 58503

FARGO-MOORHEAD METRO COG UNIFIED PLANNING WORK PROGRAM AMENDMENT

Please accept this letter and enclosures from the Fargo-Moorhead Metropolitan Council of Governments (Metro COG) for an amendment to their 2017-2018 Unified Planning Work Program (UPWP). The amendment consists of various changes throughout the UPWP to account for new projects and reallocating hours to appropriate tasks.

The Policy Board of the MPO approved this amendment on February 15, 2018. Metro COG had several administrative changes on their end before official submittal of this amendment. The North Dakota Department of Transportation recommends approval of this request for amendment based on the enclosed documentation. Enclosed is the Minnesota Department of Transportation's concurrence with this amendment. Your timely approval will be most appreciated.

If you have any comments or questions, please contact me at 701-328-4469 or Michael E. Johnson at 701-328-2118.

A handwritten signature in blue ink that reads "Stacey M. Hanson".

STACEY M. HANSON, P.E., ASSISTANT LOCAL GOVERNMENT ENGINEER

38/mej

c: Cindy Gray, Metro COG
Bobbi Retzlaff, MnDOT

Approved on behalf of the
Division Administrator:

Unified Planning Work Program

2017 - 2018

AMENDMENT #6



Fargo-Moorhead Metropolitan Council of Governments

Contents

1. Introduction	1
2. UPWP Framework	5
3. Metro COG Long Range Plans, FAST Planning Factors and Planning Emphasis Areas.....	6
4. Funding Overview and Annual Budgets	8
5. Carryover Projects	10
6. 2018 Projects.....	10
7. Strategic Plan	12
8. Statement of Nondiscrimination	12
9. Self-Certification and Restrictions on Lobbying	14
10. Program Areas and Sub-tasks	16
100 Policy and Administrative Forums	16
200 Contracted Planning Services	18
300 Federal Transportation Planning Documentation	27
400 Technical Transportation Data & Analysis	31
500 Transit Planning	34
600 Bicycle & Pedestrian Planning	35
700 Local Planning Assistance	38
800 General Administration.....	39
900 Publications, Public Information and Communication	42
1000 Community Planning and Technical Assistance	44

Disclaimer

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

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

1. Introduction

The Unified Planning Work Program (UPWP) documents the Fargo-Moorhead Metropolitan Council of Governments (Metro COG) planning-related activities and projects for the 2017-2018 calendar years. Metro COG serves as a voluntary association of local governments in the greater Fargo-Moorhead metropolitan area. Metro COG performs planning and development work, especially to address problems and issues that are regional in scope and cross jurisdictional boundaries.

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

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

Alliance (MN)	Glyndon (MN)	Moorhead (MN)
Barnes (ND)	Harmony (ND)	Morken (MN)
Barnesville (MN)	Harwood (ND)	Normanna (ND)
Berlin (ND)	Hawley (MN)	Oakport (MN)
Casselton (ND)	Holy Cross (MN)	Pleasant (ND)
Durbin (ND)	Humbolt (MN)	Raymond (ND)
Eglon (MN)	Kragnes (MN)	Reed (ND)
Elkton (MN)	Kurtz (MN)	Riverton (MN)
Elmwood (MN)	Mapleton (ND)	Stanley (ND)
Everest (ND)	Moland (MN)	Warren (ND)

Source: Metro COG (2016)

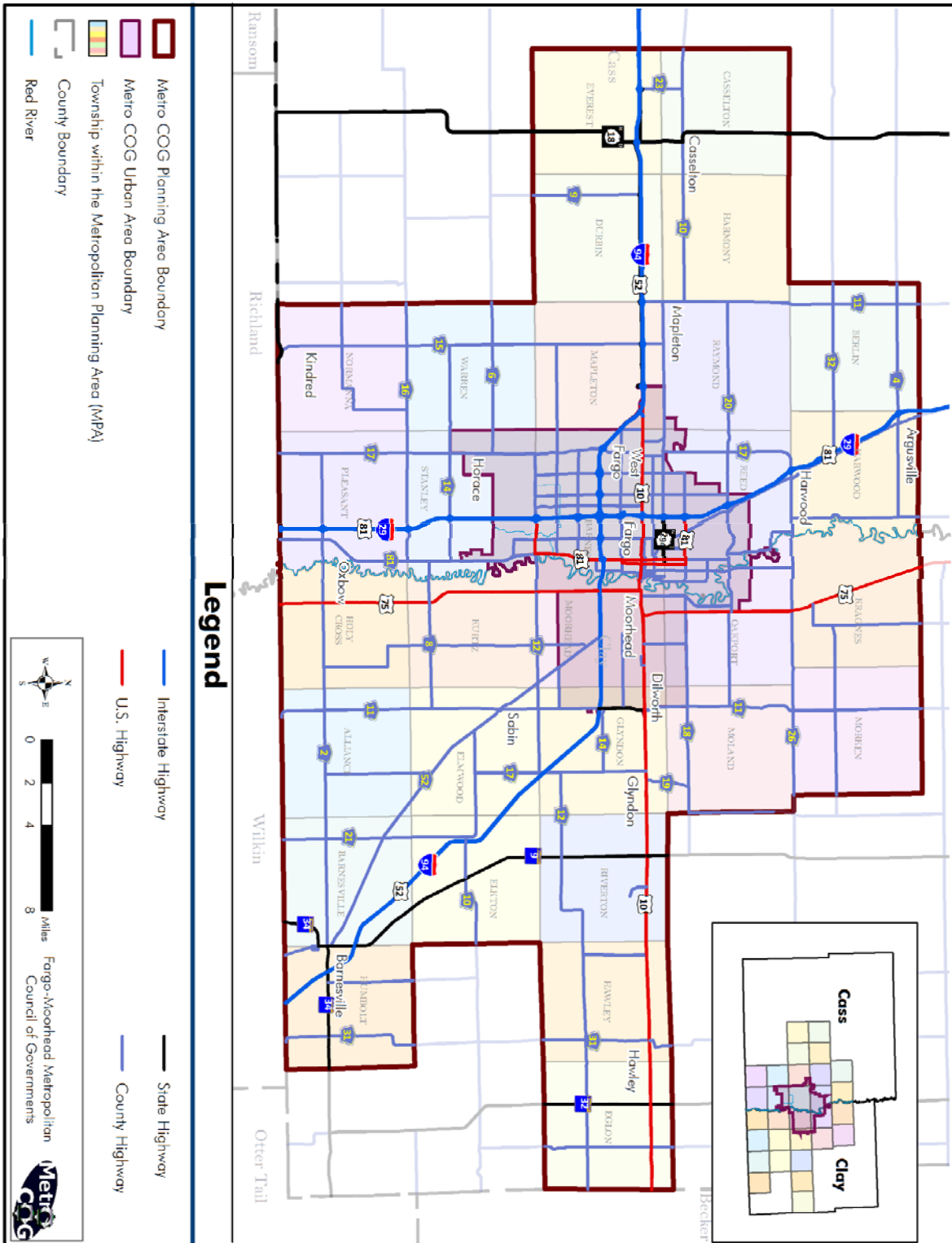
Metro COG's transportation planning process provides a forum for deciding how to improve the regional transportation system and how to allocate federal transportation funds to pay for these improvements. The decision-making process is **C**ontinuing, **C**omprehensive and **C**ooperative (3C planning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

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

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

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

Figure 1.2 Metro COG Region and Adjusted UZA

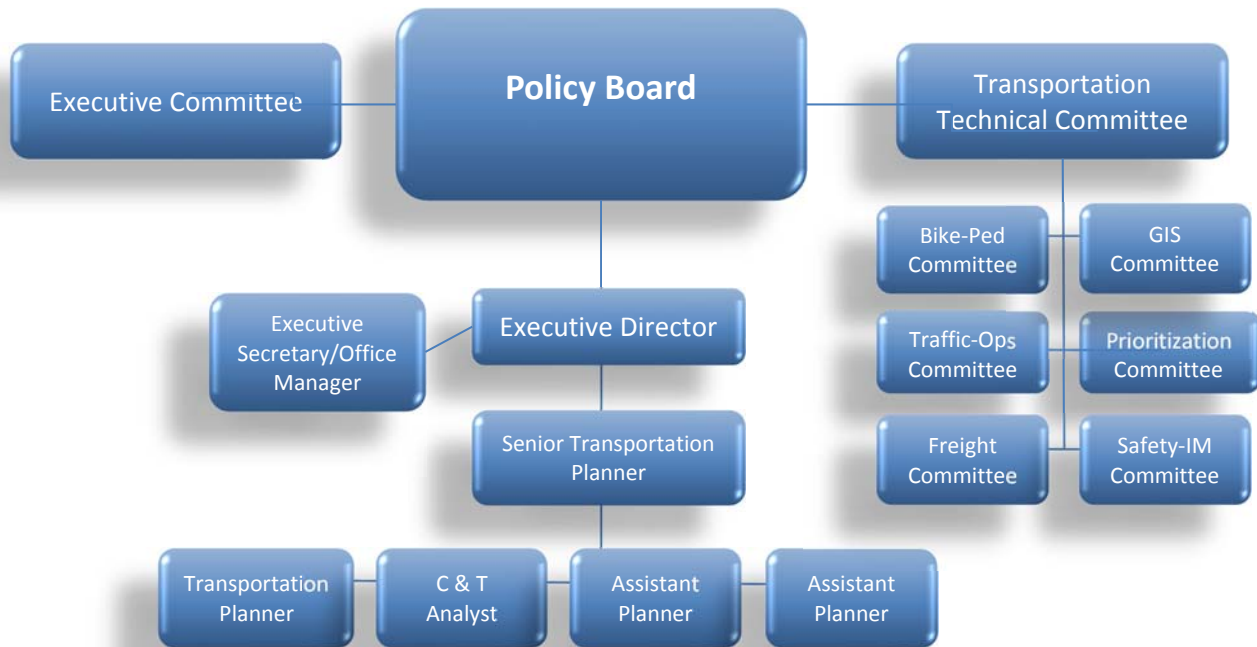


Source: Metro COG (2015)

Organization Structure

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

Figure 1.3 Metro COG Organizational Structure



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

The Metro COG Transportation Technical Committee (TTC) reviews and makes recommendations related to transportation to the Policy Board. The TTC is a 22-member body with representatives from the planning and public works/engineering departments of local jurisdictions, transit agencies, state Departments of Transportation, the MPO and members representing special interests in the Metro COG region. There are six additional committees that provide input to TTC and Policy Board decisions based on their specific area of expertise.

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

The Metro COG organizational structure is identified in Figure 1.3. Membership on the Policy Board, TTC and Metro COG staff is listed in Appendix A.

The dates for all Policy Board, Executive Committee and Transportation Technical Committee meetings are published in the newspaper of record (The Fargo Forum) in January of each year. Notice of all meetings and full agenda packets are posted on the Metro COG web site in

advance of the meetings. A list of Policy Board and TTC meeting dates is included in Appendix B. Executive Committee meetings are held on an as-needed basis and are held on the first Wednesday of each month.

2. UPWP Framework

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

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

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

In addition to the UPWP, Metro COG's responsibilities include the development and maintenance of a long range transportation plan (LRTP), a Transportation Improvement Program (TIP) and a proactive public participation effort guided by an approved Public Participation Plan (PPP). Metro COG must be, and is, compliant with civil rights legislation and maintains a Title VI Plan (reflecting requirements included in the Civil Rights Act of 1964, as amended) as reflected by the *Metropolitan Transportation Planning Self Certification (2016)*. More information on federal requirements is found in Section 6 - Statement of Nondiscrimination.

Program Area Overview

The regional transportation planning activities and products contained in this UPWP are categorized by 12 program areas with multiple sub-tasks assigned to each.

Sub-tasks are work activities and have associated with them one or more work activities and a specific or multiple products.

The 2017-2018 Program Areas are identified in Figure 2.1.

Figure 2.1. Metro COG UPWP Program Area Overview

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

Source: Metro COG 2017-2018 UPWP (2017)

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

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

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

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

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

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

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

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

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

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

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

Figure 3.2 FAST Planning Factors Addressed in the Metro COG UPWP

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

Source: Metro COG (2016)

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

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

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

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

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

Figure 3.3 Planning Emphasis Areas Addressed in the Metro COG UPWP

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

Source: Metro COG (2017)

4. Funding Overview and Annual Budgets

Federal Funding

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

State and Local Funding

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

MnDOT also provides funds from the state general fund to supplement local contributions for local match and non-reimbursable activities and purchases. Projects identified under Planning Activity 1200 are designed to be done by Metro COG staff, and are funded based on the transportation element associated with each individual project.

Budget

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

Grant (CPG) federal funds to accomplish planning studies in the region. Local funds for these projects are provided by a jurisdiction or multiple jurisdictions through special assessments to be used only for these projects. The operating budget also consists of CPG funds, but the local share of funds come from all voting member jurisdictions through an annual collection of jurisdiction dues. Tables showing local jurisdiction dues for 2017 and 2018 are included as Appendix D. A summary of the approved 2017-2018 budget is displayed in Figure 4.1 on the following page.

The Metro COG Budget assigns funding in amounts to accomplish each of the Program Areas of the UPWP. Figure 4.2 on the following page identifies the major Program Areas for 2017 and 2018, as well as the portion of the annual budget assigned to each.

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

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

Figure 4.1 Metro COG 2017-2018 UPWP Operating Budget by Program Area

Source: Approved Metro COG Annual Budgets, 2017 and 2018

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

Figure 4.2 Metro COG 2018 UPWP Operating Budget by Program Area

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

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

5. Carryover Projects

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

Figure 5.1 2017 Carryover Projects

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

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

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

6. 2018 Projects

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

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

In order to spend down Metro COG's long standing balance of Consolidated Planning Grant (CPG) funds, member jurisdictions purposed projects that would help them develop and vet transportation needs. Additional projects are listed, which are comprised of corridor studies, subarea plans, and gap analysis.

These projects, as listed in Figure 6.1, 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 11.

Figure 6.1 2018 Contracted Planning Projects

2018 Contracted Projects						
Project	Jurisdiction	Total Cost	Federal %	Federal Share	Local %	Local Share
2018 Projects						
NDSU ATAC Annual Participation (TDM Model Dev)	Regional	\$ 10,000.00	80.00%	\$ 8,000.00	20.00%	\$ 2,000.00
NDSU ATAC TDM Development	Regional	\$ 54,000.00	80.00%	\$ 43,200.00	20.00%	\$ 10,800.00
2045 Long Range Transportation Plan	Regional	\$ 372,649.38	80.00%	\$ 298,119.50	20.00%	\$ 74,529.88
12th Ave South Corridor Study	Moorhead	\$ 175,000.00	80.00%	\$ 140,000.00	20.00%	\$ 35,000.00
US 10/US 75 Corridor Study	MnDOT	\$ 200,000.00	80.00%	\$ 160,000.00	20.00%	\$ 40,000.00
Cass County CR18 Corridor Study	Cass County	\$ 125,000.00	80.00%	\$ 100,000.00	20.00%	\$ 25,000.00
ATAC - Intersection Traffic Data Reporting	Regional	\$ 55,500.00	80.00%	\$ 44,400.00	20.00%	\$ 11,100.00
Metro COG Website	Regional	\$ 20,000.00	80.00%	\$ 16,000.00	20.00%	\$ 4,000.00
Transit Routing Software License Maintenance	Fargo/Moorhead	\$ 16,000.00	80.00%	\$ 12,800.00	20.00%	\$ 3,200.00
Fargo Safe Routes to Schools Plan	Fargo	\$ 150,000.00	80.00%	\$ 120,000.00	20.00%	\$ 30,000.00
Regional Bike Gap Analysis	Regional	\$ 150,000.00	80.00%	\$ 120,000.00	20.00%	\$ 30,000.00
30th Avenue Corridor Study	Moorhead	\$ 75,000.00	80.00%	\$ 60,000.00	20.00%	\$ 15,000.00
76th Avenue Corridor Study	Horace/Fargo/Cass	\$ 150,000.00	80.00%	\$ 120,000.00	20.00%	\$ 30,000.00
Horace Comprehensive & Transportation Plan	Horace	\$ 150,000.00	53.33%	\$ 80,000.00	46.67%	\$ 70,000.00
Transit Authority Implementation Study	Fargo/Moorhead	\$ 200,000.00	80.00%	\$ 160,000.00	20.00%	\$ 40,000.00
File Server	Regional	\$ 5,000.00	80.00%	\$ 4,000.00	20.00%	\$ 1,000.00
Metro COG Telephone Upgrade	Regional	\$ 5,500.00	80.00%	\$ 4,400.00	20.00%	\$ 1,100.00
Total		\$ 1,913,649.38		\$ 1,490,919.50		\$ 422,729.88

7. Strategic Plan

The Metro COG LRTP is updated every five years, but the initial work for the update begins soon after the last approved update. To assure documents and other actions that inform the LRTP are complete on a timeline that facilitates the use of this information, Metro COG provides a strategic plan identifying UPWP Program Areas and tasks that support or become part of the LRTP update. The Metro COG Strategic Plan (Figure 5.1) establishes a timeline for the development of the LRTP by identifying those UPWP work activities, in chronological order, to prepare for, develop and inform the next update of the Long Range Transportation Plan.

Figure 5.1 Metro COG Strategic Plan for Major Activities

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

Source: Metro COG (2015)

8. Statement of Nondiscrimination

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

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

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

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

www.fmmetrocog.org

9. Self-Certification and Restrictions on Lobbying

Self-Certification

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

The requirements of self-certification include:

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

In addition to those requirements outlined in 23 CFR 450.336, Metro COG is also required to certify that its transportation planning process is in compliance with additional Federal requirements, as follows:

- Private Enterprise Participation in Metro COGs Planning Process (49 USC 1607 and 1602 [c])
- Drug Free Workplace Certification (49 CFR, Part 29, sub-part F)
- Restrictions on Influencing Certain Federal Activities (49 CFR, Part 20)
- Restrictions on Procurements from Debarred or Suspended Persons/Firms (49 CFR, Part 29, sub-parts A to E)
- Executive Order 12898 – Environmental Justice in Metropolitan Transportation Plan

The Metro COG Policy Board also certifies that the 3-C (continuing, comprehensive, and cooperative) planning process used in the FM Metropolitan area is in compliance with the above federal requirements.

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

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

Restrictions on Lobbying

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

10. Program Areas and Sub-tasks

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

100 Policy and Administrative Forums

Objective:

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

Assigned Staff Hours: 1,705 (2017) 1170 (2018)

Previous Accomplishments:

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

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

Funding Source	2017		2018		Total Activity Budget 2017-2018
	Percent	Amount	Percent	Amount	
CPG	80%	\$55,800	80%	\$40,152.48	\$95,952
Local	20%	\$13,950	20%	\$10,038.12	\$23,988
Total	100%	\$69,750	100%	\$50,191	\$119,941

101 Metro COG Policy Board

Participant(s): Metro COG

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

Activities:

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

Products

Completion Date

2017 Monthly Policy Board meetings
2018 Monthly Policy Board meetings

Monthly
Monthly

102 Metro COG Executive Committee

Participant(s): Metro COG

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

Activities:

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

Products

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

Completion Date

As Needed
As Needed

103 Transportation Technical Committee (TTC)

Participant(s): Metro COG

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

Activities:

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

Products

2017 Monthly TTC meetings
2018 Monthly TTC meetings

Completion Date

Monthly
Monthly

104 Federal, State, and Local Committee Meetngs

Participant(s): Metro COG

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

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

Activities:

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

Products

- Attendance at Federal, State, and Local meetings

Completion Date

Annually

200 Contracted Planning Services

Objective:

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

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

Previous Accomplishments:

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

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

Funding Source	2017		2018		Total Activity Budget 2017-2018
	Percent	Amount	Percent	Amount	
CPG	80%	\$13,519.20	80%	\$86,576	\$100,095
Local	20%	\$3,379.80	20%	\$21,644	\$25,024
Total	100%	\$16,899	100%	\$108,220	\$125,119

2018-201 Metro COG 2045 Long Range Transportation Plan Update (2018)

Participant(s): Metro COG/Consultant

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

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

Activities:

- Staff activities identified under element 305.

Products

Updated 2045 Long Range Transportation Plan

Completion Date

1st QTR 2019

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

Participant(s): Metro COG/ATAC

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

Activities:

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

Products

Travel Demand Model Update
Regional ITS Architecture Update

Completion Date

Ongoing
Ongoing

2018-203 ATAC Intersection Traffic Data Import and Reporting

Participant(s): Metro COG/Consultant

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

Activities:

- Collect data
- Process data
- Distribute data

Products

Web-based traffic count database

Completion Date

4thQTR 2018

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

Participant(s): Metro COG/Consultant

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

Activities:

- Staff activities identified under element 305.

Products

Cass County Comprehensive and Transportation Plan Update

Completion Date

3rd QTR 2018

2018-205 52nd Avenue Planning Portion of Environmental Document (2017) (CARRYOVER)

Participant(s): Metro COG/Consultant

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

Activities:

- Staff activities identified under element 305.

Products

52nd Avenue Planning Portion of the Environmental Document Final Report

Completion Date

2nd QTR 2018

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

Participant(s): Metro COG/Consultant

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

Activities:

- Staff activities identified under element 305.

Products
Transit Facility Analysis and Development Strategy Final Report

Completion Date
3rd QTR 2018

**2018-207 17th Avenue South Corridor Study (2017)
(CARRYOVER)**

Participant(s): Metro
COG/Consultant

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

Activities:

- Staff activities identified under element 305.

Products
17th Avenue South Corridor Study Final Report

Completion Date
1st QTR 2018

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

Participant(s): Metro
COG/Consultant

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

Activities:

- Staff activities identified under element 305.

Products
Moorhead ADA Transition Plan Final Report

Completion Date
2nd QTR 2018

2018-209 13th Avenue Corridor Study (2017) (CARRYOVER)

Participant(s): Metro
COG/Consultant

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

Activities:

- Staff activities identified under element 305.

Products

13th Avenue Corridor Study Final Report

Completion Date

2nd QTR 2018

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

Participant(s): Metro COG/Consultant

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

Activities:

- Staff activities identified under element 305.

Products

Fargo/West Fargo Parking Requirement Study Final Report

Completion Date

3rd QTR 2018

2018-211 12th Avenue South Corridor Study – 4th Street to 20th Street (2018)

Participant(s): Metro COG/Consultant

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

Activities:

- Staff activities identified under element 305.

Products

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

Completion Date

1st QTR 2019

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

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

~~DROPPED~~

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

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

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

Activities:

- Solicit cost estimates.
- Purchase counting units.

Products

CR 18 Corridor Study Report

Completion Date

4thQTR 2018

2018-214 US75/US10 Corridor Study

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

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

Activities:

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

Products

Final Corridor Study Report

Completion Date

4thQTR 2018

2018-215 Fargo Safe Routes to Schools Study

Participant(s): Metro
COG/Consultant

Update to the current study that would include the new schools that have been constructed and needed improvements due to the movement away from neighborhood based schools. The project would come up with guidance on needed facilities, preferred access routes from neighborhoods to schools, and other addressing all other concerns with getting children to school safely.

Activities:

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

Products

Final Corridor Study Report

Completion Date

4thQTR 2018

2018-216 Regional Bicycle and Pedestrian Gap Analysis

Participant(s): Metro
COG/Consultant

A study to dig further into the gaps outlined in our 2016 Pedestrian & Bike Plan. Now that these gaps were identified, can they actually be filled by a path or a bike lane? This study would include an analysis of where pedestrian bridges over the Red River of the North should be located, cost estimates, restraints, as well as selected corridor analysis for the implementation of bike and pedestrian facilities.

Activities:

- Implementation Strategy for Priority Projects
- Public Presentations/Open Houses
- Document Development

Products

Final Corridor Study Report

Completion Date

4thQTR 2018

2018-217 30th Avenue South Corridor Study

Participant(s): Metro
COG/Consultant

Moorhead would like to study options for a planned reconstruction project on 30th Ave S from 14th St to 20th St. The study would look at lane configuration, pedestrian and traffic operations improvements, including a bike path extension on the north side of 30th Ave S.

Activities:

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

Products

Final Corridor Study Report

Completion Date

4thQTR 2018

2018-218 76th Avenue Corridor Study**Participant(s):** Metro
COG/Consultant

This study's purpose is to analyze 76th Avenue South as a county highway facility and advance the arterial network in the southwest metro growth area. The study would include ROW needs, roadway standards, and drain crossings. There would be the possibility of three distinct sections of this study: from Raymond interchange to the Sheyenne Diversion, Sheyenne Diversion to 38th Street, from 38th Street to US 75.

Activities:

- SRC Meetings
- Public Presentations/Open Houses
- Document Development
- Cost estimates and specifications
- Adjacent land use recommendations

Products

Final Corridor Study Report

Completion Date

4thQTR 2018

2018-219 Horace Comprehensive and Transportation Plan**Participant(s):** Metro

COG/Consultant

The City of Horace would like to conduct a study of the future transportation needs as well as update its comprehensive plan for areas within its corporate limits. Horace is experiencing rapid growth and it would like make sure that it is creating a robust roadway network as development occurs. With the rapid growth that is occurring, Horace would like to make sure that its comprehensive plan details the policies it would like to apply towards development. It would also like to know what connections it needs to make to adjacent communities and where/how many crossings over Drain 53 should be planned. The plan will also incorporate roadway network policies and best practices for the City. Metro COG will only be funding the transportation element of the plan (\$100,000), the total project cost is estimated at \$150,000.

Activities:

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

Products

Final Corridor Study Report

Completion Date

4thQTR 2018

2018-220 MATBUS Transit Authority Implementation Study

Participant(s): Metro
COG/Consultant

This study would be done to hire a consultant to assist MATBUS in setting up all of the necessary elements in order to create a transit authority. This would include looking at how MATBUS shares facilities, reviewing MOU's, setting up articles of association, analyzing the structure and necessary staff (HR, legal, etc), looking at the funding components of the agency (especially with the shift to a major metropolitan area over 200,000 people) and developing a strategy that MATBUS can use to approach the North Dakota and Minnesota's legislatures in 2019 to create a transit authority.

Activities:

- SRC Meetings
- Public Presentations/Open Houses
- Documentation for the Creation of a Transit Authority
- Guidance on how to formally combine Transit agencies

Products

Final Corridor Study Report

Completion Date

4thQTR 2018

2018-File Server

Participant(s): Capital
Purchase

Replace Metro COG's dated file server to avoid catastrophic loss of data. This includes installation and IT services to hook up connections.

Activities:

- Purchase and installation

Products

File Server

Completion Date

3rdQTR 2018

2018-Phone System Upgrade

Participant(s): Capital
Purchase

Purchase new phones in order to upgrade Metro COG's service as well as movement to VOIP to lower monthly costs.

Activities:

- Purchase and installation

Products

Telephones

Completion Date

3rdQTR 2018

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

Participant(s): Metro
COG/Consultant

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

Activities:

- No Activity – Maintenance of a software package

Products

Transit Software

Completion Date

2ndQTR
2017/2018

1106 Regional Freight Plan (PROJECT COMPLETED)

Participant(s): Metro
COG/Consultant

1107 Regional Railroad Safety Plan (PROJECT COMPLETED)

Participant(s): Metro
COG/Consultant

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

Participant(s): Metro
COG/Consultant

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

Participant(s): Metro
COG/Consultant

~~1116 7th Avenue East – 8th St. West to 9th St. East (2018) (PROJECT DROPPED)~~

Participant(s): Metro
COG/Consultant

1103 Clay County Comprehensive and Transportation Plan (PROJECT DROPPED)

Participant(s):
Metro COG/Consultant

2018-204 Alternate Routes/Traffic Incident Management Guide Book (COMPLETED)

Participant(s): Metro
COG/Consultant

300 Federal Transportation Planning Documentation

Objective:

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

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

Previous Accomplishments:

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

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

Funding Source	2017		2018		Total Activity Budget 2017-2018
	Percent	Amount	Percent	Amount	
CPG	80%	\$76,944	80%	\$48,187	\$125,131
Local	20%	\$19,236	20%	\$12,047	\$31,283
Total	100%	\$96,180	100%	\$60,234	\$156,414

301 Transportation Improvement Program (TIP)

Participant(s): Metro COG

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

Activities:

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

Products

Completion Date

2017 TIP	3rd QTR
2018 TIP	3rd QTR
TIP amendments	As required
2016 Annual List of Obligated Projects	With 2017 TIP
2017 Annual List of Obligated Projects	With 2018 TIP

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

Participant(s): Metro COG

In 2017 Metro COG will amend the UPWP and budget as required and in 2018 to reflect changes in the two-year UPWP and budget. Develop annual Indirect Rate in conjunction with staff accountant and North Dakota Department of Transportation. Maintain CPG agreements with MnDOT and NDDOT. Provide quarterly reports to NDDOT and MnDOT. Develop and submit the annual report to MnDOT and NDDOT. Develop monthly reports for the Policy Board.

Activities:

- Maintenance and update of the two-year UPWP
- Develop, process and approve UPWP amendments
- Coordination with NDDOT, MnDOT, FHWA and FTA on UPWP issues
- Monthly reports to the Metro COG Policy Board
- Quarterly Reports to NDDOT and MnDOT

- Development and distribution of the Annual Report.

Products	Completion Date
2017 - 2018 Updated UPWP / Amendments	On-going
2017 and 2018 Quarterly Reports to ND and MN DOTs	Quarterly
2017 Annual Report	1st Qtr 2018
2018 Annual Report	1st Qtr 2019
2017 and 2018 Monthly Reports to Policy Board	Montly
2017 and 2018 Quarterly Reports to Policy Board	Quarterly

303 Public Participation Plan (PPP)

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

Product(s):	Completion Date
Updated Metro COG Public Participation Plan	4 th QTR 2018
Instituting the PPP	Ongoing

304 Congestion Management Process

Participant(s): Metro COG

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

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

Activities:

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

Products	Completion Date
Implementation of CMP recommendations	On-going

305 Federal and State Rules and Regulations Compliance and Maintenance

Participant(s): Metro COG

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

Activities:

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

Products

Completion Date

Updated Documents	On-going
Certification Review	As required
Mid-year FHWA/NDDOT reviews (2017 & 2018)	2nd QTR

306 Civil Rights / Title VI / LEP/ Environment Justice

Participant(s): Metro COG

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

Activities:

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

Products

Completion Date

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

307 2040 Long Range Transportation Plan (LRTP) Implementation and Maintenance

Participant(s): Metro COG

In 2017 and 2018 Metro COG will further the implementation of the 2040 LRTP through the development and completion of smaller work tasks relevant to the surface transportation program for the FM Metropolitan area. Annually review the LRTP in coordination with the TIP development process to ensure consistency between the LRTP and projects seeking federal

aid. Metro COG periodically reviews and assesses key elements of the LRTP to ensure the document is still valid and consistent with local, state, and federal objectives and initiatives.

Activities:

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

Products

Implementation of the goals of the 2040 LRTP

Completion Date

On-going

400 Technical Transportation Data & Analysis

Objective:

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

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

Previous Accomplishments:

- 2017 Traffic Counting Program
- 2017 Metropolitan Profile
- Initiating Functional Classification Update
- Performance Measure Training and Coordination
- Development of TDM base year network
- Maintenance of the TDM

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

Funding Source	2017		2018		Total Activity Budget 2017-2018
	Percent	Amount	Percent	Amount	
CPG	80%	\$36,800.80	80%	\$67,492	\$104,293
Local	20%	\$9,200.20	20%	\$16,873	\$26,073
Total	100%	\$46,001	100%	\$84,365	\$130,366

401 Performance Measures

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

Activities:

- Coordination efforts with NDDOT and MnDOT to develop performance measures and metrics consistent with federal legislation and guidance.
- Integrate performance measures and metrics into the Metro COG planning process

- Purchase or develop data to support performance measurement analysis and implementation
- Develop and adapt performance measures as required

Products	Completion Date
PM1	1st QTR
PM2	2nd QTR
Study PM3, PM4, PM5	4th QTR
PM Reporting & Monitoring	Ongoing

402 Federal Functional Classification Update

Participant(s): Metro COG

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

Activities:

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

Products	Completion Date
Updated Minnesota and North Dakota FFC Maps	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	Completion Date
Updated Travel Demand Model, as needed	On-going

404 Freight and Goods Movement

Participant(s): Metro COG

Incorporate freight and goods movement into the regional planning process. Support private sector participation in the transportation planning process by working with local Chambers of Commerce and Economic Development Corporations, freight interests and representatives from

other private transportation industries in reviewing transportation plans and programs. Use the Freight Analysis Framework (FAF) and other publicly available data.

Activities:

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

Products

Completion Date

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

405 FM Metropolitan Profile

Participant(s): Metro COG

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

Activities:

- Annual FM Metropolitan Profile development and approval

Products

Completion Date

2017 Annual Update to the FM Metropolitan Profile	2nd QTR
2018 Annual Update to the FM Metropolitan Profile	2nd QTR

406 Traffic Data Collection and Analysis

Participant(s): Metro COG

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

Activities:

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

Products

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 2017 and 2018 to respond to requests for information and analysis regarding issues and items relative to the metropolitan transportation system.

Activities:

- Technical assistance (non-transit related) that may or may not include other UPWP work elements
- Respond to written or verbal requests for assistance from the public, local jurisdictions, local agencies, other MPOs/COGs, the media or any non-internal technical assistance.

Products

Technical Assistance

Completion Date

On-going

408 ITS/Traffic Operations Technical Assistance

Participant(s): Metro COG

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

Activities:

- Facilitate quarterly Traffic Operations Committee meetings
- Staff support for Traffic Operations Committee
- Traffic operations technical assistance and coordination
- Annual review of TIP projects against the Regional ITS Architecture
- Annual updates to the Regional ITS Architecture
- Coordination with ATAC, NDDOT and MnDOT on ITS architecture updates
- Maintain Metro COG Regional Intelligent Transportation System database

Products

2017 Quarterly Traffic Operations Committee (TOC) Meeting Facilitation
 2018 Quarterly Traffic Operations Committee (TOC) Meeting Facilitation
 Annual review and update of the Regional ITS Architecture (2017 & 2018)
 2017 Review of TIP projects against Architecture
 2018 Review of TIP projects against Architecture

Completion Date

Quarterly
 Quarterly
 On-going
 3rd QTR
 3rd QTR

500 Transit Planning

Objective:

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

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

Previous Accomplishments:

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

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

Funding Source	2017		2018		Total Activity Budget 2017-2018
	Percent	Amount	Percent	Amount	
CPG	80%	\$32,392	80%	\$15,210	\$47,602
Local	20%	\$8,098	20%	\$3,802	\$11,900
Total	100%	\$40,490	100%	\$19,012	\$59,502

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

2017 MATBUS Coordinating Meetings
2018 MATBUS Coordinating Meetings

Completion Date

Monthly
Monthly

600 Bicycle & Pedestrian Planning

Objective:

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

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

Previous Accomplishments:

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

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

Funding Source	2017		2018		Total Activity Budget 2017-2018
	Percent	Amount	Percent	Amount	
CPG	80%	\$44,208	80%	\$30,076	\$74,284
Local	20%	\$11,052	20%	\$7,519	\$18,571
Total	100%	\$55,260	100%	\$37,595	\$92,855

601 Bicycle-Pedestrian Activities and Technical Assistance

Participant(s): Metro COG

Participate in bicycle and pedestrian planning activities and support the implementation of Metro COG’s Bicycle and Pedestrian Plan and the Complete Streets policy adopted by Metro COG in 2013. Respond to requests for information and smaller analysis regarding issues and items related to the metropolitan bicycle and pedestrian transportation system. This work activity also covers quarterly meetings of Metropolitan Bicycle and Pedestrian Committee.

Activities:

- Quarterly meetings of the Bicycle and Pedestrian Committee
- Implement Bike/Ped plan recommendations into the Metro COG planning activities
- Oak Grove/Memorial Park Lift Bridge support
- Development, review and scoring of Transportation Alternative Program (TAP) applications
- Maintenance / Integrate changes and updates to the metropolitan Bike Map as necessary
- Implement recommendations of the Bike signage project
- Updates to the bike signage project
- Efforts to develop a phone app of the Bike Map
- Efforts related to Great Ride Bike Share program

Products

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

Completion Date

Quarterly
Quarterly

602 Bicycle and Pedestrian Counts and Analysis

Participant(s): Metro COG

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

Activities:

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

Products

Completion Date

2017 Updated Bicycle and Pedestrian Counts Database	4th QTR
2018 Updated Bicycle and Pedestrian Counts Database	4th QTR
2017 Annual Report to MnDOT and NDDOT	4th QTR
2018 Annual Report to MnDOT and NDDOT	4th QTR
Collection and processing of manual and automatic bike and ped counts.	On-going

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

Participant(s): Metro COG

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

Activities:

- Request for Proposal development
- Consultant selection process¹
- Staff support and input into the Study

Products

Completion Date

Heartland Trail Advisory Committee and Committee Support	On-going
--	----------

604 Bicycle Safety Education

Participant(s): Metro COG

Provide staff assistance in Streets Alive. Specific decisions relating to programming, funding, and other needs are developed in cooperation with the Metropolitan Bicycle and Pedestrian

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

Activities:

- Staff assistance and activity facilitation and support

Products

Completion Date

2017 Activity facilitation and support.

On-going

2018 Activity facilitation and support.

On-going

605 Bikeways Map Maintenance and Development

Participant(s): Metro COG

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

Activities:

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

Products

Completion Date

Updated Bikeways Map

3rd QTR

700 Local Planning Assistance

Objective:

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

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

Previous Accomplishments:

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

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

Funding Source	2017		2018		Total Activity Budget 2017-2018
	Percent	Amount	Percent	Amount	
CPG	80%	\$37,393.60	80%	\$40,904	\$78,297
Local	20%	\$9,348.40	20%	\$10,226	\$19,574
Total	100%	\$46,742	100%	\$51,130	\$97,872

701 Agency Outreach

Participant(s): Metro COG

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

Activities

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

Products

Local Outreach and Participation

Completion Date

Ongoing

702 Local Planning Assistance

Participant(s): Metro COG

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

Activities

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

Products

Local Planning Assistance

Completion Date

On-going

800 General Administration

Objective:

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

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

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

Previous Accomplishments:

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

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

Funding Source	2017		2018		Total Activity Budget 2017-2018
	Percent	Amount	Percent	Amount	
CPG	80%	\$104,143.20	80%	\$113,283	\$217,427
Local	20%	\$26,035.80	20%	\$28,321	\$54,357
Total	100%	\$130,179	100%	\$141,604	\$271,783

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

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

Activities:

- Employee benefits administration (benefits, retirement, health and insurance programs)
- Human resource activities (personnel reviews)
- Coordination and oversight of Metro COG's contract accountant
- Annual audits
- Records management and retention
- Login incoming/outgoing mail
- Initial contact (answering phone calls, staffing the front desk)
- Staff retention and recruitment efforts
- Maintenance of Metro COG Operation's/Personnel Manual
- Bi-monthly staff meetings and timesheet development and approval
- 2018 Minnesota MPO Retreat Organization and Facilitation

Products

2017 Employee Benefits
 2018 Employee Benefits
 2016 Audit
 2017 Audit
 Staff Performance Evaluations

Completion Date

On-going
 On-going
 2nd QTR
 2nd QTR
 As required

802 Timesheets

Participant(s): Metro COG

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

Activities

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

Products

Timesheets
Quarterly Report
Travel Requests
Expense Reports

Completion Date

Biweekly
Quarterly
As-needed
As-needed

803 Financial Budgeting and Tracking

Participant(s): Metro COG

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

Activities

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

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

804 Professional Development, Education and Training

Participant(s): Metro COG

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

Activities:

- Webinars, workshops, conferences and training sessions

Products

Training and educational opportunities

Completion Date

On-going

805 Metro COG Quality Assurance/Quality Control (QAQC) Program

Participant(s): Metro COG

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

Activities

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

Products

QAQC Policy and Procedure
Review of Metro COG documents in development

Completion Date

2nd QTR
On-going

900 Publications, Public Information and Communication

Objective:

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

Assigned Staff Hours: 636 (2017) 225 (2018)

Previous Accomplishments:

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

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

Funding Source	2017		2018		Total Activity Budget 2017-2018
	Percent	Amount	Percent	Amount	
CPG	80%	\$16,395.20	80%	\$7,772	\$24,167
Local	20%	\$4,098.80	20%	\$1,943	\$6,042
Total	100%	\$20,494	100%	\$9,715	\$30,209

901 Metro COG Newsletter

Participant(s): Metro COG

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

Activities:

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

Products

2017 Metro COG Newsletters
 2018 Metro COG Newsletters

Completion Date

Quarterly
 Quarterly

902 Website and Social Media

Participant(s): Metro COG

This work activity includes the necessary resources for Metro COG to accurately and efficiently maintain and manage its website (www.fmmetrocog.org) and social media accounts. The Metro COG web site is the primary tool in implementing the current PPP. Metro COG posts all relevant program materials on its web site and uses the web site to directly notify stakeholders and interested persons about public input opportunities. Additionally, Metro COG utilizes the website to post project and study specific information and other surface transportation-related information.

This activity also includes maintaining project level or task-specific websites managed by Metro COG.

Activities:

- Post information to website and social media accounts as required
- Maintain BikeFM.org website
- Maintain and monitor Metro COG website
- Maintain and monitor social media accounts
- Respond, as required, to requests generated from social media interactions

Products

Completion Date

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

On-going
 On-going

1000 Community Planning and Technical Assistance

Objective:

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

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

Previous Accomplishments:

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

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

Funding Source	2017		2018		Total Activity Budget 2017-2018
	Percent	Amount	Percent	Amount	
CPG	80%	\$16,986.40	80%	\$38,786	\$55,772
Local	20%	\$4,246.60	20%	\$9,696	\$13,943
Total	100%	\$21,233	100%	\$48,482	\$69,715

2018-1001 Cass-Clay Food Systems Advisory Commission

Participant(s): Metro COG/CCFSAC

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

Activities:

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

Products

2017 Regional Food Commission Support
 2017 Regional Food Commission Support

Completion Date

On-going
 On-going

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

Participant(s): Metro COG/Dilworth

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

Activities:

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

Products

Dilworth North and East Transportation Study

Completion Date

4th QTR 2017

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

Participant(s): Metro COG/Mapleton

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

Activities:

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

Products

Mapleton Comprehensive & Transportation Plan

Completion Date

3rd QTR 2018

1204 Glyndon Zoning and Subdivision Ordinance (Completed in 2016)

Participant(s): Metro COG/Glyndon

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

Activities:

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

Products

Glyndon Zoning & Subdivision Ordinance Update

Completion Date

4th QTR 2017

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

Participant(s): Metro COG/Hawley

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

Activities:

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

Products

Hawley Zoning & Subdivision Ordinance Update

Completion Date

4th QTR 2018

2018-1006 Casselton Comprehensive & Transportation Plan (2018)

Participant(s): Metro COG/Mapleton

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

Activities:

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

Products

Casselton Comprehensive & Transportation Plan

Completion Date

4th QTR 2018

2018-1007 Dilworth Comprehensive & Transportation Plan (2017)

Participant(s): Metro COG/Dilworth

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

Activities:

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

Products

Dilworth Comprehensive & Transportation Plan

Completion Date

2nd QTR 2018

2017 UPWP		Total	Total
		Cost	Hours
100	Policy and Administrative Forums	\$69,749.83	1705
101	Metro COG Policy Board	\$27,594.30	720
102	Metro COG Executive Committee	\$3,994.69	75
103	Transportation Technical Committee (TTC)	\$27,594.30	720
104	MPO Directors Meetings	\$7,383.80	130
105	ATP 4 Meetings	\$3,182.72	60
200	Public Involvement, Participation and Outreach	\$16,899.45	363
201	Metro COG Public Participation Plan	\$2,525.65	56
202	Public Involvement and Engagement Activities	\$5,659.98	120
203	Public Events and Workshops	\$8,713.82	187
300	Short-Range Planning	\$96,180.22	1917
301	Transportation Improvement Program (TIP)	\$17,856.15	329
302	Transportation Funding Analysis	\$3,674.25	76
303	Performance Measures	\$10,769.82	238
304	Federal Functional Classification Update	\$1,532.90	34
305	Contract Management/Consultant Study Participation	\$42,877.12	860
306	Metropolitan Transportation Technical Assistance	\$19,469.99	380
400	Long range Planning	\$46,000.66	915
401	Long Range Transportation Plan (LRTP) Implementation and Maintenance	\$2,488.72	50
402	2045 Long Range Transportation Plan (LRTP) Development and Administration	\$9,954.90	200
403	Travel Demand Model (TDM) maintenance and Operation	\$10,299.63	220
404	Freight and Goods Movement	\$5,140.20	100
405	Long-range Planning Activities and Studies	\$11,382.13	215
406	Federal and State Rules and Regulations Compliance and Maintenance	\$6,735.08	130
500	Congestion Management, Safety and Technology	\$40,490.45	900
501	Congestion Management Process	\$10,676.37	212

2018 Metro COG UPWP Charge Sheet		Total Cost	Total Hours	Executive Director	Senior Planner	Transportation Planner	C & T Analyst	Assistant Planner (1)	Assistant Planner (2)	Office Manager	Intern
				67.94	49.62	42.26	36.10	38.56	32.64	23.53	12.5
100	Policy and Administrative Forums	\$50,190.60	1170								
101	Metro COG Policy Board	\$16,298.69	400	100	30	30	30	30	30	150	
102	Metro COG Executive Committee	\$4,573.52	100	50	0	0	0	0	0	50	
103	Transportation Technical Committee (TTC)	\$16,298.69	400	100	30	30	30	30	30	150	
104	Federal, State, and Local Committee Meetings	\$13,019.70	270	100	30	30	30	30	30	0	20
200	Contracted Planning Services	\$108,220.30	1840								
201	2045 Long Range Transportation Plan	\$38,468.71	800	200	200	100	100	100	100		
202	ATAC TDM Development	\$2,112.95	50			50					
203	ATAC Intersection Traffic Data Reporting	\$2,112.95	50			50					
204	Cass County Comprehensive and Transportation Plan	\$3,264.31	100						100		
205	52nd Avenue Planning Portion of Environmental Document	\$2,112.95	50			50					
206	MATBUS Transit Facility Analysis and Development Strategy	\$4,962.22	100		100						
207	17th Avenue South Corridor Study	\$4,225.91	100			100					
208	Moorhead ADA Transition Plan	\$1,632.16	50						50		
209	13th Avenue Corridor Study	\$2,112.95	50			50					
210	Fargo/West Fargo Parking Requirement Study	\$6,450.88	130		130						
211	12th Avenue Corridor Study	\$3,264.31	100						100		
212	Cass County Diversion-West Arterial Study	\$0.00	0								
213	Cass County CR 18 Study	\$5,775.48	160				160				
214	US 10/US 75 Corridor Study	\$4,225.91	100			100					
215	Fargo Safe Routes to Schools Study	\$4,225.91	100			100					
216	Regional Bike & Ped Gap Analysis	\$4,225.91	100			100					
217	30th Avenue South Corridor Study	\$4,225.91	100			100					
218	76th Avenue Corridor Study	\$4,962.22	100		100						
219	Horace Transportation Plan	\$4,962.22	100		100						
220	MATBUS Transit Authority Implementation Study	\$4,896.47	150						150		
300	Federal Transportation Planning Documentation	\$60,234.15	1210								
301	Transportation Improvement Program (TIP)	\$12,037.38	250		200	50					
302	Unified Planning Work Program (UPWP)	\$22,864.22	350	300	50						
303	Public Participation Plan (PPP)	\$4,225.91	100			100					
304	Congestion Management Process	\$8,817.86	200		100			100			
305	Federal and State Rules and Regulations Compliance and Maintenance	\$4,389.63	70	50	20						
306	Civil Rights / Title VI / LEP/ Environment Justice	\$5,660.49	150				50	100			
307	2040 LRTP Implementation	\$2,238.66	90		30						60
400	Technical Transportation Data & Analysis	\$84,364.83	2235								
401	Performance Measures	\$21,834.87	470	100	70			300			
402	Federal Functional Classification Update	\$6,775.92	170		20			150			
403	Travel Demand Model (TDM) maintenance and Operation	\$5,830.94	145		10	35		100			
404	Freight and Goods Movement	\$3,732.66	100				50	50			
405	FM Metropolitan Profile	\$11,024.63	350		10	20	20	200			100
406	Metropolitan Traffic Counting Program	\$13,513.63	410			100		200	10		100
407	Metropolitan Technical Assistance	\$17,299.89	480		30	50	100	50	250		
408	ITS/Traffic Operations Technical Assistance	\$4,352.29	110			30		80			
500	Transit Planning	\$19,012.29	485								
501	Transit Technical Assistance	\$10,066.21	275		50	25			200		
502	MAT Coordinating Board	\$8,946.09	210		150				10	50	
600	Bicycle & Pedestrian Planning	\$37,594.58	1030								
601	Bicycle-Pedestrian Activities and Technical Assistance	\$9,431.11	230			200			30		
602	Bicycle and Pedestrian Counts and Analysis	\$11,973.77	390			100		50	140		100
603	Heartland Trail Extension (Countywide Coordination & Corridor Study)	\$9,517.14	240			175			65		
604	Bicycle Safety Education	\$2,773.01	70			20		50			
605	Bikeways Map Maintenance and Development	\$3,899.56	100		20			50	30		
700	Local Planning Assistance	\$51,129.60	1275								
701	Agency Outreach	\$30,069.50	600	200	100	100	50	100	50		
703	Local Planning Assistance	\$21,060.10	675				130	100	345		100
800	General Administration	\$141,604.25	3525								
801	General Administration, Management, IT, and Secretarial	\$87,885.62	2445	500	100	100	100	100	100	1445	
802	Timesheets	\$15,113.69	364	52	52	52	52	52	52	52	
803	Financial Budgeting and Tracking	\$13,588.74	200	200							
804	Professional Development, Education and Training	\$9,591.38	231	33	33	33	33	33	33	33	
805	Metro COG QAQC Program	\$15,424.82	285	70	215						
900	Publications, Public Information and Communication	\$9,714.84	300								
901	Metro COG Newsletter	\$5,557.33	150	25			25	25	25	50	
902	Website and Social Media	\$4,157.50	150				50			100	
1000	Community Planning and Technical Assistance	\$48,482.19	1320								
2018-1001	Cass - Clay Food Systems Advisory Commission	\$4,331.61	120	0	0	0	120	0		0	0
2018-1007	Dilworth Comprehensive Plan	\$16,423.58	440	0	40	0	400	0		0	0
2018-1006	Casselon Comprehensive Plan	\$14,934.92	410		10		400				
2018-1005	Hawley Zoning & Subdivision Ordinance Update	\$12,792.09	350	0.00	50.00	0.00	150.00	0.00	150.00	0.00	
Total		\$610,547.64	14390	2080	2080	2080	2080	2080	2080	2080	480

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

Metro COG Policy Board

Voting Members

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

Associate Members

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

Ex-Officio Members

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

Voting and Associate Member Alternates

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

note: C = Chair, VC= Vice Chair

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

Transportation Technical Committee

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

note: C = Chair, VC= Vice Chair

Metro COG Staff

Adam Altenburg	<i>Community and Transportation Analyst</i>
Anna Pierce	<i>Assistant Planner</i>
Luke Champa	<i>Assistant Planner</i>
Vacant	<i>Executive Director</i>
Dan Farnsworth	<i>Transportation Planner</i>
Michael Maddox	<i>Senior Transportation Planner</i>
Savanna Leach	<i>Executive Secretary</i>

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

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

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

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

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

Appendix C. Notice of 2016 Planning Emphasis Areas Letter



U.S. Department
of Transportation

Federal Highway
Administration
Federal Transit
Administration

1200 New Jersey Avenue, SE
Washington, DC 20590

March 18, 2015

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

Attention: Executive Directors of Metropolitan Planning Organizations

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

MAP-21 Implementation

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

Regional Models of Cooperation

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

2

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

Ladders of Opportunity

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

Sincerely yours,

Gregory G. Nadeau
Deputy Administrator
Federal Highway Administration

Therese W. McMillan
Acting Administrator
Federal Transit Administration

Appendix D. Documentation of Local Match

2017 Dues and Local Match on Contracted Planning Projects

Budget Summary - 2017 Budget								Table 4
Dues and Local Match on Contracted Planning Projects	Jurisdiction							Total
	Cass Co.	Clay Co.	Dilworth	Fargo	Moorhead	West Fargo	Other	
Metro COG Dues								
Approved Dues Formula	8.9%	8.2%	1.9%	50.0%	18.4%	12.5%	0.0%	100.00%
2017 Dues	\$11,239.57	\$10,329.98	\$2,458.18	\$63,059.89	\$23,253.13	\$15,779.02	\$0.00	\$126,119.77
Joint Planning Projects								
AMPO Membership	\$89.12	\$81.91	\$19.49	\$500.00	\$184.37	\$125.11	\$0.00	\$1,000.00
Metropolitan Travel Demand Model (ATAC)	\$712.95	\$655.25	\$155.93	\$4,000.00	\$1,474.99	\$1,000.89	\$0.00	\$8,000.00
Aerial Photos (2017) ⁴	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$350,000.00	\$350,000.00
L RTP Update (2018)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Joint Planning Projects	\$802.06	\$737.15	\$175.42	\$4,500.00	\$1,659.36	\$1,126.00	\$350,000.00	\$359,000.00
Contracted Planning Studies^{1,2}								
Alt Routes Traffic Incident Management Guide Book	\$2,138.84	\$1,965.75	\$467.78	\$12,000.00	\$4,424.96	\$3,002.67	\$0.00	\$24,000.00
OD Data (Metro COG Share)	\$1,336.77	\$1,228.59	\$292.36	\$7,500.00	\$2,765.60	\$1,876.67	\$0.00	\$15,000.00
Heartland Trail Extension	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Clay County Comprehensive Plan³	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
52nd Avenue Planning Portion of Environmental Document (phase 1)	\$0.00	\$0.00	\$0.00	\$26,250.00	\$0.00	\$3,750.00	\$0.00	\$30,000.00
52nd Avenue Planning Portion of Environmental Document (phase 2)	\$0.00	\$0.00	\$0.00	\$131,250.00	\$0.00	\$18,750.00	\$0.00	\$150,000.00
Main Avenue Planning Portion of Environmental Document	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MATBUS Transit Facility Analysis and Development Plan	\$0.00	\$0.00	\$0.00	\$33,333.33	\$16,666.67	\$0.00	\$0.00	\$50,000.00
17th Avenue South Corridor Study (5th St. to West Fargo ECL)	\$0.00	\$0.00	\$0.00	\$40,000.00	\$0.00	\$0.00	\$0.00	\$40,000.00
Moorhead ADA Transition Plan	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00
13th Avenue Corridor Study (Main to 17th St. East)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00
Fargo/West Fargo Parking Requirement Study	\$0.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$5,000.00	\$0.00	\$20,000.00
Cass County Comprehensive Plan ³	\$122,073.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$122,073.60
Transit Scheduling Software	\$0.00	\$0.00	\$0.00	\$2,400.00	\$1,200.00	\$0.00	\$0.00	\$3,600.00
Total Contracted Planning Studies	\$125,549.21	\$3,194.34	\$760.14	\$267,733.33	\$55,057.23	\$82,379.34	\$0.00	\$534,673.60
Total	\$137,590.85	\$14,261.47	\$3,393.74	\$335,293.22	\$79,969.73	\$99,284.37	\$350,000.00	\$1,019,793.37

Source: Metro COG 2017-2018 Budget

Appendix D. Documentation of Local Match

Jurisdiction Operations Dues Summary - 2018 Budget										Table 5
Dues and Local Match on Contracted Planning Projects	Participating Jurisdictions	Jurisdiction								Total Cost Split Between Jurisdictions
		Cass Co.	Clay Co.	Dilworth	Fargo	Horace	Moorhead	West Fargo	Other	
Metro COG Dues										
Approved Dues Formula		7.7%	8.2%	1.9%	50.0%	1.2%	18.4%	12.5%	0.0%	100.00%
Internal Operations (eligible costs)										
Metro COG Personnel (Total Loaded Wage)	All	\$8,202.75	\$8,686.11	\$2,067.00	\$53,024.83	\$1,248.21	\$19,552.74	\$13,268.02	\$12,644.93	\$ 593,472.94
Metro COG Overhead Costs	All	\$1,922.19	\$2,035.46	\$484.37	\$12,425.57	\$292.50	\$4,581.89	\$3,109.16	\$0.00	\$ 124,255.68
Total Dues (Internal)		\$10,124.94	\$10,721.57	\$2,551.37	\$65,450.39	\$1,540.71	\$24,134.63	\$16,377.18	\$12,644.93	\$717,728.62
Internal Operations (ineligible costs)	All	\$228.18	\$241.62	\$57.50	\$1,475.00	\$34.72	\$543.90	\$369.08		\$2,950.00
Total		\$10,353.12	\$10,963.19	\$2,608.86	\$66,925.39	\$1,575.43	\$24,678.53	\$16,746.26	\$12,644.93	\$720,678.62

Appendix D. Documentation of Local Match

Jurisdiction Project Dues Summary - 2018 Budget														
Dues and Local Match on Contracted Planning Projects	Participating Jurisdictions	Jurisdiction								Total Cost	Federal Share	Federal %	Local Share	Local %
		Cass Co.	Clay Co.	Dilworth	Fargo	Horace	Moorhead	West Fargo	Other					
Metro COG Dues														
Approved Dues Formula		7.7%	8.2%	1.9%	50.0%	1.2%	18.4%	12.5%	0.0%	100.00%				
Contracted Planning Projects (Bill with Dues)														
NDSU ATAC Annual Participation (TDM Model Dev)	All	\$154.70	\$163.81	\$38.98	\$1,000.00	\$23.54	\$368.75	\$250.22	\$0.00	\$10,000.00	\$8,000.00	80%	\$2,000.00	20%
total		\$154.70	\$163.81	\$38.98	\$1,000.00	\$23.54	\$368.75	\$250.22	\$0.00					
Contracted Planning (Bill Separate from Dues)														
ATAC - TDM Development	All	\$835.36	\$884.59	\$210.50	\$5,400.00	\$127.12	\$1,991.23	\$1,351.20	\$0.00	\$54,000.00	\$43,200.00	80%	\$10,800.00	20%
Metro COG Web Page Update	All	\$309.39	\$327.62	\$77.96	\$2,000.00	\$47.08	\$737.49	\$500.45	\$0.00	\$20,000.00	\$16,000.00	80%	\$4,000.00	20%
Metro COG 2045 Long Range Transportation Plan	All	\$5,764.75	\$6,104.45	\$1,452.65	\$37,264.94	\$877.22	\$13,741.33	\$9,324.54	\$0.00	\$372,649.38	\$298,119.50	80%	\$74,529.88	20%
12th Avenue South Corridor Study	Moorhead	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35,000.00	\$0.00	\$0.00	\$175,000.00	\$140,000.00	80%	\$35,000.00	20%
US75/US10 Corridor Study	NDDOT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,000.00	\$200,000.00	\$160,000.00	80%	\$40,000.00	20%
Cass County CR18 Corridor Study ⁴	Cass County	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125,000.00	\$100,000.00	80%	\$25,000.00	20%
ATAC - Intersection Traffic Data Reporting	Fargo/Moorhead/WestFrg	\$0.00	\$0.00	\$0.00	\$2,533.34	\$0.00	\$2,533.33	\$2,533.33	\$0.00	\$38,000.00	\$30,400.00	80%	\$7,600.00	20%
Transit Routing Software License Maintenance	Fargo/Moorhead	\$0.00	\$0.00	\$0.00	\$2,144.00	\$0.00	\$1,056.00	\$0.00	\$0.00	\$16,000.00	\$12,800.00	80%	\$3,200.00	20%
Fargo Safe Routes to Schools Plan	Fargo	\$0.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150,000.00	\$120,000.00	80%	\$30,000.00	20%
Regional Bike Gap Analysis	All	\$2,320.45	\$2,457.18	\$584.73	\$15,000.00	\$353.10	\$5,531.20	\$3,753.34	\$0.00	\$150,000.00	\$120,000.00	80%	\$30,000.00	20%
30th Avenue Corridor Study	Moorhead	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$75,000.00	\$60,000.00	80%	\$15,000.00	20%
76th Avenue Corridor Study	Fargo/Horace/Cass	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$150,000.00	\$120,000.00	80%	\$30,000.00	20%
Horace Transportation Plan	Horace	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	\$80,000.00	80%	\$20,000.00	20%
Transit Authority Implementation Study	Fargo/Moorhead	\$0.00	\$0.00	\$0.00	\$26,666.67	\$0.00	\$13,333.33	\$0.00	\$0.00	\$200,000.00	\$160,000.00	80%	\$40,000.00	20%
File Server	All	\$77.35	\$81.91	\$19.49	\$500.00	\$11.77	\$184.37	\$125.11	\$0.00	\$5,000.00	\$4,000.00	80%	\$1,000.00	20%
Metro COG Telephone Upgrade	All	\$85.08	\$90.10	\$21.44	\$550.00	\$12.95	\$202.81	\$137.62	\$0.00	\$5,500.00	\$4,400.00	80%	\$1,100.00	20%
Total Contracted Planning Studies		\$44,392.38	\$9,945.84	\$2,366.77	\$132,058.94	\$31,429.24	\$89,311.11	\$17,725.59	\$40,000.00	\$1,836,149.38	\$1,468,919.50		\$367,229.88	

2017 and 2018 jurisdiction dues and project-specific responsibilities, as presented, were approved May 19, 2016 as part of the 2017-2018 Metro COG Budget. Tables have been updated to reflect the changes included in this amendment.

Appendix E. Metro COG Cost Allocation Plan

Metro COG Cost Allocation Plan

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) has prepared a cost allocation plan in support of the 2017-2018 Unified Planning Work Program (UPWP). It is intended to describe the procedures used by Metro COG to distribute indirect project costs incurred over the 24-month period (January 1, 2017 — December 31, 2018) among local, state, and federal granting agencies.

Metro COG Funding & Billing Procedures

Federal

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

State

Metro COG will receive approximately \$26,820 (based on estimates for CY 2017 and CY 2018 provided by MnDOT) annually from the Minnesota Department of Transportation (MnDOT) through a state funded planning grant. The MnDOT grant requires a 20% local match, which is met out of expenses billed to Program Area 901; and through the dues collected from Metro COG's member units of government. The 20% match on the MnDOT is estimated annually at approximately \$6,705 based on CY 2017 MnDOT Grant. The other 80% of the MnDOT grant is used as the 20% match on CPG eligible activities. Metro COG bills MnDOT three times annually for reimbursement of the state planning grant funds (50%, 40% and 10%).

Local

Metro COG will collect local dues annually from its local members' units of government. The local dues make up the majority of the required 20% match on CPG eligible costs for internal operations. Local match on contracted planning activities (Program Area 1100) are collected directly from benefiting jurisdictions or agencies and are not covered by Metro COG local dues contributions. Metro COG invoices all local member units of government once annually for payment of local dues and required match on contracted planning activities.

Appendix E. Metro COG Cost Allocation Plan

Labor Costs (Direct Costs)

The direct cost of Metro COG staff is determined based on both the annual salary and related labor costs which include fringe benefits. Metro COG includes the cost of fringe benefits (health, dental and vision), SIMPLE (retirement) plan contributions, Social Security, Medicare and other employee related expenses into its hourly billing rate. When Metro COG bills NDDOT or other benefiting agencies, it is directly recouping these employees related costs.

Indirect Costs (Overhead, Administration and Release Time)

Metro COG's indirect costs for 2017 and 2018 are demonstrated in Program Area 900 and overhead costs 900a-900r. Program Area 900 is Administrative time billed by Metro COG staff that is not attributable to any specific program activity in that it benefits the overall operation of Metro COG, as discussed under Program Area 900. Program Area 900a – 900r is overhead costs incurred to support the operations of Metro COG.

Metro COG's indirect costs support the implementation of Program Area 100-1000 and 1100 of the UPWP, as outlined below. Indirect (overhead) costs attributable to *non-metropolitan wide* Program Area 1200 projects are not charged against Metro COG's overhead for items such as advertising and meeting space costs. These costs are directly recouped from the project specific Program Area 1100 budget. Certain soft costs such as printing, postage and miscellaneous supply costs for Program Area 1100 projects are charged against Metro COG's overhead; as these costs are difficult to separate. Indirect (overhead) costs attributable to Program Area 1100 projects which are *metropolitan wide* (area wide plans, the LRTP or modal plan updates, etc.) are billed against Metro COG's overhead costs.

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

For internal budgeting purposes Metro COG splits the overhead component of its indirect costs by those eligible for CPG reimbursement (overhead costs) and those ineligible for CPG reimbursement (901). Costs shown in 901 are cost considered ineligible for reimbursement with CPG funds. Metro COG uses costs incurred in 901 to partially meet the local match against the annual MnDOT state planning grant, which requires a local match of 20%, which is estimated annually at approximately \$6,705 based on CY 2017 MnDOT Grant. Metro COG and NDDOT annually reconcile indirect billing amounts to ensure accuracy of costs being reimbursed as indirect with CPG funds.

Appendix E. Metro COG Cost Allocation Plan

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

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

Appendix E. Metro COG Cost Allocation Plan

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

Locally-Funded Overhead

- *901a - Miscellaneous (Locally funded)*: Covers miscellaneous costs that are not eligible for federal reimbursement (occasional food/meals for meetings), Metro COG Annual Meeting; and is used to cover unexpected expenses for which no other overhead category is suitable.
- *901b - Professional Memberships/Dues (Locally funded)*: Expenses for dues and subscriptions for transportation planning related publications and professional organizations, for which are ineligible for CPG reimbursement.

Metro COG's indirect Rate

Metro COG's indirect rate is determined based on a reconciliation of past year costs (E.g. the CY 2016 Indirect rate will be based on actual reconciled indirect costs for 2017). A new indirect rate is approved at the start of each calendar year by NDDOT. Indirect costs take into account all overhead costs (as show in Program 900a- 900s) and administrative costs shown in Program Area 900, as a factor of total direct costs (*indirect costs/direct costs = indirect rate*). The indirect rate is applied to all work (almost exclusively in the 1200 program area) provided by Metro COG for which costs are not reimbursed by NDDOT with CPG funds.

Contracted Planning Costs

All direct and identifiable indirect costs attributable to *non-metropolitan wide* Contracted Planning projects in Program Area 1100 are recouped directly from the project budget, and are therefore treated as excluded costs. No indirect costs for project implementation of non-metropolitan wide contracted planning studies (public meeting notices or meeting space rentals) are billed to Metro COG's overhead. The only deviation would be nominal costs incurred through actions such as photocopying and other tasks which generate a very small cost to Metro COG's overhead, mostly related to the consultant procurement or contract management.

Special Project Costs

Metro COG has estimated that less than 5% of all billable labor by Metro COG staff over the calendar years of 2017-2018 will not be eligible for reimbursement through the CPG funds administrated by the NDDOT. These costs are exclusive to Program 1200, Community Planning and Technical Assistance. For services provided in the 1200 Program Area Metro COG recoups ineligible direct costs and indirect costs based on an hourly billing rate through a contact with the recipient community. For projects with a partial CPG component, costs are tracked and billed accordingly; and reconciled at the end of the project and the end of each calendar year. Metro COG timesheets and

Appendix E. Metro COG Cost Allocation Plan

indirect cost tracking procedures allow for accurate tracking of costs by UPWP Program Area, and task activity.

Appendix F. Metro COG 2016 Transportation Improvement Program Self Certification Statement

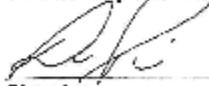
TRANSPORTATION PLANNING PROCESS SELF CERTIFICATION STATEMENT

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

- (1) 23 U.S.C. 134, 49 U.S.C. 5303, and 23 CFR Part 450;
- (2) In nonattainment and maintenance areas, sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506(c) and (d)) and 40 CFR part 93;
- (3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- (4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- (5) Section 1101(b) of the FAST Act (Pub. L. 114-357) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in DOT funded projects;
- (6) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- (7) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;
- (8) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (9) Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- (10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

Full documentation of Metro Cog's federal certification can be obtained by contacting Metro COG at 701.232.3242, metrocoog@fmmetrocoog.org, or by visiting in person at One 2nd Street North Suite 232, Fargo, North Dakota 58102.

F-M Metropolitan Council of Governments



Signature

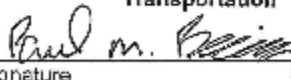
Craig, Metro COG Policy Bd.

Title

7/21/16

Date

North Dakota Department of Transportation



Signature

Local Government Engineer

Title

9-28-16

Date

Appendix G. Certification of Restrictions on Lobbying

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

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

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

Executed this ___ day of _____, 2017

By _____

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

_____ Date

Appendix H. MATBUS FTA Section 5307 Projects

Local Transit Planning (FTA 5307 Funded)	Participant(s): City of Fargo Transit Division
---	--

This section describes transit planning activities conducted by the City of Fargo through Section 5307 transit funding, so that FM COG's UPWP reflects the complementary nature of area wide and local planning efforts. Funding for these projects is not included in FM COG's UPWP budget, because the funding is provided directly to the City of Fargo.

Objective:

To provide staff support for planning activities for the City of Fargo transit system, including coordination with the City of Moorhead and other private and public transportation services and human service agencies for community wide transportation opportunities for the general public, elderly, disabled and economically disadvantaged.

Assigned Staff Hours: 624 (2017) 624 (2018)

Activities:

- Ridership and statistical analysis
- Financial planning - update short and long-term financial plans, capital improvement plans, asset management plans
- Route and operations planning - evaluation route performance, plan new routes and changes to existing routes, conduct passenger surveys
- Safety and security - review plans and analyze effectiveness
- Transit marketing - evaluate plans and analyze effectiveness of activities and communication through social media
- Meeting participation - Transportation Technical Committee, Bike and Pedestrian Committee, Metropolitan Area Transit Coordinating Board, Metropolitan Council of Governments Policy Board, Transportation Improvement Plan, Transit Development Plan, Long-range Transportation Plan, Downtown Comprehensive Plan, NP/1st Ave Corridor Plan, West Acres Study, U-Pass Program, and other transit and human service agencies

Products

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

Completion Date

Monthly
 1st Quarter
 Quarterly
 2nd Quarter
 3rd Quarter
 1st Quarter
 Ongoing
 Ongoing
 Monthly

Appendix H. MATBUS FTA Section 5307 Projects

Local Transit Planning (FTA 5307 Funded)	Participant(s): City of Moorhead Transit Division
---	---

This section describes transit planning activities conducted by the City of Moorhead through Section 5307 transit funding, so that FM COG's UPWP reflects the complementary nature of area wide and local planning efforts. Funding for these projects is not included in FM COG's UPWP budget, because the funding is provided directly to the City of Moorhead.

Objective:

To provide staff support for planning activities for the City of Moorhead transit system, including coordination with the City of Fargo and other private and public transportation services and human service agencies for community wide transportation opportunities for the general public, elderly, disabled and economically disadvantaged.

Assigned Staff Hours: 624 (2017) 624 (2018)

Activities:

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

Products

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

Completion Date

Monthly
 1st Quarter
 Quarterly
 2nd Quarter
 3rd Quarter
 1st Quarter
 Ongoing
 Ongoing
 Monthly

Johnson, Michael E.

From: Retzlaff, Roberta (DOT) <bobbi.retzlaff@state.mn.us>
Sent: Monday, June 25, 2018 6:53 AM
To: Johnson, Michael E.
Cc: Safgren, Mary (DOT)
Subject: RE: UPWP Amendment #6

CAUTION: This email originated from an outside source. Do not click links or open attachments unless you know they are safe.

MnDOT has reviewed the proposed amendment and concurs with the MPO's request.

Bobbi

Bobbi Retzlaff, AICP

Planning Program Coordinator | Office of Transportation System Management

Minnesota Department of Transportation
395 John Ireland Blvd, MS 440
St. Paul, MN 55155
O: 651-366-3793



From: Johnson, Michael E. [mailto:mijohnson@nd.gov]
Sent: Wednesday, June 06, 2018 9:06 AM
To: Retzlaff, Roberta (DOT) <bobbi.retzlaff@state.mn.us>
Cc: Safgren, Mary (DOT) <mary.safgren@state.mn.us>
Subject: FW: UPWP Amendment #6

Bobbi,

UPWP amendment for your review and concurrence.

Thanks,

Michael E. Johnson, P.E.

Urban Engineer & MPO Coordinator
Local Government
N.D. Department of Transportation
608 East Boulevard Avenue
Bismarck, ND 58505
Phone: 701-328-2118
Cell: 701-989-1165
Email: mijohnson@nd.gov

From: Michael Maddox [<mailto:maddox@fmmetrocog.org>]

Sent: Monday, June 04, 2018 5:18 PM

To: Johnson, Michael E. <mijohnson@nd.gov>

Subject: FW: UPWP Amendment #6

Michael,

I would like to resubmit Metro COG's 2017-2018 UPWP Amendment #6. I have modified the Horace Transportation Plan to include activities to update their comprehensive plan. Included in this message is a detailed list of the changes made in UPWP Amendment #6.

- Cover Page – Change Title to Amendment #6
- Figure 6.1 (page 11) – Horace Transportation Plan changed to Horace Comprehensive and Transportation Plan, budget changed to \$150,000; however, only \$80,000 CPG.
- Program Area 200 (Page 18) – Figure 8.2 adjusted to account for time movement
- 2018-215 thru 2018-Phone System Upgrade (pages 24-26) – Addition of projects and their associated descriptions which will utilize Metro COG's CPG balance.
- Program Area 400 (page 31) – Program Area budget adjusted because time was taken out of it and put into 200.
- Program Area 700 (page 39) – Program Area budget adjusted because time was taken out of it and put into 200.
- Program Area 1000 (page 44) – Program Area budget Adjusted to include Hawley Zoning Ordinance
- Page 46 - Hawley Zoning Ordinance project was added back into the UPWP after mistakenly being left out of Amendment #5.
- 2018 Metro COG UPWP Charge Sheet (Page 48) – Program Area budgets and hours adjusted.
- Appendix D (page 55) – Documentation of Local Match table has been changed to include additional projects.

Let me know if this is sufficient for your needs.

Thanks,

Michael Maddox, AICP
Interim Director

Fargo Moorhead Metropolitan Council of Governments

Case Plaza, Suite 232

One 2nd Street North

Fargo, North Dakota 58102-4807

701.232.3242 ext 33 (phone)

701.232.5043 (fax)

maddox@fmmetrocog.org

