

**2013 -2014 Unified Planning Work Program (UPWP)
for the Fargo-Moorhead Metropolitan area**



Prepared by the Fargo-Moorhead

Metropolitan Council of Governments (Metro COG)

Developed in Cooperation with:

Metro Area Transit (MATBUS) of Fargo-Moorhead

North Dakota Department of Transportation (NDDOT)

Minnesota Department of Transportation (Mn/DOT)

Approved by the Metro COG Policy Board – August 16, 2012

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

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ACRONYMS

ATAC - Advanced Traffic Analysis Center

CPG – Consolidated Planning Grant

FAUA - Federal Aid Urban Area

FHWA - Federal Highway Administration

FTA - Federal Transit Administration

GIS - Geographic Information Systems

ITS - Intelligent Transportation Systems

LRTP - Long Range Transportation Plan

MAT - Metropolitan Area Transit of Fargo-Moorhead

Metro COG - Fargo-Moorhead Metropolitan Council of Governments

Mn/DOT - Minnesota Department of Transportation

MPA - Metropolitan Planning Area

MPO - Metropolitan Planning Organization

MPP - Metropolitan Planning Program

NDDOT - North Dakota Department of Transportation

PPP - Public Participation Plan

SRTS - Safe Routes to School

TAZ - Traffic Analysis Zone

TDM - Travel Demand Model

TDP - Transit Development Plan

UPWP - Unified Planning Work Program

VISION STATEMENT

The 2013-2014 UPWP for the FM Metropolitan area furthers cooperatively developed planning priorities as identified through the Metropolitan Planning Program. The 2013-2014 UPWP supports the continued evolution within the FM Metropolitan area to an interoperable, multimodal and sustainable surface transportation system. The 2013-2014 UPWP focuses on the development of a surface transportation system, which shall become increasingly coordinated among the diverse set of transportation operators, interested persons, and related interest groups. The 2013-2014 UPWP works to ensure that surface transportation planning, policy and programming are interrelated with a host of other disciplines which depend upon surface transportation. The 2013-2014 UPWP will further the development of a livable and sustainable community.

ENVIRONMENTAL JUSTICE & TITLE VI ACCOMPLISHMENTS

As required by 23 CFR 450.316 Metro COG has an adopted Public Participation Plan (PPP) which provides substantive guidance to Metro COG as it implements programs and projects within the FM Metropolitan area. Pursuant to the PPP Metro COG has an identified list of interested persons and stakeholders, which includes individuals and groups representative of low income and minority populations within the FM Metropolitan area. All Metro COG meetings are held in ADA accessible locations, and as per the PPP, direct notifications are provided to all known low income and minority groups. Metro COG's PPP identifies low income and minority populations as a *targeted outreach group*. In all cases, Metro COG uses its website, legal notices, box ads, press releases, etc. to provide additional notification to interested persons, including low income and minority populations in the FM Metropolitan area.

On November 17, 2011, Metro COG approved an updated Environmental Justice (EJ) database pursuant to Executive Order 12898. The EJ database is critical to Metro COG's overall transportation planning program and is used as area wide and subarea projects are developed. Throughout 2011 Metro COG worked to bring its overall program into full Title VI compliance in cooperation with the North Dakota Department of Transportation (NDDOT). As of July 11, 2012, NDDOT found Metro COG to be in compliance with Title VI.

In 2011 Metro COG held 31 individual public meetings/outreach events in support of planning activities included within the current 2011-2012 Unified Planning Work Program (UPWP) for the FM Metropolitan area. Included within the 31 meetings was one meeting specific to the development and update of the EJ Database. Metro COG has met three (3) times in 2011 with the Metropolitan Transportation Initiative (MTI). MTI consists of human and social service agencies and discusses issues related to human service transportation within the FM Metropolitan area. MTI is used by Metro COG to ensure additional input from agencies that represent low income and minority populations, specifically regarding TIP and UPWP development. The MTI met early in 2012 to provide substantive input into the development of the 2013-2014 UPWP. Metro COG held a *Community Transportation Forum* in April of 2012 to support the development of the 2013-2014 UPWP which specifically targeted special interest stakeholders, including Title VI and Environmental Justice stakeholders.

During 2011 Metro COG published and distributed widely, per the PPP, the Metro Connection on three (3) occasions. The Metro Connection is Metro COG's newsletter which contains pertinent and timely information regarding implementation of Metro COG programs and projects. Metro Connection is sent to all known low income and minority persons/groups included within the Metro COG list of interested persons.

A detailed report on implementation of the PPP is completed annually with Metro COG's required Self Certification process, which includes a full summary of meeting location, date/time, individuals in attendance by socio-demographic group (if known or reported). That report covering 2011 activities was completed, as per normal procedures, in August of 2012, and is available for review by all interested parties/persons and cognizant agencies.

RELEVANCE OF 2013-2014 UNIFIED PLANNING WORK PROGRAM (UPWP)

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) hereby submits the 2013-2014 Unified Planning Work Program (UPWP) for the Fargo-Moorhead Metropolitan area. The adoption of the 2013-2014 UPWP by the Metro COG Policy Board on August, 16, 2012 satisfies the requirements of 23 CFR 450.308, and thereby formally identifies the planning priorities for the FM Metropolitan area for the years 2013-2014.

Pursuant to 23 CFR 450.314, the development of the 2013-2014 UPWP was done in cooperation with the North Dakota Department of Transportation (NDDOT), the Minnesota Department of Transportation (Mn/DOT), Metro Area Transit (MATBUS) of Fargo-Moorhead and member units of government.

To ensure development of a comprehensive UPWP and pursuant to the adopted 2009 Public Participation Plan (PPP), Metro COG consulted with the general public, identified interested persons and stakeholders, and other targeted interest groups; including low income and minority groups, and human service transportation agencies and related persons.

The 2013-2014 UPWP is constructed to specifically implement certain activities as set forth within previously adopted plans, programs, and policies. These approved plans, programs, and policies are relative to the overarching Metropolitan Planning Program (MPP) as approved by the Metro COG Policy Board. To that end the 2013-2014 UPWP proposes work activities that address needs identified through previously adopted plans and programs.

The 2013-2014 UPWP establishes work activities that ensure the maintenance and implementation of the 2009 Long Range Transportation Plan (LRTP) for the FM Metropolitan area. The 2013-2014 UPWP includes several work activities to further recommendations outlined within the 2009 LRTP. Most significantly the 2013-2014 UPWP includes the development of a more detailed performance based approach to transportation planning. The 2013-2014 UPWP will also further the development of a Congestion Management Program (CMP) given the complexities of the metropolitan transportation system and to ensure greater linkages with MAP-21 requirements for a performance based transportation planning program.

Over the timeframe of the 2013-2014 UPWP Metro COG will have substantially completed several tasks to support the update of 2009 LRTP update (which will be completed by October/November of 2014). Implementation of the 2013-2014 UPWP will ensure the calibration of the base year 2010 regional travel demand model, completion of demographic forecasts for the FM Metropolitan area for the years 2015-2040, and the development of the 2020/2040 travel demand model. By the middle of 2013, Metro COG will have completed a consistency review of the 2009 LRTP and completed existing condition research in support of the LRTP update.

The 2013-2014 UPWP proposes implementation and maintenance of several modal plans which are supplemental to the LRTP and considered critical elements of the MPP. In 2013 and 2014 Metro COG will implement key elements of the Transit Development Plan (TDP) for the FM Metropolitan area in cooperation with MATBUS (adopted in January of 2012). In 2013-2014 Metro COG will continue

implementation of key elements of the Metropolitan Bicycle and Pedestrian Plan (adopted in October of 2011).

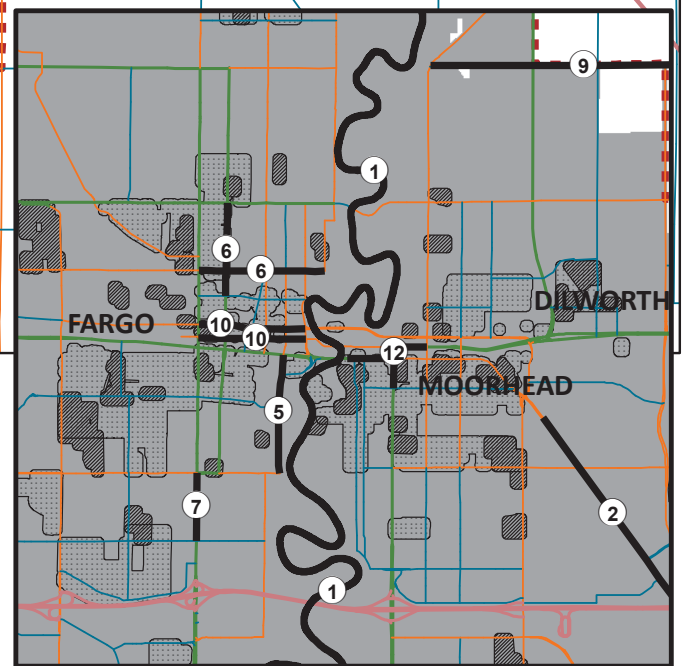
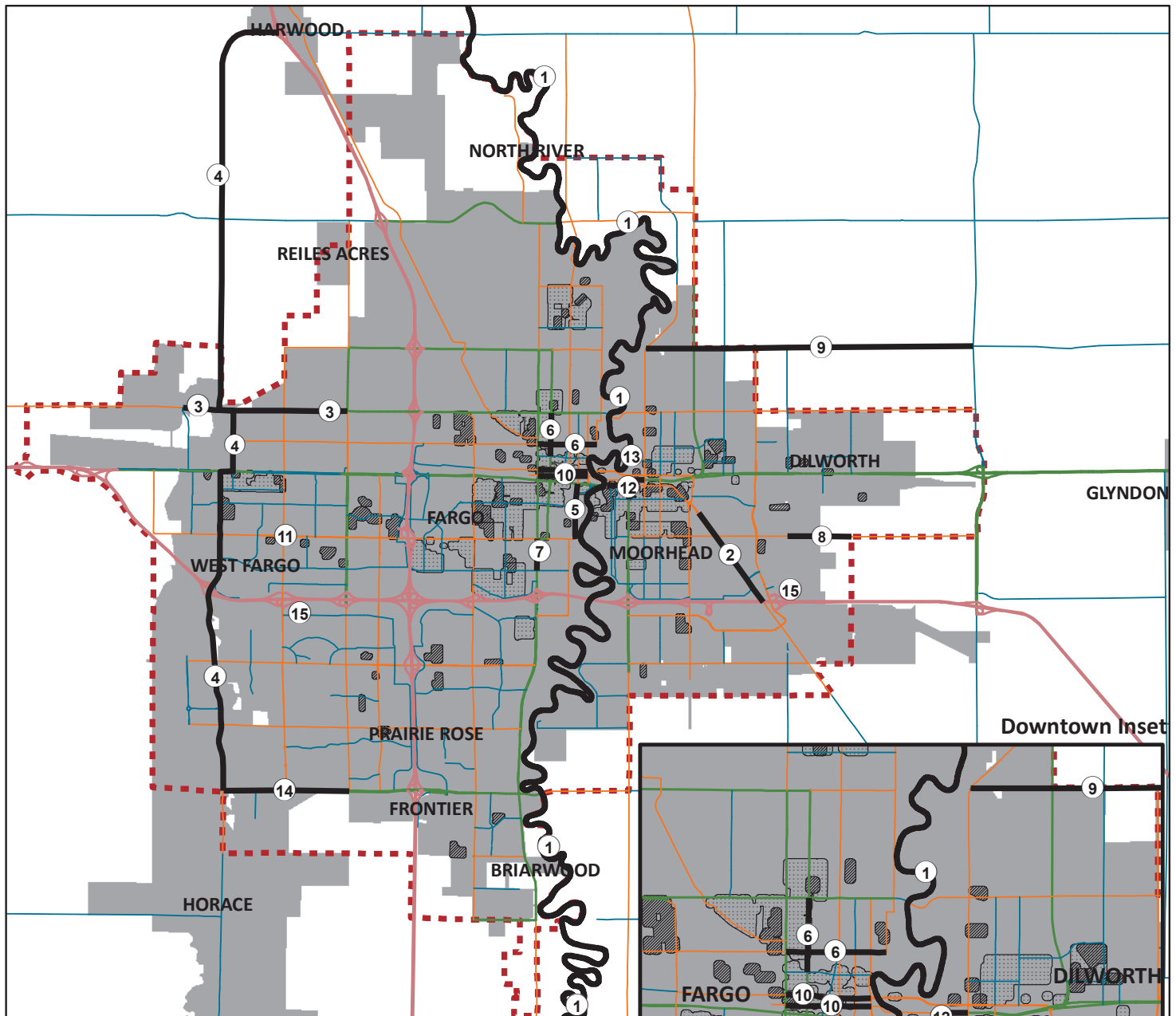
In 2013 Metro COG will complete a number of critical remaining tasks identified in the 2008 Intelligent Transportation Systems (ITS) Plan for the FM Metropolitan area; and its companion document, the 2009 Traffic Operations Action Plan for the FM Metropolitan Area. In 2013, Metro COG will complete the update of the Intelligent Transportation Systems (ITS) Plan for the FM Metropolitan area which required significant involvement and cooperation between relevant agencies and stakeholders.

The 2013-2014 UPWP accommodates the necessary resources to facilitate the development and management of the Transportation Improvement Program (TIP) for the FM Metropolitan area. The TIP process is intended to implement applicable components of the LRTP for the FM Metropolitan area; as supported by a solicitation, evaluation, and prioritization process agreed to by all parties.

Geographic Overview

The 2013-2014 UPWP has a distinct geographic influence on the FM Metropolitan area. Map 1 (see page 3) demonstrates the geographic relationship of specific activities included within the 2013-2014 UPWP on various geographic and demographic attributes of the FM Metropolitan area. It is important to note that some projects within the UPWP are programmatic or policy in nature, and or influence the entire MPA.

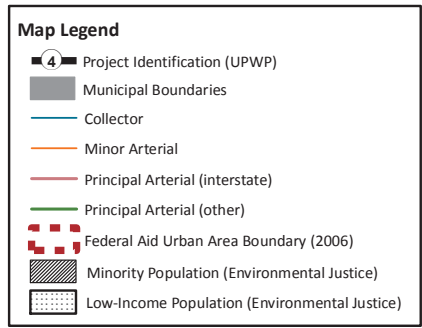
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2013/2014 UPWP Corridor/Sub Area Projects and Activities

- ① Red River Greenway Study Update/Moorhead River Corridor Study
- ② Moorhead SE Main Project Memorandum Support
- ③ Fargo/West Fargo 12th Avenue Project Concept Report
- ④ Sheyenne Street/County Road 17 Corridor Study
- ⑤ Fargo 4th Street Corridor Study
- ⑥ Fargo 10th Street/7th Avenue North Corridor Study
- ⑦ University Drive Area Plan/Project Concept Report
- ⑧ 12th Avenue South Access Memorandum
- ⑨ CSAH 18 Technical Assistance & Programming Coordination
- ⑩ Fargo NP/1st Avenue One-Way Conversion Implementation
- ⑪ West Fargo 13th Avenue/9th Street Programming Assistance
- ⑫ TH 10/TH75/Center Avenue Project Implementation Coordination
- ⑬ Oakgrove/Memorial Bike/Ped Bridge Programming/Coordination Assistance
- ⑭ Fargo/West Fargo 52nd Avenue South Corridor Study (45th Street to Sheyenne Street)
- ⑮ Sanford Transit Access Study

This map is only reflective of subarea or corridor level planning studies programmed by Metro COG. Metro COG's UPWP includes a host of other area wide and or programmatic level planning and programming exercises. These efforts are considered to have a metropolitan wide impact or influence and are therefore not shown on this map.



PROGRAM OVERVIEW

The remainder of this document is intended to provide a detailed overview regarding the specific elements of the 2013-2014 UPWP. The majority of the activities listed within the Program Overview are specifically related to surface transportation and implementation of the Metropolitan Planning Program (MPP).

Activities related to surface transportation and the MPP are considered eligible for reimbursement through NDDOT with Consolidated Planning Grant (CPG) funds at an 80% Federal, 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 is included with the UPWP which demonstrates how Metro COG ensures accuracy in billing to its various local, state, and Federal funding sources.

Fargo-Moorhead Metropolitan Council of Governments 2013-2014 Unified Planning Work Program Operating Budget

	Program Area*	2013	2014	Total
100	Public Input/Education & Committee Coordination	\$78,205	\$81,513	\$159,718
200	Data Development & Management	\$45,076	\$42,955	\$88,031
300	Travel Demand Modeling Development and Maintenance	\$7,878	\$8,727	\$16,605
400	Transportation Planning & Program Development, Impl. & Mtce.	\$112,435	\$108,122	\$220,557
500	Transportation Improvement Program (TIP)	\$16,525	\$17,354	\$33,879
600	Transportation Technical Assistance/Subarea Planning	\$86,699	\$90,182	\$176,881
700	Bicycle, Pedestrian & Transit Planning	\$65,757	\$77,545	\$143,302
800	Administration/Internal Management **	\$85,067	\$89,554	\$174,622
900	Overhead & Capital Expenses **	\$101,675	\$104,750	\$206,425
	Total Metro COG Operating Budget*	\$599,317	\$620,702	\$1,220,020

* Covers Metro COG's Operating Budget, and excludes Contracted Planning, Pass Through Contracts, and Community Technical Assistance Work

** Treated as Indirect Costs

PROGRAM AREA 100 – PUBLIC INPUT, EDUCATION & COMMITTEE COORDINATION

Program Area 100. This UPWP category allows Metro COG to adequately implement its current Public Participation Plan (PPP). The PPP is drafted to ensure the community (general public, interested persons, and community stakeholders) is provided adequate opportunity to participate in the implementation of Metro COG’s planning program. Public involvement activities are guided by Metro COG’s Public Participation Plan developed pursuant to 23 CFR 450.316. All specific sub task costs from each UPWP Program Area are shown on Page 32 (for 2013) and Page 37 (for 2014).

Outlined below is a summary of programmed elements:

- **101. Public Input and Education.** Program Area 101 covers general and/or program wide Metropolitan Planning Program (MPP) public input activities. These public input activities include coordination and facilitation of required program elements. Additionally, this category allows Metro COG to participate in informational and education events. These events or speaking opportunities are generally related to an intention to inform the general public about the overarching mission of the Metropolitan Planning Organization (MPO). In other cases, these events may include specific educational opportunities for Metro COG staff related to the MPP.

- **102. Metro Connection.** The *Metro Connection* is Metro COG’s newsletter which is distributed three (3) times annually. Program Area 102 covers the development/production of the Metro COG newsletter. 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/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.

- **103. Committee Coordination.** On an annual basis, Metro COG’s Policy Board and Transportation Technical Committee (TTC) meet once per month. This program area provides the resources to support these committees (agendas, minutes, reports, presentations, website updates, research, etc.). In addition, Metro COG allocates resources to support the following committees which have a specific metropolitan relevance:
 - Metropolitan Transportation Initiative (MTI) – meets as needed;
 - Metro Area Transit Coordinating Board – meets monthly;
 - Metropolitan Bicycle and Pedestrian Committee – meetings quarterly;
 - Geographic Information System (GIS) Committee – meets as needed;
 - Metropolitan Traffic Operations Working Group – meets as needed;

- Other ad-hoc surface transportation related committees (i.e. freight, environmental, etc.) which advise the Metro COG Policy Board and other local units of government and cognizant agencies.
- **104. Website Maintenance/Management.** In recent years, Metro COG has made significant improvements in making information more accessible to the public. Program Area 104 includes the necessary resources for Metro COG to accurately and efficiently maintain/manage its website (www.fmmetrocog.org). The Metro COG web site is a 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/study specific information and other surface transportation related information. As a component of the 2013-2014 UPWP Metro COG will develop an archive of critical projects that have been completed over the past several years, to be accessible in digital format (i.e. major corridor studies, sub-area plans and modal plans).

Funding Source Split for Program Area 100

Funding Source	2013		2014		Total Task 2013-2014
	Percent	Amount	Percent	Amount	
CPG	80%	\$62,564	80%	\$65,210	\$127,775
Local	20%	\$15,641	20%	\$16,303	\$31,944
Total	100%	\$78,205	100%	\$81,513	\$159,718

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PROGRAM AREA 200 – DATA DEVELOPMENT & MANAGEMENT

Program Area 200. The 2013-2014 UPWP provides resources for the development and management of data pertinent to the Metro COG planning program. All specific sub task costs from each UPWP Program Area are shown on Page 32 (for 2013) and Page 37 (for 2014).

Outlined below is a summary of programmed elements:

- **201. Geographical Information Systems (GIS) Management, Mapping and Graphics.** Metro COG maintains, updates, and manages a number of critical data sets that support development and implementation of the 2009 LRTP and its modal sub elements as well as various sub-area studies and mapping needs. Additionally, on a cyclical basis, Metro COG updates 'base' metropolitan maps (i.e. federal-aid urban area, roadway functional classification, metro traffic counts, etc.). Program area 201 supports overall development and distribution of GIS data used by Metro COG as requested by the public, cognizant agencies or other interested persons. As part of this program area within the 2013-2014 UPWP, Metro COG will be working to establish a GIS page on the Metro COG website to establish a portal for dissemination of Metropolitan specific GIS data.
- **202. Census Data/American Community Survey (ACS)/Environmental Justice.** Metro COG annually allocates resources to update GIS databases respective to 2010 Census data and ACS data. Certain census and ACS information is critical to aspects of the overall transportation planning program; inclusive of tract, block group, and block level demographic and socioeconomic data that supports the travel demand model calibration process, amongst other program activities. Further, census data and associated demographic data establishes a starting point for development of the Federal Aid Urban Area boundary and acts as baseline data for subsequent 2020 and 2040 socioeconomic and demographic forecasts for the FM Metropolitan area. In 2014, Metro COG anticipates completing an update to the Environmental Justice Database based on ACS data (previously completed on a 10 year cycle concurrent with decennial census data). Metro COG will also review revised US DOT guidance regarding Environmental Justice to ensure its program remain compliant with new policies and procedures.
- **203. Transportation Data Collection & Analysis.** In 2013 and 2014 Metro COG will assist local member units of government (including Mn/DOT and NDDOT) with transportation data collection efforts, as requested. Program area 203 supports the development of warrant analyses and the collection/analysis of traffic counts, speed/vehicle classification or other pertinent transportation data as requested by local units of government. Metro COG anticipates the implementation of a more robust data monitoring and collection program to support initiatives regarding the development of performance measures and to support initiatives regarding the development of a more integrated traffic operations program in the FM Metropolitan area. Metro COG intends to reinstitute its bicycle and pedestrian counts as part of an annual rotating schedule of identified locations. The overarching intent is to have each site

counted every five (5) years to ensure accurate data is available for each cyclical update of the Metropolitan Bicycle/Pedestrian Plan. Within this UPWP, hours have been assigned to ensure accuracy of collected data and to manipulate and/or format the data for release to interested parties. Metro COG will work to make this information available to the local units of government (including Mn/DOT and NDDOT), private sector entities, and other interested persons.

Metro COG responds to numerous requests from the private sector or other interested persons throughout the two-year UPWP cycle regarding traffic or other technical data. Requests for data or other similar requests that requires significant Metro COG time/effort and are billed at an hourly basis for private sector entities.

- **204. FM Metropolitan Profile (Surveillance & Monitoring Report).** Metro COG annually develops the FM Metropolitan Profile (Surveillance and Monitoring Report) which documents pertinent information regarding surface transportation and the regional transportation network. The FM Metropolitan Profile allows Metro COG to chart demographic changes to the FM Metropolitan area and also monitor implementation of the LRTP and its modal sub elements; including a close review of TIP implementation and transportation network changes. The Metropolitan Profile also provides Metro COG an opportunity to review system performance trends through the development system “Dashboard”, and will provide support for the pending development of a congestion management program (CMP) for the FM Metropolitan Area.

Metro COG envisions the Dashboard element the Metropolitan Profile to expand during the implementation of the 2013-2014 to meet pending guidance and rules regarding the development and implementation of performance measures (and performance monitoring) for the metropolitan planning program pursuant to MAP-21. More information regarding MAP-21 implementation efforts are discussed in Program Area 403 and 409.

- **205. Metro Freight Assessment Update.** This project will include an update to the 2007 Freight Assessment; which will primarily be intended to update and establish a data framework while also identifying applicable performance measurements and data tracking needs in anticipation of the 2009 LRTP update. This task will support to the biennial MPO Freight Assessment, however as noted earlier, serves primarily to update and compile freight and freight related data sets to support the overall MPO program.

Funding Source Split for Program Area 200

Funding Source	2013		2014		Total Task 2013-2014
	Percent	Amount	Percent	Amount	
CPG	80%	\$36,061	80%	\$34,364	\$70,424
Local	20%	\$9,015	20%	\$8,591	\$17,606
Total	100%	\$45,076	100%	\$42,955	\$88,031

PROGRAM AREA 300 – TRAVEL DEMAND MODEL DEVELOPMENT & MAINTENANCE

Program Area 300. This UPWP category allows Metro COG the ability to manage its travel demand model pursuant to implementation, maintenance and update of the 2009 LRTP and associated sub area implementation activities. Program Area 300 provides resources which Metro COG utilizes to support to complete the process of creating an updated base model network (2010) and subsequent development of future forecast models (2020 and 2040). All specific sub task costs from each UPWP Program Area are shown on Page 32 (for 2013) and Page 37 (for 2014).

Outlined below is a summary of programmed elements:

- **301. Travel Demand Modeling.**

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. Metro COG has set aside \$40,000 in 2013 and in 2014 to facilitate this partnership relative to these previously defined development/management tasks (see Program Area 1000). Separate addendums to the Master Agreement are executed between Metro COG and ATAC for each specific work task related to the travel demand model.

Program area 301 accommodates the coordination of travel demand modeling for specific sub area studies. Many of these requests are handled on an as needed basis and are intended to further and/or support implementation activities as set forth within the adopted LRTP. Several of the studies listed in other Program Areas of the UPWP will require travel demand modeling work, which may include contracted planning support as well.

- **302. 2010 Base Network Model Calibration Process.**

In 2013 Metro COG has assigned resources to finalize the calibrated 2010 model for use in the development of the next LRTP. Previously Metro COG has identified roadway network changes as implemented between 2005 and 2010 within the Metropolitan Planning Area (MPA) and worked with member jurisdictions to adjust TAZ boundaries to accommodate changing growth patterns, municipal boundary adjustments, and reported Census socioeconomic data.

- **303. 2020/2040 Model Development.**

In 2013 and 2014 Metro COG will initiate development of the 2020 and 2040 travel model networks and distribute households/jobs and other relevant socioeconomic data per 2020 and 2040 demographic forecasts. Starting in 2013 and going through 2014, Metro COG will work to develop and analyze a year 2020 and 2040 travel demand model. The 2020 and 2040 model networks will be used to support development of the update of the LRTP.

Funding Source Split for Program Area 300

	2013		2014		Total Task 2013-2014
Funding Source	Percent	Amount	Percent	Amount	
CPG	80%	\$6,302	80%	\$6,982	\$13,284
Local	20%	\$1,576	20%	\$1,745	\$3,321
Total	100%	\$7,878	100%	\$8,727	\$16,605

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PROGRAM AREA 400 – TRANSPORTATION PLANNING AND PROGRAM DEVELOPMENT, IMPLEMENTATION AND MAINTENANCE

Program Area 400. Activities in Program Area 400 are considered core metropolitan planning program tasks. This program area provides Metro COG the necessary resources to manage, implement and update its Long Range Transportation Plan (LRTP). This section documents the applicable transportation planning projects and maintenance activities that directly correlate to the LRTP and other modal sub plans, which include: Transit Development Plan, Metropolitan Bicycle/Pedestrian Plan, Intelligent Transportation Systems Plan, and Traffic Operations Plan. The program area also provides resources for UPWP development and management. All specific sub task costs from each UPWP Program Area are shown on Page 32 (for 2013) and Page 37 (for 2014).

Outlined below is a summary of programmed elements:

- **401. Long Range Transportation Plan (LRTP) Implementation and Maintenance.** In 2013 and 2014 Metro COG will further the implementation of the 2009 LRTP through the development and completion of smaller work tasks relevant to the surface transportation program in the FM Metropolitan area. Metro COG annually reviews the LRTP in coordination with the TIP development process to ensure symmetry 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.

With the recent passage of MAP-21 it is understood that Metro COG will need to invest resources in 2013 and 2014 to respond to rules and regulations regarding new surface transportation planning provisions. As currently developed Metro COG has included resources in specific element of the 2013-2014 UPWP to respond to MAP – 21 provisions including Program 204, 401, 403, and 409. Once clear guidance (a final rule) is offered by FHWA and FTA on MAP-21 Metro COG would envision the development of cooperatively developed scope of work which outlines Metro COG’s milestones for achieving MAP-21 compliance. If Metro COG needs to alter resources as committed in the 2013-2014 UPWP modifications and amendments will be offered and coordinated with Mn/DOT, NDDOT, FTA, and FHWA at that time. As currently developed, Metro COG feels the 2013-2014 has the resources to adequately respond to and address pending MAP-21 provisions.

- **402. Long Range Transportation Plan (LRTP) – Existing Conditions Report and 2009 LRTP Consistency Review.** In 2013 Metro COG will complete an existing conditions report (ECR) regarding the surface transportation system within the FM Metropolitan Area. The ECR will be used to support development of the LRTP update which will proceed throughout 2013 and 2014. The ECR will include a consistency review of the 2009 LRTP. The ECR will serve as Phase I of the LRTP update and will become the platform used to initiate early public

involvement of the LRTP update. The ECR is envisioned to contain the following elements, at a minimum:

- Inventory of Existing Transportation Systems Conditions
 - 2010 Metropolitan Base Model
 - System Conditions as of 12/31/2012
- Demographic Profile of the FM Metropolitan Area
- Assessment of Progress to Implement 2009 LRTP
- Identification of Strategic Issues to Support LRTP Update
- Preliminary Assessment of Transportation System Needs
- Summary of Relevant Multimodal System Needs
 - Transit Development Plan
 - Bicycle/Pedestrian Plan
 - Intelligent Transportation Systems Deployment Strategy
- **403. LRTP Plan Development.** In 2013 and 2014 Metro COG will complete the update of the 2009 LRTP for the FM Metropolitan Area. Following completion of the ECR, Metro COG will initiate Plan Development phase of the LRTP update. Given the timing of the LRTP Update Metro COG envisions the updated LRTP is in compliance with MAP-21 provisions. Plan Development will entail the majority of the LRTP update and will be inclusive of the following elements, at a minimum:
 - Public Participation Process to Support LRTP Update;
 - Congestion Management Program (Performance Based Goals, Objectives, and Performance Targets)
 - Metropolitan Wide Issue Identification & Needs Analysis;
 - Projected Transportation System Conditions Summary;
 - 2020 and 2040 Travel Conditions;
 - Development of a Series of Technical/Alternatives Analysis Memorandum Regarding Prioritized List of area wide and subarea Surface Transportation Needs, with examples as follows:
 - Railroad Grade Separations
 - Arterial Performance Management
 - Interstate Operations
 - Red River Bridge Crossings
 - Beltway/Bypass
 - Corridor Preservation
 - Red River Diversion Transportation Impacts
 - Etc.
 - Performance Management Program
 - Development of Prioritized and Fiscally Constrained Short and Long Range Project Lists.

The UPWP narrative herein is not inclusive of the entire scope of work for the LRTP update. A final scope of work for the LRTP update will be developed and approved by early 2013 so as to support mobilization of the effort in early 2013. It is envisioned that Metro COG will procure contracted planning services to assist in development of certain elements of LRTP.

- **405. Unified Planning Work Program (UPWP) Maintenance/Reporting.** This task provides Metro COG the flexibility needed to manage, implement, and update the 2013-2014 UPWP. This program task includes quarterly reporting to local, state, and federal entities which retain a specific interest in Metro COG's UPWP; monthly updates to oversight boards (TTC and Policy Board) on the status of activities within the UPWP.

As noted earlier, Metro COG plans to amend the 2013-2014 as necessary at such time as clear guidance is offered regarding MAP-21; however Metro COG feels the current 2013-2014 includes the necessary resources and emphasis areas to ensure MAP-21 compliance as the program is implemented over 2013 and 2014.

- **406. 2015-2016 UPWP.** In 2014 Metro COG will develop and adopt a UPWP covering the years 2015-2016. Metro COG will use its PPP to guide the development of the 2015-2016 UPWP to ensure that adequate opportunities for public input are incorporated into the process; inclusive of opportunities to targeted outreach groups and other interested groups and stakeholders. UPWP development is typically driven by needs previously developed in other metropolitan/area wide or sub area studies, local capital improvement programs, and the TIP.
- **407. Metropolitan, State, and Federal Policy Development.** Program Area 407 allows Metro COG to stay abreast of state and Federal issues which may have an impact on the metropolitan transportation system. Metro COG may from time to time develop policy statements; or have direct involvement in the development of critical federal and state transportation regulations, programs, policies, or plans. This includes monitoring and advocacy for Metro COG positions regarding regulations and legislation pertinent to the metropolitan transportation system. Metro COG will stay informed of Metropolitan, State, and Federal policy, plan, and program development activities as conducted by Mn/DOT, NDDOT, FHWA, and FTA. To this end, Metro COG will participate in events and review documents prepared by these entities to ensure the programs adopted by Metro COG are being adequately reflected and addressed.

Included within Program Area 407 is participation in both Minnesota and North Dakota MPO Director Committees. Each group meets three (3) to five (5) times annually and discussion focuses on issues relevant to the MPO program, and ensures coordination with each respective DOT, as well as FHWA and FTA. Metro COG annually attends the MN MPO workshop, typically held during the summer. As part of cooperative efforts with both Mn/DOT and NDDOT, Metro COG is from time to time asked to serve on statewide advisory/ad hoc committees lead by either DOT. This work would be included in Program Area 407.

This task also covers the work associated with Mid-year/Triennial Review conducted with NDDOT, Mn/DOT, FHWA, and FTA.

- 408. Plan/Project Review with Identified Impacts to LRTP or MPO Program.** This program area allows Metro COG the ability to directly or indirectly monitor or participate in activities within the metropolitan area that may impact or affect (positive/negative) implementation of the LRTP or the overall transportation network. Metro COG will utilize resources within this category to directly or indirectly review ongoing projects/plans, draft correspondence/memorandum, and advise decision makers on the impacts of their decisions on the metropolitan transportation system. Metro COG’s actions in this program area are intended to ensure consistency between the adopted LRTP, and its modal sub elements, with the interrelated decisions and actions of local units of government, Mn/DOT, NDDOT, and other relevant local parties.
- 409. MAP-21 Compliance/Maintenance.** Program Area 409 provides Metro COG the resources to stay abreast of and review developments regarding the pending regulations and guidance regarding MAP - 21. Pending final rules and guidance regarding MAP-21 Metro COG will need to review its program and all adopted plans to ensure compliance with new rules and focus areas developed by FHWA, FTA, and each DOT. Metro COG will budget resources to update and modify all existing plans and programs to ensure consistency with MAP -21. Task 409 would also cover compliance issues regarding any reauthorizations beyond MAP-21 (which will expire on 9/30/2014).
- 410. Intelligent Transportation System (ITS) Plan.** In 2012 Metro COG initiated development of the ITS Plan update for the FM Metropolitan area. As a component of the 2012 ITS plan update and an update of the 2007 ITS Architecture. This work will be completed in the first quarter of 2013.
- 411. Contract Management/Consultant Study Participation.** Program Area 400 allows Metro COG the resources to provide contract management and oversight for work that is contracted to a consultant as listed in Program Area 1000. These activities are typically associated with Consolidated Planning Grant (CPG) funds and include RFP development, procurement, and contract negotiations; as well as contract and project management activities. Day-to-day planning support activities for Program Area 1000 activities are billed directly to corresponding 400, 600, or 700 program area activities.

Funding Source Split for Program Area 400

	2013		2014		Total Task 2013-2014
Funding Source	Percent	Amount	Percent	Amount	
CPG	80%	\$89,948	80%	\$86,498	\$176,446
Local	20%	\$22,487	20%	\$21,624	\$44,111
Total	100%	\$112,435	100%	\$108,122	\$220,557

PROGRAM AREA 500 – TRANSPORTATION IMPROVEMENT PROGRAM (TIP) – DEVELOPMENT, IMPLEMENTATION AND MAINTENANCE

Program Area 500. This program area allows Metro COG to develop and maintain the Transportation Improvement Program (TIP) for the FM Metropolitan area, pursuant to 23 CFR 450.324. Metro COG cooperatively develops the TIP pursuant to procedures agreed between Metro COG, NDDOT, Mn/DOT, and MATBUS. These procedures will be implemented in 2013 and 2014; and will further evolve with each TIP cycle to increase efficiencies and more clarity within this administrative process. All specific sub task costs from each UPWP Program Area are shown on Page 32 (for 2013) and Page 37 (for 2014).

Metro COG is responsible for the solicitation of projects within the FM Metropolitan area for which Federal funds are being sought. Metro COG ranks and prioritizes the majority of projects seeking Federal surface transportation funds, and works in cooperation with Mn/DOT, NDDOT, and MATBUS in the development of an approved TIP for the FM Metropolitan Area.

Once final guidance is offered on MAP-21 Metro COG will amend currently approved TIP Development procedures currently agreed to between Mn/DOT and NDDOT regarding integration of performance measurement elements.

- 501. TIP Activities (2013 and 2014).** In 2013 Metro COG continues maintenance of the 2013-2016 TIP and completes development and adoption of the 2014-2017 TIP. In 2014 Metro COG will continue maintenance of the 2014-2017 TIP and initiate development of the 2015-2018 TIP. Program Area 500 allows Metro COG resources to coordinate the funding of complex projects involving multiple jurisdictions regarding identified high priority needs. Metro COG will work to identify common needs among member units of government and ensure diligence is given to a thoughtful dialogue towards finding funding strategies for critical and complex transportation system needs in the FM Metropolitan Area.

Funding Source Split for Program Area 500

	2013		2014		Total Task 2013-2014
Funding Source	Percent	Amount	Percent	Amount	
CPG	80%	\$13,220	80%	\$13,883	\$27,104
Local	20%	\$3,305	20%	\$3,471	\$6,776
Total	100%	\$16,525	100%	\$17,354	\$33,879

PROGRAM AREA 600 – TRANSPORTATION TECHNICAL ASSISTANCE & SUB-AREA PLANNING

Program Area 600. This program area allows Metro COG the resources to address needs identified for specific sub-areas or specific transportation corridors. These issues/needs are generally formulated into a scope of work and addressed through the completion of a study, analysis or technical memorandum. Additionally, Program Area 600 includes other planning activities which are demonstrated to have an impact on surface transportation within the FM Metropolitan area. Projects included within this program area are requested by local member units of government, Mn/DOT, NDDOT, policy makers, or other interested groups and stakeholders. All specific sub task costs from each UPWP Program Area are shown on Page 32 (for 2013) and Page 37 (for 2014).

- **601. Metropolitan Transportation Technical Assistance.** This work task provides Metro COG resources in both 2013 and 2014 to respond to requests for information and/or analysis regarding issues and items relative to the metropolitan transportation system. Typically these requests require less than 20 hours of Metro COG staff time. If deemed necessary by the Executive Director, a scope of work for these requests will be prepared cooperatively between Metro COG and the requesting entity and are approved by the TTC and the Policy Board prior to staff initiation of the requested work. Further, this work task may cover mapping or other cartographic/GIS requests.

Additionally, at the request of local units of government, Metro COG has included the following specific technical assistance activities within the 2013-2014 UPWP.

- **602. ITS/Traffic Operations Technical Assistance.** Metro COG will continue to lead the effort regarding the integration of traffic signal operations within the FM Metropolitan area. Specific work includes continuation of the development and execution of a joint powers agreement between the City of Fargo and the City of Moorhead regarding signal operations and maintenance. Coordination of this effort will include Mn/DOT. Program Area 602 will also provide Metro COG the resources necessary to forward critical priority recommendations from the ITS Deployment Strategy for the FM Metropolitan area.

Metro COG will meet periodically with the Metropolitan Traffic Operations Working Group. The Working Group may from time to time request specific technical assistance or coordination efforts of Metro COG. Metro COG will work to ensure timely implementation and coordination of high priority elements from the updated ITS Deployment Strategy.

- **603. Metropolitan Food Systems Report (2012 Carryover).** Metro COG will carry over work from the Metropolitan Food Systems Report started in 2012. This request from Fargo Cass Public Health and Clay County Public Health will explore opportunities to expand local food production, options to increase access to food, identify opportunities to reuse existing urban areas for agricultural purposes, and identify opportunities to expand the marketability of locally developed food products. The Food Systems Plan brings together stakeholders from transportation, planning, human services,

and educators to develop multi-disciplinary strategies to improve access to food. The outcome of the effort will serve to strengthen programmatic commitments among partnering agencies to ensure better use of Federal aid distributed in the FM Metropolitan Area to food production, and access to food via existing transportation network. Program Area 603 supports the Planning Factors outlined in 23 CFR 450.306, as detailed in the specific scope of work agreed to between Metro COG and NDDOT in July of 2012. The specific project scope of work as approved by Metro COG and as agreed to by FHWA and NDDOT is available upon request.

- **604. West Fargo/Fargo 12th Avenue North Cooperative Project Concept Report (2012 Carryover).**

The Cities of West Fargo and Fargo and Cass County have requested Metro COG assistance with completion of the planning element of a Project Concept Report (PCR) on 12th Avenue North from CR 19 to 45th Street. The 12th Avenue North project has been selected to receive federal funds for construction in 2015. In 2012, Metro COG assisted with completion of an RFP to procure a consulting firm for development of a PCR and construction design plans. Metro COG will be on a steering committee throughout the entire PCR process, but will specifically help with the planning elements portion of the document. The PCR will be completed by the end of 2013 and Metro COG will not have involvement in the design plans or in construction services for the project.

- **605. Fargo Main Avenue/Mn/DOT/Moorhead TH10/75 Project Wrap Up & TH 10/TH 75 Project Implementation/Coordination.** Program Area 605 allows Metro COG to complete project milestone for both the Mn/DOT-Moorhead TH 10/75/Center Avenue and Fargo Main Avenue Corridor Studies, initiated in 2011.

Metro COG will work with the City of Moorhead and Mn/DOT on the coordination and implementation of high priority low cost improvements identified as part of the TH 10/75/Center Avenue Corridor Study. The effort will focus specifically on improvements identified in Downtown Moorhead to improve traffic conditions. Metro COG will assist Moorhead to seek out innovative funding to support transportation improvements downtown, including but not limited to a pending solicitation for Corridor Investment Management (CIMS) funding pending for early 2013.

- **606. Moorhead Pavement Management System Implementation.** Metro COG will assist the City of Moorhead to better utilize existing pavement management data being collected by the city. The City of Moorhead desires guidance on how best to use a data management program owned by the city. Metro COG will assist Moorhead in utilizing the pavement data management program to assist in developing a project prioritization process for local, state, and Federal funds. Metro COG envisions working closely with other entities within the FM Metropolitan area that have already deployed pavement data management programs to identify efficiencies and to coordinate regional data tracking.
- **607. Moorhead SE Main Project Memorandum Support.** The City of Moorhead will be doing a mill and overlay on Southeast Main in 2014 from Oak Way to I-94. Metro COG will assist the City of

Moorhead in understanding future traffic conditions along the corridor and projected and or needed access management considerations. Metro COG will also assist the City of Moorhead in understanding the utility and feasibility of low cost traffic detection devices or other signal/ITS related needs along the corridor which could be logically coordinated with the project. Metro COG will also provide the City of Moorhead input and guidance regarding any multimodal considerations along the corridor, specifically related to bicycle, pedestrian, and public transit issues.

- **608 Fargo NP/1st Avenue One-Way Conversion Implementation.** Metro COG will participate as part of a multi-disciplinary project committee regarding implementation efforts by the City of Fargo for the conversion of NP and 1st Avenue from one way to two way operations. Metro COG will serve in a support role ensuring coordination and linkage with relevant completed planning processes, and serving to coordinate actions with the City of Moorhead, Mn/DOT, and NDDOT.
- **609 Fargo 4th Street Corridor Study (1st Avenue North to 13th Avenue South.** Metro COG will serve on the study review committee for the Fargo 4th Street Corridor Study. The City of Fargo has procured a consultant with local funds to study corridor needs from 1st Avenue North to 13th Avenue South. Metro COG will serve in a support role ensuring coordination and linkage with relevant completed planning processes, and provide input regarding multimodal considerations such as transit operations, bike and pedestrian needs, and ITS deployment.
- **610 West Fargo 13th Avenue East/9th Street Programming Assistance.** Metro COG will assist the City of West Fargo to identify and program local, state, or Federal aid for critical improvements at 13th Avenue and 9th Street. The intersection is consistently ranked as one of the high crash locations in the State of North Dakota. Improvements have been identified for the intersection with the recently approved 9th Street/Veterans Boulevard Corridor Study. The City of West Fargo needs assistance programming funding for this intersection. The effort could include an application for Highway Safety Improvement Program (HSIP) funds through NDDOT.
- **611 Flashing Yellow Arrow Technical Memorandum.** Metro COG will review the MUTCD and other relevant engineering /traffic operations documents regarding the applicability and relevance of the flashing yellow arrow. Based on a review of relevant documentation and research, Metro COG will review current traffic conditions and make preliminary recommendations regarding where a flashing yellow arrow may be warranted in the FM Metropolitan area. Included in the memorandum would be an understanding of the considerations needed regarding implementation of flashing yellow arrow. Specific implementation based on Metro COG's memorandum would be at the discretion of local units of government, Mn/DOT, and NDDOT.
- **613 CSAH 18 Technical Assistance and Programming Coordination.** Clay County has included CSAH 18 in its Capital Improvement Program (CIP) for a grading and paving project from CSAH 11 to County Road 3. CSAH 18 is designated on the Regional Significant Transportation Infrastructure

(RTSI) network. Clay County has not yet been able to identify funds to fully program the project. Metro COG will assist Clay County in developing a clear understanding of traffic conditions along the corridor, and understanding multimodal considerations which may be required when the corridor is improved. Metro COG will assist Clay County in seeking innovative funding to fully program the improvements needed along CSAH 18.

- **614. Fargo 10th Street/7th Avenue North Corridor Study.**

The City of Fargo has requested Metro COG assist in the completion of a Corridor Study on 10th Street North (from 4th Avenue North to 12th Avenue North) and 7th Avenue North (from University Drive to Oak Street). The corridor study would include a review of existing and future year conditions, a public participation process, and identification of issues and development of a series of alternatives for future reconstruction of the corridors. The project would include procurement and oversight of a consultant to assist with completion of the corridor study.

- **615. Fargo/West Fargo 52nd Avenue South Corridor Study/ County Road 17/Sheyenne Street Corridor Study.**

The Cities of Fargo and West Fargo and Cass County have requested Metro COG assist in the completion of a corridor study along 52nd Avenue South from 45th Street to Sheyenne Street (CR 17). The corridor study would include a review of existing and future conditions along the corridor including proposed future development and potential public schools directly adjacent to the corridor. The study would also include a public participation component, identification of issues along the corridor, and development of alternatives for future reconstruction of the corridor. The corridor would also specifically look at the possibility of jurisdiction transfer of roadway from Cass County back to the Cities of Fargo and West Fargo.

The City of West Fargo and Cass County have requested Metro COG assist in the completion of a corridor study along Sheyenne Street (CR 17) from 52nd Avenue South to at least Main Avenue. It is possible the study could benefit from extending the northern limit up to 12th Avenue North or potentially as far north as Harwood. The study would include a review of existing and future conditions along the corridor, a public participation component, identification of issues along the corridor, and development of alternatives for future reconstruction along the corridor. In recent years, the City of West Fargo has had major development along the study corridor which has led to transportation issues. The construction of the 9th Street East/Veterans Boulevard corridor over Interstate 94 has relieved some of the traffic congestion along the corridor. However, continued development along the corridor will likely create future transportation needs. The study will include North Dakota Department of Transportation (NDDOT) as a study partner as Sheyenne Street has an interchange with Interstate 94 and an intersection at Main Avenue. The project would include procurement and oversight of a consultant to assist with completion of the corridor study.

- **616. Alternate Routes/Traffic Incident Management Guide Book.** The Traffic Operations Incident Management Strategy (TOIMS) was completed by Metro COG in 2011. One of the

recommendations from the TOIMS document that was heavily supported by emergency and incident managers was the completion of an Emergency Alternate Routes Guidebook. The Emergency Alternate Routes Guidebook would identify an alternate route and all of the needed traffic control, emergency personnel, signs, etc. for closures on the interstate and major arterials within the FM Metropolitan area. The project would include procurement and oversight of a consultant to assist with completion of the guidebook. Metro COG staff would work with emergency/incident managers and traffic operations staff during the development of the process.

- 617. University Drive Area Plan/Cooperative Project Concept Report.** The City of Fargo has requested Metro COG assist in the development of a more detailed area plan and potentially a Project Concept Report (PCR) focusing as follow up to the University Drive Corridor Study completed for the area between 13th Avenue and 25th Avenue South. The soon to be completed corridor study along this segment of University Drive was not able to fully satisfy needs of abutting residents and property owners regarding the future of the west side of these two blocks considering the potential addition of a third (3rd) southbound lane on University Drive. The effort will focus on more clearly developing potential future land use plans for the 1500 and 1600 blocks of South University Drive and the areas immediately adjacent to the west. The City of Fargo and Metro COG will parallel the area plan with development of a more detailed PCR report that will provide engineering level designs for how the 3rd southbound lane can be accommodated. Metro COG funding is limited to the planning elements a future potential PCR and Metro COG will not financially participate in other projected development level activities.

Funding Source Split for Program Area 600

	2013		2014		Total Task 2013-2014
Funding Source	Percent	Amount	Percent	Amount	
CPG	80%	\$69,359	80%	\$72,146	\$141,505
Local	20%	\$17,340	20%	\$18,036	\$35,376
Total	100%	\$86,699	100%	\$90,182	\$176,881

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PROGRAM AREA 700 – BICYCLE, PEDESTRIAN AND PUBLIC TRANSIT PLANNING

Program Area 700. Program Area 700 allows Metro COG the resources to implement planning or study activities related to bicycle, pedestrian, and transit issues within the FM Metropolitan area. In many cases Program Area 700 covers studies or plans which are recommended components of the adopted Metropolitan Bicycle & Pedestrian Plan or the Transit Development Plan (TDP) for the FM Metropolitan area. This UPWP category is also programmed to accommodate requests for specific technical assistance from local units of government, Mn/DOT, NDDOT, MATBUS, or other interested persons or stakeholders regarding transit, bicycle, and pedestrian issues. All specific sub task costs from each UPWP Program Area are shown on Page 32 (for 2013) and Page 37 (for 2014).

- **701. Transit Technical Assistance.** Metro COG will provide Transit Technical Assistance to MATBUS and other public transit operators within the FM Metropolitan area. Metro COG has budgeted resources in both 2013 and 2014 to respond to requests for information/assistance and to complete specific technical analysis regarding issues related to the metropolitan public transit system. Typically these requests require less than 20 hours of Metro COG staff time to address. If deemed necessary by the Executive Director, a scope of work for these requests will be prepared cooperatively between Metro COG and the requesting entity and are approved by the TTC and the Policy Board prior to staff initiation of the requested work (as prepared by the requesting entity in cooperation with Metro COG).

Metro COG envisions working directly with MATBUS regarding changes to the current 2011 Transit Development Plan (TDP) to address new requirements regarding MAP-21. As part of this work program item, and others outlined herein, Metro COG anticipates working closely with MATBUS regarding implementation of pending FTA guidance regarding MAP-21 as related to both metropolitan planning as well as transit operational programs.

- **702. Sanford Campus Expansion Transit Access Study (Moorhead/Fargo).** In 2016 the new Sanford Hospital adjacent to I-29 and Veterans Boulevard in Fargo will be operational. In addition, a Sanford clinic is planned for completion in 2014 near the 34th St/I-94 interchange in Moorhead. As part of the recently adopted 2012-2016 TDP consideration and conceptual alternatives were outlined to address transit growth needs on Veterans Boulevard (Fargo/West Fargo) and the developing areas of 34th St and 28th Ave S in Moorhead. This study will further analyze and identify transit needs in these sub-areas and coordinate development of alternatives and funding strategies collaboratively with Sanford and other project stakeholders/partners. In addition, as a component of this study, Metro COG will analyze transportation related adjustments on the M-State campus including analysis on transfer hub siting, roadway re-alignments, signal changes and associated impacts to route alignments.
- **703. Metro Transit Garage (MTG) Expansion Analysis.** This analysis will be completed as a component of the 2013 UPWP. The document will analyze and forecast future transit fleet needs primarily through demographics and service projections. This analysis is intended to have

strictly a 'programming' focus and would serve as the impetus for future design considerations and concepts which would be developed for actual building expansion or modification based on the identified needs.

- **704. Metropolitan Bicycle & Pedestrian Technical Assistance.** Program Area 704 provides Metro COG resources in both 2013 and 2014 to respond to requests for information and smaller analysis regarding issues and items for the metropolitan bicycle and pedestrian transportation system. Typically these requests require less than 20 hours of Metro COG staff time to address. If deemed necessary by the Executive Director, a scope of work for these requests will be prepared cooperatively between Metro COG and the requesting entity and are approved by the TTC and the Policy Board prior to staff initiation of the requested work (as prepared by the requesting entity in cooperation with Metro COG).
- **705 Bikeway Gap/CIP Analysis (2013/2014).** The 2011 Metropolitan Bicycle and Pedestrian Plan identifies gaps in the bicycle and pedestrian network throughout the entire FM Metropolitan area. The Plan does not prescribe a proposed solution to alleviate identified gaps. Metro COG will identify one (1) gap per year to analyze and suggest an improvement that would remove the gap in the general sub area/corridor. So as to maximize local resources being allocated with the subarea/corridor, the locations will be chosen based in consultation with other roadway projects included in locally approved Capital Improvement Programs (CIP). Metro COG will prepare specific technical memorandum to outline suggested improvements for consideration by the applicable unit of government, Mn/DOT, or NDDOT.
- **706 Metropolitan Bikeway/Route Signing Implementation Plan. (2013)** The Metropolitan Bicycle and Pedestrian Committee adopted a sign design/logo for use on bicycle routes in the FM Metropolitan area. Before the signs and design can be deployed, a metro-wide implementation plan must be agreed to by local jurisdictions and parks districts to ensure uniform deployment and applications in a consistent manner. This is an identified need in the 2011 Metropolitan Bicycle and Pedestrian Plan. On-road facilities and shared use paths will be considered, as well as facilities maintained by cities, counties, and parks departments. The signage plan will be adopted by the Metro COG Policy Board and implemented by the appropriate jurisdictions which maintain bicycle facilities.
- **707. Oakgrove/Memorial Bike Bridge Programming Assistance. (2013/2014).** Metro COG staff will continue assisting the Cities of Fargo and Moorhead, and the Fargo Park District with grant applications and other strategic funding initiatives to secure funding for the Oakgrove/Memorial Bicycle and Pedestrian Lift Bridge over the Red River. The Cities have previously completed environmental documentation and plan sets for the bridge and are continuously looking for opportunities to fund the new bridge. Similarly to the Lindenwood/Gooseberry Bicycle and Pedestrian Bridge over the Red River, Metro COG would assist both Cities and the Fargo Park

District with the development of a Memorandum of Understanding (MOU) regarding cost splits and maintenance of the facility.

- **708. Moorhead River Corridor Study (2012 Carryover)**. This project was amended into Metro COG's 2011-2012 UPWP in December of 2011; and a final scope of work was approved in July of 2012.

As a result of the floods of 2009, 2010, and 2011, the City of Moorhead initiated a number of interrelated flood mitigation actions. One of the most visible actions is the proactive acquisition of flood-prone properties adjacent to the river. Through that effort, a large portion of private property along the Red River has been transferred to public ownership. A number of citizens have inquired about the future for these areas adjacent to the river. The City of Moorhead has requested that the Fargo-Moorhead Metropolitan Council of Governments (Metro COG) assist in a planning study to develop a long term strategy for the river corridor through Moorhead, with a focus on amenities and improvements related to community development, surface transportation, and bicycle and pedestrian recreational features. The Moorhead River Corridor Study will focus exclusively on the publicly owned river corridor, between approximately 60th Avenue South and 28th Avenue North. The Study will entail the following key elements:

- A review of past community development and transportation planning efforts to develop and ensure a common vision for the River Corridor;
- Identification of community and recreational assets along the River Corridor (including existing and future potential surface transportation facilities);
- Identification of opportunities to expand existing bicycle and pedestrian facilities along the River Corridor, and identification of logical connections to bicycle and pedestrian facilities in the City of Fargo;
- A public involvement strategy to ensure input and guidance from residents and interested persons.

The recent floods have opened up the need to evaluate strategies to preserve the river corridor in Moorhead as a flood protection asset so as to ensure utility of existing and future surface transportation assets adjacent to the Red River. At the same time ensure it is maintained so as to meet the needs of Moorhead residents through the integration of transportation and community development assets. The end product of the Moorhead River Corridor Study will consist of a long-range multi-year strategy of community development and transportation improvements that could be incorporated into the Capital Improvement Program for the City of Moorhead.

- **709. Metropolitan Bike Summit (2013/2014)**. The Metropolitan Bicycle and Pedestrian Committee has indicated an interest in organizing an annual bicycle summit. Specific decisions relating to programming, funding, and other needs will be developed in cooperation with the Metropolitan Bicycle and Pedestrian Committee and other interested parties. Continued

education and encouragement activities are an identified need in the 2011 Metropolitan Bicycle and Pedestrian Plan. The Bike Summit serves to advance key educational initiatives identified in the 2011 Plan. This program area covers only the internal resources to coordinate and organize the Bike Summit. Specific costs related to programming of the event are to be covered by local partnering agencies and would be outside of Metro COG’s UPWP.

- **710 Metropolitan Bikeway Map Update. (2014).** In 2014 Metro COG will update its metropolitan bike map. The update will be done in cooperation with the Metropolitan Bicycle and Pedestrian Committee. This item includes only resources for developing the map updates and the printer ready product. Specific costs related to actual printing of the map are to be covered by local partnering agencies and would be outside of Metro COG’s UPWP.
- **711. Regional Barrier Analysis: Bluestem/40th Avenue Bike Bridge (2014).** The 2011 Fargo-Moorhead Metropolitan Bicycle and Pedestrian Plan identified and prioritized four locations within the Metropolitan area in which a future bicycle and pedestrian bridge would be needed to address a major barrier such as the Red River or Interstate Highway. A future crossing of the Red River from 40th Avenue South (Fargo) to the Bluestem Center for the Arts (Moorhead’s 50th Avenue South) was identified as the top priority to pursue a major bicycle and pedestrian project after the Lindenwood/Gooseberry and Oak Grove/Memorial Bridges over the Red River are replaced. Metro COG staff would work with the Cities of Fargo and Moorhead to identify a strategy to plan for a future bridge facility at this location including assistance with the development of a grant application to secure future funding.
- **712. Red River Greenway Study Update (2014).** In 2008 Metro COG completed the development of the Red River Greenway Study. It is recommended that Metro COG complete an update to the Red River Greenway Study in 2014. The update would respond to several changes along the Red River Corridor based on the floods of 2009, 2010, and 2011. The Red River Greenway Study will focus almost exclusively on the identification and expansion of bicycle and pedestrian facilities adjacent to the Red River, including the identification of pedestrian and bicycle structures over the Red River. Given the large amount of land acquisition since 2009, the Study could likely investigate new opportunities for additional automobile bridges across the Red River.

Funding Source Split for Program Area 700

	2013		2014		Total Task 2013-2014
Funding Source	Percent	Amount	Percent	Amount	
CPG	80%	\$52,605	80%	\$62,036	\$114,641
Local	20%	\$13,151	20%	\$15,509	\$28,660
Total	100%	\$65,757	100%	\$77,545	\$143,302

PROGRAM AREA 800 – ADMINISTRATION & MANAGEMENT

Program Area 800. Program Area 800 provides Metro COG the resources to manage day to day operations. Included within Program Area 800 are general administrative and management activities assigned to Metro COG’s Executive Director, Executive Secretary, and other staff. Metro COG includes labor costs related to internships within Program Area 800. Intern labor is typically short term and applies equally to several program areas, and is thus charged as an administrative expense. All specific sub task costs from each UPWP Program Area are shown on Page 32 (for 2013) and Page 37 (for 2014). Metro COG charges Program Area 800 costs as parts of its indirect rate for billing purposes. Metro COG recoups its Administrative and Management costs through the indirect billing procedures discussed within the Cost Allocation Plan, as approved by NDDOT.

- **801. General Administration and Management.** Program Area 801.01 covers administrative or management tasks which are not attributable to specific transportation program aspects. These tasks include human resources and personnel management, as well as other operational issues required to ensure efficient and functional operations of Metro COG including fiscal management/budget development and tracking, coordination and oversight of Metro COG’s contract accountant, annual audit, records management and retention, staff retention and recruitment efforts, Executive Committee proceedings, maintenance of Metro COG Operation’s/Personnel Manual, periodic assessments and surveys to support compensation program, and funding/contract coordination with local, state, and Federal agencies. For staff beyond the Executive Director and Executive Secretary, this category accommodates the following: attending staff meetings, completion/submittal of time sheets, human resource activities (personnel reviews), etc.
- **802. Employee Development and Training.** Metro COG annually budgets hours within Program Area 801.02 to ensure Metro COG staff has an opportunity to pursue program relevant professional development opportunities. For the Executive Director this would also include professional development/training regarding management and or human resource related topics.
- **803. Information Technology/Information Systems (IT/IS) Management and Maintenance.** Metro COG annually budgets time to ensure that its IT/IS resources and assets are appropriately maintained to ensure efficient system operations. Metro COG provides most of its IT/IS needs internally. Metro COG occasionally outsources web site maintenance. Outsourcing costs would be billed to Program Area 900.
- **804. Intern Labor.** Metro COG annually budgets resources to allow for a temporary transportation planning intern position. The position is typically responsible for miscellaneous activities to support overall program of Metro COG, typically involving data collection and or back office support efforts.

Funding Source Split for Program Area 800

	2013		2014		Total Task 2013-2014
Funding Source	Percent	Amount	Percent	Amount	
CPG	80%	\$68,054	80%	\$71,643	\$139,697
Local	20%	\$17,013	20%	\$17,911	\$34,924
Total	100%	\$85,067	100%	\$89,554	\$174,622

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PROGRAM AREA 900 – OVERHEAD & CAPITAL EXPENDITURES

Program Area 900. This program area provides the resources to satisfy costs related to the day to day operation of Metro COG. These overhead expenditures represent indirect costs incurred by Metro COG in the execution of its planning program. Figure 1 and 2 demonstrate the breakdown of overhead and capital expenditures for the years 2013 and 2014. A more detailed explanation of these costs is included with in Metro COG Cost Allocation Plan covering the 2013-2014 UPWP, see page 40. Program Area 900 covers costs for which there is typically no clear cut product since by definition its function is to provide indirect support to items which are of common benefit to all program areas. Metro COG recoups it overhead costs through the indirect billing procedures discussed within the Cost Allocation Plan, as approved by NDDOT. For internal accounting purposes Metro COG separates overhead costs into two categories: 1) Costs eligible for reimbursement with Consolidated Planning Grant (CPG) funds (900); and 2) Those not eligible for CPG Funds (901).

Figure 1 - 2013 Overhead Costs

Category	Description	Budget
900a	Travel / Registration	\$11,000.00
900b	Misc.	\$500.00
900c	Dues / Subscriptions	\$800.00
900d	Office Supplies	\$4,500.00
900e	Postage	\$3,700.00
900f	Advertising	\$4,500.00
900g	Office Rent	\$32,500.00
900h	Insurance	\$5,100.00
900i	Telephone	\$2,900.00
900j	Network Support (software)	\$2,100.00
900k	Audit	\$5,325.00
900l	Office Equipment	\$3,500.00
900m	Equipment rental (including printing)	\$10,500.00
900n	Attorney fees	\$750.00
900o	Accounting Service (contracted)	\$11,250.00
	Total Overhead (1)	\$98,925.00
901 Overhead Funded Locally		
901a	Traffic Count Equipment	\$0.00
901b	Miscellaneous	\$750.00
901c	Professional Memberships / Miscellaneous Dues	\$2,000.00
	Total	\$2,750.00

(1) \$5,138 of overhead costs (Category 900) will not be charged against NDDOT CPG Contract so as to satisfy local match requirements on Mn/DOT State Planning Contract; remaining \$2,750 in match against Mn/DOT Planning Contract satisfied through expense on 901.

Figure 2 - 2014 Overhead Costs

Category	Description	Budget
900a	Travel / Registration	\$11,250.00
900b	Misc.	\$500.00
900c	Dues / Subscriptions	\$850.00
900d	Office Supplies	\$4,500.00
900e	Postage	\$3,900.00
900f	Advertising	\$4,500.00
900g	Office Rent	\$33,200.00
900h	Insurance	\$5,200.00
900i	Telephone	\$2,900.00
900j	Network Support (software)	\$2,200.00
900k	Audit	\$5,500.00
900l	Office Equipment	\$3,500.00
900m	Equipment rental (including printing)	\$10,750.00
900n	Attorney fees	\$750.00
900o	Accounting Service (contracted)	\$12,500.00
	Total Overhead (1)	\$102,000.00
901 Overhead Funded Locally		
901a	Traffic Count Equipment	\$0.00
901b	Miscellaneous	\$750.00
901c	Professional Memberships / Miscellaneous Dues	\$2,000.00
	Total	\$2,750.00

(1) \$5,138 of overhead costs (Category 900) will not be charged against NDDOT CPG Contract so as to satisfy local match requirements on Mn/DOT State Planning Contract; remaining \$2,750 in match against Mn/DOT Planning Contract satisfied through expense on 901.

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PROGRAM AREA 1000 – CONTRACTED/PASS THROUGH PLANNING

Contracted Planning/Pass Through Projects. In 2013 and 2014 Metro COG will conduct several planning studies through the procurement of consultant services. Metro COG's role and the general scope of each study were outlined under the relevant Program Area above (Program Area 400, 600, and 700). Outlined below is a financial summary of each contracted planning study. Metro COG hours allocated for contract management activities or other associated pass through projects tasks are billed to Program Area 409. All specific sub task costs from each UPWP Program Area are shown on Page 32 (for 2013) and Page 37 (for 2014).

- 1001. Technical Assistance Contract with the Advanced Traffic Analysis Center (ATAC) for Travel Demand Model Development, Maintenance and Implementation - 2013: \$40,000 (\$32,000 CPG; \$8,000 metropolitan wide local) ; 2014: \$40,000 (\$32,000 CPG; \$8,000 metropolitan wide local);
- 1002. Mn/DOT-Moorhead TH 10/TH 75 Center Avenue Corridor Study – 2012 Carryover (carryover amount pending);
- 1003. Fargo Main Avenue Corridor Study – 2012 Carryover – 2012 Carryover (carry amount pending);
- 1006. Moorhead River Corridor Study – 2013: \$75,000 (\$60,000 CPG; \$15,000 Moorhead);
- 1007. Fargo University Drive Area Plan/Project Concept Report – 2013: \$100,000 (\$80,000 CPG; \$20,000 Fargo), note: that these are the planning eligible costs only;
- 1008. Long Range Transportation Plan (LRTP) - 2013: \$175,000 (\$140,000 CPG; \$35,000 metropolitan wide local);
- 1009. Fargo 10th Street/7th Avenue North Corridor Study – 2013: \$125,000 (\$100,000 CPG; \$25,000 Fargo);
- 1010. 52nd Avenue South/County Road 17/Sheyenne Street Corridor Study – 2014: \$250,000 (\$200,000 CPG; \$50,000 Fargo/West Fargo/Cass County);
- 1011. Intelligent transportation Systems Plan – 2012 Carryover (carryover amount pending);
- 1012. Intelligent Transportation Systems Regional Architecture – 2012 Carryover (carryover amount pending);
- 1014. West Fargo/Fargo 12th Avenue North Project Concept Report – 2013: \$50,000 (\$40,000 CPG; \$10,000 West Fargo/Fargo/Cass County); Note: will be a carryover of 2012 funds (to be determined);

- 1015. Metropolitan Aerial Photography Project – 2014: \$250,000 (\$200,000 CPG; \$50,000 metropolitan wide local);
- 1016. Alternate Routes/Traffic Incident Management Guide Book – 2014: \$100,000 (\$80,000 CPG; \$20,000 metropolitan wide local);

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PROGRAM AREA 1100 – COMMUNITY PLANNING & TECHNICAL ASSISTANCE

Program Area 1100.

At the request of local units of government Metro COG will provide community planning and technical assistance in a number of diverse areas. Community planning and technical assistance items shown in Program Area 1100 are projects, studies, or activities which are not eligible for Consolidated Planning Grant (CPG) funds. For these projects Metro COG enters into a contract with the unit of government/entity requesting the work to recoup direct and indirect costs (for non-member or Associate Members) attributable to the project. All specific sub task costs from each UPWP Program Area are shown on Page 32 (for 2013) and Page 37 (for 2014).

- 1101. Dilworth Subdivision Ordinance
In 2013 Metro COG will work with the City of Dilworth on an update to its current Subdivision Ordinance. Total Project Cost is \$7,932.

Funding Source Split for Program Area 1100

	2013		2014		Total Task 2013-2014
Funding Source	Percent	Amount	Percent	Amount	
CPG	0%	\$0	0%	\$0	\$0
Local	100%	\$7,932	100%	\$0	\$7,932
Total	100%	\$7,932	100%	\$0	\$7,932

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UPWP Major Project Timeline (2013)

Code	Program Area	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
100	Public Input/Education & Committee Coordination													
101	Public Input/Education	x	x	x	x	x	x	x	x	x	x	x	x	
102	Metro COG Newsletter			x			x			x			x	
103	Committee Coordination	x	x	x	x	x	x	x	x	x	x	x	x	
104	Website Development/Mgmt.	x	x	x	x	x	x	x	x	x	x	x	x	
200	Data Development & Management	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
201	GIS Systems Mgmt. / Mapping & Graphics	x	x	x	x	x	x	x	x	x	x	x	x	
202	Census/ACS Updates Calibration / Env. Justice			As needed										
203	Traffic Counts / Analysis			As needed										
204	FM Metropolitan Profile	x	x	x	x	x	x							
205	Metropolitan Freight Assessment Update	x	x	x	x	x								
300	Travel Demand Modeling Development & Mtce	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
301	Travel Demand Model Maintenance			As needed										
302	2010 Model Development / Calibration	x	x	x										
303	2020 / 2040 Model Development							x	x	x	x	x	x	
400	Transportation Planning & Program Development, Impl. & Mtce.	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
401	Metropolitan Long Range Plan Impl. & Mtce	x	x		x		x		x		x		x	
402	L RTP Update-Existing Conditions Report & Consisten Rev	x	x	x	x	x	x							
403	L RTP Update - Plan Development				x	x	x	x	x	x	x	x	x	
405	UPWP Mtce. & Progress Reporting	x	x	x	x	x	x	x	x	x	x	x	x	
407	Metro/State/Federal Policy Development	x	x	x	x	x	x	x	x	x	x	x	x	

UPWP Major Project Timeline (2013)

408	Plan/Project Review affecting MTP/MPO Prog.			As needed										
409	Map -21 Compliance	x	x	x	x	x	x	x	x	x	x	x	x	
410	Intelligent Transportation Systems Plan	x	x	x										
411	Contracted Planning Management & Oversight	x	x	x	x	x	x	x	x	x	x	x	x	
500	Transportation Improvement Program (TIP)	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
501	Transportation Improvement Program (TIP)	x	x	x	x	x	x	x	x	x	x	x	x	
600	Transportation Technical Assistance/Subarea Planning	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
601	Metropolitan Transportation Technical Assistance	As Needed												
602	ITS Plan/Traffic Ops Technical Assistance		x			x			x			x		
603	Metropolitan Food Systems Plan	x	x	x	x	x	x	x	x					
604	West Fargo/Fargo 12th Avenue Project Concept	x	x	x	x	x	x	x	x	x	x	x	x	
605	Fargo Main Avenue/TH10/TH75/Center Ave & Proj Implementation Coord.	x	x	x	x	x	x	x	x	x	x	x	x	
606	Moorhead Pavement Mgt System Dev & Implementation							x	x	x	x	x	x	
607	Moorhead SE Main Proj Memorandum Support	x	x	x	x	x								
608	Fargo NP/1st Ave One-Way Conversion Impl.	x	x	x	x	x	x	x	x	x	x	x	x	
609	Fargo 4th St Corridor Study	x	x	x	x	x	x							
610	West Fargo 13th Ave/9th St Programming Asst.	x	x	x	x	x	x							
611	Flashing Yellow Arrow Tech Memorandum							x	x	x	x	x	x	
614	Fargo 10th St/7th Ave N Corridor Study							x	x	x	x	x	x	

UPWP Major Project Timeline (2013)

618	University Drive Area Plan/Project Concept Report	x	x	x	x	x	x	x	x	x	x	x	x
700	Bicycle, Pedestrian, & Transit Planning	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
701	Transit Technical Assistance	As Needed											
702	MAT Bus/Sanford Campus Transit Access Study	x	x	x	x	x	x	x	x	x			
703	Metro Transit Garage (MTG) Expansion Analysis							x	x	x	x	x	x
704	Bike & Pedestrian Technical Assistance	As Needed											
705	Metro Bikeway Gap/CIP Analysis (tbd)/1 annually				x	x	x	x	x	x			
706	Metropolitan Bikeway Signage Impl. Plan	x	x	x	x	x	x						
707	Oakgrove/Memorial Bike/Ped Brdg Prog/Coord Asst.	x	x	x	x	x						x	x
708	Moorhead River Corridor Study	x	x	x	x	x	x	x	x	x			
709	Metropolitan Bike Summit		x	x	x	x	x	x					
800	Administration/Internal Management	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
801	General Administration	x	x	x	x	x	x	x	x	x	x	x	x
802	Employee Development/Training	x	x	x	x	x	x	x	x	x	x	x	x
803	Information Technology (IT) Mtce/Mgmt	x	x	x	x	x	x	x	x	x	x	x	x
1000	Pass Through/Contracted Planning*	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
1001	ATAC Technical Assistance	As needed											
1002	MnDOT TH 10/75/Moorhead Center Avenue (2012 Carryover)	x	x	x	x	x	x						
1003	Fargo Main Avenue (2012 Carryover)	x	x	x	x	x	x						
1006	Moorhead River Corridor Study	x	x	x	x	x	x	x	x	x			
1007	University Drive Area Plan/Concept Report	x	x	x	x	x	x	x	x	x	x	x	x

UPWP Major Project Timeline (2013)

1008	LRTP Update	x	x	x	x	x	x	x	x	x	x	x	x
1009	Fargo 10th St / 7th Ave N Corridor Study							x	x	x	x	x	x
1011	Intelligent Transportation Systems Plan (2012 Carryover)	x	x	x									
1012	ITS Regional Architecture (2012 Carryover)	x	x	x									
1014	West Fargo / Fargo 12th Ave PCR	x	x	x	x	x	x	x	x	x	x	x	x
1100	Community & Technical Assistance (locally funded)	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
	<i>Dilworth Subdivision Ordinance</i>			x	x	x	x	x	x	x	x		

Code #	Program Area	Task/Program Budget	Executive Director	Senior Trans. Planner	Principal Planner	Trans. Planner	Planner	Executive Secretary	Transp. Planning Intern	Total Hours
100	Public Input/Education & Committee Coordination									
101	Public Input/Education	\$3,940	32	16	8	8	8	2	0	74
102	Metro COG Newsletter	\$5,222	20	16	8	40	8	24	0	116
103	Committee Coordination	\$56,103	180	125	120	120	180	612	0	1,337
104	Website Development/Mgmt.	\$16,248	10	2	8	2	350	16	0	388
	Total	\$81,513	242	159	144	170	546	654	0	1,915
200	Data Development & Management									
201	GIS Systems Mgmt. / Mapping & Graphics	\$14,003	4	2	200	140	2	0	0	348
202	Census / ACS Updates Calibration / Environmental Justice	\$8,163	8	4	140	40	8	0	0	200
203	Traffic Counts / Analysis	\$9,920	4	32	8	20	160	8	0	232
204	FM Metropolitan Profile	\$10,869	20	16	150	60	4	8	0	258
	Total	\$42,955	36	54	498	260	174	16	0	1,038
300	Travel Demand Modeling Development & Mtce									
301	Travel Demand Model Maintenance	\$5,892	12	50	50	16	0	0	0	128
303	2020/2040 Model Development	\$2,835	6	16	40	2	0	0	0	64
	Total	\$8,727	18	66	90	18	0	0	0	192
400	Transportation Planning & Program Development, Impl. & Mtce.									
401	Metropolitan Long Range Plan Impl. & Mtce	\$12,275	60	72	60	18	40	0	0	250
403	L RTP Update - Plan Development	\$46,450	174	250	250	150	120	48	0	992
405	UPWP Mtce. & Progress Reporting	\$10,700	100	20	20	16	8	40	0	204
406	2015-2016 UPWP Development	\$10,437	120	24	16	4	4	12	0	180
407	Metro / State / Fed Policy Development	\$11,449	150	16	8	4	8	0	0	186
408	Plan / Project Review affecting MTP/MPO Program	\$3,116	16	16	24	4	4	0	0	64
409	MAP -21 Compliance	\$7,577	80	24	12	8	8	0	0	132
411	Contracted Plng Mgt & Oversight	\$6,119	16	40	12	60	0	4	0	132
	Total	\$108,122	716	462	402	264	192	104	0	2,140
500	Transportation Improvement Program (TIP)									
501	Transportation Improvement Program (TIP)	\$17,354	24	200	0	100	24	20	0	368
	Total	\$17,354	24	200	0	100	24	20	0	368
600	Transportation Technical Assistance/Subarea Planning									
601	Metropolitan Transp. Tech. Assistance	\$23,097	24	48	224	24	224	0	0	548
602	ITS Plan / Traffic Ops Technical Assistance	\$8,672	120	16	0	0	0	0	0	136
604	W Fargo/Fargo 12th Ave Project Concept Report	\$6,873	8	120	0	2	0	8	0	138
605	TH10/TH75/Center Ave Project Implementation Coord.	\$2,898	32	16	0	0	0	0	0	48
		\$0	0	0	0	0	0	0	0	0
613	CSAH 18 Tech Asst & Programming Coord	\$12,762	12	145	16	100				273
614	Fargo 10th St / 7th Ave North Corridor Study	\$10,330	16	120	0	80	0	0	0	216
615	Fargo/West Fargo 52nd Ave S Corridor Study/Sheyenne Street Corridor Study	\$9,111	4	120	4	60	4	2	0	194
616	Alternate Routes / Traffic Incident Mgt Guide Book	\$12,203	48	160	2	24	0	0	0	234
617	Fargo University Drive Area Plan/Project Concept Report	\$4,236	48	2	0	24	0	0	0	74
	Total	\$90,182	312	747	246	314	228	10	0	1,857
700	Bicycle, Pedestrian, & Transit Planning									
701	Transit Technical Assistance	\$26,198	80	4	250	4	254	8	0	600
703	Metro Transit Garage (MTG) Expansion Analysis	\$5,292	8	0	54	0	64	0	0	126
704	Bike & Pedestrian Technical Assistance	\$7,039	8	40	4	98	8	0	0	158
705	Metro Bikeway Gap / CIP Analysis (tbd)/1 annually	\$4,750	4	24	0	80	0	0	0	108
707	Oakgrove/Memorial Bike/Ped Brdg Program/Coordin Asst.	\$887	12	2	0	0	0	0	0	14
		\$0	0	0	0	0	0	0	0	0
709	Metropolitan Bike Summit	\$3,620	2	4	0	80	0	0	0	86
710	Metropolitan Bike Map Update	\$4,371	2	8	12	80	2	0	0	104
711	Reg Barrier Analysis: Bluestem/40th Ave Bike Bridge	\$4,725	8	12	8	80	0	0	0	108
712	Red River Greenway Study Update	\$20,664	60	24	100	260	16	8	0	468
	Total	\$77,545	184	118	428	682	344	16	0	1,772
800	Administration/Internal Management									
801	General Administration	\$59,826	300	32	32	32	32	1,012	0	0
802	Employee Development/Training	\$10,859	40	40	40	40	40	40	0	0
803	Information Technology (IT) Mtce/Mgmt	\$13,370	8	2	0	0	300	8	0	0
804	Intern Labor	\$5,500								
	Total	\$89,554	348	74	72	72	372	1,060	0	1,998
900	Overhead & Capital Expenditures									
900	Overhead & Capital Expenditures (federal eligible)	\$102,000								
901	Overhead & Capital Expenditures (locally funded)	\$2,750								
	Total	\$104,750								
1000	Pass Through/Contracted Planning									
1001	ATAC Technical Assistance	\$40,000								
1010	52nd Ave/Sheyenne St/Sheyenne Street	\$200,000								
1015	Aerial Photography	\$250,000								
1016	Alternate Rtes/Traffic Incident Mgt Guide Book	\$100,000								
Undes.	Undesignated Federal Funds									
	Total	\$590,000								
1100	Community & Technical Assistance (locally funded)									
	No Projects Programmed	\$0	0	0	0	0	0	0	0	0
	Total	\$0	0	0	0	0	0	0	0	0

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2011 UPWP Summary	
Internal Staff Labor (100-800)	\$515,952
Overhead (900-901)	\$104,750
Community & Technnical Assistance (1100)	\$0
Subtotal	\$620,702
Pass Through/Contracted Planning	\$590,000
Total UPWP	\$1,210,702

UPWP Major Project Timeline (2014)

Code	Program Area	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
100	Public Input/Education & Committee Coordination												
101	Public Input/Education	x	x	x	x	x	x	x	x	x	x	x	x
102	Metro COG Newsletter			x			x			x			x
103	Committee Coordination	x	x	x	x	x	x	x	x	x	x	x	x
104	Website Development/Mgmt.	x	x	x	x	x	x	x	x	x	x	x	x
200	Data Development & Management	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
201	GIS Systems Mgmt. / Mapping & Graphics	x	x	x	x	x	x	x	x	x	x	x	x
202	Census / ACS Updates Calibration / Environmental Justice			As needed									
203	Traffic Counts / Analysis			As needed									
204	FM Metropolitan Profile	x	x	x	x	x	x						
300	Travel Demand Modeling Development & Mtce	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
301	Travel Demand Model Maintenance			As needed									
303	2020/2040 Model Development	x	x	x	x	x	x						
400	Transportation Planning & Program Development, Impl. & Mtce.	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
401	Metropolitan Long Range Plan Impl. & Mtce		x		x		x		x		x		x
403	LRTP Update - Plan Development	x	x	x	x	x	x	x	x	x			
405	UPWP Mtce. & Progress Reporting	x	x	x	x	x	x	x	x	x	x	x	x
406	2015-2016 UPWP Development	x	x	x	x	x	x	x	x	x			
407	Metro / State / Fed Policy Development	Ongoing As Needed											
408	Plan / Project Review affecting MTP/MPO Program												

UPWP Major Project Timeline (2014)

409	Map -21 Compliance												
410	Contracted Plng Mgt & Oversight	x	x	x	x	x	x	x	x	x	x	x	x
500	Transportation Improvement Program (TIP)	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
501	Transportation Improvement Program (TIP)	x	x	x	x	x			x	x	x	x	x
600	Transportation Technical Assistance/Subarea Planning	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
601	Metropolitan Transp. Tech. Assistance	Ongoing As Needed											
602	ITS Plan / Traffic Ops Technical Assistance		x			x			x			x	
604	W Fargo/Fargo 12th Ave Project Concept Report	x	x	x	x	x	x	x	x	x	x	x	x
605	TH10/TH75/Center Ave Project Implementation Coord.	x	x	x	x	x	x						
613	CSAH 18 Tech Asst & Programming Coord				x	x	x	x	x	x			
614	Fargo 10th St / 7th Ave North Corridor Study	x	x	x	x	x	x	x	x	x	x	x	x
615	Fargo/West Fargo 52nd Ave S Corridor Study/Sheyenne Street Corridor Study										x	x	2015 CO
617	Alternate Routes / Traffic Incident Mgt Guide Book	x	x	x	x	x	x	x	x	x			
618	Fargo University Drive Area Plan/Project Concept Report	x	x	x	x	x	x						
700	Bicycle, Pedestrian, & Transit Planning	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
701	Transit Technical Assistance	As Needed											
703	Metro Transit Garage (MTG) Expansion Analysis	x	x	x	x	x	x						
704	Bike & Pedestrian Technical Assistance	As Needed											
707	Oakgrove/Memorial Bike/Ped Brdg Program/Coordin Asst.	x	x	x	x	x						x	x
708	Metropolitan Bike Summit		x	x	x	x	x	x					
709	Metropolitan Bikeway Map Update	x	x	x	x								
710	Metro Bikeway Gap / CIP Analysis (tbd)/1 annually				x	x	x	x	x	x			

UPWP Major Project Timeline (2014)

711	Reg Barrier Analysis: Bluestem/40th Ave Bike Bridge									x	x	x	x	x
712	Red River Greenway Study Update	x	x	x	x	x	x	x	x	x	x	x	x	x
800	Administration/Internal Management	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
801	General Administration	x	x	x	x	x	x	x	x	x	x	x	x	x
802	Employee Development/Training	x	x	x	x	x	x	x	x	x	x	x	x	x
803	Information Technology (IT) Mtce/Mgmt	x	x	x	x	x	x	x	x	x	x	x	x	x
1000	Pass Through/Contracted Planning	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
1001	ATAC Technical Assistance	x	x	x	x	x	x	x	x	x	x	x	x	x
1010	52nd Ave/Sheyenne St/Sheyenne Street											x	x	2015 CO
1011	Aerial Photography	x	x	x	x	x								
1012	Alternate Rtes/Traffic Incident Mgt Guide Book	x	x	x	x	x	x	x	x	x	x			
1100	Community & Technical Assistance (locally funded)	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
	No Projects Programmed													

COST ALLOCATION PLAN

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) has prepared a cost allocation plan in support of the 2013-2014 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, 2013 – December 31, 2014) among local, state, and Federal granting agencies.

Metro COG Funding/Billing Procedures

Federal

For 2013-2014 Metro COG will receive the majority of its revenues from a Consolidated Planning Grant (CPG) administered by the North Dakota Department of Transportation. Traditionally CPG funds reimburse approximately 99% of Metro COG's costs, at 80% participation. The 20% share of the CPG eligible costs are covered through local and state sources of funding. Metro COG bills NDDOT monthly for reimbursement of eligible CPG activities. Metro COG billings to NDDOT break out costs by direct labor, indirect costs (as a percentage of billable hours), and contracted planning costs.

State

Metro COG will receive approximately \$26,820 (based on estimates for CY 2013 and CY 2014 provided by Mn/DOT) annually from the Minnesota Department of Transportation (Mn/DOT) through a state funded planning grant. The Mn/DOT 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 Mn/DOT is estimated annually at approximately \$7,388 based on CY 2012 Mn/DOT Grant. The other 80% of the Mn/DOT grant is used as the 20% match on CPG eligible activities. Metro COG bills Mn/DOT three times annually for reimbursement of the state planning grant funds (50%, 40%, and 10%).

Local

Metro COG will collect approximately \$104,000 to \$106,000 in local dues annually from its local members units of government. The local dues make up 72% of the required 20% match on CPG eligible costs, for internal operations. Local match on contracted planning activities (Program Area 1000) are collected directly from benefiting jurisdictions/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.

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, vision), SIMPLE (retirement) plan contributions, Social Security and Medicare taxes, and other employee related expenses into its hourly billing rate. When Metro COG bills NDDOT or other benefiting agencies, it is directly recouping these employee related costs.

Indirect Costs (Overhead, Administration, and Release Time)

Metro COG's indirect costs for 2013 and 2014 are demonstrated in Program Area 800 and 900 (pages 25-28). Program Area 800 is Administrative time billed by Metro COG staff that is not attributable to any specific program activity in that it benefits the overall operation of Metro COG, as discussed under Program Area 800. Program Area 900 is overhead costs incurred to support the operations of Metro COG. Metro COG also bills release time (vacation, holiday, sick leave) as an indirect cost as part of its annually approved and reconciled indirect rate.

Metro COG's indirect costs support the implementation of Program Area 100-700 and 1000 of the UPWP, as outlined below. Indirect (overhead) costs attributable to *non-metropolitan wide* Program Area 1100 projects are not charged against Metro COG's overhead for items such as advertising, meeting space costs, etc. These costs are directly recouped from the project specific Program Area 1000 budget. Certain soft costs such as printing, postage and misc. supply costs for Program Area 1000 projects are charged against Metro COG's overhead; as these costs are difficult to separate. Indirect (overhead) costs attributable to Program Area 1000 projects which are *metropolitan wide* (E.g. area wide plans, the LRTP, or modal plan updates, etc.) are billed against Metro COG's overhead (Program Area 900).

Metro COG clearly delineates indirect costs from direct project costs (billable staff time or consultant/contracted charges) when it bills NDDOT for CPG reimbursements. Metro COG bills NDDOT an indirect rate (which is reconciled and approved annually) to recoup overhead and administrative costs incurred as part of its operation, as expressed through activities and expenses related to Program Area 800 and 900.

For internal budgeting purposes Metro COG splits the overhead component of its indirect costs by those eligible for CPG reimbursement (900) and those ineligible for CPG reimbursement (901). Costs shown in 901 are cost considered ineligible for reimbursement with CPG funds. Metro COG uses costs incurred in 901 to partially meet the local match against the annual Mn/DOT state planning grant, which requires a local match of 20%, which is estimated annually at approximately \$7,388 based on CY 2012 Mn/DOT Grant. Metro COG, NDDOT, and FHWA-ND annually reconcile indirect billing amounts to ensure accuracy of costs being reimbursed as indirect with CPG funds.

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

- *Travel/Registration*: Registration fees for conferences, workshops and seminars; mileage and travel reimbursements, including per diems, related to approved staff travel.
- *Dues/Subscriptions*: Expenses for dues and subscriptions for transportation planning related publications and professional organizations (if CPG eligible).
- *Office Supplies*: Materials and supplies (paper, pens, pencils, etc.).
- *Postage*: Postage meter lease and postage costs; including cost of mailing Metro COG newsletter through a contractor.
- *Advertising*: Advertising costs related to the publication of Metro COG meetings and events; and ads regarding employee recruitment.

- *Office Rent*: Rent payments regarding Metro COG office space.
- *Insurance*: Several interrelated insurance policies protecting Metro COG material items, liability for staff, the Director, and the Policy Board.
- *Telephone*: Monthly phone charges.
- *Network Support*: Related to support of information systems (IS) of Metro COG, including software.
- *Audit (contracted)*: Metro COG's annual audit.
- *Office Equipment*: Replacement/purchase of office hardware, including desks, chairs, computers etc. (Metro COG is a stand-alone organization, and all equipment used by Metro COG is used solely for Metro COG functions).
- *Equipment Rental*: This relates to the lease/rental of equipment, primarily Metro COG's office photo copier; including per unit cost of photocopies.
- *Attorneys Fees*: Legal costs.
- *Accounting Services (contracted)*: Costs related to accounting services.
- *Traffic Count Equipment (Locally funded)*: The replacement and purchase of traffic count equipment for the use of data collection efforts in the FM Metropolitan area.
- *Miscellaneous (Locally funded)*: Covers miscellaneous costs that are not eligible for Federal reimbursement (occasional food/meals for meetings), Metro COG Annual Meeting; and is used to cover unexpected expenses for which no other overhead category is suitable.
- *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 2013 Indirect rate will be based on actual reconciled indirect costs for 2012). A new indirect rate is approved at the start of each calendar year by NDDOT and FHWA. Appendix A demonstrates Metro COG's FHWA approved CY 2012 Indirect Rate, as per the reconciliation of CY 2011 costs. Indirect costs take into account all overhead costs (as show in Program 900) and administrative costs shown in Program Area 800, as a factor of total direct costs ($indirect\ costs/direct\ costs = indirect\ rate$). The indirect rate is applied to all contracted work provided by Metro COG to non-member units of government and Associate Members. Metro COG does not charge an indirect rate to special contracts with member units of government. Metro COG charges an indirect rate to services provided to the private sector, is applicable.

Contracted Planning Costs

All direct and identifiable indirect costs attributable to *non-metropolitan wide* Contracted Planning projects in Program Area 1000 are recouped directly from the project budget, and are therefore treated as excluded costs. No indirect costs for project implementation of non-metropolitan wide contracted planning studies (public meeting notices, meeting space rentals, etc.) 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/contract management.

Special Project Costs

Metro COG has estimated that less than 1% of all billable labor by Metro COG staff over the calendar years of 2013-2014 will not be eligible for reimbursement through the CPG funds administered by the NDDOT. These costs are exclusive to Program 1100, Community Planning and Technical Assistance. For services provided in the 1100 Program Area to member units of government, Metro COG recoups direct costs based on an hourly billing rate. For services provided in the 1100 Program Area to non-member units of government or Associate Members, Metro COG recoups direct costs and indirect costs based on an hourly billing rate and Metro COG's approved indirect rate.

Direct and indirect costs attributable to Program Area 1100 are never billed to NDDOT for reimbursement with CPG funds. Metro COG timesheets and invoice recording procedures allow for accurate tracking of costs by UPWP Program Area, and task activity.

Appendix A

Approved CY 2012 Indirect Rate



North Dakota Department of Transportation

Francis G. Ziegler, P.E.
Director

Jack Dalrymple
Governor

MAR 15 2012

March 13, 2012

Mr. Wade Kline
Executive Director
Fargo-Moorhead Metropolitan Council of Governments
Case Plaza Suite 232
One Second Street North
Fargo, ND 58102

APPROVAL OF FARGO-MOORHEAD METROPOLITAN COUNCIL OF GOVERNMENTS (METRO COG), 2011 INDIRECT COST RECONCILIATION AND 2012 PROPOSED RATE

The North Dakota Department of Transportation (NDDOT), in conjunction with the Federal Highway Administration, has reviewed the Fargo-Moorhead Metro COG's 2011 indirect cost reconciliation and 2012 proposed indirect rate submitted on March 8, 2012. The proposed indirect rate of 66.267 percent is high. However, I've been informed that this rate is based on unrecovered costs from 2011. The rate should be reviewed again next year to determine that it accurately reflects reasonable overhead rates.

The NDDOT hereby approves the proposed 2012 indirect rate of 66.267 percent, as determined from Metro COG's actual indirect costs from 2011.

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



FRANCIS G. ZIEGLER, P.E., DIRECTOR

38/mej

c: Stephanie Hickman, FHWA Transportation Planner and Research Manager
Larry Squires, FTA Region VIII
Daryl Splichal, NDDOT Audit Services
Bobbi Retzlaff, Mn/DOT Principal Transportation Planner



Fargo-Moorhead Metropolitan Council of Governments
701.232.3242 • FAX 701.232.5043 • Case Plaza Suite 232 • One 2nd Street North • Fargo, North Dakota 58102-4807

Email: metrocof@fmmetrocog.org

<http://www.fmmetrocog.org>

March 9, 2012

Stacey M. Hanson, PE
Assistant Local Government Engineer
North Dakota Department of Transportation
600 East Boulevard Avenue
Bismarck, ND 58505

Stacey:

Please find attached updated/revised substantiation regarding our analysis of indirect costs for 2011. Two (2) attachments are included with this submittal.

Fringe Benefit/Release Time (FB/RT)

Metro COG has traditionally included both Fringe Benefit and Release Time (FB/RT) within its billing rate that is charged to NDDOT and other entities for which Metro COG provides services. Metro COG calculates and applies a FB/RT cost "unique to each employee" to generate a billing rate specific for each employee. Based on our conversation with NDDOT and FHWA we are following the suggestion from FHWA and have calculated actual release time costs for 2011 and factored them in as an indirect cost. For 2012 Metro COG is proposing to charge release time as an indirect cost. Metro COG will continue to charge fringe benefit costs as a direct charge as part of its employee billing rates charged to NDDOT.

Indirect Rate

For 2011 our indirect rate was 45.2%. Based on our actuals for 2011, we are requesting that our indirect rate for 2012 be increased to 66.267%, as substantiated on the attached worksheet (**Attachment 1**) showing our 2011 actual indirect costs. **Attachment 2** shows our actual vs. billed indirect costs for 2011.

If you have any questions regarding this information, please don't hesitate to contact me directly. We appreciate your patience as we work through these items.

Sincerely,

Wade E. Kline
Executive Director

Indirect Cost - Billing vs. Actual

Attachment 2

	Actual				Billed	
	Prog Area 800 (Admin.)	Overhead 900	Overhead 901	Misc. Indirect (3)		Total Indirect (Indirect)
January (1)	*	*	*	*	*	\$9,163.06
January (2)	*	*	*	*	*	\$2,991.47
February	*	*	*	*	*	\$15,911.00
March	*	*	*	*	*	\$16,461.85
April	*	*	*	*	*	\$18,433.28
May	*	*	*	*	*	\$13,076.93
June	*	*	*	*	*	\$12,647.94
July	*	*	*	*	*	\$11,951.01
August	*	*	*	*	*	\$15,550.73
September	*	*	*	*	*	\$14,364.48
October	*	*	*	*	*	\$15,803.06
November	*	*	*	*	*	\$14,387.94
December	*	*	*	*	*	\$11,395.07
Total	\$86,248.00	\$98,499.00	\$1,694.00	\$8,919.00	\$195,360.00	\$172,137.82

Notes

- (1) Omits costs for period of contract lapse with NDDOT (1/3/11 - 1/6/11)
- (2) Indirect Rate Corrected in February; submitted correction with February Invoice
- (3) Misc. Indirect for unemployment costs (June - November 2011)

\$23,222.18	Total Underpaid for 2011
\$5,926.20	Release Time Included in Billing Rates for Program Area 800
\$1,694.00	Less Ineligible Overhead (Program Area 901)
\$6,194.00	Less local match required on Mn/DOT State Planning Contract
\$0.00	Indirect Charged to others besides NDDOT
\$9,407.98	Indirect Cost Reconciliation (unreimbursed 2011)

Attachment 1**Fargo-Moorhead Metropolitan Council of Governments****2011 Actual Indirect Costs**

Total Indirect Chargeable Salaries	\$78,119.00
Overhead	
Travel	\$10,870.00
Dues/Subscriptions	\$923.00
Office Supplies	\$5,264.00
Postage	\$2,013.00
Advertising	\$5,884.00
Office Rent	\$32,324.00
Insurance	\$5,021.00
Telephone	\$2,778.00
Network Support	\$2,698.00
Audit	\$4,900.00
Office Equipment	\$5,099.00
Equipment Rental (incl. printing)	\$10,887.00
Accounting Services	\$9,352.00
Flex Plan Administrative Costs	\$486.00
Overhead Total	\$98,499.00
Release Time	
Vacation	\$22,370.00
Sick	\$15,349.00
Holiday	\$11,448.00
Total Release Time	\$49,167.00
Unreimbursed 2011 Overhead (1)	\$9,407.98
Total Indirect Costs	\$235,192.98
Total Direct Chargeable Salaries	\$354,913.00
Total Indirect Costs	\$235,192.98
Total Direct Personnel Costs	\$354,913.00
Indirect Cost Rate	66.26778%

(1) Total unreimbursed indirect costs in 2011 were \$23,222. However Metro COG incurred \$1,694 in ineligible overhead; Metro COG needs to pay 100% of an additional \$6,194 in overhead costs to satisfy a 20% local match on its Mn/DOT State Planning Contract; (\$18,187 - \$1,694 - \$6,194 - \$5,926 RT Included in billable indirect hours = \$9,407.

Appendix B

MPO Self-Certification

Metropolitan Transportation Planning Process Certification

In accordance with 23 CFR 450.334(a), the North Dakota Department of Transportation (NDDOT) and the Fargo-Moorhead Metropolitan Council of Governments (Metro COG), the Metropolitan Planning Organization for the Fargo-Moorhead Metropolitan area, hereby certify that the metropolitan transportation planning process is addressing major issues facing the metropolitan planning area and is conducted in accordance with all applicable requirements of:

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 the SAFETEA-LU (Pub. L. 109-59) and 49 CFR Part 26 regarding the involvement of disadvantaged business enterprises in the US 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."

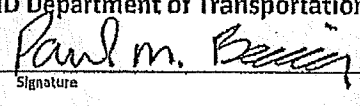
F-M Metropolitan Council of Governments

ND Department of Transportation

Signature



Signature



Greg Lemke, 2011 Metro COG Chairman

Title

LOCAL GOVERNMENT ENGINEER

Title

Date

08/18/2011

Date

8-18-2011

Appendix C

Local Transit Authority Planning

This appendix describes each Transit Authority's planning activities, so that Metro COG's UPWP reflects the complementary nature of area wide and local planning efforts. Funding for these projects is not included in Metro COG's UPWP, because the funding is provided instead directly to the Transit Authorities. Any transit planning funding and committed to Metro COG is identified in Section 700.

Work Activities

In 2013 and 2014 the **City of Fargo** will undertake or complete the following specific planning efforts:

- **Transit Marketing.** Continue on-going transit marketing activities, including coordination with Moorhead Transit, North Dakota State University, the Downtown Community Partnership, and several local businesses. Efforts will also include social media outreach, various public outreach events such as the Project Homeless Connect, Community Picnic, Earth Week, Try Transit Week, college orientations, and the Commuter Challenge.
- **Financial planning.** Update short and long-term financial and capital improvement plans.
- **Americans with Disabilities Act.** Prepare periodic monitoring reports and evaluate paratransit capacity. Current ADA efforts and outreach activities are coordinated and administered under the Mobility Management efforts.
- **Safety & Security Plan.** Update, in coordination with Moorhead Transit, a Safety & Security Plan for the Metro Area Transit System, including security effectiveness analyses of existing camera systems.
- **Provide System Statistics.** U-Pass Program Coordination & Continuance with NDSU, Information and Review; Serve on Various Planning Committees: Dakota Transit Association, Transportation Technical Committee, Small Urban and Rural Transit Center (North Dakota State University) Steering Committee, Metropolitan Access to Jobs Initiative Committee, Designated Bus Stop Study, and COG Planning Studies.
- **Transit Route Planning.** On-going route planning, analysis and performance evaluations.
- **Special projects.** The City of Fargo may utilize Section 5307 planning funds for special projects and projects to be completed by F-M COG or consultant on an "as needed" basis.
- **MAP 21 Compliance Activities.** Performance Management, Asset Management, State of Good Repair, Security, etc.

The **City of Moorhead** anticipates the following 2013-2014 work plan activities:

- **Transit Marketing.** Continue on-going transit marketing activities, including coordination with Fargo Transit and area colleges. Efforts will also include social media

outreach, various public outreach events such as the Project Homeless Connect, Earth Week, Try Transit Week, college orientations, and the Commuter Challenge.

- **Financial planning.** Update short and long-term financial and capital improvement plans.
- **Americans with Disabilities Act.** Prepare periodic monitoring reports and evaluate paratransit capacity. Current ADA efforts and outreach activities are coordinated and administered under the Mobility Management efforts.
- **Safety & Security Plan.** Update in coordination with Fargo Transit a Safety & Security Plan for the Metro Area Transit System, including security effectiveness analyses of existing camera systems.
- **Ridership Analysis.** Prepare monthly ridership statistical reports, analyze trends, and prepare year-end report.
- **Provide System Statistics, Information and Review;** Coordinate the continuance/expansion of the U-Pass Program with area colleges and Fargo Transit; Serve on Various Planning Committees: Transportation Technical Committee, Small Urban and Rural Transit Center (North Dakota State University), Metropolitan Access to Jobs Initiative Committee, Designated Bus Stop Study, COG Planning Studies, etc.
- **Transit Route Planning.** On-going route planning, analysis and performance evaluations, including selection of Auto Voice Announcement and designated bus stop locations.
- **Special projects.** The City of Moorhead may use Section 5307 planning funds for special projects and projects to be completed by F-M COG or consultant on an "as needed" basis.
- **MAP 21 Compliance Activities.** Performance Management, Asset Management, State of Good Repair, Security, etc.

Products / Completion Dates

Products and their completion dates for **Fargo** planning projects are:

- Annual marketing program, including budget, detailed activities and evaluation of effectiveness. Completion Date: December (2013 & 2014)
- Updated financial and capital improvement plans and strategy to meet needs. Completion Date: December (2013 & 2014)
- ADA Monitoring Reports. Completion Date: December (2013 & 2014)
- Updated Safety and Security Plan. Completion: December 2013
- On-going route planning, analysis and performance by Transit Planner. Completion Date: December (2013 and 2014)
- Complete listing of Auto Voice Announcement and designated bus stop locations by route (September 2014).
- Identify Transit Projects for TIP, STIP, UPWP, Transit Development Plan, etc. Completion Date: December (2013 and 2014)

Products and their completion dates for **Moorhead** planning projects are:

- Annual marketing program, including budget, detailed activities and evaluation of effectiveness. Completion Date: December (2013 & 2014)
- Updated financial and capital improvement plans and strategy to meet needs. Completion Date: September (2013 & 2014)

- On-going route planning, performance analysis, ridership monthly reports and annual reports. Completion: December (2013 and 2014)
- Complete listing of Auto Voice Announcement and designated bus stop locations by route (September 2013).
- Identify Transit Projects for TIP, STIP, UPWP, Transit Development Plan, etc. Completion Date: December (2013 & 2014)