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Unified  
Planning  
Work  
Program

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2026 - 2027

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July 17, 2025

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Fargo-Moorhead Metropolitan Council of Governments



2026-2027

DRAFT Unified Planning Work Program

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DRAFT Approved by the Metro COG Policy Board  
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**Official Adoption Certification of Metro COG's 2026-2027 UPWP**

[Adoption Certification to be inserted here]

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## Introduction

The Unified Planning Work Program (UPWP) documents the Fargo-Moorhead Metropolitan Council of Governments (Metro COG) planning-related activities and projects for the 2026-2027 calendar years. Metro COG serves as an association of local governments in the greater Fargo-Moorhead metropolitan area. Metro COG performs transportation and community planning work, especially to address problems and issues that are regional in scope and span jurisdictional boundaries.

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

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

Source: Metro COG (2025)

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

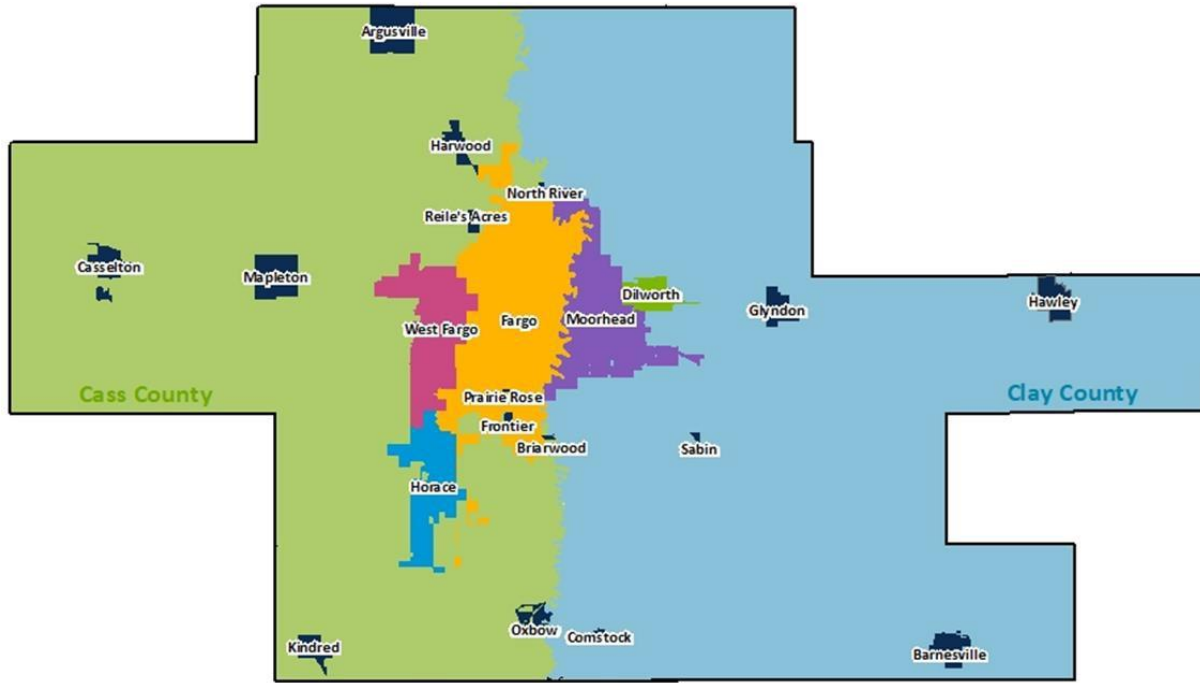
Metro COG is also responsible for following and implementing the requirements of Title VI of the Civil Rights Act of 1964, as amended, in its planning efforts and in the preparation of its documents.

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

On June 5, 2023, the Fargo-Moorhead metropolitan area was officially designated as a Transportation Management Area (TMA) as a result of exceeding an urbanized area population of 200,000 in the 2020 U.S. Census. With this designation, the MPO and its local member jurisdictions became responsible for selecting projects for implementation using the direct suballocation of federal funds – specifically Surface Transportation Block Grant (STBG) funds, Transportation Alternatives (TA) program funds, and Carbon Reduction Program (CRP) funds. Prior to the official designation, Metro COG began working closely with the local jurisdictions to program projects in the Transportation Improvement Program (TIP) and monitor project progress to ensure that the urban area's direct suballocation will be used in the appropriate year of funding.

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

Figure 1 - Map of Fargo-Moorhead Metropolitan Planning Area

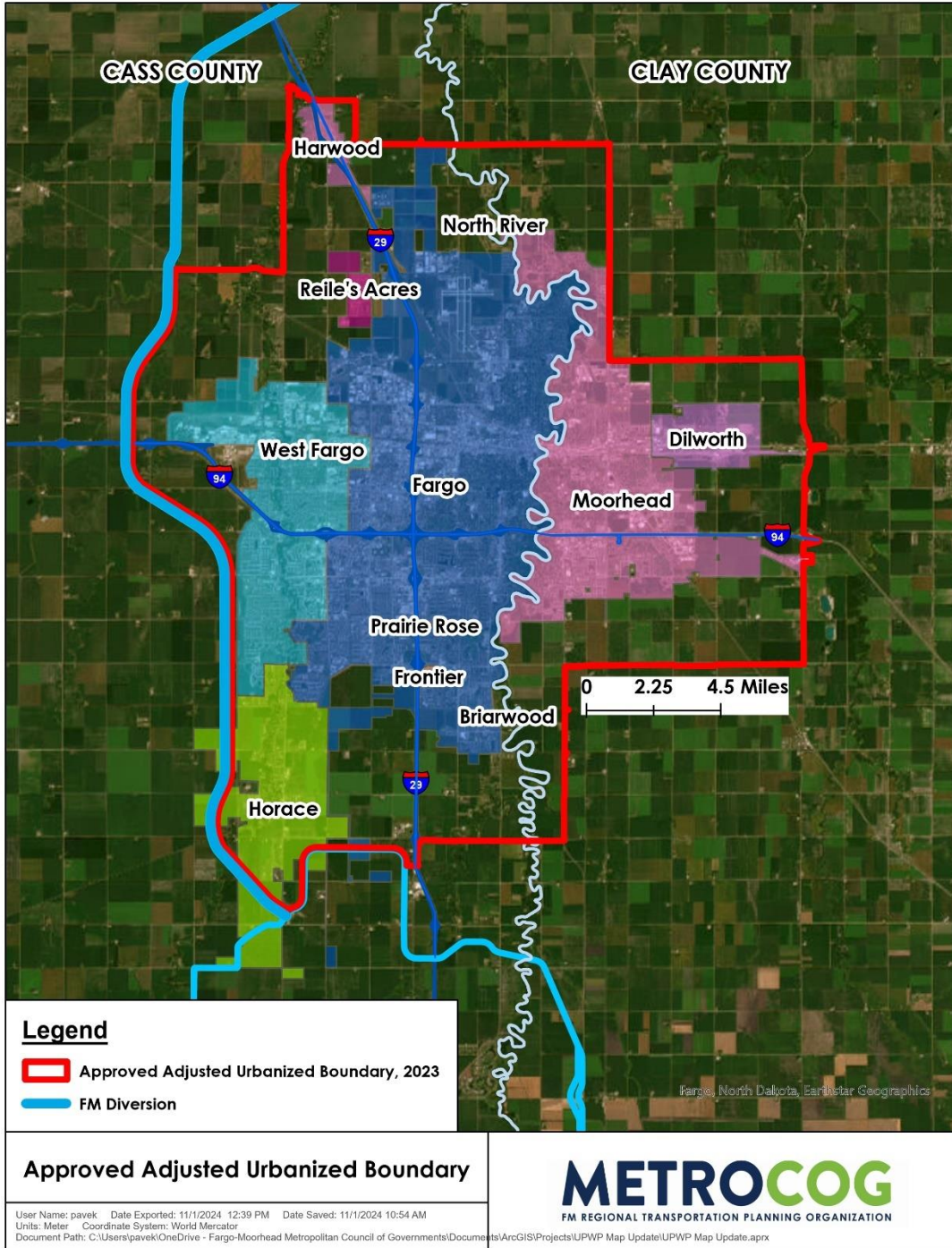


The map depicted in Figure 2 on the following page, shows the incorporated municipalities in Cass and Clay Counties that make up Metro COG's urbanized area (UZA) which was approved by FHWA on December 21, 2023.



Figure 2 - Map of Fargo-Moorhead Urbanized Area

### Urbanized Area Boundary (approved by FHWA December 21, 2023)



The governing body for Metro COG is a 24-member Policy Board consisting of seventeen voting members and seven associate members representing cities and counties within the Metropolitan Planning Area (MPA). Transit interests are represented by a voting member from the MATBUS governing board. The North Dakota and Minnesota Departments of Transportation each have one *ex-officio* member on the Policy Board as well.

The Metro COG Executive Committee is comprised of one representative from each of the seven voting member local jurisdictions. They provide direction and guidance to Metro COG staff on financial, operational and personnel matters. The Executive Committee may authorize the expenditure of funds, enter into contracts, authorize the Executive Director to enter into contracts, and to execute official instruments after being authorized by the Policy Board. All actions taken by the Executive Committee are subject to prior direction and subsequent ratification by the full Policy Board.

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

Four additional committees provide input to TTC and Policy Board decisions based on their specific areas of expertise.

- Metropolitan Bicycle & Pedestrian Committee – meets to discuss the issues and needs facing the walking and bicycling public.
- GIS Committee – discusses GIS data needs, sharing, and standardization throughout the Metropolitan Planning Area.
- Traffic Operations Working Group – meets to discuss and coordinate traffic operations in the region.
- Freight Advisory Committee – meets to discuss Metro COG's plans and programs targeting freight in the region.

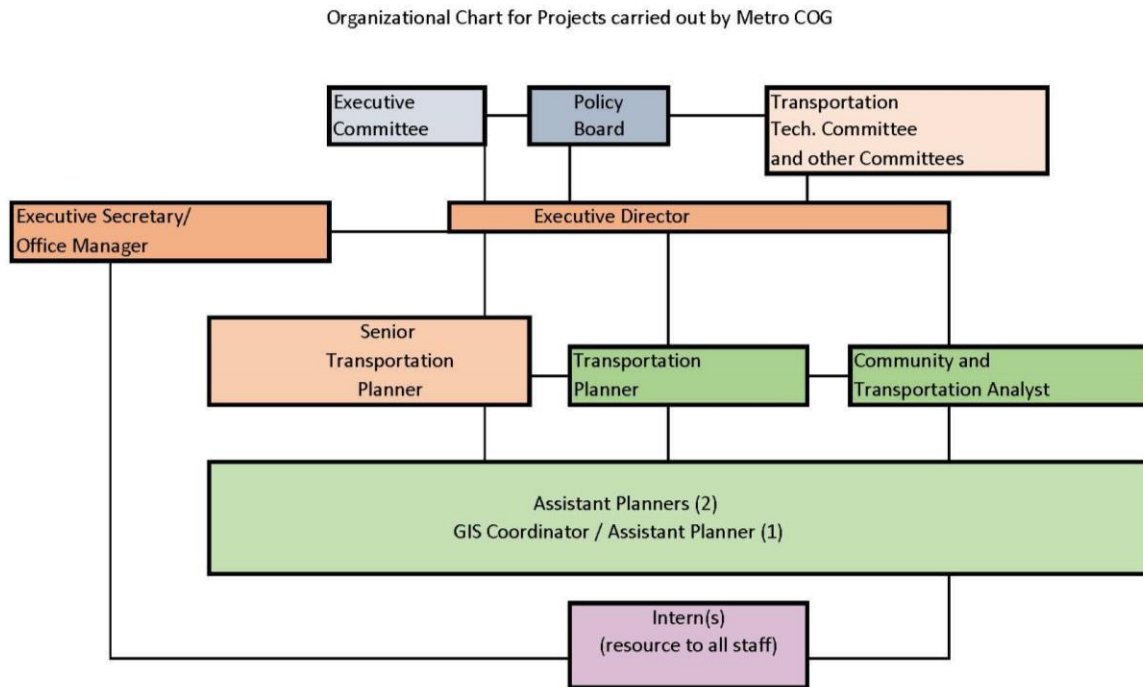
Policy Board and TTC membership, along with Metro COG staff are listed in Appendix A. The dates for all Policy Board and Transportation Technical Committee meetings are published in the newspaper of record (The Forum of Fargo-Moorhead) in January of each year. Notice of all meetings and full

agenda packets are posted on the Metro COG website in advance of the meetings, and interested persons receive an e-mail distribution when the agenda and meeting information is available prior to each meeting. Anyone may sign up as an interested person on Metro COG's website. Policy Board and TTC meeting dates are shown in Appendix B. Executive Committee meetings are held on an as-needed basis, usually on the first Monday of each month.

The Policy Board hires an Executive Director and professional staff to accomplish the tasks identified in this UPWP. In addition to the Executive Director, agency staff consists of six planning positions, one of whom is also a GIS Specialist, one Office Manager and one part-time intern. Occasionally, when workload and funding allow, additional interns are hired.

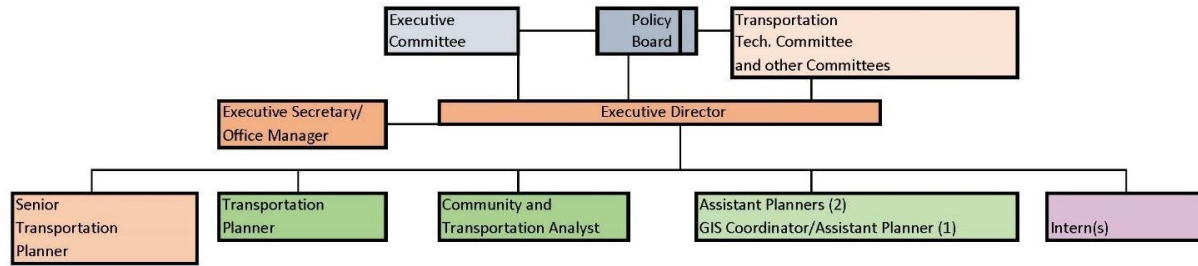
The Metro COG organizational structure is identified in Figures 3 and 4 below and on the following page.

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



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

Organizational Chart for Staff Supervision and General Reporting



### UPWP Framework

The Metro COG UPWP is a unified program that identifies work elements needed to carry out the organization's function as both a COG and an MPO. To meet federal regulations of an MPO, the Metro COG UPWP is developed in accordance with the metropolitan planning provisions described in 23 CFR, part 450, 23 CFR, part 420, 2 CFR 200 and 49 CFR, part 613. It is created in cooperation with federal and state agencies that are financial sponsors, and it is intended as a management tool for participating agencies.

The 3-C (**C**ontinuing, **C**omprehensive & **C**ooperative) planning process Metro COG employs is intended to meet federal requirements and is included in this UPWP to meet the transportation needs of the residents and businesses of the region to the greatest extent possible with the resources available.

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

In addition to the UPWP, Metro COG's responsibilities include the development and maintenance of a Metropolitan Transportation Plan (MTP), a Transportation Improvement Program (TIP) and a proactive public participation effort guided by an approved Public Participation Plan (PPP). Metro COG must be, and is, compliant with civil rights legislation and maintains a Title VI Plan (reflecting requirements included in the Civil Rights Act of 1964, as amended) as reflected by the *Metropolitan Transportation Planning Self Certification (2024)*. More

information on federal requirements is provided in Section 6 - Statement of Nondiscrimination.

### Program Area Overview

The regional transportation planning activities and products contained in this UPWP are categorized by ten program areas with multiple sub-tasks assigned to each. Sub-tasks are specific work activities or projects within each program area. The 2026-2027 Program Areas are identified in Figure 5 on the following page.

Figure 5 - Metro COG UPWP Program Area Overview

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

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

The Program Areas and sub-tasks that are identified in the UPWP support and inform the goals and priorities of the 2050 Metro COG MTP – Transportation Moving Ahead. The most current MTP was approved in April of 2025. It established policies, goals and priorities to guide transportation investments in the Metro COG Region through the year 2050. These goals include:

1. **Safety & System Security** – Provide a transportation network that prioritizes safety for all modes and is adaptable to environmental and social change.
2. **Travel Efficiency & Reliability** – Provide a transportation network that prioritizes safety for all modes and is adaptable to environmental and social change.
3. **Walking, Biking & Rolling** – Empower people to walk, bike, and roll more often as a mode of transportation.
4. **Transit Access & Reliability** – Support people's access to reliable transit service.

5. **Maintain Transportation Infrastructure** – Sustain transportation infrastructure in a state of good repair.
6. **Community Context and Impact Reduction** – Strengthen equitable access to and support environmental considerations into transportation planning decisions.
7. **Transportation Decisions** – Make regional transportation decisions that tie local and regional priorities together, promote fiscal responsibility, and support the movement of goods and people.
8. **Emerging Transportation Trends** – Monitor transportation trends and new technologies shown to improve the way people travel and incorporate into regional transportation plans.
9. **Connecting People and Places** – Consider where people live and work, and people's relationships to the built environment in regional long-term transportation decisions.
10. **Freight Network–Moving Goods** – Accommodate freight movement to strengthen regional economic priorities and support efficient consumer mobility and delivery.

Figure 6 on the following page, shows the relationship between the goals of the 2050 Fargo- Moorhead MTP – Transportation Moving Ahead, and the program areas of the UPWP.

**Figure 6 - UPWP Program Areas and Goals of the MTP**

Metro COG's UPWP Program Areas		Transportation Goals of Transportation Moving Ahead 2050									
		Safety & System Security	Travel Efficiency & Reliability	Walking, Biking & Rolling	Transit Access & Reliability	Maintain Transportation Infrastructure	Community Context and Impact Reduction	Transportation Decisions	Emerging Transportation Trends	Connecting People and Places	Freight Network – Moving Goods
100	Policy & Administrative Forums	S	S	S	S	S	S	S	S	S	S
200	Contracted Planning	P	P	P	P	P/S	P	S	S	P	S
300	Federal Transportation Planning Documentation	P	P	S	P	P/S	S	S	S	S	S
400	Technical Transportation Data & Analysis	P	P	S	S	P/S	S	S	S	S	S
500	Transit Planning	P	P	S	P	S	S	S	S	P	S
600	Bicycle & Pedestrian Planning	P	P	P	P	P/S	S	S	S	S	S
700	Local Planning Assistance	S	S	S	S	S	S	S	S	S	S
800	General Administration	A	A	A	A	A	A	A	A	A	A
900	Publications, Public Information & Communications	S	S	S	S	S	S	S	S	S	S
1000	Community Planning & Technical Assistance	S	S	S	S	S	S	S	S	S	S

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

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

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

Source: Metro 2050: Transportation Moving Ahead (2025)

### Federal Planning Factors

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

1. Support the **economic vitality** of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency;

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

Figure 7 on the following page, identifies the Program Areas of the UPWP that address each of the ten planning factors.



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

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

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

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

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

### Federal Planning Suggestions

FHWA and FTA field offices suggest these aspects of transportation planning when coordinating with MPOs regarding the development of their UPWPs and the projects and tasks that are carried out as a result of the UPWPs. The suggestions are not binding and do not have the effect of law but are intended to provide clarity regarding the USDOT's priorities in the area of transportation planning. The Planning Suggestions are as follows:

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

Each work activity summary includes a brief explanation regarding how the programmed work is related to these Planning Suggestions. With respect to Federal Land Management Agency Coordination, there are no Federal lands within Metro COG's urbanized area. A Tribal Government in Minnesota has purchased land at the far eastern edge of Metro COG's UZA in Clay County, with the intention of developing a casino/resort, but the land has not yet been designated as "Trust Land" by Congress for the Tribe. Within our MPA, there are US Fish and Wildlife Service properties and/or easements that need to be taken into consideration if any planning projects are undertaken in the vicinity of those properties. On the following page, Figure 8 summarizes the UPWP's program areas and their relationship to the Planning Suggestions.

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

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

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

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

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

## **Funding Overview and Annual Budgets**

### **Federal Funding**

The Federal Highway Administration and Federal Transit Administration provide federal funding (PL and FTA Section 5303 funds, respectively) to assist Metro COG in providing the services identified in the 2026-2027 UPWP. These funds are combined into an annual Consolidated Planning Grant (CPG). Per agreement between the North Dakota Department of Transportation (NDDOT) and the Minnesota Department of Transportation (MnDOT), the NDDOT administers funds from both states through the CPG grant.

### **State and Local Funding**

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

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

### **Budget**

The Metro COG Budget has two components: an operations budget and a contracted planning services budget. The contracted planning services budget includes the Consolidated Planning Grant (CPG) federal funds to accomplish planning studies in the region. Local funds for these projects are provided by a jurisdiction or multiple jurisdictions and are to be used only for these projects. The operating budget also consists of CPG funds, but the local share of funds come from all voting member jurisdictions through an annual collection of jurisdiction dues. Although they do not pay annual dues, Associate Members may also participate in utilization of CPG funds for eligible projects and are responsible for providing their portion of the required local match.

Since local jurisdictions begin work on their budget in spring and summer, Metro COG also prepares a preliminary budget in the spring, which is reviewed by the

Transportation Technical Committee (TTC) and approved by the Policy Board. This information is used by each local jurisdiction as they prepare their budgets for the following year.

Tables showing local jurisdiction dues for 2026 and 2027 are included as Appendix D. A summary of the approved 2026-2027 budget is shown in Figure 9 on the following page. The Metro COG Budget assigns funding in amounts to accomplish each of the Program Areas of the UPWP. Figure 10 identifies the major Program Areas for 2026 and 2027, as well as the portion of the annual budget assigned to each.

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

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

**Figure 9 - Metro COG Biannual Budget Summary 2026-2027 (Revenues)**

Revenues	2026	2027
<b>Federal</b>		
2026 ND-PL Funds	\$758,623.06	
2026 ND-FTA Funds	\$295,599.74	
2026 MN-PL Funds	\$200,654.00	
2026 MN-FTA Funds	\$63,323.00	
2024 NDDOT CPG Redistribution Funds	\$170,555.88	
2027 ND-PL Funds (Estimate)		\$773,795.52
2027 ND-FTA Funds (Estimate)		\$301,511.73
2027 MN-PL Funds (Estimate)		\$204,667.08
2027 MN-FTA Funds (Estimate)		\$64,589.46
2026 Safe and Accessible Transportation Options Set-Aside (Complete Streets)	\$26,741.63	
2027 Safe and Accessible Transportation Options Set-Aside (Complete Streets)		\$27,276.46
<b>Total Federal Revenue</b>	<b>\$1,515,497.31</b>	<b>\$1,371,840.26</b>
<b>Local Match</b>		
2026 ND-PL Funds Match	\$189,655.77	
2026 ND-FTA Funds Match	\$73,899.94	
2026 MN-PL Funds Match	\$50,163.50	
2026 MN-FTA Funds Match	\$15,830.75	
2024 NDDOT CPG Redistribution Funds	\$34,111.18	
2027 ND-PL Funds Match (Estimate)		\$193,448.88
2027 ND-FTA Funds Match (Estimate)		\$75,377.93
2027 MN-PL Funds Match (Estimate)		\$51,166.77
2027 MN-FTA Funds Match (Estimate)		\$16,147.37
2026 Safe and Accessible Transportation Options Set-Aside (Complete Streets)	\$6,685.41	
2027 Safe and Accessible Transportation Options Set-Aside (Complete Streets)		\$6,819.12
<b>Total Local Match</b>	<b>\$370,346.54</b>	<b>\$342,960.06</b>
<b>MnDOT State Planning Grant Funding</b>		
MnDOT State Planning Grant Funds	\$30,580.00	\$30,580.00
Local Match to MnDOT State Planning Grant Funds <sup>1</sup>	\$7,645.00	\$7,645.00
<b>Total MnDOT State Planning Grant Funding</b>	<b>\$38,225.00</b>	<b>\$38,225.00</b>
<b>Local Non-Federal Funding</b>		
Local Dues for Non-Fed. Eligible Activities (Cass Clay Food Commission)	\$5,900.00	\$5,900.00
State Match on Contracted Planning		
Overmatch for Studies		
<b>Total Local Non-Federal Funding</b>	<b>\$5,900.00</b>	<b>\$5,900.00</b>
<b>Total Revenues</b>	<b>\$1,929,968.85</b>	<b>\$1,758,925.32</b>

<sup>1</sup> Metro COG is required to provide a 20% local match on its annual MnDOT State Planning Contract.

**Figure 9 - Metro COG Biannual Budget Summary 2026-2027 (Expenses)**

Expenses	2026	2027
<b>Total Loaded Wage</b>	<b>\$ 1,089,982.40</b>	<b>\$ 1,161,139.20</b>
Salaries/Benefits (CPG)	\$871,985.92	\$928,911.36
Salaries/Benefits (Local)	\$217,996.48	\$232,227.84
<b>Total Overhead Costs</b>	<b>\$360,562.00</b>	<b>\$372,749.00</b>
Overhead (CPG)	\$288,449.60	\$298,199.20
Overhead (Local)	\$72,112.40	\$74,549.80
<b>Overhead Funded Locally (Non-eligible)</b>	<b>\$3,800.00</b>	<b>\$3,800.00</b>
<b>Total Internal Budget</b>	<b>\$ 1,454,344.40</b>	<b>\$ 1,537,688.20</b>

**Figure 9 - Metro COG Biannual Budget Summary 2026-2027 (Contracted Planning)**

Contracted Planning Federal and Local Match	2026	2027
<b>Federal CPG</b>	<b>\$145,193.60</b>	<b>\$237,192.00</b>
NDSU ATAC Annual Participation (Year 2 of 3)	\$8,000.00	
Moorhead Intersection Traffic Data Collection (Year 2 of 3)	\$13,193.60	
West Metro Perimeter Highway Corridor Study (Year 2 of 2)	\$20,000.00	
2055 MTP Traffic Counts	\$100,000.00	
2055 MTP Data Purchase	\$4,000.00	
NDSU ATAC 2025-2027 (Year 3 of 3)		\$8,000.00
Moorhead Intersection Traffic Data Collection (Year 3 of 3)		\$13,192.00
2055 MTP Travel Demand Model		\$96,000.00
Metro COG Bicycle and Pedestrian Plan Update		\$120,000.00
<b>Local Match for CPG</b>	<b>\$36,298.40</b>	<b>\$59,298.00</b>
NDSU ATAC Annual Participation (Year 2 of 3)	\$2,000.00	
Moorhead Intersection Traffic Data Collection (Year 2 of 3)	\$3,298.40	
West Metro Perimeter Highway Corridor Study (Year 2 of 2)	\$5,000.00	
2055 MTP Traffic Counts	\$25,000.00	
2055 MTP Data Purchase	\$1,000.00	
NDSU ATAC 2025-2027 (Year 3 of 3)		\$2,000.00
Moorhead Intersection Traffic Data Collection (3 of 3)		\$3,298.00
2055 MTP Travel Demand Model		\$24,000.00
Metro COG Bicycle and Pedestrian Plan Update		\$30,000.00
<b>State Funding Participation</b>	<b>\$ -</b>	<b>\$ -</b>
	\$0.00	
		\$0.00
<b>Total Contracted Planning (Federal, Local and State)</b>	<b>\$ 181,492.00</b>	<b>\$ 296,490.00</b>

**Figure 10 - Metro COG 2026-2027 UPWP Operating Budget by Program Area**

Program Area	2026		2027	
	Budget	Staff Hours	Budget	Staff Hours
100 Policy and Administrative Forums	\$96,566.60	1,380	\$103,179.90	1,380
200 Contracted Planning	\$68,290.56	1,024	\$74,925.02	1,086
300 Federal Transportation Planning & Documentation	\$207,148.69	3,247	\$221,148.03	3,266
400 Technical Transportation Data & Analysis	\$160,580.30	3,041	\$172,597.66	3,061
500 Transit Planning	\$32,460.50	510	\$43,063.35	640
600 Bicycle & Pedestrian Planning	\$61,718.15	1,193	\$55,270.46	1,014
700 Local Planning Assistance	\$96,215.15	1,551	\$97,328.90	1,470
800 General Administration*	\$337,243.93	5,161	\$362,434.57	5,196
900 Publications Public Information and Communication	\$23,917.60	469	\$24,950.79	463
1000 Community Planning and Technical Assistance	\$5,840.92	104	\$6,240.52	104
<b>TOTAL</b>	<b>\$1,089,982.40</b>	<b>17,680</b>	<b>\$1,161,139.20</b>	<b>17,680</b>

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

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

Safe and Accessible Transportation Options are safe and feel safe for all users. FHWA and FTA encourage MPOs and other localities to conduct analyses and product plans to make short-term improvements and set long-term goals for the surface transportation network. These plans are inter-disciplinary and may explore the transportation, safety, land use, environmental, economic, housing, employment, health and other factors of a roadway's structure and the function it serves for a community. Under a Safe and Accessible Transportation Options design model, safety for all users will be incorporated into all these transportation planning and analysis processes.

The Bipartisan Infrastructure Law (BIL) requires each MPO to set aside 2.5% of all PL (planning) funds for Safe and Accessible Transportation Options projects. This equates to approximately \$56,000 annually for the entire State of North Dakota, which is then distributed to the four North Dakota MPOs based on a percentage of their respective populations from the 2020 Census. The table in Figure 11 on the following page shows the amounts Metro COG is programmed to receive in 2026 and 2027. To help incentivize implementation of the Safe and Accessible Transportation Options program, the BIL allows waiving the usual 20% local match for funding certain selected projects.



Metro COG staff has identified the purchase of bike-ped counters and software as a Safe and Accessible Transportation Options project to utilize these funds on to purchase bike-ped counters for use in its Safe Routes to School (SRTS) Plan Update project for the West Fargo School District. It is estimated that the annual amount of Set-Aside Funding will allow the purchase of four or five counters, depending on cost, for each year of the two-year project. The West Fargo SRTS project is anticipated to take two years (2025-2026), due to the size and number of schools in the district. The City of Horace has indicated their interest in Metro COG developing a Citywide Bike-Pedestrian Plan in 2027.

Upon Completion of the projects, the counters can be used for ongoing bike-ped counts around the region. Metro COG has historically been the repository for transportation-related counts since none of the local jurisdiction possess counting equipment of their own. This assists in prioritizing needs utilizing performance-based planning methods supported by data-driven decision making. Metro COG currently has a small number of bike-ped counters which are used throughout the region to count bike-ped use in specific areas to help identify bike-ped infrastructure needs but could use more. Metro COG's Bike-Ped Committee identified and prioritized over a dozen locations throughout the region which currently have no counters, and indicated to staff they could easily prioritize more, if asked. Their recommendations to the TTC and Policy Board were unanimously approved.

**Figure 11 - Set-aside amounts for increasing safe and accessible transportation options**

<b>Metro COG Safe and Accessible Transportation Options Set-Aside Amounts</b>		
<b>Year</b>	<b>2026</b>	<b>2027</b>
Programmed Amount	\$26,742	\$27,277
Local Match	\$6,685	\$6,819
<b>Total Set-Aside Amount</b>	<b>\$33,427</b>	<b>\$34,096</b>

## **De-obligation & Re-obligation of CPG Funds**

FHWA-ND, in coordination with NDDOT, has crafted a one-year Consolidated Planning Grant (CPG) contract approach, wherein unspent funds from the previous year are de-obligated.

NDDOT is developing a process to re-obligate those funds to continue planning efforts that started in the previous year and continue into the next. NDDOT instituted the first step of this process in 2023 by establishing a one-year CPG contract.

## **2026 and 2027 Projects**

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

Metro COG partners with its local jurisdictions and agencies such as the Minnesota and North Dakota Departments of Transportation, to advance transportation, and its related components, by developing, leading, and funding projects aimed at tackling regional issues. Figures 12 and 13 on the following pages, list those projects that Metro COG has developed, with the assistance of its regional partners, to complete in 2025 and 2026. These projects were vetted and prioritized by the Transportation Technical Committee (TTC) and approved by the Metro COG Policy Board. Project descriptions can be found in Section 10.

**Figure 12 - 2026 Contracted Planning Projects**

2026 Contracted Projects							
Project No.	Project	Jurisdiction	Total Cost	Federal %	Federal Share	Local %	Local Share
201	NDSU ATAC Annual Participation (Year 2 of 3)	All	\$10,000.00	80%	\$8,000.00	20%	\$2,000.00
205	Moorhead Intersection Traffic Data Collection (Year 2 of 3)	Moorhead	\$16,492.00	80%	\$13,193.60	20%	\$3,298.40
208	West Perimeter Highway Corridor Study (Year 3 of 3)	Cass County	\$25,000.00	80%	\$20,000.00	20%	\$5,000.00
230	2055 MTP Traffic Counts	All	\$125,000.00	80%	\$100,000.00	20%	\$25,000.00
231	2055 MTP Data Purchase	All	\$5,000.00	80%	\$4,000.00	20%	\$1,000.00
<b>TOTAL</b>			<b>\$181,492.00</b>		<b>\$145,193.60</b>		<b>\$36,298.40</b>

**Figure 13 - 2027 Contracted Planning Projects**

2027 Contracted Projects							
Project No.	Project	Jurisdiction	Total Cost	Federal %	Federal Share	Local %	Local Share
201	NDSU ATAC Annual Participation (Year 3 of 3)	All	\$10,000.00	80%	\$8,000.00	20%	\$2,000.00
205	Moorhead Intersection Traffic Data Collection (Year 3 of 3)	Moorhead	\$16,490.00	80%	\$13,192.00	20%	\$3,298.00
232	2055 MTP Demographic Study	All	\$75,000.00	80%	\$60,000.00	20%	\$15,000.00
233	2055 MTP Travel Demand Model	All	\$120,000.00	80%	\$96,000.00	20%	\$24,000.00
234	Metro COG Bicycle and Pedestrian Plan Update	All	\$150,000.00	80%	\$120,000.00	20%	\$30,000.00
<b>TOTAL</b>			<b>\$371,490.00</b>		<b>\$297,192.00</b>		<b>\$74,298.00</b>

## Strategic Plan

The Metro COG Metropolitan Transportation Plan (MTP) is updated every five years, but the initial work for the update begins soon after the last approved update. The 2050 MTP was approved on April 17, 2025. To assure documents and other actions that inform the MTP are completed on a timeline that facilitates the use of this information, Metro COG provides a strategic plan identifying UPWP Program Areas and tasks that support or become part of the MTP update. The Metro COG Strategic Plan (Figure 14) establishes a general timeline for the development of the MTP by identifying those UPWP work activities, in chronological order, to prepare for, develop and inform the next update of the Metropolitan Transportation Plan.

**Figure 14 - Metro COG Strategic Plan for Major Activities**

Major Program Activity	2023-2024 UPWP		2025-2026 UPWP		2026-2027 UPWP	
	2023	2024	2025	2026	2026	2027
Metropolitan Transportation Plan (MTP)		✓	✓			
MTP Origin Destination/Travel Time						✓
Transit Development Plan (TDP)			✓			
Metropolitan-Wide Traffic Counts		✓		✓	✓	
Traffic & Bicycle Counts (Annually/As needed)	✓	✓	✓	✓	✓	✓
Bicycle & Pedestrian Plan						✓
Demographics				✓	✓	
Model Calibration	✓			✓	✓	
Intelligent Transportation Plan				✓	✓	
Regional Freight Plan (2018)				✓*	✓*	✓*
Congestion Management Process		✓		✓	✓	✓
Regional Railroad Safety Plan (2018)			✓			
Aerial Photography	✓			✓	✓	
Regional Safety Plan		✓				
TIP Development/Management	✓	✓	✓	✓	✓	✓

\*potential project, if funding is available

## Statement of Nondiscrimination

Metro COG hereby gives public notice that it is the policy of the agency to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 13166 on Limited English Proficiency and related statutes and regulations in all programs and activities. In 2024, Metro COG adopted the Title VI and Non-Discrimination Plan. Title VI requires that no person in the United States of America shall, on the grounds of race, color or national origin, be excluded from the participation in, be denied the benefits of, or otherwise subjected to discrimination under any program or activity for which Metro COG receives federal financial assistance. Any person who believes that they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with Metro COG. Any such complaint must be in writing and filed with the Metro COG Title VI Coordinator within one hundred and eighty (180) days following the date of the alleged discriminatory occurrence.

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

Ben Griffith, Executive Director  
Metro COG Title VI Coordinator  
Case Plaza, Suite 232  
One North 2nd Street  
Fargo, North Dakota 58102-4807  
[griffith@fmmetrocog.org](mailto:griffith@fmmetrocog.org)  
701.532.5100

The 2023 Title VI and Non-Discrimination Plan and a downloadable version of the Discrimination Complaint Form can also be found on the Metro COG website at: <https://www.fmmetrocog.org/titlevi>.

## Self-Certification and Restrictions on Lobbying

### Self-Certification

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

The requirements of self-certification include:

1. 23 U.S.C. 134 and 49 U.S.C. 5303, and this subpart;
2. In non-attainment and maintenance areas, Sections 174 and 176 (c) and (d) of the Clean Air Act as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
3. Title VI of the Civil Rights Act of 1964, as amended (42 USC 2000d-1) and 49 CFR part 21;
4. 49 USC 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
5. Sections 1101(b) of FAST (Pub. L. 112-141) and 49 CFR Part 26 regarding the involvement of disadvantaged business enterprises in DOT funded projects;
6. 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;
7. 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;
8. Section 324 of title 23, U.S.C regarding the prohibition of discrimination based on gender; and
9. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR 27 regarding discrimination against individuals with disabilities.

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

- Private Enterprise Participation in Metro COG's Planning Process (49 USC 1607 and 1602[c])
- Drug Free Workplace Certification (49 CFR, Part 29, sub-part F)

- Restrictions on Influencing Certain Federal Activities (49 CFR, Part 20)
- Restrictions on Procurements from Debarred or Suspended Persons/Firms (49 CFR, Part 29, sub-parts A to E)

The Metro COG Policy Board also certifies that the 3-C (**C**ontinuing, **C**omprehensive, and **C**ooperative) planning process used in the FM Metropolitan area complies with the above federal requirements.

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

Signed copies of three resolutions are included in Appendix F. They include a resolution endorsing the FY 2026-2029 TIP for the Fargo-Moorhead Metropolitan Area, a Resolution Confirming the MTP as being Currently Held Valid, and a Transportation Planning Process Self Certification Statement.

### **Restrictions on Lobbying**

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

## Program Areas and Subtasks

Metro COG breaks the Program Areas into individual sub-tasks to be complete in each of the calendar years covered by this UPWP. Each Program Area has identified an objective, a budget and sub-task. Each sub-task has an estimated period for completion and identifies the responsible agencies and participants.

### 100 – Policy and Administrative Forums

#### Objective:

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

#### Relation to Planning Factors:

This task addresses all Federal planning factors and Federal highway program national goals through its high level of coordination with local, state, and federal leaders.

#### Relation to IJJA Planning Suggestions:

Policy and administrative forums involve extensive work with elected officials and staff at all participating jurisdictions and with MnDOT, NDDOT, FHWA, and FTA, as well as with numerous stakeholders. While the outcome of these Forums is necessary for the achievement of all of the planning emphasis areas, the primary benefit is **Public Involvement**.

Assigned Staff Hours in UPWP:	2026	2027
	1,380	1,380

#### Previous Accomplishments:

- Monthly MPO Policy Board Meetings
- Scheduled Metro COG Executive Committee Meetings (usually monthly)
- Monthly TTC Meetings
- Bi-Annual North Dakota MPO Directors meetings



- Mid-Year Reviews by FHWA, FTA, NDDOT and MNDOT
- Quarterly MnDOT MPO Directors meetings
- Quarterly ATP-4 meetings
- Various Federal, State, and Local Committee Meetings

Figure 15 provides a breakdown of staff hours and budget in Policy and Administrative Forums.

**Figure 15 Activity Budget and Funding Source Split for Program Area 100**

Funding Source	2026		2027		Total Activity Budget 2026-2027
	Percent	Amount	Percent	Amount	
CPG	80%	\$77,253	80%	\$82,543.92	\$159,797
Local	20%	\$19,313	20%	\$20,635.98	\$39,949
<b>Total</b>	<b>100%</b>	<b>\$96,567</b>	<b>100%</b>	<b>\$103,180</b>	<b>\$199,747</b>

### 101 Metro COG Policy Board

**Participant(s):** Metro COG

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

**Activities:**

- Developing, emailing and website posting of meeting agendas and agenda packets
- Preparing and reviewing meeting minutes
- Contacting Policy Board members
- Providing staff support and research
- Preparing staff reports and presentations
- General meeting facilitation

Products	Completion Date
2026 Monthly Policy Board meetings	Monthly
2027 Monthly Policy Board meetings	Monthly

**102 Metro COG Executive Committee**

**Participant(s):** Metro COG

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

**Activities:**

- Developing, and emailing of meeting agendas and agenda packets
- Preparing and reviewing meeting minutes
- Contacting Policy Board members
- Providing staff support and research
- Preparing staff reports and presentations
- General meeting facilitation

Products	Completion Date
2026 Monthly Executive Committee meetings	As Needed
2027 Monthly Executive Committee meetings	As Needed

**103 Transportation Technical Committee (TTC)**

**Participant(s):** Metro COG

Metro COG works with the Transportation Technical Committee (TTC) to carry out a program of continuing, comprehensive and coordinated transportation planning. Through this work with the TTC, Metro COG maintains correspondence and coordination with participating agencies and provides other technical support necessary to the transportation planning program. The TTC typically meets on a monthly basis to approve action items and discuss issues in the Metro COG region in order to forward recommendations to the Metro COG Policy Board for disposition.

**Activities:**

- Developing, emailing and website posting of meeting agendas and agenda packets
- Preparing and reviewing meeting minutes
- Contacting TTC members
- Providing staff support and research
- Preparing staff reports and presentations

- General meeting facilitation

Products	Completion Date
2026 Monthly TTC meetings	Monthly
2027 Monthly TTC meetings	Monthly

### 104 Federal, State, and Local Committee Meetings

**Participant(s):** Metro COG

The MPOs in North Dakota and Minnesota meet to discuss transportation issues related to MPOs and coordination with the respective State Departments of Transportation in carrying out MPO activities. Meetings are held two times per year (bi-annually) in North Dakota and four times (quarterly) in Minnesota. There are also various meetings on Federal, state, and local topics that Metro COG staff attend regularly. This includes meetings such as ATP-4, statewide plans, STIC, local coordination on specific areas, and other such meetings that are not specifically tied to a Metro COG study.

**Activities:**

- Agenda development
- Staff support and research
- Travel to and from meeting venue or participate remotely
- Review of materials prior to meetings

Products	Completion Date
Attendance at Federal, State, and Local meetings	Annually & Ongoing

## 200 – Contracted Planning Services

### **Objective:**

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

### **Relation to Planning Factors:**

Different projects represent different planning factors, and the relationships will be discussed below with each project.

### **Relation to IJJA Planning Emphasis Areas:**

Each of the projects included in this section of the UPWP emphasize different elements of the Federal Planning Suggestions. The primary area of emphasis will be highlighted with the description of each project.

Assigned Staff Hours in UPWP:	2026	2027
	1,024	1,086

### **Previous Accomplishments:**

- Interstate Operations Analysis
- 25<sup>th</sup> Street Corridor Study
- Moorhead I-94/20<sup>th</sup> Street Interchange Study
- SS4A Comprehensive Safety Action Plan
- Transportation Moving Ahead – 2050 MTP
- Dilworth 15<sup>th</sup> Avenue Corridor Study
- 2026-2030 Transit Development Plan
- Clay County Heartland Trail Study
- West 94 Area Transportation Plan
- Metro Railroad Needs Study
- Dilworth 8<sup>th</sup> Avenue Extension Study

Figure 16 provides a breakdown of staff budget in Contracted Planning Services.

**Figure 16 Activity Budget and Funding Source Split for Program Area 200**

Funding Source	2026		2027		Total Activity Budget 2026-2027
	Percent	Amount	Percent	Amount	
CPG	80%	\$54,632.45	80%	\$59,940	\$114,572
Local	20%	\$13,658.11	20%	\$14,985	\$28,643
<b>Total</b>	<b>100%</b>	<b>\$68,291</b>	<b>100%</b>	<b>\$74,925</b>	<b>\$143,216</b>

### 2026 Planning Projects – Continued from 2025

#### 2026-201 NDSU ATAC 2025-2027 Participation (Year 2 of 3) (Technical Support)

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

Total (3-year) Project Budget: \$30,000

**2026 Budget:** \$10,000 (CPG: \$8,000/Local Match: \$2,000)

Metro COG contracts with the Advanced Traffic Analysis Center (ATAC) for technical assistance in transportation planning and MPO responsibilities, most notably staying abreast of technological advances in the field of traffic analysis and travel demand modeling, among other things. The master contract enables Metro COG to contract with ATAC for the purpose of updating and maintaining the Metro COG Travel Demand Model (TDM), furthering the signalized intersection data collection program, and maintaining/updating the Regional ITS Architecture.

#### **Relation to Planning Factors:**

Coordination with NDSU's ATAC is aimed at addressing all of the planning factors to some extent. The technical assistance provided by ATAC facilitates many of Metro COG's other work program activities.

#### **Relation to IIJA Planning Emphasis Areas:**

**Data in Transportation Planning** – much of the work carried out by ATAC through this contract allows the collection and dissemination of data that reduces the time and cost involved with gathering data specifically for certain studies.

**Activities:**

- Quarterly meetings with the MPOs and NDDOT to discuss MPO support activities and modeling best practices
- Periodic assistance with travel demand model, and coordination between ATAC and consultants using the model

Products	Completion Date
Ongoing technical support and contracting for Technical Analyses	Ongoing

**2026-205 Moorhead Intersection Data Collection (Year 2 of 3)**

**Participant(s):** Metro COG, ATAC, Moorhead

Total (3-year) Project Budget: \$49,474

**2026 Budget:** \$16,492 (CPG: \$13,193.60/Local Match: \$3,298.40)

Metro COG and the City of Moorhead will continue this project, which begins in 2025, through the three-year time frame of the contract. Metro COG and the City of Moorhead will team with ATAC to conduct an intersection traffic counting program that will, over time, provide counts of the City's signalized intersections every three years. Each year, the project will include approximately one-third (1/3) of intersections within the City of Moorhead.

**Relationship to Planning Factors:**

By having access to up-to-date turning movement count data, the City of Moorhead has the tools to improve mobility and optimize the efficiency of its signalized intersections and overall transportation system, making the roadway network more resilient and reliable.

**Relationship to IJJA Planning Factors:**

**Tackling the Climate Crisis** – improved traffic flow and reduced queueing times at traffic signals helps reduce greenhouse gas production.

**Data in Transportation Planning** – data collected for this project will be useful in multiple studies and efforts.

**Activities:**

- Place counting equipment (Metro COG and City of Moorhead) at approximately one-third (1/3) of the intersections each year
- Provide video files to ATAC for processing

- ATAC will conduct QA/QC on data collected and processed
- ATAC will provide data to City of Moorhead for use in traffic monitoring, corridor studies, and signal timing
- Project management and oversight

Products	Completion Date
Intersection turning movement counts	4 <sup>th</sup> QTR 2026

**2026-208 West Metro Perimeter Highway Corridor Study (Year 3 of 3)**

Participant(s): Metro COG, Cass County, Consultant

**2026 Budget:** \$25,000 (CPG: \$20,000/Local Match: \$5,000)

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

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

The study was placed on hold in 2025 following the adoption of a Resolution of Opposition by the City of Horace, in order to allow time to reassess and analyze how the project should proceed. The study will continue into 2026 and is expected to be completed by mid-year.

**Relation to Planning Factors:**

The study will address land use and access management controls needed to protect the long-term mobility and suitability of the corridor for freight and regional travel.

**Relation to IJJA Planning Suggestions:**

**Complete Streets** – the study will provide for such features as roadway alignment, structures, drainage, safety considerations and access management.

**Public Involvement** – they study will incorporate robust and meaningful public involvement using a variety of methods for engagement and input.

**Planning and Environmental Linkages** – the study will conduct early identification of environmental and permitting issues.

**Activities:**

- Project management
- Data collection
- Conceptual layouts
- Identification of roadway features
- Development of traffic projections
- Public and stakeholder engagement
- Early identification of environmental considerations
- Planning level cost estimates
- Preparation and presentation of final report
- Approval process

Products	Completion Date
West Metro Perimeter Highway Corridor Study	2 <sup>nd</sup> QTR 2026

**2026 Planning Projects – New**

**2026-230 2055 Metropolitan Transportation Plan (MTP) Traffic Counts**

Participant(s): Metro COG, Cass County, Clay County, Cities of Fargo, Moorhead, West Fargo, Horace, Dilworth and Consultant

**2026 Budget:** \$125,000 (CPG: \$100,000/Local Match: \$25,000)

**Relation to Planning Factors:**

Traffic counts will be collected to assist in the preparation for the 2055 MTP by providing updated traffic counts for Metro COG’s Travel Demand Model.



**Relation to IJJA Planning Suggestions:**

**Data in Transportation Planning** – the collection of traffic counts for the FM region will provide updated data for Metro COG’s Travel Demand Model for preparation of the Federally-required 2055 MTP.

**Activities:**

- Project management
- Traffic counts
- Analysis of traffic counts
- Incorporation of data into Traffic Demand Model

Products	Completion Date
2055 MTP Traffic Counts	4 <sup>th</sup> QTR 2026

**2026-231 2055 Metropolitan Transportation Plan (MTP) Data Purchase**

Participant(s): Metro COG, Cass County, Clay County, Cities of Fargo, Moorhead, West Fargo, Horace, Dilworth, Consultant

**2026 Budget:** \$5,000 (CPG: \$4,000/Local Match: \$1,000)

**Relation to Planning Factors:**

The purchase of data will help update our regional demographic and economic information for analysis over the next fifty years as part of the 2055 MTP preparation.

**Relation to IJJA Planning Suggestions:**

**Data in Transportation Planning** – the purchase of regional demographic and economic data will form the basis for an accurate demographic study for Metro COG’s Federally-required 2055 MTP.

**Activities:**

- Project management
- Analysis of relevance and accuracy of data
- Update demographic and economic data
- Incorporation of data into Demographic Study

Products	Completion Date
2055 MTP Data Purchase	4 <sup>th</sup> QTR 2026

## 2027 Planning Projects – Continued from 2026

### **2027-201 NDSU ATAC 2025-2027 Participation (Year 3 of 3) (Technical Support)**

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

Total (3-year) Project Budget: \$30,000

**2026 Budget:** \$10,000 (CPG: \$8,000/Local Match: \$2,000)

Metro COG contracts with the Advanced Traffic Analysis Center (ATAC) for technical assistance in transportation planning and MPO responsibilities, most notably staying abreast of technological advances in the field of traffic analysis and travel demand modeling, among other things. The master contract enables Metro COG to contract with ATAC for the purpose of updating and maintaining the Metro COG Travel Demand Model (TDM), furthering the signalized intersection data collection program, and maintaining/updating the Regional ITS Architecture.

#### **Relation to Planning Factors:**

Coordination with NDSU's ATAC is aimed at addressing all of the planning factors to some extent. The technical assistance provided by ATAC facilitates many of Metro COG's other work program activities.

#### **Relation to IIJA Planning Emphasis Areas:**

**Data in Transportation Planning** – much of the work carried out by ATAC through this contract allows the collection and dissemination of data that reduces the time and cost involved with gathering data specifically for certain studies.

#### **Activities:**

- Quarterly meetings with the MPOs and NDDOT to discuss MPO support activities and modeling best practices
- Periodic assistance with travel demand model, and coordination between ATAC and consultants using the model

Products	Completion Date
Ongoing technical support and contracting for Technical Analyses	Ongoing

**2027-205 Moorhead Intersection Data Collection (Year 3 of 3)**

**Participant(s):** Metro COG, ATAC, Moorhead

Total (3-year) Project Budget: \$49,474

**2026 Budget:** \$16,490 (CPG: \$13,192/Local Match: \$3,298)

Metro COG and the City of Moorhead will continue this project, which begins in 2025, through the three-year time frame of the contract. Metro COG and the City of Moorhead will team with ATAC to conduct an intersection traffic counting program that will, over time, provide counts of the City's signalized intersections every three years. Each year, the project will include approximately one-third (1/3) of intersections within the City of Moorhead.

**Relationship to Planning Factors:**

By having access to up-to-date turning movement count data, the City of Moorhead has the tools to improve mobility and optimize the efficiency of its signalized intersections and overall transportation system, making the roadway network more resilient and reliable.

**Relationship to IJJA Planning Factors:**

**Tackling the Climate Crisis** – improved traffic flow and reduced queueing times at traffic signals helps reduce greenhouse gas production.

**Data in Transportation Planning** – data collected for this project will be useful in multiple studies and efforts.

**Activities:**

- Place counting equipment (Metro COG and City of Moorhead) at approximately one-third (1/3) of the intersections each year
- Provide video files to ATAC for processing
- ATAC will conduct QA/QC on data collected and processed
- ATAC will provide data to City of Moorhead for use in traffic monitoring, corridor studies, and signal timing
- Project management and oversight

Products	Completion Date
Intersection turning movement counts	4 <sup>th</sup> QTR 2027

**2027 Planning Projects – New**

**2027-232 2055 Metropolitan Transportation Plan (MTP) Demographic Study**

Participant(s): Metro COG, Cass County, Clay County, Cities of Fargo, Moorhead, West Fargo, Horace, Dilworth, Consultant

**2027 Budget:** \$75,000 (CPG: \$60,000/Local Match: \$15,000)

**Relation to Planning Factors:**

The Demographic Study will help form the basis of our long-range forecasting and projections of transportation infrastructure needs fifty years into the future.

**Relation to IJJA Planning Suggestions:**

**Data in Transportation Planning** – the Demographic Study is a key component for the preparation of the MTP and has value not just in helping to determine long-range transportation infrastructure needs, but other growth-related issues for the region. A demographic study based on good data, provides a solid foundation for data-driven decision making by policy makers.

**Activities:**

- Project management
- Develop methodology for data analysis
- Analysis of relevance and accuracy of data
- Update demographic and economic data
- Report on the Demographic Study

Products	Completion Date
2055 MTP Demographic Study	3 <sup>rd</sup> QTR 2027

**2027-233 2055 Metropolitan Transportation Plan (MTP) Travel Demand Model**

Participant(s): Metro COG, Cass County, Clay County, Cities of Fargo, Moorhead, West Fargo, Horace, Dilworth, Consultant

**2027 Budget:** \$120,000 (CPG: \$96,000/Local Match: \$24,000)

**Relation to Planning Factors:**

The update or creation of a new Travel Demand Model for Metro COG will form the basis for transportation-related decision making for years to come. Metro COG's Travel Demand Model will be used to forecast future travel patterns, and will be used to analyze how people travel, consider factors like trip generation, distribution, mode choice and route assignment, to predict future travel demand.

**Relation to IIJA Planning Suggestions:**

**Data in Transportation Planning** – the Travel Demand Model forms the foundation for data collection, scenario planning traffic analysis and project evaluation of transportation infrastructure. It provides hard data for policy makers to make informed decisions regarding the expenditure of funds for planning and construction projects.

**Activities:**

- Project management
- Determination of methodology
- Review of Travel Demand Model outputs
- Calibration and testing of proposed outputs
- Report on the Travel Demand Model

Products	Completion Date
Updated/new Travel Demand Model for Metro COG	4 <sup>th</sup> QTR 2027

**2027-234 Metro COG Bicycle and Pedestrian Plan Update**

Participant(s): Metro COG, Cass County, Clay County, Cities of Fargo, Moorhead, West Fargo, Horace, Dilworth, Consultant

**2027 Budget:** \$150,000 (CPG: \$120,000/Local Match: \$30,000)

Metro COG's most recent Bicycle and Pedestrian Plan was completed in 2022 and is scheduled for update in 2027. The Bicycle and Pedestrian Plan will become a component of the 2055 MTP.

**Relation to Planning Factors:**

The update of Metro COG’s Bicycle and Pedestrian Plan will ensure that the region has a guide for the development and expansion of its bicycle-pedestrian infrastructure network. Building on a successful regional network requires close coordination between local jurisdictions to support non-vehicular travel which is safe, secure and provides viable transportation options for all users.

**Relation to IJJA Planning Suggestions:**

**Complete Streets** – the maintenance and expansion of a strong regional bicycle-pedestrian transportation network is a key component of the Complete Streets (now called “Safe and Accessible Transportation Options”) vision.

**Public Involvement** - engagement with the community is vitally important in development of a bicycle-pedestrian plan and involves all members of the community of all ability levels.

**Planning and Environmental Linkages** – environmental concerns are often at the forefront of bicycle-pedestrian planning, and in the FM region in particular due to the community’s strong desire to access the Red River corridor area.

**Data in Transportation Planning** – Metro COG’s robust bike-ped counting program provides policy makers with detailed data in order to make sound decisions regarding project selection and funding.

**Activities:**

- Inventory and documentation of existing bike-ped infrastructure
- Survey of existing conditions
- Identification of gaps in the existing bicycle-pedestrian network
- Development of potential routes and alternatives
- Project management and oversight
- Public and stakeholder engagement
- Presentations of proposed plan to local jurisdictions
- Approval process

Products	Completion Date
Updated Metro COG Bicycle and Pedestrian Plan	4 <sup>th</sup> QTR 2027

**Other Potential Projects for 2026 and 2027 (should funding become available) include the following:**

1. 45<sup>th</sup> Street (southbound) from 19<sup>th</sup> Avenue S to the I-94 South Ramp in Fargo
2. Bridge Crossing Study – 76<sup>th</sup> Avenue S and 100<sup>th</sup> Avenue S
3. Regional Freight Plan Update
4. Roundabout study at CR-20 and 45<sup>th</sup> Street in Cass County
5. Roundabout study at CR-20 and CR-17 in Cass County
6. Corridor study of CSAH-26 in Clay County
7. Caly County Traffic Counts
8. Roundabout Studies on US-75 S (8<sup>th</sup> Street S in Moorhead) at 6<sup>th</sup> Avenue S and 50<sup>th</sup> Avenue S
9. Study of one-way pairs of 11<sup>th</sup> and 14<sup>th</sup> Streets between Main Avenue to 12<sup>th</sup> Avenue S in Moorhead
10. Study of one-way pairs of 4<sup>th</sup> and 5<sup>th</sup> Streets between Main Avenue to 24<sup>th</sup> Avenue S in Moorhead
11. Study for a turn on 9<sup>th</sup> Street by Blarney Stone in West Fargo
12. Warrant study at Veterans at 34<sup>th</sup> Street in West Fargo
13. Corridor study of 9<sup>th</sup> Street from 13<sup>th</sup> to I-94 and Veterans south of the Interstate down to 32<sup>nd</sup> Avenue in West Fargo
14. Study 9<sup>th</sup> Street NW and Center Street north of Main Avenue in West Fargo
15. Study of pedestrian bridges over I-29 at 28<sup>th</sup> Avenue S and 47<sup>th</sup> Avenue S in Fargo
16. Update the Northwest Transportation Plan
17. Study of 14<sup>th</sup> Street south of US-10 to 12<sup>th</sup> Avenue S (and eventually to I-94) in Dilworth
18. Roundabout study at 34<sup>th</sup> Avenue and 8<sup>th</sup> Street and/or Walmart's northern exit in Dilworth
19. Comprehensive Service Planning Study for MATBUS

## 300 – Federal Transportation Planning Documentation

### Objective:

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

### Relation to Planning Factors:

All planning factors relate to the work carried out in this section of the UPWP.

### Relation to IJJA Planning Emphasis Areas:

All Planning Emphasis Areas are addressed by this task, although the metropolitan planning area does not typically need to address federal land management agency coordination due to the limited amount of federal lands.

Assigned Staff Hours in UPWP	2026	2027
	3,247	3,266

### Previous Accomplishments:

- 2023-2026 Transportation Improvement Program
- 2024-2027 Transportation Improvement Program
- 2025-2028 Transportation Improvement Program
- Implementation of Public Participation Plan
- Preparation of an updated Public Participation Plan
- Title VI Audit in 2021
- Updated Title VI and Non-Discrimination Plan and Limited English Proficiency Plan
- Ongoing Congestion Management Process activities
- 2023-2024 UPWP and amendments
- 2025-2026 UPWP and amendments
- Ensuring compliance with Federal and state rules and regulation
- Working with NDDOT, MnDOT, FHWA, and FTA on the transition to a Transportation Management Area

Figure 17 provides a breakdown of staff hours and budget in Federal Transportation Planning Documentation.



**Figure 17 - Activity Budget and Funding Source Split for Program Area 300**

Funding Source	2026		2027		Total Activity Budget 2026-2027
	Percent	Amount	Percent	Amount	
CPG	80%	\$165,719	80%	\$176,918	\$342,637
Local	20%	\$41,430	20%	\$44,230	\$85,659
<b>Total</b>	<b>100%</b>	<b>\$207,149</b>	<b>100%</b>	<b>\$221,148</b>	<b>\$428,297</b>

### **301 Transportation Improvement Program (TIP)**

**Participant(s):** Metro COG

This effort involves maintaining and developing the Metro COG Transportation Improvement Program (TIP) to provide a program of Federal-aid transportation projects. Amendments are processed and approved as needed, and follow-up coordination and communication with NDDOT and MnDOT are carried out. The TIP includes at least four, fiscally constrained years of programming and a prioritized listing of projects with a financial plan that will lead to project implementation. Metro COG coordinates with North Dakota and Minnesota Departments of Transportation to ensure that our TIP informs both the North Dakota and Minnesota Statewide TIPs.

**Activities:**

- Development of the 2025 (2025-2028) and 2026 (2026-2026) TIPs
- Process TIP Amendments, as required
- Develop Annual List of Obligated Projects (ALOP) for 2025 and 2026
- Coordinate with local jurisdictions
- Annual solicitation of project applications for direct suballocations of Surface Transportation Block Grants (STBG), Transportation Alternatives (TA), and Carbon Reduction Program (CRP) funds.
- Review of applications and coordination necessary to prioritize projects for funding and inclusion in the TIP
- Review and processing of other applications for which solicitation and project selections are not made by Metro COG, such as applications outside the UZA, any HSIP applications, and NHS Regional projects

Products	Completion Date
2026-2029 Transportation Improvement Program (TIP)	3 <sup>rd</sup> QTR
2027-2030 Transportation Improvement Program (TIP)	3 <sup>rd</sup> QTR
Transportation Improvement Program Amendments	As required
Annual List of Obligated Projects (ALOP)	With Each TIP
Annual Solicitations and Project Prioritization	Annually

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

**Participant(s):** Metro COG

In 2025 Metro COG will amend the UPWP and budget as required and in 2026 to reflect changes in the two-year UPWP and budget. An annual Indirect Rate will be developed in conjunction with staff accountant and NDDOT Audit Services. Maintenance of CPG agreements with MnDOT and NDDOT will be carried out. Metro COG will provide quarterly reports to NDDOT and MnDOT and will develop and submit annual reports to MnDOT and NDDOT. Monthly reports will be prepared for the Policy Board.

**Activities:**

- Maintenance and update of the two-year UPWP
- Develop, process and approve UPWP amendments
- Coordination with NDDOT, MnDOT, FHWA and FTA on UPWP issues
- Monthly reports to the Metro COG Policy Board
- Development and distribution of the Annual Report
- Development and release of RFPs for upcoming projects
- Consultant selection for upcoming projects

Products	Completion Date
2026-2027 Updated UPWP and Amendments	Ongoing
2026-2027 Quarterly Reports to NDDOT & MnDOT	Quarterly
2026 Annual Report	1 <sup>st</sup> QTR
2027 Annual Report	1 <sup>st</sup> QTR
2026-2027 Monthly Report to Policy Board	Monthly
2026-2027 Quarterly Reports to Policy Board	Quarterly

### 303 Public Participation

**Participant(s):** Metro COG

Public participation activities include coordination and facilitation of required program elements. Additionally, this category allows Metro COG to participate in informational and educational events. These events or speaking opportunities are generally related to informing the public about the overarching mission of the Metropolitan Planning Organization (MPO). In other cases, these events may include specific opportunities for Metro COG staff to become better informed about local projects and activities that relate to transportation. This activity also includes the update and maintenance of the Metro COG Public Involvement Database and Reporting System.

The Public Participation Plan (PPP) outlines the many ways in which Metro COG engages the public, stakeholders, the media and the traditionally underserved populations in our transportation and community planning activities.

Products	Completion Date
Implementing the Public Participation Plan	Ongoing
Review and Updates to Public Participation Plan	As Needed

### 304 Congestion Management Process

**Participant(s):** Metro COG

This effort consists of consideration of the Congestion Management Process (CMP) in Metro COG transportation planning efforts to improve the performance of the existing multimodal transportation systems, maximize safety and mobility of people and goods in the region, and identify specific measures to relieve recurring and non-recurring vehicle congestion. Data will be collected and used as needed. Metro COG will work with local jurisdictions, MnDOT and NDDOT to implement recommendations aimed at identifying and resolving metro area causes of recurring and non-recurring congestion. Projects in the TIP will be reviewed annually to identify opportunities to implement CMP recommendations.

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

As a Transportation Management Area (TMA), Metro COG will need to review and update the CMP periodically to ensure that the process is sufficient. The most recent update of the CMP was updated alongside the 2050 MTP.

**Activities:**

- Implementation of CMP recommendations
- Updating of Metro COG documents
- Annual analysis of CMP in the TIP
- Analysis of CMP in MTP and Performance Measures
- Updating and improving upon CMP as needed

Products	Completion Date
Implementation of CMP Recommendations	Ongoing
Annual report of CMP Implementation	Annually

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

**Participant(s):** Metro COG

This task includes updating and maintaining Metro COG documents, reports and procedures to be compliant with changes in federal legislation, FHWA/FTA policy, North Dakota Century Code, Minnesota Statutes and legislation, NDDOT and MnDOT and oversight agency policy. At times, Metro COG may need to develop policy statements in response to critical federal and state transportation regulations, programs, policies, or plans. Metro COG will participate in events and review documents prepared by these entities to ensure that programs adopted by Metro COG are being adequately reflected and addressed.

**Activities:**

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

Products	Completion Date
Updated Documents	Ongoing
Certification Review	As required

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

**Participant(s):** Metro COG

Metro COG ensures compliance with Metro COG's Title VI Policy, Environmental Justice Policy (EJ) and Limited English Proficiency (LEP) Policy by carrying out the programs which include maintaining the required documents and reports. Implementation of the Plans will be applied across all Metro COG programs. If applicable, Metro COG will monitor sub-recipient's compliance of Title VI requirements. Civil rights activities will be communicated to FHWA and FTA. Metro COG will participate in regional equity forums to ensure that transportation is incorporated into broader planning and equity initiatives. Metro COG will maintain data and update annually low-income areas for inclusion in the TIP, MTP and other documents and reports generated by Metro COG. Metro COG will develop, publish and distribute an Annual Report of Title VI Activities.

**Activities:**

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

Products	Completion Date
2026 Annual Report on Title VI/LEP Activities	1 <sup>st</sup> QTR 2026
2027 Annual Report on Title VI/LEP Activities	1 <sup>st</sup> QTR 2027
2026 Annual Report of Low Income Areas	1 <sup>st</sup> QTR 2026
2027 Annual Report of Low Income Areas	1 <sup>st</sup> QTR 2027
Maintenance and update of Title VI and LEP	Ongoing

### 307 Metropolitan Transportation Plan (MTP) Implementation and Maintenance

**Participant(s):** Metro COG

In 2026 and 2027 Metro COG will seek to further the implementation of the adopted MTP entitled Transportation Moving Ahead, the 2050 MTP. Implementation will be accomplished through the development and completion of smaller work tasks relevant to the surface transportation program for the FM Metropolitan area. Metro COG will annually review the MTP in coordination with the TIP development process to ensure consistency between the MTP and projects seeking federal aid and respond to early opportunities for input on environmental documents being prepared for projects moving toward final design and implementation to ensure consistency with adopted plans and with the TIP. Metro COG periodically reviews and assesses key elements of the

MTP to ensure the document is still valid and consistent with local, state, and federal objectives and initiatives.

**Activities:**

- Amend the 2050 MTP as required
- Annual review of the TIP projects against the goals and objectives of the 2050 MTP
- Respond to Solicitation of Views letters received for projects in the metropolitan planning area

Products	Completion Date
Implementation of the goals of the 2050 MTP	Ongoing

**308 US Census Coordination and Technical Assistance**

**Participant(s):** Metro COG

Metro COG annually allocates resources to update GIS databases respective to US Census data and American Community Survey (ACS) data. Certain census and ACS information is critical to aspects of the overall transportation planning program; inclusive of tract, block group, and block level demographic and socioeconomic data that supports the travel demand model calibration process, amongst other program activities. Further, census data and associated demographic data establishes a starting point for development of the federal-aid urban area boundary and acts as baseline data for subsequent socioeconomic and demographic forecasts for the FM Metropolitan area. In 2019 and 2020, Metro COG assisted with 2020 Census related activities as well as maintained and updated the Environmental Justice Database based on Census and ACS data as necessary. As the various data sets slowly became available following the 2020 Census, Metro COG reviewed and analyzed the data carefully. In 2023, the urbanized area boundary was updated and adopted. Metro COG will continue to provide data analysis aimed at improving our ability to carry out transportation planning and forecasting over the next 10 years.

**Activities:**

- Provide GIS assistance
- Review data as it becomes available
- Update the UZA as needed

- Provide other technical assistance relative to census tracts and changes that have occurred in the metropolitan planning area over the past 10 years.

Products	Completion Date
Technical Assistance and review related to the 2020 US Census and American Community Survey	Ongoing

### 309 TMA Transition

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

Metro COG began to prepare for transitioning to a Transportation Management Area (TMA) in the years following the 2010 Census. With the eventual release of the 2020 Census data, it was determined that Metro COG's urbanized planning area had exceeded the population threshold of 200,000 to become a TMA. On June 5, 2023, Metro COG was officially designated as a TMA. Time spent in this program area will ensure that Metro COG is working towards and ready to meet the requirements of a TMA certification review. In 2022, the Policy Board Bylaws were updated to ensure TMA requirements would be met. It has also involved a large amount of coordination and communication with local jurisdictions and NDDOT to establish an understanding of Metro COG's and their responsibilities regarding the programming and use of sub-allocated funds.

**Activities:**

- Increase familiarity with regulations related to TMAs
- Document any further changes or efforts needed as a TMA form of an MPO
- Train staff and acquire resources needed to carry out requirements
- Report to TTC, Executive Committee and Policy Board

Products	Completion Date
Preparation for TMA Certification	Ongoing

### 310 TIP Project Monitoring

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

With Metro COG's official designation as a Transportation Management Area (TMA) and the direct sub-allocation of State Transportation Block Grant (STBG), Transportation Alternatives (TA) and Carbon Reduction Program (CRP) funds, it is extremely important that Metro COG keeps continually apprised of the status of

projects as they move through the project development process. This task involves on-going meetings with local engineering staff members to monitor the stages of project development to ensure they are on track to be completed in the funding year identified in the TIP. This task will involve working with local governments to ensure eligibility for federal funding as the project evolves, cost estimates are up-to-date and milestones associated with project development are being met. If a project falls behind schedule or if costs are higher than anticipated, making project completion infeasible in the scheduled timeframe, this task will also coordinate with task 301 – TIP Development to make the necessary adjustments in project programming to ensure that the metro area's direct sub-allocations are spent on time.

This task will inherently involve monitoring the extent to which the projects meet the goals, objectives, and intent of the MTP and any relevant corridor studies or sub-area plans that have been completed. Metro COG now has a dedicated staff person responsible for working with the local jurisdictions to monitor project development, attending regular meetings with them all.

**Activities:**

- Monthly meetings with local jurisdictions to monitor project development status
- Participation in project development team meetings
- Identification and monitoring of back-up projects that can be moved into the TIP in the event that another project becomes infeasible for construction during the designated fiscal year
- Report to TTC, Executive Committee and Policy Board

Products	Completion Date
Monitoring of project status for projects funded by TMA sub-allocation	Ongoing



## 400 - Technical Transportation Data & Analysis

### Objective:

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

### Relation to Planning Factors:

All planning factors come into consideration when carrying out the work involved in this portion of the UPWP.

### Relation to IJJA Planning Suggestions:

All planning suggestions are relevant to and addressed by this work.

Assigned Staff Hours in UPWP:	2026	2027
	3,041	3,061

### Previous Accomplishments:

- 2021 Traffic Counting Program
- 2023, 2024 and 2025 Metropolitan Profile
- Functional Classification Updates
- Performance Measures
- Maintenance of the TDM

Figure 18 provides a breakdown of staff hours and budget in Technical Transportation Data and Analysis.

**Figure 18 - Activity Budget and Funding Source Split for Program Area 400**

Funding Source	2026		2027		Total Activity Budget 2026-2027
	Percent	Amount	Percent	Amount	
CPG	80%	\$128,464.24	80%	\$138,078	\$266,542
Local	20%	\$32,116.06	20%	\$34,520	\$66,636
<b>Total</b>	<b>100%</b>	<b>\$160,580</b>	<b>100%</b>	<b>\$172,598</b>	<b>\$333,178</b>

## 401 Performance Measures

### Participant(s): Metro COG

Metro COG initially adopted performance targets for PM1 (safety), PM 2 (pavement and bridge condition) and PM3 (travel reliability) as required in 2018. Since then, Metro COG has successfully reviewed and reported on the PMs annually. Metro COG will continue to coordinate with state and federal agencies to review performance and update targets as needed. Performance measurement and target information will be included in the Metropolitan Transportation Plan, Transportation Improvement Program and regional transportation planning activities.

As the primary transit provider within the metro area, MATBUS completes the Transit Asset Management Plan (TAM Plan) and the Public Transportation Agency Safety Plan (PTASP) and completes the necessary coordination with Metro COG.

It was expected that greenhouse gas (GHG) emissions would be added to the list of Federal Performance Measures beginning in 2024 or 2025. However, a lawsuit was filed in Federal court in 2024 (the State of North Dakota was among the plaintiffs), against the US Environmental Protection Agency. The Court found in favor of the plaintiffs and currently there are no Federal requirements regarding GHG emissions.

In light of the Court's decision, many states, including Minnesota, enacted legislation, developing their own GHG emissions. At the time of the drafting of this UPWP document, MnDOT is in the process of developing criteria for establishing GHG targets and implementation of metrics. Metro COG is seeking clarification and guidance regarding how the State of Minnesota's legislation will affect Metro COG's work.

**Activities:**

- Coordination efforts with NDDOT and MNDOT to develop additional performance measure targets and metrics consistent with federal legislation and guidance.
- Integrate performance measures and metrics into the Metro COG planning process
- Purchase or develop data to support performance measurement analysis and implementation
- Develop and adapt performance measures as required

Products	Completion Date
Performance Measure Reporting and Monitoring	Ongoing

**402 Federal Functional Classification Update**

**Participant(s):** Metro COG

Metro COG will update, as necessary, the Federal Functional Classification (FFC) maps and database for Clay County in Minnesota and Cass County in North Dakota. Following the December 2023 approval of the Urbanized Area Boundary (UZA), Metro COG began an extensive update of the FFC system in the North Dakota portion of the UZA which was approved by NDDOT in November 2024. In late 2024, Metro COG began a similar effort for the Minnesota portion of the newly updated UZA, that would conclude in mid- to late 2025. Other FFC updates would be conducted at the request of local jurisdictions or the State DOTs.

**Activities:**

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

Products	Completion Date
Updated Minnesota and North Dakota FFC Maps	As Requested
Continuous monitoring of FFC changes as they occur	Ongoing

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

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

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

**Activities:**

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

Products	Completion Date
Updated Travel Demand Model, as needed	Ongoing

### 404 Freight and Goods Movement

**Participant(s): Metro COG**

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

North Dakota completed its most recent freight and rail plan in 2023 and Minnesota completed their rail plan in 2024. Metro COG participated on both committees and helped identify freight stakeholders for the study review committees. As a result, Metro COG did not hold its own freight committee meetings, instead, focused on seeking freight input as part of the Interstate Operations Analysis, the 2050 MTP and the statewide DOT plans. Metro COG's FM Regional Freight Plan was completed in 2017 and is in need of an update, tentatively in 2026 or 2027, should funding become available. The Freight Committee will reconvene when the Metro Railroad Needs Study is complete and funds are available to begin a Regional Freight Plan Update.

**Activities:**

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

Products	Completion Date
2026 Biannual Regional Freight Committee (RFC) Meetings	Quarterly
2027 Biannual Regional Freight Committee (RFC) Meetings	Quarterly
Implementation of Freight Plan Recommendations	Ongoing

**405 FM Metropolitan Profile**

**Participant(s):** Metro COG

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

**Activities:**

- Annual FM Metropolitan Profile development and approval

Products	Completion Date
2026 Annual Update to the FM Metropolitan Profile	4 <sup>th</sup> QTR
2027 Annual Update to the FM Metropolitan Profile	4 <sup>th</sup> QTR

**406 Traffic Data Collection and Analysis**

**Participant(s):** Metro COG

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

Since the local jurisdictions have not traffic collection equipment of their own, Metro COG has become the collector and repository for this information. The

information is used for data development and forms the basis of many decisions as part of Metro COG's Performance-Based Planning and Programming activities and will play a role in implementation of the Congestion Management Process. With this data, the Policy Board will be able to make better fact-based decisions regarding the prioritization and funding of projects within the region.

**Activities:**

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

Products	Completion Date
Ongoing collection of manual and automatic traffic data	Ongoing
Updated traffic data database	Ongoing
Preparation of maps/graphics	Ongoing

**407 Metropolitan Transportation Technical Assistance**

**Participant(s):** Metro COG

This work task provides Metro COG resources in both 2025 and 2026 to respond to requests for information and analysis regarding issues and items relative to the metropolitan transportation system.

**Activities:**

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

Products	Completion Date
Technical Assistance	Ongoing

**408 ITS/Traffic Operations Technical Assistance**

**Participant(s):** Metro COG

Metro COG will continue to lead the effort regarding the integration and coordination of traffic signal operations within the FM Metropolitan area.

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

**Activities:**

- Participate in Traffic Operations Roundtable meetings arranged by NDSU's ATAC
- Arrange as-needed Traffic Operations Working Group meetings
- Traffic operations technical assistance and coordination
- Annual review of TIP projects against the Regional ITS Architecture
- Annual updates to the Regional ITS Architecture and associated coordination with ATAC, NDDOT, and MNDOT.
- Maintain Metro COG Regional Intelligent Transportation System database
- Maintain an understanding of traffic operations issues throughout the metro area through public input, site visits and travel within the metro area
- Participate in SMART Transportation activities

Products	Completion Date
2026 Quarterly Traffic Operations Committee (TOC) Meeting Facilitation	As needed
2027 Quarterly Traffic Operations Committee (TOC) Meeting Facilitation	As needed
Annual review and update of the Regional ITS Architecture	Ongoing
2026 Review of TIP projects against Architecture	3 <sup>rd</sup> QTR
2027 Review of TIP projects against Architecture	3 <sup>rd</sup> QTR

**409 GIS Management, Mapping and Graphics**

**Participant(s):** Metro COG

Metro COG maintains, updates, and manages a number of critical data sets that support the development and implementation of the MTP and its modal sub elements as well as various subarea studies and mapping needs.

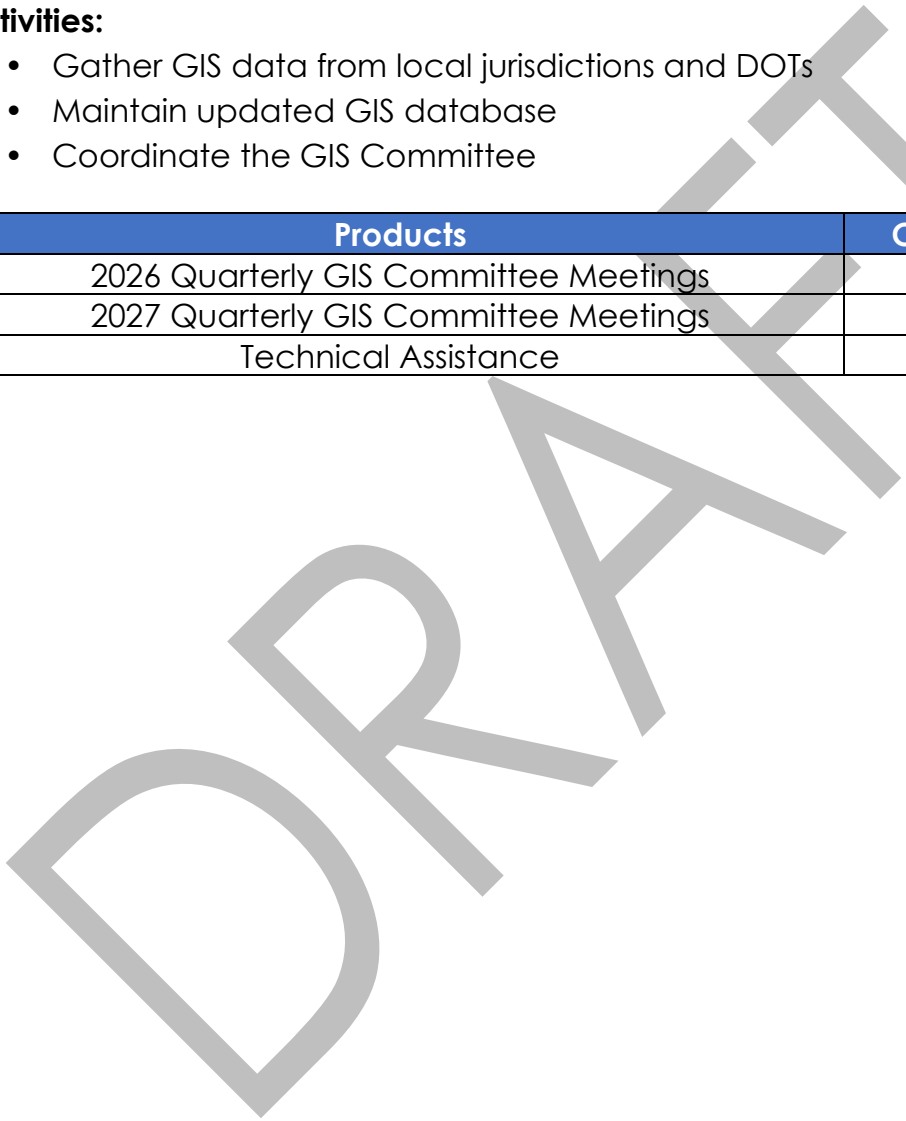
Additionally, on a cyclical basis, Metro COG updates 'base' metropolitan maps (i.e., federal-aid urban area, roadway functional classification, metropolitan traffic counts). This program area supports overall development and distribution

of GIS data used by Metro COG as requested by the public, cognizant agencies or other interested persons. As part of this program area within the 2026-2027 UPWP, Metro COG will continually update its GIS page on Metro COG's website, disseminating metropolitan-specific GIS data. This work task also provides Metro COG resources in both 2026 and 2027 to coordinate the Metropolitan Geographic Information System (GIS) Committee.

**Activities:**

- Gather GIS data from local jurisdictions and DOTs
- Maintain updated GIS database
- Coordinate the GIS Committee

Products	Completion Date
2026 Quarterly GIS Committee Meetings	Quarterly
2027 Quarterly GIS Committee Meetings	Quarterly
Technical Assistance	Ongoing





## 500 - Transit Planning

### **Objective:**

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

### **Relation to Planning Factors:**

Safety, accessibility and mobility, security of the system, environment, economic development, integration of multi-modal transportation are all addressed by this element of the UPWP.

### **Relation to IJJA Planning Suggestions:**

**Complete Streets** – Street improvements must consider transit route and transit stops to ensure safety and convenience.

**Public Involvement** – meaningful public involvement will integrate virtual, online and in-person methods of engagement.

**Data in Transportation Planning** – ridership data, land use, traffic volumes, and other types of data are all sharable between MATBUS, Metro COG, local jurisdictions and DOTs. This has the potential to integrate transit into all forms of transportation planning and to better inform plans specifically aimed at transit.

Assigned Staff Hours in UPWP	2026	2027
	510	640

### **Previous Accomplishments:**

- MATBUS Coordination Committee meetings
- Coordination and arrangements needed for purchase of transit routing and scheduling software
- Furtherance of Transit Authority Model
- Technical assistance to MATBUS and on-going coordination

Figure 19 provides a breakdown of staff hours and budget in Transit Planning.

**Figure 19 - Activity Budget and Funding Source Split for Program Area 500**

Funding Source	2026		2027		Total Activity Budget 2026-2027
	Percent	Amount	Percent	Amount	
CPG	80%	\$25,968	80%	\$34,451	\$60,419
Local	20%	\$6,492	20%	\$8,613	\$15,105
<b>Total</b>	<b>100%</b>	<b>\$32,461</b>	<b>100%</b>	<b>\$43,063</b>	<b>\$75,524</b>

### **501 Transit Technical Assistance**

**Participant(s):** Metro COG

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

**Activities:**

- Staff assistance as required/requested

Products	Completion Date
Assistance as required/requested	Ongoing

### **502 MATBUS Coordinating Committee**

**Participant(s):** Metro COG

Provide staff support for the MATBUS Coordination Committee to assist in the coordination of transportation opportunities for the general public, elderly, disabled and economically disadvantaged. This practice will continue until MATBUS assumes responsibility for facilitating and preparing meeting packets for the MATBUS Coordination Committee.

**Activities:**

- Meeting facilitation and staff support
- Attend monthly meetings

Products	Completion Date
2026 MATBUS Coordination Committee Meetings	Monthly
2027 MATBUS Coordination Committee Meetings	Monthly

DRAFT

## 600 - Bicycle & Pedestrian Planning

### **Objective:**

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

### **Relation to Planning Factors:**

Safety, accessibility and mobility, security of the system, environment, economic development, integration of multi-modal transportation are all addressed by this element of the UPWP.

### **Relation to IJJA Planning Emphasis Areas:**

**Tackling the Climate Crisis** – an improved bicycle and pedestrian system with higher usage will help reduce vehicular travel resulting in reduced production of greenhouse gases.

**Equity and Justice<sup>40</sup> in Transportation Planning** – walking and bicycling are important components of the transportation system, often serving underserved and disadvantaged communities, and providing public health benefits for all.

**Complete Streets** – Street improvements must consider bicycle and pedestrian facilities to ensure safety and convenience.

**Public Involvement** – meaningful public involvement will integrate virtual, online and in-person methods of engagement.

**Data in Transportation Planning** – biking and walking data, land use, traffic volumes, and other types of data are all sharable between MATBUS, Metro COG, local jurisdictions and DOTs. This has the potential to better integrate sidewalks and trails into all forms of transportation planning and to better inform plans specifically aimed at bike and ped facilities.

Assigned Staff Hours in UPWP	2026	2027
	1,193	1,014

**Previous Accomplishments:**

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

Figure 20 provides a breakdown of staff hours and budget in Bicycle and Pedestrian Planning.

**Figure 20 - Activity Budget and Funding Source Split for Program Area 600**

Funding Source	2026		2027		Total Activity Budget 2026-2027
	Percent	Amount	Percent	Amount	
CPG	80%	\$49,375	80%	\$44,216	\$93,591
Local	20%	\$12,344	20%	\$11,054	\$23,398
<b>Total</b>	<b>100%</b>	<b>\$61,718</b>	<b>100%</b>	<b>\$55,270</b>	<b>\$116,989</b>

**601 Bicycle-Pedestrian Activities and Technical Assistance**

**Participant(s):** Metro COG/local jurisdictions/MnDOT/NDDOT

Participate in bicycle and pedestrian planning activities and support the implementation of Metro COG’s Bicycle and Pedestrian Plan and the Complete Streets policy adopted by Metro COG in 2013, as well as more recently completed planning documents such as the Bicycle and Pedestrian Gap Analysis and the Fargo Transportation Plan. Respond to requests for information and smaller analyses regarding issues and items related to the metropolitan bicycle and pedestrian transportation system. This work activity also covers quarterly meetings of Metropolitan Bicycle and Pedestrian Committee.

**Activities:**

- Quarterly meetings of the Bicycle and Pedestrian Committee
- Implement Bike/Ped plan recommendations into the Metro COG planning activities
- Coordination with local governments and park districts/departments in UZA and MPA regarding trail connectivity and plans
- Development, review and scoring of Transportation Alternative Program (TAP) applications
- Maintenance to and integration of changes and updates to the metropolitan Bike Map as necessary

- Implement recommendations of the Bike Signage Project
- Updates to the Bike Signage Project
- On-going maintenance and updating of the map used in the bike trail phone app
- Efforts related to Great Ride Bike Share program, if revived
- Monitoring of micromobility options and usage within the metro area, and associated regulations adopted by local governments to address modes such as scooters
- Providing bicycle safety information and assistance at community events such as Streets Alive (if this event is revived), or other similar community events.

Products	Completion Date
2026 Bike/Ped Committee Meetings	Quarterly
2027 Bike/Ped Committee Meetings	Quarterly

## 602 Bicycle and Pedestrian Counts and Analysis

**Participant(s):** Metro COG

Metro COG maintains a bicycle and pedestrian count program. The program consists of manual counts performed annually at 17 locations and the maintenance/data collection of automated counters at 6 locations in the greater Fargo-Moorhead metro area. Metro COG will work closely with the Bike/Ped Committee and local jurisdictions to determine locations for placement of additional counting equipment. Within this UPWP, hours have been assigned to ensure the accuracy of collected data and to format the data for release to interested parties. Metro COG makes this information available to the local units of government (including MnDOT and NDDOT), private sector entities, and other interested persons.

**Activities:**

- Maintain automatic counters
- Collect, process and analyze bike/ped count data
- Maintain and update bike/ped count database
- Annual reports of bike/ped count data to NDDOT and MnDOT as well as to the TTC and Policy Board

Products	Completion Date
2026 Updated Bicycle and Pedestrian Counts Database	Ongoing
2027 Updated Bicycle and Pedestrian Counts Database	Ongoing
2026 Annual Report to MnDOT and NDDOT	4 <sup>th</sup> QTR
2027 Annual Report to MnDOT and NDDOT	4 <sup>th</sup> QTR
Collection and processing of manual and automatic bike and ped counts	Ongoing
Pursuit of additional bike and ped counting equipment including placement and maintenance of equipment	Ongoing

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

**Participant(s):** Metro COG

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

This is a separate task from the Heartland Trail Alignment Analysis, involving meetings and engagement with interested parties. This task was established prior to the commencement of the study and will probably continue beyond the conclusion of the study.

**Activities:**

- Coordination with affected cities and counties
- Responding to questions and requests for information
- Request for Proposal development
- Consultant selection process
- Staff support and input into the Study

Products	Completion Date
Heartland Trail Advisory Committee and Committee Support	Ongoing

**604 West Fargo School District Safe Routes to School Plan Update**

**Participant(s):** Metro COG/West Fargo School District

The last Safe Routes to School (SRTS) Plan for West Fargo was completed in 2017. With the rapid rate of growth in West Fargo and particularly with its School District, school officials reached out to Metro COG to request an update to the SRTS Plan. Metro COG completed a SRTS Plan for Moorhead School District at the end of 2024 and another study for the Dilworth/Glyndon/Felton school districts in 2023. Both projects were completed by Metro COG staff without the assistance of private consultants. Due to the size and number of school facilities within the West Fargo School District, the project will be broken into two phases over the course of 2025 and 2026.

Metro COG intends to utilize Safe and Accessible Transportation Options Set-Aside funds to purchase bike-ped counters for this project in both project years. Information on origin and destination of children entering and leaving school grounds, determining modes of travel, and help to identify potentially dangerous corridors and crossings. More specific data will be determined at each school site and how best to collect and analyze this data. This information will help determine where resources can best be utilized in providing safe solutions to enable children to walk or ride a bike to school.

**Activities:**

- Project management
- Host monthly progress call updates
- Host Study Review Committee (SRC) meetings
- Existing conditions inventory and analysis with mapping
- Hold an Open House / host a table at the Back-to-School night at each school location
- Survey administration and instructions
- Survey results review
- Site investigations
- Circulation and challenges identification through tables and maps
- Recommendations tables and maps
- Project prioritization



- Purchase, install and maintain bike-ped counting equipment at select locations around studies school sites.
- Collect and analyze data from equipment
- Provide information to others for use in evaluation of data
- Suggest Safe Routes to School maps
- Funding opportunities
- Document development
- West Fargo School District presentation
- Metro COG TTC presentation
- Metro COG Policy Board presentation

Products	Completion Date
West Fargo SRTS Plan Update/Phase 2	4 <sup>th</sup> QTR 2026

**2027-605 Horace Citywide Bicycle and Pedestrian Plan**

Participant(s): Metro COG, Horace, Consultant

**2027 Budget:** \$40,000 (CPG: \$32,000/Local Match: \$8,000)

City of Horace staff have indicated their interest in developing a Citywide Bicycle and Pedestrian Plan and Metro COG staff would lead the study in 2027, after completion of the Safe Routes to School Plan Update for the West Fargo School District. Metro COG would utilize Complete Streets (Safe and Accessible Transportation Options) funding to purchase bike-ped counters and allocate staff hours necessary to complete the project.

**Relation to Planning Factors:**

Building on its Downtown Neighborhoods Plan, completed in 2025, Horace's Citywide Bicycle and Pedestrian Plan will be its first attempt to establish a consistent plan for bicycle and pedestrian infrastructure.

**Relation to IIJA Planning Suggestions:**

**Complete Streets** – the development of bicycle and pedestrian infrastructure is a key component of the Complete Streets (now called “Safe and Accessible Transportation Options”) vision.

**Public Involvement** - engagement with the Horace community will be absolutely necessary as it develops its first Citywide bicycle and pedestrian plan.

**Planning and Environmental Linkages** – identify any potential environmental issues early in the planning process to help determine possible mitigation needs.

**Data in Transportation Planning** – use of bike-ped counters will provide current data in an area where none exists historically, in order to help policy makers determine what type of infrastructure is needed and where it should go.

**Activities:**

- Inventory and documentation of existing bike-ped infrastructure
- Survey of existing conditions
- Development of potential routes and alternatives
- Project management and oversight
- Public and stakeholder engagement
- Presentations of proposed plan to Horace residents and elected leaders
- Approval process

Products	Completion Date
Horace Citywide Bicycle and Pedestrian Plan	4 <sup>th</sup> QTR 2027

DRAFT

## 700 - Local Planning Assistance

### **Objective:**

Knowing that land use and transportation are inexorably linked, Metro COG has created a program to assist local jurisdictions in planning efforts that may affect the regional transportation network, and in staying apprised about land use and other planning-related decisions made by local jurisdictions within both the UZA and the MPA. This includes assisting local jurisdictions with comprehensive planning efforts, educating communities on MPO goals, efforts, and initiatives, attendance at local planning commission meetings/commission meetings, and generally providing outreach to get communities involved in regional coordination.

### **Relation to Planning Factors:**

This task relates to several planning factors, such as safety, accessibility and mobility, economic development, integration and connectivity of the multi-modal transportation system, resiliency, mitigating the storm water impacts of surface transportation, and enhancing travel and tourism.

### **Relation to IIJA Planning Emphasis Areas:**

**Tackling the Climate Crisis** – coordination with local jurisdictions to ensure that development patterns include high levels of connectivity in the multi-modal transportation system has the potential to reduce greenhouse gas production.

**Complete Streets** – Since not all streets within the metro area fall within the purview of the MPO, local planning coordination can help to encourage complete street characteristics throughout the system.

**Public Involvement** – when Metro COG works with local jurisdictions on planning projects, we incorporate meaningful public involvement opportunities by integrating virtual, online, and in-person opportunities for engagement.

Assigned Staff Hours in UPWP	2026	2027
	1,551	1,470

**Previous Accomplishments:**

- Casselton Comprehensive Plan
- Clay County Comprehensive Plan
- Attendance at various local meetings
- Participation in Moorhead's Comprehensive Plan
- Participation in Main Ave Public Engagement and Decision-Making
- Participation in NP/Center Ave build alternative development
- Participation in Moorhead's downtown planning input events
- Review of Planning Commission agendas and packet materials
- Participation in Fargo's Public Works Project Evaluation Committee Meetings

Figure 21 provides a breakdown of staff hours and budget in Local Planning Assistance.

**Figure 21 - Activity Budget and Funding Source Split for Program Area 700**

Funding Source	2026		2027		Total Activity Budget 2026-2027
	Percent	Amount	Percent	Amount	
CPG	80%	\$76,972.12	80%	\$77,863	\$154,835
Local	20%	\$19,243.03	20%	\$19,466	\$38,709
<b>Total</b>	<b>100%</b>	<b>\$96,215</b>	<b>100%</b>	<b>\$97,329</b>	<b>\$193,544</b>

**701 Agency Outreach**

**Participant(s): Metro COG**

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

**Activities:**

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

Products	Completion Date
Local outreach and participation	Ongoing

## 702 Local Planning Assistance

**Participant(s):** Metro COG

This activity reflects the participation of Metro COG planners in local land use, transportation, comprehensive and other planning efforts in the metropolitan planning area. The intent of this participation is to instill sound transportation planning themes within local planning documents. Staff will also work with smaller jurisdictions that do not have the capabilities of carrying out long-range planning activities.

### Activities

- Working with local units of government on long-range planning
- Development of local transportation initiatives that tie into regional efforts
- Completion of eligible comprehensive and transportation planning activities for local jurisdictions regarding land use, development and growth management regarding Comprehensive Plan development

Products	Completion Date
Local Planning Assistance	Ongoing

## 2026-705 Casselton Hwy 18 Turn Lane Analysis

Participant(s): Metro COG, Casselton, Consultant

**2026 Budget:** \$50,000 (CPG: \$40,000/Local Match: \$10,000)

City of Casselton staff have indicated their desire for Metro COG to conduct a turn lane analysis along Hwy 18 at the intersection of 11<sup>th</sup> Street. Metro COG staff could conduct the study and provide a report which the City of Casselton could use to help build their case to NDDOT of their need for a turn lane for their growing community. Metro COG would allocate staff hours necessary to complete the project.

### Relation to Planning Factors:

The City of Casselton believes it has sufficient traffic counts and turning movements to justify a turning lane from Hwy 18 onto 11<sup>th</sup> Street, that it would benefit their residents and help their city grow.

**Relation to IIJA Planning Suggestions:**

**Complete Streets** – the addition of a turning lane allows motorists to safely exit the highway onto a street with a lower speed.

**Planning and Environmental Linkages** – identify any potential environmental issues early in the planning process to help determine possible mitigation needs.

**Data in Transportation Planning** – the documentation of the number of daily turning movements will help build the case of the need for a turning lane instead of anecdotal observations, helping ensure data-driven decision making by policy makers.

**Activities:**

- Survey of existing conditions
- Identification of roadway features
- Determine traffic counts and turning movements
- Development of traffic projections
- Early identification of environmental considerations
- Development of proposed alternatives
- Project management and oversight
- Preparation and presentation of final report
- Approval process

Products	Completion Date
Casselton Hwy 18 Turn Lane Analysis & Report	4 <sup>th</sup> QTR 2026

## 800 - General Administration

### Objective:

To provide for the efficient administration of Metro COG programs; compliance with federal, state and local regulations; administer human resources and benefits responsibilities; and reporting on activities of the agency. Estimated staff hours and budget for vacation, sick leave, holidays and other leave is included in the total assigned staff hours and budget for this category of the UPWP.

### Relation to Planning Factors:

These activities are necessary to carry out planning activities that relate to all planning factors.

### Relation to IJJA Planning Emphasis Areas:

These activities are necessary to carry out planning activities that relate to all planning emphasis areas.

Assigned Staff Hours in UPWP	2026	2027
	5,161	5,196

### Previous Accomplishments:

- Multiple webinars and training sessions
- MN and ND APA State Conferences
- Office organization and maintenance
- Timesheet Preparation and Review
- Staff Meetings
- Quarterly Reports
- Preparation of Monthly Reimbursement Packets
- Review of Invoices
- Staff Evaluations
- ROLF Training Event by FHWA
- AMPO Conference and Training

Figure 22 on the following page provides a breakdown of staff hours and budget in General Administration.

**Figure 22 - Activity Budget and Funding Source Split for Program Area 800**

Funding Source	2026		2027		Total Activity Budget 2026-2027
	Percent	Amount	Percent	Amount	
CPG	80%	\$269,795.14	80%	\$289,948	\$559,743
Local	20%	\$67,448.79	20%	\$72,487	\$139,936
<b>Total</b>	<b>100%</b>	<b>\$337,244</b>	<b>100%</b>	<b>\$362,435</b>	<b>\$699,679</b>

**801 General Administration, Management, IT, and Secretarial**

**Participant(s):** Metro COG

Administrative, management, information technology, or secretarial/office management tasks which are not attributable to specific transportation program aspects. This task includes human resources and personnel management, as well as other operational duties required to ensure efficient and functional operations of Metro COG. From an accounting perspective, this element of the work plan also includes holidays, vacation, sick leave and other types of leave identified in the Metro COG Personnel Manual.

**Activities:**

- Employee benefits administration (benefits, retirement, health and other insurance programs)
- Human resource activities (personnel reviews)
- Coordination with and oversight of Metro COG's contract accountant
- Annual audits
- Records management and retention
- General correspondence
- Timesheet preparation and review
- Initial contact (answering phone calls, staffing the front desk)
- Staff retention and recruitment efforts
- Maintenance of Metro COG Operations/Personnel Manual
- Preparation of and review of travel requests
- Development of a QAQC Policy and Procedure and Implementation
- Weekly staff meetings and timesheet development and approval



Products	Completion Date
2026 Employee Benefits	Ongoing
2027 Employee Benefits	Ongoing
FY 2025 Audit in 2026 (Financial)	3 <sup>rd</sup> QTR
2026 Audits in 2027 (Financial and Indirect Rate?)	3 <sup>rd</sup> QTR
Staff Performance Evaluations	As required
QAQC Policy and Procedure	2 <sup>nd</sup> QTR
Timesheets	Bi-weekly
Quarterly Reports to State DOTs	Quarterly
Travel Requests	As needed
Expense Reports	As needed

**802 Financial Budgeting and Tracking**

**Participant(s):** Metro COG

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

**Activities:**

- Preparing NDDOT monthly reimbursement documentation
- Tracking Metro COG's Finances
- Preparation and processing of agency dues/invoices
- Evaluation of CPG balances and follow-up actions to adjust spending
- Consult with NDDOT and MnDOT on financial and contractual obligations
- Review of invoices received from contractors and vendors
- Review of expense reports and credit card statements
- Tracking of project budgets
- Coordination with Metro COG’s accountants and auditors

Products	Completion Date
Metro COG NDDOT Reimbursement Package	Monthly
CPG Balance Tracking	Ongoing
NDDOT Grant Contract	4 <sup>th</sup> QTR
MnDOT Grant Contract	1 <sup>st</sup> QTR
Coordination with Accountant	Ongoing

### 803 Professional Development, Education and Training

**Participant(s):** Metro COG

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

**Activities:**

- Webinars, workshops, conferences and training sessions
- Continuing education in order to maintain credentials and certifications

Products	Completion Date
Training and Educational Opportunities	Ongoing

## 900 - Publications, Public Information, and Communication

### **Objective:**

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

### **Relation to Planning Factors:**

These activities are necessary to carry out planning activities that relate to all planning factors.

### **Relation to IJJA Planning Emphasis Areas:**

These activities are necessary to carry out planning activities that relate to all planning emphasis areas. In particular, Metro COG's website provides a source for multiple forms of data and information regarding transportation planning.

Assigned Staff Hours in UPWP	2026	2027
	469	463

### **Previous Accomplishments:**

- Published Metro COG Annual Report.
- Provided information related to transportation planning to the public, including traffic counts and forecasts, TIP, TDP and the MTP.
- Retrieve recent and past studies and maps in response to requests from the public.
- Expanded Metro COG website to include map resources and other reference material
- Updated Metro COG Webpages and Social Media
- Ongoing maintenance of website and social media

Figure 23 provides a breakdown of staff hours and budget in Publications, Public Information and Communication.

**Figure 23 - Activity Budget and Funding Source Split for Program Area 900**

Funding Source	2026		2027		Total Activity Budget 2026-2027
	Percent	Amount	Percent	Amount	
CPG	80%	\$19,134.08	80%	\$19,961	\$39,095
Local	20%	\$4,783.52	20%	\$4,990	\$9,774
<b>Total</b>	<b>100%</b>	<b>\$23,918</b>	<b>100%</b>	<b>\$24,951</b>	<b>\$48,868</b>

## 902 Website and Social Media

**Participant(s):** Metro COG

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

### Activities:

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

Products	Completion Date
2026 Update Metro COG website and Social Media platforms	Ongoing
2027 Update Metro COG website and Social Media platforms	Ongoing

## 1000 - Community Planning and Technical Assistance

### Objective:

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

Assigned Staff Hours in UPWP	2026	2027
	104	104

### Previous Accomplishments:

- Cass Clay Food Systems Advisory Commission support
- Clay County Comprehensive and Transportation Plan
- Casselton Comprehensive and Transportation Plan
- Dilworth Comprehensive & Transportation Plan

Figure 24 provides a breakdown of budget in Community Planning and Technical Assistance.

**Figure 24 - Activity Budget and Funding Source Split for Program Area 1000**

Funding Source	2026		2027		Total Activity Budget 2026-2027
	Percent	Amount	Percent	Amount	
CPG	80%	\$4,672.74	80%	\$4,992	\$9,665
Local	20%	\$1,168.18	20%	\$1,248	\$2,416
<b>Total</b>	<b>100%</b>	<b>\$5,841</b>	<b>100%</b>	<b>\$6,241</b>	<b>\$12,081</b>

### 1001 Cass-Clay Food Systems Advisory Commission

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

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

**Activities:**

- Support to Food Commission to inform people with reduced income about resources for food security.
- Regional Food Commission meeting facilitation and staff support travel time to meetings
- Presentations and information exchanges
- Attend conferences and training sessions

Products	Completion Date
2026 Regional Food Commission Support	Ongoing
2027 Regional Food Commission Support	Ongoing

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## Summary

Figures 25 and 26 show estimated staff hours for each category of the UPWP for 2026 and 2027.

**Figure 25 - Estimates of Staff Hours for 2026**

	Total Cost	Total Hours	Executive Director	Senior Planner	Transp. Planner	C / T Analyst	Assistant Planner (Transit)	Assistant Planner (TIP)	GIS Specialist	Office Manager	Intern
			\$ 115.12	\$ 77.87	\$ 62.77	\$ 59.24	\$ 59.62	\$ 43.89	\$ 51.21	\$ 44.62	\$ 19.38
100	\$96,566.60	1380	360	160	100	110	90	90	90	340	40
200	\$68,290.56	1024	30	350	350	74	80	10	110	0	20
300	\$207,148.69	3,247	515	616	298	113	90	1,199	224	52	140
400	\$160,580.30	3041	30	240	380	415	544	110	852	0	470
500	\$32,460.50	510	40	50	20	0	340	0	40	0	20
600	\$61,718.15	1193	0	20	400	90	230	135	120	4	194
700	\$96,215.15	1551	98	160	98	678	230	125	120	0	42
800	\$337,243.93	5161	1004	469	404	400	436	390	404	1594	60
900	\$23,917.60	469	3	15	30	120	40	21	100	90	50
1000	\$5,840.92	104	0	0	0	80	0	0	20	0	4
<b>Total</b>	<b>\$1,089,982.40</b>	<b>17680</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>1040</b>

**Figure 26 - Estimates of Staff Hours for 2027**

	Total Cost	Total Hours	Executive Director	Senior Planner	Transp. Planner	C / T Analyst	Assistant Planner (Transit)	Assistant Planner (TIP)	GIS Specialist	Office Manager	Intern
			\$ 123.47	\$ 82.61	\$ 65.43	\$63.19	\$ 64.30	\$ 46.17	\$ 55.39	\$ 47.99	\$19.38
100	\$103,179.90	1380	360	160	100	110	90	90	90	340	40
200	\$74,925.02	1086	26	320	340	0	200	20	160	0	20
300	\$221,148.03	3,266	510	635	298	113	95	1,199	224	52	140
400	\$172,597.66	3061	30	258	380	410	551	110	852	0	470
500	\$43,063.35	640	40	50	20	125	345	0	40	0	20
600	\$55,270.46	1014	0	20	460	40	110	130	80	4	170
700	\$97,328.90	1470	98	160	48	678	210	120	110	0	46
800	\$362,434.57	5196	1014	469	404	404	437	390	404	1594	80
900	\$24,950.79	463	2	8	30	120	42	21	100	90	50
1000	\$6,240.52	104	0	0	0	80	0	0	20	0	4
<b>Total</b>	<b>\$1,161,139.20</b>	<b>17,680</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>1040</b>

# Appendices

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## Appendix A – Policy Board, Transportation Technical Committee and Metro COG staff

### Metro COG Policy Board (as of July 2025)

#### Voting Members

Joel Vettel*	Cass County, North Dakota – County Commission
Denise Kolpack	City of Fargo, North Dakota – City Commission
Dave Piepkorn*	City of Fargo, North Dakota – City Commission
John Strand	City of Fargo, North Dakota – City Commission
Michelle Turnberg	City of Fargo, North Dakota – City Commission
Art Rosenberg	City of Fargo, North Dakota – Planning Commission
Thomas Schmidt	City of Fargo, North Dakota – Planning Commission
Maranda Tasa	City of Fargo, North Dakota – Planning Commission
Rory Jorgensen	City of West Fargo, North Dakota – City Commission
Brad Olson (VC)*	City of West Fargo, North Dakota – City Commission
Stephanie Landstrom*	City of Horace, North Dakota – City Council
Jenny Mongeau (C)*	Clay County, Minnesota – County Commission
Chuck Hendrickson*	City of Moorhead, Minnesota – City Council
Nicole Mattson	City of Moorhead, Minnesota – City Council
Sebastian McDougall	City of Moorhead, Minnesota – City Council
Dave Steichen*	City of Dilworth, Minnesota – City Council
Mike Reitz	Transit (MATBUS) Representative

(C) Chair and (VC) Vice Chair

\* Executive Committee member

#### Ex-Officio Members

Aaron Murra, PE, NDDOT Fargo District Engineer  
Shiloh Ward, PE, MnDOT West Central District 4 Engineer

#### Associate Members

Jeremy Cossett	City of Barnesville, Minnesota – City Council
Charlie Francis	City of Casselton, North Dakota – City Council
Steven Ring	City of Glyndon, Minnesota – City Council
Richard Sunberg	City of Harwood, North Dakota – City Council
Marc Ness	City of Hawley, Minnesota – City Council
Darrell Kersting	City of Kindred, North Dakota – City Council
Jason Astrup	City of Mapleton, North Dakota – City Council

#### Associate Member Alternates and Voting Alternates

Chad Peterson*	Cass County, North Dakota – County Commission
Scott Stofferahn*	City of Fargo, North Dakota – Planning Commission
Joe Kolb*	City of West Fargo, North Dakota – Planning Commission
Brent Holper*	City of Horace, North Dakota – City Administrator
Paul Krabbenhoff*	Clay County, Minnesota – County Commission
Deb White*	City of Moorhead, Minnesota – City Council
Julie Nash*	City of Dilworth, Minnesota – City Council
Jason Rick	City of Barnesville, Minnesota – Mayor
Michael Faught	City of Casselton, North Dakota – Mayor
Wendy Affield	City of Glyndon, Minnesota – City Auditor
Tracy Tollefson	City of Glyndon, Minnesota – Mayor
Casey Eggermont	City of Harwood, North Dakota – City Auditor
Sean Mork	City of Hawley, Minnesota – Mayor
Erica Polley	City of Hawley, Minnesota – City Clerk
Adam Spellhaug	City of Kindred, North Dakota – Council President
Andrew Draeger	City of Mapleton, North Dakota – Mayor

\*Voting Alternate

**Appendix A – Policy Board, Transportation Technical Committee and Metro COG Staff (continued)**

**Metro COG Transportation Technical Committee (as of July 2025)**

Kyle Litchy	Cass County, North Dakota – County Engineer
Cole Hansen	Cass County, North Dakota – County Planning Director
Jeremy Gorden (VC)*	City of Fargo, North Dakota – City Transportation Engineer
Nicole Crutchfield	City of Fargo, North Dakota – City Planning Director
Julie Bommelman	MATBUS (Transit Agency)
Kyle McCamy	City of West Fargo, North Dakota – City Engineering
Aaron Nelson	City of West Fargo, North Dakota – City Planning Director
Jace Hellman	City of Horace, North Dakota – City Planning Director
Justin Sorum	Clay County, Minnesota – County Engineer
Matthew Jacobson	Clay County, Minnesota – County Planning Director
Tom Trowbridge	City of Moorhead, Minnesota – City Engineer
Robin Huston	City of Moorhead, Minnesota – City Planning & Zoning
Jordan Smith	MATBUS (Transit Agency)
Don Lorsung	City of Dilworth, Minnesota – Community Development Director
Brit Stevens	North Dakota University Representative – NDSU
Kelly Krapu	Freight Committee Representative
Joe Raso	Greater Fargo-Moorhead Economic Development Foundation
Mary Safgren	MnDOT West Central District 4 Planning Director
Will Hutchings	NDDOT Local Government Division
Ben Griffith (C)*	Metro COG – Executive Director
VACANT	Minnesota College Representative
VACANT	Bicycle/Pedestrian Committee Representative
*(C)Chair and (VC) Vice Chair	

**Metro COG Staff (as of July 2025)**

Ben Griffith	Executive Director
Michael Maddox	Senior Transportation Planner
Dan Farnsworth	Transportation Planner
Adam Altenburg	Community and Transportation Analyst
Aiden Jung	Assistant Transportation Planner (Transit)
Paul Bervik	Assistant Transportation Planner (TIP)
Karissa Pavek	GIS Specialist
Angela Brumbaugh	Office Manager
VACANT	Intern

**Appendix B – Transportation Technical Committee and Policy Board meeting schedules for 2026 and 2027**

2026		2027	
Transportation Technical Committee	Policy Board	Transportation Technical Committee	Policy Board
January 8	January 15	January 14	January 21
February 12	February 19	February 11	February 18
March 12	March 19	March 11	March 18
April 9	April 16	April 8	April 15
May 14	May 21	May 13	May 20
June 11	June 18	June 10	June 17
July 9	July 16	July 8	July 15
August 13	August 20	August 12	August 19
September 10	September 17	September 9	September 16
October 8	October 15	October 14	October 21
November 12	November 19	November 10*	November 18
December 10	December 17	December 9	December 16

\*Wednesday meeting (due to Veterans Day on November 11)

Metro COG Transportation Technical Committee meetings are generally held at 10:00 AM (CST) on the second Thursday of each month. Policy Board meetings are generally held at 4:00 PM on the third Thursday of each month. Both meetings are held both as virtual meetings through the use of Zoom, and in person at the Metro COG offices:

Fargo-Moorhead Metropolitan Council of Governments  
 (Metro COG)  
 1 – 2<sup>nd</sup> Street North  
 Case Plaza, Suite 232  
 Fargo, North Dakota 58102-4807

Meeting agenda packets are posted to the Metro COG website at: [www.fmmetrocog.org](http://www.fmmetrocog.org) and are available at the Metro COG offices one week in advance of the meetings. Interested parties may request to be added to an e-mailed distribution list to receive a Zoom weblink and meeting packet for one or both meetings.

On occasion, due to a holiday, or an emergency, Metro COG must change a regularly scheduled meeting to a different date. When this occurs, the information is posted in advance on the website at: [www.fmmetrocog.org](http://www.fmmetrocog.org).

## Appendix C – Documentation of Local Match for 2026

The following table shows Metro COG's operations and overhead and the breakout between Federal and local funding for 2026.

Jurisdiction Operations Dues Summary - 2026 Budget										
Dues and Local Match on Contracted Planning Projects	Participating Jurisdictions	Jurisdiction								Total Cost Split Between Jurisdictions
		Cass Co.	Clay Co.	Dilworth	Fargo	Horace	Moorhead	West Fargo	Casselton	
<b>Metro COG Dues</b>										
Approved Dues Formula		5.3%	6.1%	2.0%	50.0%	1.3%	19.3%	16.2%		100.00%
<b>Internal Operations (eligible costs)</b>										
Metro COG Personnel (Total Loaded Wage)	All	\$11,553.81	\$13,297.79	\$4,359.93	\$108,998.24	\$2,833.95	\$42,073.32	\$35,315.43		\$ 217,996.48
Metro COG Overhead Costs	All	\$3,821.96	\$4,398.86	\$1,442.25	\$36,056.20	\$937.46	\$13,917.69	\$11,682.21		\$ 72,112.40
MnDOT Match Requirement	All	\$405.20	\$466.30	\$152.90	\$3,822.50	\$99.40	\$1,475.50	\$1,238.50		\$ 7,645.00
<b>Total Dues (Internal)</b>		<b>\$15,780.97</b>	<b>\$18,162.95</b>	<b>\$5,955.08</b>	<b>\$148,876.94</b>	<b>\$3,870.81</b>	<b>\$57,466.51</b>	<b>\$48,236.14</b>		<b>\$297,753.88</b>
<b>Internal Operations (ineligible costs)</b>	All	\$202.00	\$232.00	\$76.00	\$1,900.00	\$50.00	\$734.00	\$616.00		\$3,800.00
<b>Total</b>		<b>\$15,982.97</b>	<b>\$18,394.95</b>	<b>\$6,031.08</b>	<b>\$150,776.94</b>	<b>\$3,920.81</b>	<b>\$58,200.51</b>	<b>\$48,852.14</b>		<b>\$301,553.88</b>
General Notes:										
<sup>1</sup> Contracted Studies will be billed to jurisdictions when the project is to begin.										
<sup>2</sup> Contracted Planning Studies are contingent on the availability of federal funding.										

## Appendix C – Documentation of Local Match for 2026 (continued)

The following table shows the projects, project budgets, and breakout between Federal and local funding for 2026.

Dues and Local Match on 2026 Contracted Planning Projects	Participating Jurisdictions	Jurisdiction								Total Cost	Federal Share	Federal %	Local Share	Local %
		Cass Co.	Clay Co.	Dilworth	Fargo	Horace	Moorhead	West Fargo	Casselton					
Approved Metro COG Dues Formula		5.3%	6.1%	2.0%	50.0%	1.3%	19.3%	16.2%	0.0%	100.00%				
<b>Regional Contracted Planning Projects</b>														
NDSU ATAC Annual Participation (Year 2 of 3)	All	\$106.00	\$122.00	\$40.00	\$1,000.00	\$26.00	\$386.00	\$324.00		\$10,000.00	\$8,000.00	80%	\$2,000.00	20%
2055 MTP Traffic Counts	All	\$1,325.00	\$1,525.00	\$500.00	\$12,500.00	\$325.00	\$4,825.00	\$4,050.00		\$125,000.00	\$100,000.00	80%	\$25,000.00	20%
2055 MTP Data Purchase	All	\$53.00	\$61.00	\$20.00	\$500.00	\$13.00	\$193.00	\$162.00		\$5,000.00	\$4,000.00	80%	\$1,000.00	20%
<b>Total - Projects Shared Across Metro Area</b>		<b>\$1,484.00</b>	<b>\$1,708.00</b>	<b>\$560.00</b>	<b>\$14,000.00</b>	<b>\$364.00</b>	<b>\$5,404.00</b>	<b>\$4,536.00</b>	<b>\$0.00</b>	<b>\$10,000.00</b>	<b>\$8,000.00</b>		<b>\$2,000.00</b>	
<b>Jurisdiction-Specific Contracted Planning Studies</b>														
Moorhead Intersection Traffic Data Collection (Year 2 of 3)	Moorhead						\$3,298.40			\$16,492.00	\$13,193.60	80%	\$3,298.40	20%
West Metro Perimeter Highway Corridor Study (Year 3 of 3)	Cass County	\$5,000.00								\$25,000.00	\$20,000.00	80%	\$5,000.00	20%
Casselton Hwy 18 Turn Lane Analysis	Casselton								\$10,000.00	\$50,000.00	\$40,000.00	80%	\$10,000.00	20%
<b>Total - Jurisdiction-Specific Planning Studies</b>		<b>\$5,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,298.40</b>	<b>\$0.00</b>	<b>\$10,000.00</b>	<b>\$91,492.00</b>	<b>\$73,193.60</b>		<b>\$18,298.40</b>	
<b>Grand Total</b>		<b>\$6,484.00</b>	<b>\$1,708.00</b>	<b>\$560.00</b>	<b>\$14,000.00</b>	<b>\$364.00</b>	<b>\$8,702.40</b>	<b>\$4,536.00</b>	<b>\$10,000.00</b>	<b>\$101,492.00</b>	<b>\$81,193.60</b>		<b>\$20,298.40</b>	
General Notes:														
<sup>1</sup> Contracted Studies will be billed to jurisdictions when the project is to begin.														
<sup>2</sup> Contracted Planning Studies are contingent on the availability of federal funding.														

### Appendix C – Documentation of Local Match for 2027 (continued)

The following table shows Metro COG's 2026 operations and overhead and breakout between Federal and local funding for 2027.

Jurisdiction Operations Dues Summary - 2027 Budget									
Dues and Local Match on Contracted Planning Projects	Participating Jurisdictions	Jurisdiction							Total Cost Split Between Jurisdictions
		Cass Co.	Clay Co.	Dilworth	Fargo	Horace	Moorhead	West Fargo	
<b>Metro COG Dues</b>									
Approved Dues Formula		5.3%	6.1%	2.0%	50.0%	1.3%	19.3%	16.2%	100.00%
<b>Internal Operations (eligible costs)</b>									
Metro COG Personnel (Total Loaded Wage)	All	\$12,308.08	\$14,165.90	\$4,644.56	\$116,113.92	\$3,018.96	\$44,819.97	\$37,620.91	\$ 232,227.84
Metro COG Overhead Costs	All	\$3,991.42	\$4,593.90	\$1,506.20	\$37,654.90	\$979.03	\$14,534.79	\$12,200.19	\$ 74,549.80
MnDOT Match Requirement	All	\$405.20	\$466.30	\$152.90	\$3,822.50	\$99.40	\$1,475.50	\$1,238.50	\$ 7,645.00
<b>Total Dues (Internal)</b>		<b>\$16,704.70</b>	<b>\$19,226.10</b>	<b>\$6,303.66</b>	<b>\$157,591.32</b>	<b>\$4,097.39</b>	<b>\$60,830.26</b>	<b>\$51,059.60</b>	<b>\$314,422.64</b>
<b>Internal Operations (ineligible costs)</b>	All	\$202.00	\$232.00	\$76.00	\$1,900.00	\$50.00	\$734.00	616.00	\$3,800.00
<b>Total</b>		<b>\$16,906.70</b>	<b>\$19,458.10</b>	<b>\$6,404.66</b>	<b>\$159,491.32</b>	<b>\$4,147.39</b>	<b>\$61,564.26</b>	<b>\$51,878.09</b>	<b>\$320,875.54</b>

General Notes:

<sup>1</sup>Contracted Studies will be billed to jurisdictions when the project is to begin.

<sup>2</sup>Contracted Planning Studies are contingent on the availability of federal funding.

## Appendix C – Documentation of Local Match for 2027 (continued)

The following table shows the 2027 projects, project budgets, and breakdown of Federal and local funding for 2027.

Dues and Local Match on 2027 Contracted Planning Projects	Participating Jurisdictions	Jurisdiction							Total Cost	Federal Share	Federal %	Local Share	Local %
		Cass Co.	Clay Co.	Dilworth	Fargo	Horace	Moorhead	West Fargo					
Approved Metro COG Dues Formula		5.3%	6.1%	2.0%	50.0%	1.3%	19.3%	16.2%	100.00%				
<b>Regional Contracted Planning Projects</b>													
NDSU ATAC Annual Participation (Year 2 of 3)	All	\$106.00	\$122.00	\$40.00	\$1,000.00	\$26.00	\$386.00	\$324.00	\$10,000.00	\$8,000.00	80%	\$2,000.00	20%
2055 MTP Demographic Study	All	\$795.00	\$915.00	\$300.00	\$7,500.00	\$195.00	\$2,895.00	\$2,430.00	\$75,000.00	\$60,000.00	80%	\$15,000.00	20%
2055 MTP Travel Demand Model	All	\$1,272.00	\$1,464.00	\$480.00	\$12,000.00	\$312.00	\$4,632.00	\$3,888.00	\$120,000.00	\$96,000.00	80%	\$24,000.00	20%
Metro COG Bicycle and Pedestrian Plan Update	All	\$1,590.00	\$1,830.00	\$600.00	\$15,000.00	\$390.00	\$5,790.00	\$4,860.00	\$150,000.00	\$120,000.00	80%	\$30,000.00	20%
<b>Total - Projects Shared Across Metro Area</b>		<b>\$3,763.00</b>	<b>\$4,331.00</b>	<b>\$1,420.00</b>	<b>\$35,500.00</b>	<b>\$923.00</b>	<b>\$13,703.00</b>	<b>\$11,502.00</b>	<b>\$310,000.00</b>	<b>\$248,000.00</b>		<b>\$62,000.00</b>	
<b>Jurisdiction-Specific Contracted Planning Studies</b>													
Moorhead Intersection Traffic Data Collection (Year 3 of 3)	Moorhead						\$3,298.00		\$16,492.00	\$13,194.00	80%	\$3,298.00	20%
Horace Citywide Bicycle and Pedestrian Plan	Horace					\$8,000.00			\$40,000.00	\$32,000.00	80%	\$8,000.00	20%
<b>Total - Jurisdiction-Specific Planning Studies</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,000.00</b>	<b>\$3,298.00</b>	<b>\$0.00</b>	<b>\$56,492.00</b>	<b>\$45,194.00</b>		<b>\$11,298.00</b>	
<b>Grand Total</b>		<b>\$3,763.00</b>	<b>\$4,331.00</b>	<b>\$1,420.00</b>	<b>\$35,500.00</b>	<b>\$8,923.00</b>	<b>\$17,001.00</b>	<b>\$11,502.00</b>	<b>\$366,492.00</b>	<b>\$293,194.00</b>		<b>\$73,298.00</b>	
General Notes:													
<sup>1</sup> Contracted Studies will be billed to jurisdictions when the project is to begin.													
<sup>2</sup> Contracted Planning Studies are contingent on the availability of federal funding.													

## **Appendix D – Metro COG Cost Allocation Plan**

### **Metro COG Cost Allocation Plan**

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) has prepared a cost allocation plan in support of the 2026-2027 Unified Planning Work Program (UPWP). It is intended to describe the procedures used by Metro COG to distribute indirect costs incurred over the 24-month period (January 1, 2026 – December 31, 2027) among local, state and federal granting agencies.

### **Metro COG Funding and Billing Procedures**

#### Federal

For 2026-2027, Metro COG will receive the majority of its revenues from a Consolidated Planning Grant (CPG) administered by the North Dakota Department of Transportation (NDDOT). 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 reimbursement requests to NDDOT break out costs by direct labor, indirect costs and contracted planning costs.

#### State

Metro COG will receive approximately \$30,580 annually from the Minnesota Department of Transportation (MnDOT) through a legislatively created state-funded planning grant. The MnDOT grant requires a 20% local match, which is met out of expenses billed to Program Area 901; and through the dues collected from Metro COG's member jurisdictions. The 20% match on the MnDOT amount is estimated annually at approximately \$7,645 based on the estimated MnDOT grant amount. The other 80% of the MnDOT grant is used as the 20% match on CPG eligible activities. Metro COG bills MnDOT quarterly for ¼ of the annual estimated amount for reimbursement of the state planning grant funds.

#### Local

Metro COG will collect local dues annually from its local member jurisdictions. The local dues make up the majority of the required 20% match on CPG eligible costs for internal operations. Local match on contracted planning activities (Program Area 1000) are collected directly from benefitting jurisdictions or agencies and are not covered by Metro COG local dues contributions. Metro COG invoices all local member jurisdictions once annually for payment of local dues and required match on contracted planning activities. If funding becomes available for additional projects, local jurisdictions' ability to fund local match is considered whether to proceed or delay until local match is available.



## **Appendix D – Metro COG Cost Allocation Plan (continued)**

### ***Labor Costs (Direct Costs)***

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

### ***Indirect Costs (Overhead, Administration and Release Time)***

Metro COG's indirect costs for 2026 and 2027 are demonstrated in Program Area 800 and overhead costs 800a – 800r. Program Area 800 uses 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 800a – 800r is overhead costs incurred to support the operations of Metro COG.

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

Metro COG clearly delineates indirect costs from direct project costs (billable staff time or consultant and contracted charges) when 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 800a – 800r.

For internal budgeting purposes, Metro COG splits the overhead component of its indirect costs by those eligible for CPG reimbursement (overhead costs) and those ineligible for reimbursement (801). Costs show in 802 are costs considered ineligible to partially meet the local match against the annual MnDOT state planning grant, which requires a local match of 20%, which is estimated annually at approximately \$6,177 based on the estimated MnDOT grant amount. Metro COG and NDDOT annually

## **Appendix D – Metro COG Cost Allocation Plan (continued)**

reconciles indirect billing amounts to ensure accuracy of costs being reimbursed as indirect with CPG funds.

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

- 800a – Travel/Registration/Training: Registration fees for conferences, workshops and seminars; mileage and travel reimbursements, including per diems, related to pre-approved staff travel.
- 800b – Dues/Subscriptions: Expenses for dues and subscriptions for transportation planning related publications and professional organizations (if CPG eligible).
- 800c – Office Supplies: Materials and supplies (paper, pens, pencils, etc.).
- 800d – Postage: Postage meter lease and postage costs.
- 800e – Advertising: Advertising costs related to the publication of Metro COG meetings and events (PPP); and ads regarding employee recruitment.
- 800f – Office Rent: Rent payments regarding Metro COG office space.
- 800g – Insurance: Several interrelated insurance policies protecting Metro COG material items, liability for staff, the Director, and the Policy Board.
- 800h – Communications: Monthly internet/phone/data charges.
- 800i – Information Systems: Related to support of information systems (IS) of Metro COG, including hardware, software, website hosting, and managed IT services.
- 800j – Audit (contracted): Metro COG's annual financial audit.
- 800k – Office Equipment: Replacement/purchase of office equipment, 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).

## Appendix D – Metro COG Cost Allocation Plan (continued)

- 800l – Equipment Rental (including printing): This relates to the lease/rental of equipment, primarily Metro COG's multifunction printer; including cost-per-copy printing.
- 800m – Attorney's Fees: Legal costs. Banking Fees: Service Charges.
- 800n – Accounting Services (contracted): Costs related to accounting services.
- 800o – HR services: Expenses related to Metro COG's use of Human Resources services.
- 800p – Traffic Count Equipment Maintenance: Costs related to replacement/purchase of traffic count equipment and maintenance.
- 800q – Payroll Services: Payroll services not covered under accounting services.

### 801 Locally Funded Overhead

Miscellaneous (Locally Funded): Covers miscellaneous costs that are not eligible for federal reimbursement (occasional food/meals for meetings); and is used to cover unexpected expenses for which no other overhead category is suitable. Local funds were requested to build up a traffic count equipment replacement account.

- 801a – Bike Map App Updates and miscellaneous locally funded supplies
- 801b – Traffic Count Equipment Replacement Fund
- 801c – Miscellaneous Office Supplies

The table on the following page shows Metro COG's Overhead Costs as estimated for the 2026-2027 UPWP.

Appendix D – Metro COG Cost Allocation Plan (continued)

## Overhead Costs - 2026/2027 Budget

800 Overhead		2026	2027
800a	Travel / Registrations/ Training/etc..	\$20,000.00	\$20,000.00
800b	Dues / Subscriptions	\$11,585.00	\$12,500.00
800c	Office Supplies	\$2,000.00	\$2,000.00
800d	Postage	\$500.00	\$500.00
800e	Advertising	\$2,000.00	\$2,000.00
800f	Office Rent	\$99,000.00	\$101,000.00
800g	Insurance	\$7,940.00	\$8,355.00
800h	Communications	\$4,200.00	\$4,400.00
800i	Information Systems	\$131,129.00	\$138,867.00
800j	Audit	\$18,000.00	\$18,000.00
800k	Office Equipment	\$500.00	\$500.00
800l	Printing	\$5,696.00	\$5,696.00
800m	Legal Services	\$1,500.00	\$1,500.00
800n	Accounting Services	\$20,050.00	\$22,100.00
800o	HR Services	\$500.00	\$500.00
800p	Traffic Count Equipment Maintenance and Replacement	\$33,927.00	\$34,596.00
800q	Payroll Services	\$2,035.00	\$2,035.00
<b>Total Overhead</b>		<b>\$360,562.00</b>	<b>\$374,549.00</b>
801 Overhead (Funded Locally)		2026	2027
801a	Bike Map App Updates and misc. locally funded supplies	\$1,800.00	\$1,800.00
801b	Traffic Count Equipment Replacement Fund	\$1,000.00	\$1,000.00
801c	Misc. Office Supplies	\$1,000.00	\$1,000.00
<b>Total Overhead (Funded Locally)<sup>1</sup></b>		<b>\$3,800.00</b>	<b>\$3,800.00</b>
<b>Total 2026 and 2027 Overhead Costs</b>		<b>\$364,362.00</b>	<b>\$378,349.00</b>

**Notes:**

<sup>1</sup> Funds used for non-federally reimbursable products or purchases.

## **Appendix D – Metro COG Cost Allocation Plan (continued)**

### ***Metro COG's Indirect Rate***

Metro COG's indirect rate is determined based on a reconciliation of past year costs (e.g., the FY 2026 indirect rate will be based on actual reconciled indirect costs for 2023). A new indirect rate is approved periodically by NDDOT. Indirect costs take into account all overhead costs (as shown in Program 800a – 800r) and administrative costs shown in Program Area 800, as a factor of total direct costs (indirect costs ÷ direct costs = indirect rate). The indirect rate is applied to all work (almost exclusively in the 1000 Program Area) provided by Metro COG for which costs are not reimbursed by NDDOT with CPG funds.

### ***Contracted Planning Costs***

All direct and identifiable indirect costs attributable to *non-metropolitan wide* Contracted Planning Projects in Program Area 1000 are recouped directly from the project budget and are therefore treated as excluded costs. No indirect costs for project implementation of non-metropolitan wide contracted planning studies (public meeting notices or meeting space rentals) are billed to Metro COG's overhead. The only deviation would be nominal costs incurred through actions such as photocopying and other tasks, which generate a very small costs to Metro COG's overhead, mostly related to consultant procurement or contract management.

### ***Special Project Costs***

Metro COG has estimated that less than 5% of all billable labor by Metro COG staff over the calendar years of 2026-2027 will not be eligible for reimbursement through the CPG funds administered by NDDOT. These costs are exclusive to Program 1000, Community Planning and Technical Assistance. For services provided in the 1000 Program Area, Metro COG recoups ineligible direct costs and indirect costs based on an hourly billing rate through a contract with the recipient community. For projects with a partial CPG component, costs are tracked and billed accordingly and reconciled at the end of the project and the end of each calendar year. Metro COG timesheets and indirect costs tracking procedures allow for accurate tracking of costs by UPWP Program Area and task activity.

**Appendix E – Metro COG 2025 Transportation Improvement Program Self Certification Statement**

[Insert Resolution Endorsing the FY 2026-2029 TIP Program here]

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**Appendix E – Metro COG 2025 Transportation Improvement Program Self Certification Statement (continued)**

[Insert Resolution Confirming the MTP as Being Currently Valid Here]

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**Appendix E – Metro COG 2025 Transportation Improvement Program Self Certification Statement (continued)**

[Insert Transportation Planning Process Self-Certification Statement here]

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**Appendix F – Certification of Restrictions on Lobbying**

[Insert Certification of Restrictions on Lobbying here]

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## Appendix G – MATBUS FTA Section 5307 Projects

<b>Local Transit Planning (FTA 5307 Funded)</b>	<b>Participant(s):</b> MATBUS (Transit Agency)
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This section describes transit planning activities conducted by MATBUS through Section 5307 transit funding, so that FM 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 budget, because the funding is now provided directly to the City of Fargo, the fiscal agent for MATBUS.

### Objective:

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

**Assigned Staff Hours:** 510 (2026)                      640 (2027)

### Activities:

- Ridership and statistical analysis
- Financial Planning – update short- and long-term financial plans, capital improvement plans, asset management plans
- Route and operations planning – evaluate route performance, plan new routes and changes to existing routes, conduct passenger surveys
- Safety and security – review plans and analyze effectiveness
- Transit marketing – evaluate plans and analyze effectiveness of activities and communication through social media
- Meeting participation – Transportation Technical Committee, Bike and Pedestrian Committee, MATBUS Coordination Committee, Fargo-Moorhead Metropolitan Council of Governments (Metro COG) Policy Board, Transportation Improvement Program, Transit Development Plan, Long Range Transportation Plan, U-Pass Program, and other transit and human service agencies

<b>Products</b>	<b>Completion Date</b>
Ridership and Operations/Performance Reports	Monthly
Annual Ridership and Statistical Report	1 <sup>st</sup> Quarter
Farebox Revenue Analyses	Quarterly
10-Year Financial Plan	2 <sup>nd</sup> Quarter
5-Year Capital Improvement Plan	3 <sup>rd</sup> Quarter
Asset Management Plan Update	1 <sup>st</sup> Quarter
Safety and Security Analysis	Ongoing
Marketing and social media	Ongoing
Meeting Participation	Monthly

**Appendix H – Adopting Resolution and Meeting Minutes from the September 25, 2025 Policy Board Meeting**

[Insert APPROVED Policy Board Meeting Minutes Here]

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