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# Unified Planning Work Program

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2019 - 2020

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March 21, 2019  
Amendment #2

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**Fargo-Moorhead Metropolitan Council of Governments**



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### Disclaimer

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

## 1. Introduction

The Unified Planning Work Program (UPWP) documents the Fargo-Moorhead Metropolitan Council of Governments (Metro COG) planning-related activities and projects for the 2019-2020 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 across jurisdictional boundaries.

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

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

Source: Metro COG (2018)

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

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

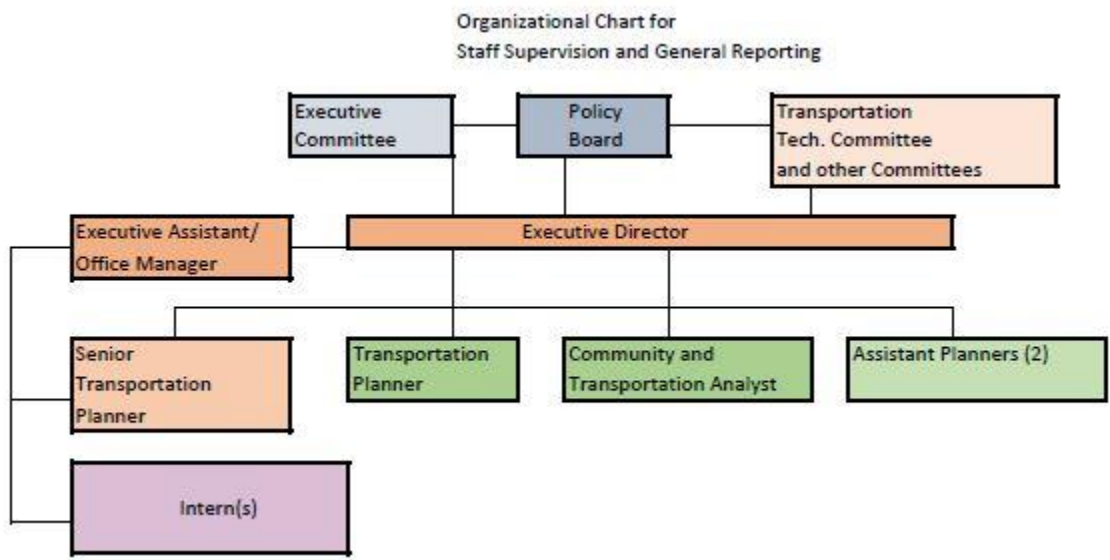
Many federal transportation programs, policies and funding categories rely upon a clear and well-documented distinction between urban and rural areas. Urban and rural areas are explicitly defined by the Census Bureau according to specific population, density and related criteria. The boundary separating urban from rural is called the Urbanized Area Boundary (UZA). UZAs may be expanded to accommodate

irregularities and boundaries that are separated from or inconsistent with transportation features. The UZA may not be reduced in size, only adjusted outward.

Figure 1.2 outlines the Metro COG Planning Area Boundary and identifies the adjusted UZA for the Metro COG Region.

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

**Figure 1.3.1 Metro COG Organizational Chart for Staff Supervision and General Reporting**



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

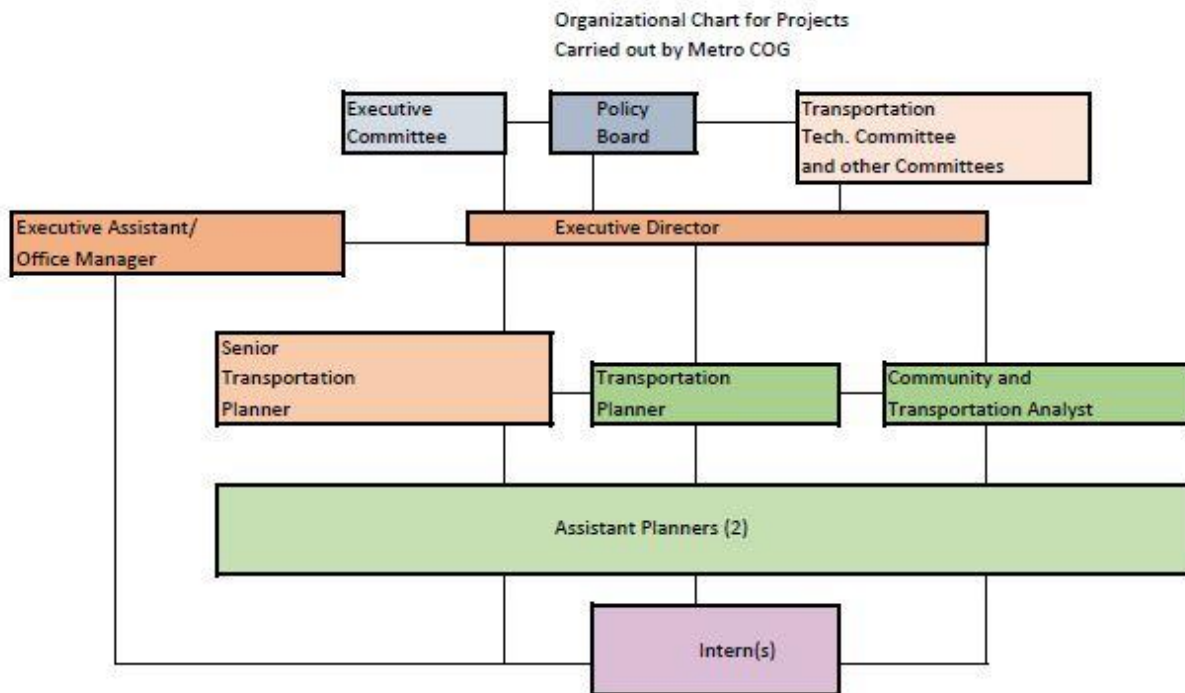
The Metro COG Transportation Technical Committee (TTC) reviews and makes recommendations related to transportation to the Policy Board. The TTC is a 22-member body with representatives from the planning and public works/engineering departments of local jurisdictions, transit agencies, state Departments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

The Policy Board hires an Executive Director and professional staff to accomplish the tasks identified in this UPWP. In addition to the Executive Director, agency staff consists of five planning positions and one Executive Assistant.

The Metro COG organizational structure is identified in Figure 1.3.1 and 1.3.2. Policy Board and TTC membership and Metro COG staff is listed in Appendix A.

The dates for all Policy Board, Executive Committee and Transportation Technical Committee meetings are published in the newspaper of record (The Forum) in January of each year. Notice of all meetings and full agenda packets are posted on the Metro COG web site in advance of the meetings. Policy Board and TTC meeting dates are shown in Appendix B. Executive Committee meetings are held on an as-needed basis on the first Wednesday of each month.

### 1.3.2. Organizational Chart for Projects Carried out by Metro COG



## 2. 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 a MPO, the Metro COG UPWP is developed in accordance with the metropolitan planning provisions described in 23 CFR, part 450 and 49 CFR, part 613. It is created in cooperation with federal and state agencies that are financial sponsors and it is intended as a management tool for participating agencies.

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

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

In addition to the UPWP, Metro COG's responsibilities include the development and maintenance of a Metropolitan Transportation Plan (MMTP), 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 (2017)*. 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 12 program areas with multiple sub-tasks assigned to each. Sub-tasks are specific work activities or projects within each program area.

The 2019-2020 Program Areas are identified in Figure 2.1.

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

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

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

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

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

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

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

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

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

Metro COG is currently working on an update to the MTP. The updated plan, entitled *Metro Grow*, is scheduled for completion and adoption in 2019.



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

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

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

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

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

Source: Metro COG (2016)

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

- **FAST Performance-based Planning:** Transition to a performance-based approach to planning and programming that supports the achievement of transportation system performance outcomes.
- **Models of Regional Planning Cooperation:** Promote cooperation and coordination across MPO boundaries and across state boundaries to ensure a regional approach to transportation planning.
- **Ladders of Opportunity:** As part of the transportation planning process, identify gaps in access to essential services, to include housing, employment, healthcare, schools/education and recreation.

The PEAs require transition to performance based planning programming as per MAP-21, and implemented through FAST. In 2018, Metro COG adopted Performance Measures regarding safety, reliability, and pavement/bridge condition. As a bi-state MPO, Metro COG carries out numerous projects that promote cooperation and coordination across state boundaries to ensure a regional approach to transportation planning. A current example is the 2045 MTP. In addition, committees dealing with bicycle and pedestrian use, transit, traffic operations, safety, freight and GIS promote communication, cooperation and coordination between jurisdictions and across state boundaries. Corridor studies, transit plans, and the MTP analyze, document, and emphasize the importance of access to essential services in which the transportation planning process identifies transportation connectivity gaps in access to essential services. A copy of the announcement letter is included in Appendix C.

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

**Figure 3.3 Planning Emphasis Areas Addressed in the Metro COG UPWP**

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

Source: Metro COG (2017)

## 4. Funding Overview and Annual Budgets

### Federal Funding

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

### State and Local Funding

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

### Budget

The Metro COG Budget has two components: an operations budget and a contracted planning services budget. The contracted planning services budget includes the Consolidated Planning Grant (CPG) federal funds to accomplish planning studies in the region. Local funds for these projects are provided by a jurisdiction or multiple jurisdictions through special assessments to be used only for these projects. The operating budget also consists of CPG funds, but the local share of funds come from all voting member jurisdictions through an annual collection of jurisdiction dues. Tables showing local jurisdiction dues for 2019 and 2020 are included as Appendix D. A summary of the approved 2019-2020 budget is shown in Figure 4.1 on the following page.

The Metro COG Budget assigns funding in amounts to accomplish each of the Program Areas of the UPWP. Figure 4.2 on the following page identifies the major Program Areas for 2019 and 2020, 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 4.1 Metro COG 2019-2020 UPWP Operating Budget by Program Area**

Program Area	2019		2020	
	Budget	Staff Hours	Budget	Staff Hours
100 Policy and Administrative Forums	\$54,079.90	1,120	\$62,668.30	1,230
200 Contracted Planning	\$141,501.10	3,320	\$75,090.70	1,850
300 Federal Transportation Planning & Documentation	\$73,739.70	1,390	\$103,697.10	1,920
400 Technical Transportation Data & Analysis	\$73,063.40	1,825	\$90,542.10	2,215
500 Transit Planning	\$16,293.00	355	\$26,857.80	545
600 Bicycle & Pedestrian Planning	\$25,595.40	670	\$43,390.30	1,030
700 Local Planning Assistance	\$40,759.20	930	\$54,411.00	1,190
800 General Administration	\$195,623.50	4,470	\$214,628.80	4,590
900 Publications Public Information and	\$11,976.70	310	\$14,044.70	350
1000 Community Planning and Technical Assistance	\$24,590.50	650	\$4,718.80	120

Source: Approved Metro COG Annual Budgets, 2019 and 2020

## 5. Carryover Projects

At the start of a new calendar year, all of those projects from the previous year that remained uncompleted must be carried over into the next year's list of projects. These projects mainly consist of projects that are being completed by a consultant. The jurisdictions who have financially participated in these projects have already been assessed their dues. These projects are simply listed to convey the ongoing planning activities utilizing the previous year's grant money. Figure 5.1 lists these carry over projects.

**Figure 5.1 2017 and 2018 Carryover Projects**

2017-2018 Carryover Projects							
Project	Jurisdiction	Total Cost	Total Estimated Carryover	Federal %	Federal Share	Local %	Local Share
13th Avenue Study (2017)	West Fargo	\$ 249,735.47	\$ 116,556	80%	\$ 93,245	20%	\$ 23,311
2045 Long Range Transportation Plan	Regional	\$ 372,649.38	\$ 280,098	80%	\$ 224,079	20%	\$ 56,020
12th Ave South Corridor Study	Moorhead	\$ 175,000.00	\$ 130,672	80%	\$ 104,538	20%	\$ 26,134
US 10/US 75 Corridor Study	MnDOT	\$ 200,000.00	\$ 199,721	80%	\$ 159,777	20%	\$ 39,944
Cass County CR18 Corridor Study	Cass County	\$ 125,000.00	\$ 81,806	80%	\$ 65,445	20%	\$ 16,361
ATAC - Intersection Traffic Data Reporting	Regional	\$ 38,000.00	\$ 38,000	80%	\$ 30,400	20%	\$ 7,600
Fargo Safe Routes to Schools Plan	Fargo	\$ 200,000.00	\$ 200,000	80%	\$ 160,000	20%	\$ 40,000
Regional Bike Gap Analysis	Regional	\$ 150,000.00	\$ 150,000	80%	\$ 120,000	20%	\$ 30,000
76th Avenue Corridor Study	Horace/Fargo/Cass	\$ 175,000.00	\$ 174,914	80%	\$ 139,931	20%	\$ 34,983
Horace Comprehensive & Transportation Plan	Horace	\$ 160,000.00	\$ 160,000	50%	\$ 80,000	50%	\$ 80,000
Transit Authority Implementation Study	Fargo/Moorhead	\$ 200,000.00	\$ 200,000	80%	\$ 160,000	20%	\$ 40,000
17th Avenue South Corridor Study*	Fargo	\$ 209,658.21	\$ 10,000	0%	\$ -	100%	\$ 10,000
<b>Total</b>		<b>\$ 4,300,438.91</b>	<b>\$ 1,741,768</b>		<b>\$ 1,337,414</b>		<b>\$ 404,354</b>

\*2017 carryover project added as part of UPWP Amendment #2.

There is a large number of carryover projects between 2018 and 2019 due to the large number of projects added to the work program in the second half of 2018. These projects were added to the UPWP to address a number of issues that had arisen since adoption of the 2040 MTP, and had not yet been addressed. Many concerns and

issues were raised by local jurisdictions due to the high growth rate the region is experiencing. Many of the projects initiated in 2018 and carried over into 2019 address these issues.

## 6. 2019 and 2020 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 last couple of years, Metro COG has expanded this program because of the needs of the Fargo Moorhead Region.

Metro COG partners with its local jurisdictions and entities such as the Minnesota and North Dakota Departments of Transportation to advance transportation, and its related components, by developing, leading, and funding projects aimed at tackling regional issues. Figures 6.1 and 6.2 list those projects that Metro COG has developed, with the assistance of its regional partners, to complete in 2019 and 2020. 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 6.1 2019 Contracted Planning Projects**

2019 Contracted Projects						
Project	Jurisdiction	Total Cost	Federal %	Federal Share	Local %	Local Share
NDSU ATAC Annual Participation (TDM Model Dev)	Regional	\$10,000	80%	\$8,000	20%	\$2,000
Metro COG Office Remodel & Furnishing (2019-2020)	Regional	\$320,000	80%	\$256,000	20%	\$64,000
9th Street Corridor Study	West Fargo	\$100,000	80%	\$80,000	20%	\$20,000
Northwest Metro Transportation Plan (2019-2020)	Fargo/West Fargo	\$200,000	80%	\$160,000	20%	\$40,000
Fargo-Moorhead Diversion Rec Plan (2019-2020)*	Diversion Authority	\$80,000	50%	\$40,000	50%	\$40,000
<b>Total</b>		<b>\$710,000</b>		<b>\$544,000</b>		<b>\$166,000</b>

\* For 2019, uses unspent dollars from the 2018 Fargo - West Fargo Parking and Access Study and 52nd Avenue S Corridor Study (approximately \$40,000) and for 2020, uses budget correction for the Moorhead 17th Street Study (\$75,000). Local share is assumed to be paid by Diversion Authority at 50%.

Denotes revised amounts in UPWP Amendment #1

Figure 6.1 2019 and 2020 Contracted Planning Projects

**Figure 6.2 2020 Contracted Planning Projects**

2020 Contracted Projects						
Project	Jurisdiction	Total Cost	Federal %	Federal Share	Local %	Local Share
NDSU ATAC Annual Participation (TDM Model Dev)	Regional	10,000	80%	8,000	20%	2,000
MATBUS Transit Development Plan	MATBUS	200,000	80%	160,000	20%	40,000
Metro COG Traffic Counting Program	Regional	125,000	80%	100,000	20%	25,000
17th Street Corridor Study	Moorhead	100,000	80%	80,000	20%	20,000
Fargo-Moorhead Diversion Rec Plan (2019-2020)*	Diversion Authority	150,000	50%	75,000	50%	75,000
Northwest Metropolitan Transportation Plan	Fargo/West Fargo	50,000	80%	40,000	20%	10,000
Metro COG Office Remodel and Furnishing	Regional	25,000	80%	20,000	20%	5,000
<b>Total</b>		<b>660,000</b>		<b>483,000</b>		<b>177,000</b>

\* For 2019, uses unspent dollars from the 2018 Fargo - West Fargo Parking and Access Study (approximately \$40,000) and for 2020, uses budget correction for the Moorhead 17th Street Study (\$75,000). Local share is assumed to be paid by Diversion Authority at 50%.



## 7. Strategic Plan

The Metro COG MTP is updated every five years, but the initial work for the update begins soon after the last approved update. To assure documents and other actions that inform the MTP are completed on a timeline that facilitates the use of this information, Metro COG provides a strategic plan identifying UPWP Program Areas and tasks that support or become part of the MTP update. The Metro COG Strategic Plan (Figure 7.1) establishes a timeline for the development of the MTP by identifying those UPWP work activities, in chronological order, to prepare for, develop and inform the next update of the Metropolitan Transportation Plan.

**Figure 7.1 Metro COG Strategic Plan for Major Activities**

Major Program Activity	2019-2020 UPWP									
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Long Range Transportation Plan (LRTP)	Map-21 Updates			2045 Update (approval Q3 2019)		LRTP Updates			2050 Update (approval Q3 2024)	
LRTP 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		*						*		
Congestion Management Process		*					*			
Regional Railroad Safety Plan		*					*			
Aerial Photography			*			*			*	
Regional Safety Plan			*					*		
TIP Development/Management	*	*	*	*	*	*	*	*	*	*

## 8. Statement of Nondiscrimination

Metro COG hereby gives public notice that it is the policy of the agency to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, Executive Order 13166 on Limited English Proficiency and related statutes and regulations in all programs and activities. In February, 2018, Metro COG adopted the 2017 Title VI Annual Report, which provided an annual update reporting on accomplishments of the agency relative to the Title VI program. Title VI requires that no person in the United States of America shall, on the grounds of race, color or national origin, be excluded from the participation in, be denied the benefits of, or otherwise subjected to discrimination under any program or activity for which Metro COG receives federal financial assistance. Any person who believes that they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with Metro COG. Any such complaint must be in writing and filed

with the Metro COG Title VI Coordinator within one hundred and eighty (180) days following the date of the alleged discriminatory occurrence.

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

Adam Altenburg  
Metro COG Title VI Coordinator  
Case Plaza, Suite 232  
One North 2<sup>nd</sup> Street  
Fargo, North Dakota 58102-4807  
[altenburg@fmmetrocog.org](mailto:altenburg@fmmetrocog.org)  
701.532.5105

The 2017 Title VI Annual Report and a downloadable version of the Discrimination Complaint Form can also be found on the Metro COG website at:  
[www.fmmetrocog.org](http://www.fmmetrocog.org)

## 9. Self-Certification and Restrictions on Lobbying

### Self-Certification

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

The requirements of self-certification include:

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

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

- Private Enterprise Participation in Metro COGs Planning Process (49 USC 1607 and 1602 [c])



- Drug Free Workplace Certification (49 CFR, Part 29, sub-part F)
- Restrictions on Influencing Certain Federal Activities (49 CFR, Part 20)
- Restrictions on Procurements from Debarred or Suspended Persons/Firms (49 CFR, Part 29, sub-parts A to E)
- Executive Order 12898 – Environmental Justice in Metropolitan Transportation Plan

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

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

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

### **Restrictions on Lobbying**

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

## **10. Program Areas and 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-tasks. 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.*

**Assigned Staff Hours:**    1,120 (2019)            1,230 (2020)

**Previous Accomplishments:**

- Monthly MPO Policy Board Meetings
- Scheduled Metro COG Executive Committee Meetings
- 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

**Figure 10.1 Activity Budget and Funding Source Split for Program Area 100**

Funding Source	2019		2020		Total Activity Budget 2019-2020
	Percent	Amount	Percent	Amount	
CPG	80%	\$43,264	80%	\$50,134.64	\$93,399
Local	20%	\$10,816	20%	\$12,533.66	\$23,350
<b>Total</b>	<b>100%</b>	<b>\$54,080</b>	<b>100%</b>	<b>\$62,668</b>	<b>\$116,748</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, copying, 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**

2019 Monthly Policy Board meetings  
 2020 Monthly Policy Board meetings

**Completion Date**

Monthly  
 Monthly

**102 Metro COG Executive Committee**

**Participant(s):** Metro COG

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

**Activities:**

- Developing, copying, 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**

2019 Executive Committee Meetings (as needed).  
 2020 Executive Committee Meetings (as needed).

**Completion Date**

As Needed  
 As Needed

**103 Transportation Technical Committee (TTC)**

**Participant(s):** Metro COG

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

**Activities:**

- Developing, copying, 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**

2019 Monthly TTC meetings  
 2020 Monthly TTC meetings

**Completion Date**

Monthly  
 Monthly

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

**Participant(s):** Metro COG

The MPOs in North Dakota and Minnesota meet to discuss transportation issues related to MPOs and coordination with the respective State Departments of Transportation in carrying out MPO activities. Meetings are held two times per year (biannually) in North Dakota and four times (quarterly) in Minnesota. There are also various meetings on Federal, state, and local topics that Metro COG attend regularly. This includes meetings such as ATP-4, STIC, and other such meetings.

In 2019, it is Metro COG's turn to host the summer Minnesota MPO Conference. Responsibility for planning and hosting the event rotates between the Minnesota MPOs. Staff time will be required to prepare for this event. In addition to all other MPOs within

Minnesota, Metro COG will invite NDDOT and the Bismarck-Mandan MPO to participate in this conference.

Additional meetings and coordination were initiated in 2018 by MNDOT's efforts to study and prepare MPOs and communities around the state for connected and autonomous vehicle (CAV) technology. This coordination is anticipated to continue into 2019 and beyond.

**Activities:**

- Agenda development
- Staff support and research
- Travel to and from meeting venue
- Planning and hosting 2019 Minnesota MPO Conference
  - Coordination with other MPOs
  - Make venue arrangements
  - Solicit presentations for the conference program, establish schedule, and plan networking arrangements
  - Communicate with prospective attendees and handle conference registration

**Products**

Attendance at Federal, State, and Local meetings

**Completion Date**

Annually

**200 Contracted Planning Services**

**Objective:**

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

**Assigned Staff Hours:** 3,320 (2019) 1,850 (2020)

**Previous Accomplishments:**

- Regional Freight Plan
- Regional Railroad Safety Plan
- Metro COG Socioeconomic Data Development Plan
- Aerial Photography/LiDAR Update
- O-D Data Purchase
- 17<sup>th</sup> Avenue S Corridor Study

- Cass County Comprehensive and Transportation Plan
- Moorhead ADA Transition Plan

**Figure 10.2 Activity Budget and Funding Source Split for Program Area 200**

Funding Source	2019		2020		Total Activity Budget 2019-2020
	Percent	Amount	Percent	Amount	
CPG	80%	\$113,200.88	80%	\$60,073	\$173,273
Local	20%	\$28,300.22	20%	\$15,018	\$43,318
<b>Total</b>	<b>100%</b>	<b>\$141,501</b>	<b>100%</b>	<b>\$75,091</b>	<b>\$216,592</b>

NOTE: This table needs to be adjusted to reflect that some projects are not an 80/20 funding split (e.g. Horace Comprehensive and Transportation Plan).

**2018-201 Metro COG 2045 Metropolitan Transportation Plan (MTP) Update (CARRYOVER)**

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

Develop the 2045 MTP to be adopted by June of 2019. Work with a hired consultant to update the existing 2040 MTP including evaluation and update of goals, objectives and performance measures, as well as updating the content of chapters contained in the 2040 MTP. This element also involves a proactive public participation effort guided by the consultant as well as a financial analysis and a prioritized, fiscally constrained list of projects. Input to the update will include recommendations from other Metro COG studies and reports.

**Activities:**

- Project management and oversight
- Continue working with the consultant to complete traffic forecasts and identify system needs
- Oversight of scenario planning
- Identification and prioritization of future improvements
- Review of draft plan
- Coordinate with SRC (TTC and Traffic Operations Committee) on review of draft plan
- Participation in final public engagement events
- Coordinate individual jurisdictional reviews of the plan
- Present to TTC and Policy Board for final approval

**Products**

Updated 2045 Metropolitan Transportation Plan

**Completion Date**

2nd QTR 2019

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

**2019-202 ATAC Travel Demand Model Development (2019-2020)**

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

**Activities:**

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

**Products**

**Completion Date**

Travel Demand Model Update  
Regional ITS Architecture Update

Ongoing  
Ongoing

**2019-203 ATAC Intersection Traffic Data Import and Reporting (CARRYOVER - 2018)**

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

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

**Activities:**

- Collect data
- Process data
- Distribute data

**Products**

**Completion Date**

Web-based traffic count database

1<sup>st</sup> QTR 2019

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

### **2019-204 13<sup>th</sup> Avenue Corridor Study (2017) (CARRYOVER)**

This corridor study addresses 13<sup>th</sup> Avenue in West Fargo from Main Avenue West to 17<sup>th</sup> Street East. The corridor study will include a review of existing and future conditions along the corridor including proposed future development. The study will also include a public participation component, identification of issues and project need, a review of both existing and forecast year 2040 project conditions, environmental impact review of alternatives, and an evaluation of alternatives. Project was initiated in the 2<sup>nd</sup> quarter of 2017.

#### **Activities:**

- Project management and oversight
- Coordinate with SRC (TTC and Traffic Operations Committee) on review of draft plan
- Review of draft and final plan
- Participation in final stakeholder and public engagement events
- Coordinate jurisdictional review of the plan
- Present to TTC and Policy Board for final approval

#### **Products**

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

#### **Completion Date**

2nd QTR 2019

### **2019-205 12<sup>th</sup> Avenue South Corridor Study – 4<sup>th</sup> Street to 20<sup>th</sup> Street (2018) (CARRYOVER)**

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

The completion of a corridor study is taking place along 12<sup>th</sup> Avenue South from 4<sup>th</sup> Street to 20<sup>th</sup> Street. The corridor study would include a review of existing and future conditions along the corridor including proposed future development. The study also includes a public participation component, identification of issues and project need, a review of both existing and forecast year 2040 project conditions, environmental impact review of alternatives, and an evaluation of alternatives. Project was initiated in 2<sup>nd</sup> Quarter of 2018.

#### **Activities:**

- Project management and oversight
- Coordinate with SRC
- Review of draft and final plan
- Participation in final stakeholder and public engagement events
- Coordinate jurisdictional review of the plan
- Present to TTC and Policy Board for final approval

#### **Products**

12<sup>th</sup> Avenue South Corridor Study – 4<sup>th</sup> Street to 20<sup>th</sup> Street Final Report

#### **Completion Date**

2nd QTR 2019

**2019-206 Cass County CR 18 Corridor Study (2018)  
(CARRYOVER)**

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

The section of 52nd St SE between Cass Hwy 15 (165th Ave SE) and Cass Hwy 17 (170th Ave SE) is currently a township road. The east mile is located in Pleasant Township and the West 4 miles are located in Normanna Township. The two issues this route currently has for the township is the increased traffic from the Oxbow students driving to Kindred for school and the potential slide area just south of the Norman Lutheran Church near the Sheyenne River oxbow. The township's costs for maintaining this section of road are continuing to increase each year. The County is interested in having a better understanding of the cost of maintaining this segment of road as gravel given the traffic volumes and potential slide issues at the church. In the past the township has mentioned that they would be interested in taking over County Hwy 36 in Normanna Township if the County took over 52nd Ave SE. County Hwy 36 (51<sup>st</sup> Ave SE), starts at Cass Hwy 15, goes east two miles, north 0.5 miles (167<sup>th</sup> Ave SE), east one mile (50<sup>th</sup> ½ St SE), then 2.5 miles north (168<sup>th</sup> Ave SE) to County Hwy 16 (48th St SE). If this change were made as a result of this study, the County would likely retain ownership the bridge on both routes. This segment would most likely need to be graded and some sort of gravel stabilization or possibly paving depending on the projected traffic volumes. This study is aimed at evaluating this potential jurisdictional transfer and the resulting recommended roadway improvements.

**Activities:**

- Project management and oversight
- Coordinate with SRC
- Review of draft and final plan
- Participation in final stakeholder and public engagement events
- Coordinate jurisdictional review of the plan
- Present to TTC and Policy Board for final approval

**Products**

CR 18 Corridor Study Report

**Completion  
Date**

2<sup>nd</sup> QTR 2019

**2019-207 US75/US10 Corridor Study (2018) (CARRYOVER)**

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

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

**Activities:**

- Project management and oversight



- Organize and attend SRC meetings and other SRC coordination
- Review of draft and final plan
- Participation in final stakeholder and public engagement events
- Coordinate jurisdictional review of the plan
- Present to TTC and Policy Board for final approval

**Products**

**Completion  
Date**

Final Corridor Study Report

4<sup>th</sup> QTR 2019

**2019-208 Fargo Safe Routes to Schools Study (2018) (CARRYOVER)**

Participant(s): Metro

COG/Consultant

Update to the current study that would include the new schools that have been constructed and needed improvements due to the movement away from neighborhood based schools. The project would come up with guidance on needed facilities, preferred access routes from neighborhoods to schools, engagement of parents and school faculty, field data collection of existing conditions and school pedestrian and bicycle patterns, and a study document that will identify and document issues at individual schools and prioritize improvements.

**Activities:**

- Project management and oversight
- Organize and attend SRC meetings and other SRC coordination
- Review of draft and final plan
- Participation in final stakeholder and public engagement events
- Coordinate jurisdictional review of the plan
- Present to TTC and Policy Board for final approval
- Assistance with school observations and field investigations

**Products**

**Completion  
Date**

Final Corridor Study Report

4<sup>th</sup> QTR 2019

**2019-209 Regional Bicycle and Pedestrian Gap Analysis  
(2018) (CARRYOVER)**

Participant(s): Metro

COG/Consultant

This study will examine the feasibility, opportunities and constraints, and alternatives for closing the highest priority gaps in the metro area's bikeway system. The gaps to be analyzed were identified in the 2016 FM Metro Bicycle & Pedestrian Plan. The objective of the study is to develop planning-level alternatives for closing the gaps, including graphics (sketches and renderings), information about impact to adjacent properties,

the extent to which standards can be met, comparison of alternatives, and planning level cost estimates. Projects will be prioritized based on information provided by the alternatives analysis and public input. A report and graphics will provide information and recommendations for closure of bikeway system gaps.

**Activities:**

- Project management and oversight
- Organize and attend SRC meetings and other SRC coordination
- Review of draft and final plan
- Participation in final stakeholder and public engagement events
- Coordinate jurisdictional review of the plan
- Present to TTC and Policy Board for final approval

**Products**

Final Corridor Study Report

**Completion  
Date**

4<sup>th</sup> QTR 2019

**2019-210 76<sup>th</sup> Avenue Corridor Study**

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

Metro COG and its local partners have placed a priority on developing a vision for the 76<sup>th</sup> Avenue Corridor before extensive development occurs along the corridor, and will collaborate on the project with the goal of identifying future characteristics of the roadway, such as capacity, multi-modal features, and corridor aesthetics. Specific project goals include:

- Identify right of way for needed roadway cross-sections (both now and in the future),
- Identify future capacity needs of the corridor,
- Determine the desired functionality of the corridor,
- Identify safety features that should be considered as part of roadway design,
- Preserve functionality through access management applications,
- Create a vision and palette of features that will result in a livable corridor that adds to the aesthetics of the community regardless of the corridor's functionality,
- Integrate multimodal transportation options through a complete streets approach,
- Create feasible alternatives that can be carried forward into the NEPA process, and
- Plan for phased roadway installation in a manner that allows the initial roadway investment to become part of the ultimate roadway configuration for the purpose of preserving initial investments made in the roadway.

An important element of the project will involve working toward consensus between the City of Fargo, City of Horace, Cass County and the North Dakota Department of Transportation regarding the vision for the corridor and future roadway characteristics.

**Activities:**

- Document Development
- Planning level cost estimates
- Adjacent land use recommendations
- Project management and oversight
- Organize and attend SRC meetings and other SRC coordination
- Review of draft and final plan
- Participation in public engagement events
- Coordinate jurisdictional review of the plan
- Present to TTC and Policy Board for final approval

**Products**

**Completion  
Date**

Final Corridor Study Report

4thQTR 2019

**2019-211 Horace Comprehensive and Transportation Plan**

**Participant(s):** Metro

COG/Consultant

The objective of this project is the preparation of a new Comprehensive and Transportation Plan for Horace, North Dakota which will document a vision for the city's future and provide strategic guidance relative to future growth decisions. The plan will include goals and guidelines that are tangible and achievable during a 25 year planning horizon. Horace is experiencing rapid growth and it would like make sure that it is creating a robust roadway network as development occurs. With the rapid growth that is occurring, Horace would like to make sure that its comprehensive plan details the policies it would like to apply towards development. It would also like to know what connections it needs to make to adjacent communities and where/how many crossings over Drain 53 should be planned. The plan will also incorporate roadway network policies and best practices for the City. The plan, incorporating the most recent census data, city and regional trends, development challenges and issues, and best planning practices, should create an overall blueprint for Horace and recognize and appropriately plan for the city's physical, social, and economic assets. Metro COG will only be funding the transportation element of the plan (\$80,000 Federal, \$20,000 local) and the City of Horace will pay for an additional \$60,000 for a total project cost estimated at \$160,000.

**Activities:**

- SRC Meetings
- Public Presentations/Open Houses

- Document Development
- Proposed roadway configuration
- Policies for roadway platting and development
- Land Use Planning

**Products**

Final Comprehensive and Transportation Plan

**Completion  
Date**

3<sup>rd</sup> QTR 2019

**2019-212 MATBUS Transit Authority Implementation Study**

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

This study will analyze the feasibility, financial implications, and possible governance structures that will be necessary in order to evaluate the formation of a MATBUS transit authority. The study will be a collaborative effort between Fargo and Moorhead (and possibly other regional jurisdictions) to explore funding options for MATBUS operations. A consultant will be an objective third party expert who will educate city leadership on the costs/benefits of various funding options, gain consensus among the jurisdictions involved, and walk MATBUS through the process of implementing the recommendations of the plan. Recommendations could include how MATBUS shares facilities, reviewing MOU's, setting up articles of association, analyzing the structure and necessary staff (HR, legal, etc), looking at the funding components of the agency (especially with the shift to a major metropolitan area over 200,000 people) and developing a strategy that MATBUS can use to approach the North Dakota and Minnesota legislatures in 2019 to create a transit authority.

**Activities:**

- Study impacts to revenue stream after 2020 census results
- Document and analyze projected financial outlook
- Review of organizational alternatives
- Study the need for regulatory changes at the state level
- Organize and hold SRC Meetings
- Public Presentations/Open Houses
- Documentation for the Creation of a Transit Authority or alternative organizational recommendation
- Guidance on how to formally combine Transit agencies

**Products**

Final MATBUS Transit Authority Study

**Completion  
Date**

4<sup>th</sup> QTR 2019

**2019-213 -Office Remodel and Furniture (2019-2020)**

**Participant(s):**  
Capital Purchase

Metro COG's offices have not been refurbished for many years, and at that time, only a portion of the office was recarpeted and painted. Office furniture is outdated and ergonomically problematic given the heavy use of PCs by all staff. Growth in the metropolitan area has resulted in expanded TTC and Policy Board membership, resulting in over-crowded conference room conditions. The lack of a second meeting room creates inconvenience and inefficiency. There is no separate employee breakroom with a sink, refrigerator, microwave and seating area; these features are spread between two spaces at this time. Generally, the office is worn, outdated and inefficient. Metro COG will work with the building owner to plan a remodel, which may include the absorption of additional square footage to better accommodate a larger conference room and a second smaller conference room. In addition, the remodel will include an improved entry area for visitors and guests to wait for interviews and meetings, and additional office spaces to better accommodate additional staff once the metro area becomes a Transportation Management Area (TMA). Individual office furniture will be replaced. Technological improvements will be included in a new conference room to allow for video conferencing and up-to-date audio-visual equipment. It is anticipated that after the initial remodeling is complete, needs that were initially unanticipated will arise. To address these needs, a smaller amount of funds has been budgeted for 2020 as well.

**Activities:**

- Coordination with Goldmark Development and Enclave Development to prepare plans for remodeling
- Documentation of existing furnishings to be sold or discarded
- Packing and moving to temporary office space in Fargo's former City Administration offices for the duration of the remodel and moving back into the remodeled space
- Coordination with Metro COG's IT service provider to get set up in temporary space and in refurbished space
- Monitoring progress and coordinating with building owner
- Selecting and arranging for furnishings

**Products**

Remodeled Office and Furnishings

**Completion  
Date**

2<sup>nd</sup> QTR 2019  
and 1<sup>st</sup> QTR 2020

**2019- 214 9th Street Corridor Study – 7<sup>th</sup> Ave E to 12<sup>th</sup> 19<sup>th</sup> Ave NE (2019)**

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

The City of West Fargo anticipates the need for reconstruction of this portion of 9<sup>th</sup> St E in the near future. Issues that need to be addressed include interactions with the West Fargo High School traffic and pedestrian activities, transit accommodations,

intersection issues at Main Avenue, and rural to urban section transition north of Main Avenue. Traffic along this corridor ranges from residential to heavy industrial.

**Activities:**

- Corridor Analysis
- Organize and attend SRC meetings and other SRC coordination
- Planning level cost estimates
- Project management and oversight
- Document Development
- Review of draft and final plan
- Public engagement events
- Coordinate jurisdictional review of the plan
- Present to TTC and Policy Board for final approval

**Products**

- 9th Street E Corridor Study

**Completion Date**

- 4th QTR 2019

**2019- 215 Northwest Metro Transportation Plan (2019-2020)**

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

The City of Fargo is currently working to improve utility services in support of development pressures in the City’s northwestern growth area. Additionally, the Cities of Fargo and West Fargo are currently working to establish a new extraterritorial agreement in coordination with a recent utility service agreement between the two cities. Within this context there is a need to coordinate the efficient development of public infrastructure, including the transportation system. There is a need to develop a northwest metro transportation plan to guide the development of the transportation system in coordination with larger infrastructure improvements.

**Activities:**

- Corridor Analysis
- Organize and attend SRC meetings and other SRC coordination
- Planning level cost estimates
- Project management and oversight
- Document Development
- Review of draft and final plan
- Public engagement events
- Coordinate jurisdictional review of the plan
- Present to TTC and Policy Board for final approval

**Products**

Northwest Metro Transportation Plan

**Completion Date**

1<sup>st</sup> QTR 2020

**2019- 216 Fargo-Moorhead Diversion Recreation Plan (2019-2020)** **Participant(s):** Metro COG/Diversion Authority/ Consultant

The Fargo-Moorhead Diversion presents a significant opportunity for trails and associated recreational features on the banks of the channel. A trail system could be the most continuous feature of the plan. Connections to the metropolitan trail network would be an important feature that would increase use of the facilities and ensure access for local users. The purpose of the plan is to facilitate recreational concepts into the design and construction of the diversion project. In addition, these concepts would be developed so they can be constructed in phases both during and after the diversion construction as funding is available. The plan would prepare concepts for trails, trail connections, and recreational features, and would allow for the preparation of planning level cost estimates. Given the route of the diversion channel, the recreation plan would involve multiple jurisdictions, including Fargo, West Fargo, Cass County, Horace, and possibly others within the metropolitan planning area.

**Activities:**

- Corridor Analysis
- Diversion Authority and Multijurisdictional Coordination
- Organize and attend SRC meetings and other SRC coordination
- Conceptual layout alternatives
- Visualizations
- Planning level cost estimates
- Project management and oversight
- Document Development
- Review of draft and final plan
- Public engagement events
- Coordinate Diversion Authority and jurisdictional review of the plan
- Present to TTC and Policy Board for final approval

**Products**

Fargo-Moorhead Diversion Recreational Plan

**Completion Date**

3<sup>rd</sup> QTR 2020

**2020- 217 Metro COG Traffic Counting Program (2020)**

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

The year 2020 will be the base year for the 2024 Metropolitan Transportation Plan update. Metro COG will work with NDDOT, MNDOT and local partners to arrange for traffic counts to be taken on functionally classified roadways throughout the metropolitan area. These counts will serve as the basis for calibrating the 2020 base year travel demand model.

**Activities:**

- Identify count locations
- Coordinate with NDDOT, MNDOT and local partners to determine where counts are being taken in association with other counting efforts
- Project Management
- QA/QC of data
- Comparison of count data with prior years

**Products**

2020 Traffic Counts

**Completion  
Date**

4<sup>th</sup> QTR 2020

**2020- 218 MATBUS Transit Development Plan (2020)**

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

In 2020, the Metro COG will update the 2017-2021 Transit Development Plan (TDP) for the Metropolitan Area. Metro COG will work in cooperation with MATBUS on the TDP update. A portion of the scope of work will require procurement of a consultant and Metro COG staff will work in coordination on various aspects of the TDP update. The TDP update will address transit operations within the metro area for the years 2021-2025.

**Activities:**

- Analysis of existing routes
- Analysis of route changes based on existing and future land use, density, ridership, and demand based on public input
- Transit asset management
- Performance targets and measures
- Public engagement
- Project Management

**Products**

2021-2025 TDP

**Completion  
Date**

4<sup>th</sup> QTR 2020

**2020- 219 Moorhead 17<sup>th</sup> Street N Corridor Study – 1<sup>st</sup> Ave N to 15<sup>th</sup> Ave N (2020)**

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

Moorhead's 17 St N from 1st Ave N to 15th Ave N has a large existing right of way that exceeds the vehicular needs of the corridor. This study would investigate options to repurposing the right of way to examine feasibility of incorporating multi-modal features and/or neighborhood amenities. This study could serve as a prototype for other corridors with similar conditions in the metro area.

**Activities:**

- Corridor traffic analysis
- Organize and attend SRC meetings and other SRC coordination
- Corridor concepts and visualizations



- Planning level cost estimates
- Project management and oversight
- Document Development
- Review of draft and final plan
- Public engagement events
- Coordinate jurisdictional review of the plan
- Present to TTC and Policy Board for final approval

**Products**

**Completion Date**

17<sup>th</sup> Street N Corridor Study

4<sup>th</sup> QTR 2020

**2019-220 17<sup>th</sup> Avenue Corridor Study (2017) (CARRYOVER)**

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

The objective of this corridor study is to analyze the current traffic operations and conditions germane to 17<sup>th</sup> Avenue S; identify potential improvements for the corridor at key locations, analyze the impacts of the potential improvements with respect to cost, traffic operations, transit, safety, bicycling, and pedestrian movement. The project study area will include 17<sup>th</sup> Avenue S from 5<sup>th</sup> Street to the West Fargo east city limits. Project to be initiated in 1<sup>st</sup> quarter of 2017 and use 2016/2017 CPG funds. The project was initiated in June, 2017. Amendment #2 of the UPWP adds the project into the 2019-2020 UPWP as a carryover project to allow for completion of additional public engagement to fully inform project stakeholders about corridor recommendations, and for the input received as a result of the public engagement effort to be reflected in the final study.

**Activities:**

- Project management and oversight
- Participation in final stakeholder and public engagement events
- Present to TTC and Policy Board for final approval

**Products**

**Completion Date**

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

2nd QTR 2019

**300 Federal Transportation Planning Documentation**

**Objective:**

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

**Assigned Staff Hours:** 1390 (2019) 1920 (2020)

**Previous Accomplishments:**

- 2018-2021 Transportation Improvement Program
- 2019-2022 Transportation Improvement Program
- Implementation of Public Participation Plan
- Title VI and Environmental Justice Report
- Initiating a Congestion Management Process
- Amendments to 2017-2018 UPWP
- 2019-2020 UPWP
- Ensuring compliance with Federal and state rules and regulation

**Figure 10.3 Activity Budget and Funding Source Split for Program Area 300**

Funding Source	2019		2020		Total Activity Budget 2019-2020
	Percent	Amount	Percent	Amount	
CPG	80%	\$58,992	80%	\$82,958	\$141,949
Local	20%	\$14,748	20%	\$20,739	\$35,487
<b>Total</b>	<b>100%</b>	<b>\$73,740</b>	<b>100%</b>	<b>\$103,697</b>	<b>\$177,437</b>

**301 Transportation Improvement Program (TIP)**

**Participant(s):** Metro COG

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

**Activities:**

- Development of the 2020 (2020-2023) and 2021 (2021-2024)TIPs
- Process TIP Amendments, as required
- Develop Annual List of Obligated Projects (ALOP) for 2018 and 2019

**Products**

**Completion Date**

2019 TIP	3rd QTR
2020 TIP	3rd QTR
TIP amendments	As required
2018 Annual List of Obligated Projects	With 2020 TIP
2019 Annual List of Obligated Projects	With 2021 TIP

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

**Participant(s):** Metro COG

In 2019 Metro COG will amend the UPWP and budget as required and in 2020 to reflect changes in the two-year UPWP and budget. An annual Indirect Rate will be developed

in conjunction with staff accountant and North Dakota Department of Transportation. Maintenance of CPG agreements with MnDOT and NDDOT will be carried out. Metro COG will provide quarterly reports to NDDOT and MnDOT, and will develop and submit the annual report to MnDOT and NDDOT. Monthly reports will be prepared for the Policy Board.

**Activities:**

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

**Products**

**Completion Date**

2019 - 2020 Updated UPWP / Amendments	On-going
2019 - 2020 Quarterly Reports to ND and MN DOTs	Quarterly
2019 Annual Report	1st Qtr 2018
2020 Annual Report	1st Qtr 2019
2019 - 2020 Monthly Reports to Policy Board	Monthly
2019 - 2020 Quarterly Reports to Policy Board	Quarterly

**303 Public Participation**

**Participant(s):** Metro COG

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

The Public Participation Plan (PPP) outlines the many ways in which Metro COG engages the public, stakeholders, the media and the traditionally underserved populations in our transportation and community planning activities. The document needs to be updated in 2019. The focus of the update will be to strengthen our commitment to outreach efforts and to assure federal planning legislation requirements are being met. An update will also clarify some of the public notice requirements and make the document simpler to use as a reference.

**Product(s):**

**Completion Date**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Updated Metro COG Public Participation Plan</li> <li>• Implementing the PPP</li> </ul> | <p>3<sup>rd</sup> QTR 2019</p> <p>Ongoing</p> |
|---|---|

### 304 Congestion Management Process

**Participant(s):** Metro COG

This effort consists of implementation of the CMP in Metro COG transportation planning efforts to improve the performance of the existing multimodal transportation systems, maximize safety and mobility of people and goods in the region, and identify specific measures to relieve recurring and non-recurring vehicle congestion. Data will be collected and used as needed. Implement recommendations to enhance metro area causes of recurring and non-recurring congestion and identify opportunities to relieve it. Review projects in the TIP annually to identify opportunities to implement CMP recommendations.

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

**Activities:**

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

**Products**

Implementation of CMP recommendations

**Completion Date**

On-going

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

**Participant(s):** Metro COG

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

**Activities:**

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

**Products**

Updated Documents going

**Completion Date**

On-

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

**Participant(s):** Metro COG

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

**Activities:**

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

**Products**

**Completion Date**

2019 Annual Report on Title VI /LEP Activities	1 <sup>st</sup> QTR
2020 Annual Report on Title VI /LEP Activities	1 <sup>st</sup> QTR
2019 Annual report of Environmental Justice areas	1 <sup>st</sup> QTR
2020 Annual report of Environmental Justice areas	1 <sup>st</sup> QTR
Maintenance and update of Title VI, LEP and environmental justice plans	On-going

**307 2040 and 2045 Metropolitan Transportation Plan (MTP)  
Implementation and Maintenance**

**Participant(s):** Metro COG

In 2019 and 2020 Metro COG will further the implementation of the adopted MTP. This will initially consist of the 2040 MTP, and after mid-2019, the 2045 MTP. Implementation will be accomplished through the development and completion of smaller work tasks relevant to the surface transportation program for the FM Metropolitan area. Annually review the MTP in coordination with the TIP development process to ensure consistency between the MTP and projects seeking federal aid. Respond to early opportunities for input on environmental documents being prepared for projects moving toward final design and implementation; review these proposed projects 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 2040 and/or 2045 MTP as required
- Annual review of the TIP projects against the of goals and objectives of the 2040 and/or 2045 MTP

- Respond to Solicitation of Views letters received for projects in the metropolitan planning area

**Products**

Implementation of the goals of the 2040 and 2045 MTPs

**Completion Date**

On-going

**308 US Census Coordination and Technical Assistance**

**Participant(s):** Metro COG

Metro COG annually allocates resources to update GIS databases respective to 2010 Census data and ACS data. Certain census and ACS information is critical to aspects of the overall transportation planning program; inclusive of tract, block group, and block level demographic and socioeconomic data that supports the travel demand model calibration process, amongst other program activities. Further, census data and associated demographic data establishes a starting point for development of the federal-aid urban area boundary and acts as baseline data for subsequent socioeconomic and demographic forecasts for the FM Metropolitan area. In 2019 and 2020, Metro COG anticipates assisting with 2020 Census related activities as well as maintaining and updating the Environmental Justice Database based on Census and ACS data as necessary. Metro COG will be called upon to provide technical assistance in preparation for the 2020 census of the United States. At this time, we will review our metropolitan planning area and urbanized area and respond to questions and requests for assistance from the Census Bureau. Metro COG will provide input aimed at improving our ability to carry out transportation planning and forecasting over the next 10 years.

**Activities:**

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

**Products**

Technical Assistance for the 2020 Census

**Completion Date**

4<sup>th</sup> QTR 2020

**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.

**Assigned Staff Hours:** 1,805 (2019) 2,215 (2020)

**Previous Accomplishments:**

- 2018 Traffic Counting Program
- 2018 Metropolitan Profile
- Working toward Functional Classification Update
- Performance Measure Training and Coordination
- Development of TDM base year network
- Maintenance of the TDM

**Figure 10.4 Activity Budget and Funding Source Split for Program Area 400**

Funding Source	2019		2020		Total Activity Budget 2019-2020
	Percent	Amount	Percent	Amount	
CPG	80%	\$58,450.72	80%	\$72,434	\$130,884
Local	20%	\$14,612.68	20%	\$18,108	\$32,721
<b>Total</b>	<b>100%</b>	<b>\$73,063</b>	<b>100%</b>	<b>\$90,542</b>	<b>\$163,606</b>

**401 Performance Measures**

Metro COG adopted performance targets for PM1 (safety), PM 2 (pavement and bridge condition) and PM3 (travel reliability) in 2018, and review and report on data available in 2019 and 2020 relative to these targets. In addition, Metro COG will continue to coordinate with state and federal agencies to additional performance measurements that will be included in the Metropolitan Transportation Plan, Transportation Improvement Program and regional transportation planning activities.

**Activities:**

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

**Products**

PM Reporting & Monitoring

**Completion Date**

Ongoing

**402 Federal Functional Classification Update**

**Participant(s):** Metro COG

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

**Activities:**

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

**Products**

Updated Minnesota and North Dakota FFC Maps (2019)  
 Continuous monitoring of FFC changes as they occur

**Completion Date**

1st Qtr  
 Ongoing

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

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

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

**Activities:**

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

**Products**

Updated Travel Demand Model, as needed

**Completion Date**

On-going

**404 Freight and Goods Movement**

**Participant(s):** Metro COG

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

**Activities:**

- 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**

2019 Biannual Regional Freight Committee (RFC) meetings	Quarterly
2020 Biannual Regional Freight Committee (RFC) meetings	Quarterly
Implementation of Freight Plan recommendations (2019&2020)	On-going

**405 FM Metropolitan Profile**

**Participant(s):** Metro COG

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

**Activities:**

- Annual FM Metropolitan Profile development and approval

**Products**

**Completion Date**

2019 Annual Update to the FM Metropolitan Profile	2nd QTR
2020 Annual Update to the FM Metropolitan Profile	2nd QTR

**406 Traffic Data Collection and Analysis**

**Participant(s):** Metro COG

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

**Activities:**

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

**Products**

**Completion Date**

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

**407 Metropolitan Transportation Technical Assistance****Participant(s):** Metro COG

This work task provides Metro COG resources in both 2019 and 2020 to respond to requests for information and analysis regarding issues and items relative to the metropolitan transportation system.

**Activities:**

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

**Products**

Technical Assistance

**Completion Date**

On-going

**408 ITS/Traffic Operations Technical Assistance****Participant(s):** Metro COG

Metro COG will continue to lead the effort regarding the integration/coordination of traffic signal operations within the FM Metropolitan area. Specific work includes continuation of coordination of 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:**

- Facilitate quarterly 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

**Products**

	<b>Completion Date</b>
2019 Quarterly Traffic Operations Committee (TOC) Meeting Facilitation	Quarterly
2020 Quarterly Traffic Operations Committee (TOC) Meeting Facilitation	Quarterly
Annual review and update of the Regional ITS Architecture (2017 & 2018)	On-going
2019 Review of TIP projects against Architecture	3rd QTR
2020 Review of TIP projects against Architecture	3rd QTR

**409 GIS Management, Mapping and Graphics****Participant(s):** Metro COG

Metro COG maintains, updates, and manages a number of critical data sets that support the development and implementation of the 2019 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 2019-2020 UPWP, Metro COG will be working to establish a GIS page on Metro COG's website to establish a portal for dissemination of metropolitan-specific GIS data. This work task also provides Metro COG resources in both 2019 and 2020 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**

Technical Assistance

**Completion Date**

On-going

**500 Transit Planning**

**Objective:**

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

**Assigned Staff Hours:** 375 (2019) 545 (2020)

**Previous Accomplishments:**

- MAT Coordinating Board Meetings
- Coordination and arrangements needed for purchase of transit routing software
- Furtherance of Transit Authority Model
- Technical assistance to MATBUS and on-going coordination

**Figure 10.5 Activity Budget and Funding Source Split for Program Area 500**

Funding Source	2019		2020		Total Activity Budget 2019-2020
	Percent	Amount	Percent	Amount	
CPG	80%	\$13,034	80%	\$21,486	\$34,521
Local	20%	\$3,259	20%	\$5,372	\$8,630
<b>Total</b>	<b>100%</b>	<b>\$16,293</b>	<b>100%</b>	<b>\$26,858</b>	<b>\$43,151</b>

### 501 Transit Technical Assistance

**Participant(s):** Metro COG

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

**Activities:**

- Staff assistance as required/requested

**Products**

Assistance as required.

**Completion Date**

On-going

### 502 MATBUS Coordinating Board

**Participant(s):** Metro COG

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

**Activities:**

- Meeting facilitation and support
- Attend meetings

**Products**

2019 MATBUS Coordinating Meetings  
2020 MATBUS Coordinating Meetings

**Completion Date**

Monthly  
Monthly

## 600 Bicycle & Pedestrian Planning

**Objective:**

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

**Assigned Staff Hours:**

670 (2019) 1,030 (2020)

**Previous Accomplishments:**

- Update to the Bicycle/Ped Plan
- Participation in Bike FM
- Conducted Bike Summit

- Annual bicycle and pedestrian counting program
- Bike & Ped subcommittee meetings
- Heartland Trail working group meetings and activities

**Figure 10.6 Activity Budget and Funding Source Split for Program Area 600**

Funding Source	2019		2020		Total Activity Budget 2019-2020
	Percent	Amount	Percent	Amount	
CPG	80%	\$20,476	80%	\$34,712	\$55,189
Local	20%	\$5,119	20%	\$8,678	\$13,797
<b>Total</b>	<b>100%</b>	<b>\$25,595</b>	<b>100%</b>	<b>\$43,390</b>	<b>\$68,986</b>

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

**Participant(s):** Metro COG

Participate in bicycle and pedestrian planning activities and support the implementation of Metro COG's Bicycle and Pedestrian Plan and the Complete Streets policy adopted by Metro COG in 2013. Respond to requests for information and smaller 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
- 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
- Efforts to develop a phone app of the Bike Map
- Efforts related to Great Ride Bike Share program (possible expansion of program)

**Products**

**Completion Date**

2019 Bike/Ped Committee Meetings  
2020 Bike/Ped Committee Meetings

Quarterly  
Quarterly

**602 Bicycle and Pedestrian Counts and Analysis**

**Participant(s):** Metro COG

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

**Activities:**

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

**Products**

**Completion  
Date**

2019 Updated Bicycle and Pedestrian Counts Database	4th QTR
2020 Updated Bicycle and Pedestrian Counts Database	4th QTR
2019 Annual Report to MnDOT and NDDOT	4th QTR
2020 Annual Report to MnDOT and NDDOT	4th QTR
Collection and processing of manual and automatic bike and ped counts.	On-going

**603 Heartland Trail Extension (Countywide Coordination & Corridor Study – Clay County Portion) Participant(s): Metro COG**

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

**Activities:**

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

**Products**

**Completion  
Date**

Heartland Trail Advisory Committee and Committee Support	On-going
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**604 Bicycle Safety Education Participant(s): Metro COG**

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

**Activities:**

- Staff assistance and activity facilitation and support

**Products**

**Completion Date**

2019 Activity facilitation and support.  
2020 Activity facilitation and support.

On-going  
On-going

**605 Bikeways Map Maintenance and Development**

**Participant(s):**

Metro COG

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

**Activities:**

- Maintenance of the Bikeways Map
- Pursuit of an online, app-based bikeways map and on-going maintenance agreement.
- Implementation of the Regional Wayfinding Signage

**Products**

**Completion Date**

Updated Bikeways Map

3rd QTR

**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. This includes assisting local jurisdictions with comprehensive planning efforts, educating communities on MPO goals, efforts, and*

initiatives, attendance at local planning commission meetings/commission meetings, and generally providing outreach to get communities involved in regional coordination.

**Assigned Staff Hours:** 930 (2019) 1,190 (2020)

**Previous Accomplishments:**

- Dilworth Comprehensive Plan
- Attendance at various local meetings
- Participation in Fargo Downtown Infocus Study
- Participation in Main Ave Corridor Study
- Participation in NP/Center Ave build alternative development
- Participation in Moorhead's downtown planning input events

**Figure 10.7 Activity Budget and Funding Source Split for Program Area 700**

Funding Source	2019		2020		Total Activity Budget 2019-2020
	Percent	Amount	Percent	Amount	
CPG	80%	\$32,607.36	80%	\$43,529	\$76,136
Local	20%	\$8,151.84	20%	\$10,882	\$19,034
<b>Total</b>	<b>100%</b>	<b>\$40,759</b>	<b>100%</b>	<b>\$54,411</b>	<b>\$95,170</b>

**701 Agency Outreach**

**Participant(s):** Metro COG

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

**Activities**

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

**Products**

Local Outreach and Participation

**Completion Date**

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



**Products**  
Local Planning Assistance

**Completion Date**  
On-going

## 800 General Administration

**Objective:**

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

**Assigned Staff Hours:** 4,470 (2019) 4,590 (2020)

**Previous Accomplishments:**

- Multiple webinars and training sessions
- FHWA EDC5 Innovation Workshop
- MN APA Confence
- Office organization and maintenance
- Timesheet Preparation and Review
- Staff Meetings
- Quarterly Reports
- Preparation of Monthly Reimbursement Packets
- Review of Invoices
- Staff Evaluations

**Figure 10.8 Activity Budget and Funding Source Split for Program Area 800**

Funding Source	2019		2020		Total Activity Budget 2019-2020
	Percent	Amount	Percent	Amount	
CPG	80%	\$156,498.80	80%	\$171,703	\$328,202
Local	20%	\$39,124.70	20%	\$42,926	\$82,050
<b>Total</b>	<b>100%</b>	<b>\$195,624</b>	<b>100%</b>	<b>\$214,629</b>	<b>\$410,252</b>

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

**Participant(s):**  
Metro COG

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

holidays, vacation, sick leave and other types of leave identified in the Metro COG Personnel Manual.

**Activities:**

- Employee benefits administration (benefits, retirement, health and other insurance programs)
- Human resource activities (personnel reviews)
- Coordination with and oversight of Metro COG's contract accountant
- Annual audits
- Records management and retention
- General correspondence
- Timesheet preparation and review
- Initial contact (answering phone calls, staffing the front desk)
- Staff retention and recruitment efforts
- Maintenance of Metro COG Operations/Personnel Manual
- Preparation of and review of travel requests
- Preparation of Quarterly Reports
- Development of a QAQC Policy and Procedure and Implementation
- Weekly staff meetings and timesheet development and approval
- 2019 Minnesota MPO Retreat Organization and Facilitation

**Products**

**Completion Date**

2019 Employee Benefits	On-going
2020 Employee Benefits	On-going
2019 Audit	2nd QTR
2020 Audit	2nd QTR
Staff Performance Evaluations	As required
QAQC Policy and Procedure	2nd QTR
Timesheets	Biweekly
Quarterly Report	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
- Consult with NDDOT and MnDOT on financial and contractual obligations
- Review of invoices received from contractors

- Review of expense reports and credit card statements
- Tracking of project budgets

**Products**

Metro COG NDDOT Reimbursement Package  
 CPG Balance Tracking  
 NDDOT Grant Contract  
 MnDOT Grant Contract  
 Coordination with Accountant

**Completion Date**

Monthly  
 On-going  
 4th QTR  
 1st QTR  
 On-going

**803 Professional Development, Education and Training**

**Participant(s):** Metro COG

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

**Activities:**

- Webinars, workshops, conferences and training sessions

**Products**

Training and educational opportunities

**Completion Date**

On-going

**900 Publications, Public Information and Communication**

**Objective:**

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

**Assigned Staff Hours:** 310 (2019) 350 (2020)

**Previous Accomplishments:**

- Published Metro COG Newsletter
- Published Metro COG Annual Report.
- Provided information related to transportation planning to the public, including traffic counts and forecasts, TIP, TDP and the MTP.
- Developed new Metro COG website in 2018
- Updated Metro COG Webpages and Social Media

**Figure 10.9 Activity Budget and Funding Source Split for Program Area 900**

Funding Source	2019		2020		Total Activity Budget 2019-2020
	Percent	Amount	Percent	Amount	
CPG	80%	\$9,581.36	80%	\$11,236	\$20,817
Local	20%	\$2,395.34	20%	\$2,809	\$5,204
<b>Total</b>	<b>100%</b>	<b>\$11,977</b>	<b>100%</b>	<b>\$14,045</b>	<b>\$26,021</b>

**901 Metro COG Newsletter**

**Participant(s):** Metro COG

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

**Activities:**

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

**Products**

**Completion Date**

2019 Metro COG Newsletters  
2020 Metro COG Newsletters

Quarterly  
Quarterly

**902 Website and Social Media**

**Participant(s):** Metro COG

This work activity includes the necessary resources for Metro COG to accurately and efficiently maintain and manage its website ([www.fmmetrocog.org](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 BikeFM.org website
- Maintain and monitor Metro COG website
- Maintain and monitor social media accounts
- Respond, as required, to requests generated from social media interactions

**Products**

**Completion  
Date**

2019 Updated Metro COG website and Social Media platforms On-going  
 2020 Updated Metro COG website and Social Media platforms On-going

**1000 Community Planning and Technical Assistance**

**Objective:**

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

**Assigned Staff Hours:** 650 (2019) 120 (2020)

**Previous Accomplishments:**

- Dilworth Comprehensive and Transportation Plan
- Casselton Comprehensive and Transportation Plan
- Food Systems Advisory Commission support

**Figure 10.10 Activity Budget and Funding Source Split for Program Area 1000**

Funding Source	2019		2020		Total Activity Budget 2019-2020
	Percent	Amount	Percent	Amount	
CPG	80%	\$19,672.40	80%	\$3,775	\$23,447
Local	20%	\$4,918.10	20%	\$944	\$5,862
<b>Total</b>	<b>100%</b>	<b>\$24,591</b>	<b>100%</b>	<b>\$4,719</b>	<b>\$29,309</b>

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

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

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

**Activities:**

- Regional Food Commission meeting facilitation and staff supportTravel time to meetings
- Presentations and information exchanges
- Attend conferences and training sessions

**Products**

**Completion  
Date**

2019 Regional Food Commission Support  
2020 Regional Food Commission Support

On-going  
On-going

**2018-1002 Hawley Zoning & Subdivision Ordinance Update (2018) (CARRYOVER)**

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

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

**Activities:**

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

**Products**

**Completion  
Date**

Hawley Zoning & Subdivision Ordinance Update

4th QTR 2019

**2018-1003 Casselton Comprehensive & Transportation Plan (2018) (CARRYOVER)**

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

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

**Activities:**

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

**Products**

Casselton Comprehensive & Transportation Plan

**Completion Date**

1<sup>st</sup> QTR 2019

**Estimates of staff hours for 2019 and 2020 are shown in Figures 10.11 and 10.12 on the following pages.**



		Total Cost	Total Hours	Executive Director	Senior Planner	Transp. Planner	C/T Analyst	Assistant Planner (1)	Assistant Planner (2)	Exec. Asst.	Intern
<b>Figure 10.11 2019 Metro COG UPWP Staff Hourly Estimates</b>				77.05	53.49	45.52	39.49	38.80	33.14	25.54	12.75
100	Policy and Administrative Forums	\$54,079.90	1120								
101	Metro COG Policy Board	\$17,849.20	400	100	30	30	30	30	30	150	
102	Metro COG Executive Committee	\$5,129.50	100	50	0	0	0	0	0	50	
103	Transportation Technical Committee (TTC)	\$17,083.00	370	100	30	30	30	30	30	120	
104	Federal, State, and Local Committee Meetings	\$14,018.20	250	100	30	30	30	30	30	0	
200	Contracted Planning Services	\$141,501.10	3320								
201	2045 Long Range Transportation Plan	\$21,903.90	430	80	160	40	40	60	40		10
202	ATAC TDM Development	\$2,355.70	50		10	40					
203	ATAC Intersection Traffic Data Reporting	\$2,108.10	50		10	20			20		
204	13th Avenue Corridor Study	\$6,017.15	135		15	100			20		
205	12th Avenue Corridor Study	\$5,146.25	125		15		110				
206	Cass County CR 18 Study	\$5,354.35	115		15	100					
207	US 10/US 75 Corridor Study	\$7,329.20	140		120	20					
208	Fargo Safe Routes to Schools Study	\$16,960.55	615		15	120		160	20		300
209	Regional Bikeway Gap Analysis	\$11,667.00	280		20	160			100		
210	76th Avenue Corridor Study	\$10,138.00	200		160		40				
211	Horace Comprehensive and Transportation Plan	\$11,772.00	300		40		160		100		
212	MATBUS Transit Authority Implementation Study	\$8,558.40	160		160						
213	Office Remodel and Furniture	\$15,039.40	300	100	30	30	30	30	30	30	20
214	9th Street Corridor Study	\$6,182.80	150		20		100	30			
215	Northwest Metro Transportation Plan	\$7,388.20	180		20		160				
216	Fargo Moorhead Diversion Rec Plan	\$3,580.10	90		20		30		40		
300	Federal Transportation Planning Documentation	\$73,739.70	1390								
301	Transportation Improvement Program (TIP)	\$11,578.50	300		50	50			200		
302	Unified Planning Work Program (UPWP)	\$26,544.60	380	300	30	10	10	10	10	10	
303	Public Participation	\$11,955.50	200	100		50	50				
304	Congestion Management Process	\$5,792.30	130		50		20	60			
305	Federal and State Rules and Regulations Compliance and Maintenance	\$4,922.30	70	50	20						
306	Civil Rights / Title VI / LEP/ Environment Justice	\$4,302.50	110				50	60			
307	2040 and 2045 LRTP Implementation	\$6,557.10	150		30	40	40	40			
308	2020 Census Coordination and Technical Assistance	\$2,086.90	50		10			40			
400	Technical Transportation Data & Analysis	\$73,063.40	1825								
401	Performance Measures	\$13,569.20	280	40	80			160			
402	Federal Functional Classification Update	\$6,863.80	165		20	25		120			
403	Travel Demand Model (TDM) maintenance and Operation	\$4,362.90	100		10	50		40			
404	Freight and Goods Movement	\$3,914.50	100				50	50			
405	FM Metropolitan Profile	\$8,570.60	220		10	20	20	160			10
406	Metropolitan Traffic Counting Program	\$10,097.00	310			80		10	160		60
407	Metropolitan Technical Assistance	\$16,641.20	420		40	80	100	50	150		
408	ITS/Traffic Operations Technical Assistance	\$4,388.20	110			60			50		
409	GIS	\$4,656.00	120					120			
500	Transit Planning	\$16,293.00	355								
501	Transit Technical Assistance	\$6,859.90	155		50	25		70	10		
502	MAT Coordinating Board	\$9,433.10	200		150			10		40	
600	Bicycle & Pedestrian Planning	\$25,595.40	670								
601	Bicycle-Pedestrian Activities and Technical Assistance	\$10,098.20	230			200			30		
602	Bicycle and Pedestrian Counts and Analysis	\$9,500.40	290			100		50	60		80
603	Heartland Trail Extension (Countywide Coordination & Corridor Study)	\$3,146.40	80			40			40		
604	Bicycle Safety Education	\$2,850.40	70			20		50			
700	Local Planning Assistance	\$40,759.20	930								
701	Agency Outreach	\$25,117.50	500	100	100	100	50	100	50		
703	Local Planning Assistance	\$15,641.70	430				130	100	200		0
800	General Administration	\$195,623.50	4470								
801	General Administration, Management, IT, Secretarial and Leave Time	\$165,138.30	3890	700	400	350	350	320	320	1450	
802	Financial Budgeting and Tracking	\$17,964.00	300	200						100	
803	Professional Development, Education and Training	\$12,521.20	280	40	40	40	40	40	40	40	
900	Publications, Public Information and Communication	\$11,976.70	310								
901	Metro COG Newsletter	\$7,818.70	185	20	20	20	50	25	10	40	
902	Website and Social Media	\$4,158.00	125				40	25	10	50	
1000	Community Planning and Technical Assistance	\$24,590.50	650								
2019-10	Cass - Clay Food Systems Advisory Commission	\$4,484.80	120	0	0	0	80	0	40	0	0
2019-10	Hawley Zoning & Subdivision Ordinance Update	\$16,665.60	440	0	40	0	200	0	200	0	0
2019-10	Cassellton Comprehensive Plan	\$3,440.10	90		10		40		40		
<b>Total</b>		<b>\$657,222.40</b>	<b>15040</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>480</b>

		Total Cost	Total Hours	Executive Director	Senior Planner	Transportation Planner	C & T Analyst	Assistant Planner (1)	Assistant Planner (2)	Executive Assistant	Intern
Figure 10.12 2020 Metro COG UPWP Staff Hourly Estimates				80.82	56.08	47.66	41.52	40.88	34.93	26.86	13.02
100	Policy and Administrative Forums	\$62,668.30	1230								
101	Metro COG Policy Board	\$19,719.10	420	100	40	30	40	30	30	150	
102	Metro COG Executive Committee	\$7,808.60	130	80	0	0	0	0	0	50	
103	Transportation Technical Committee (TTC)	\$19,450.50	410	100	40	30	40	30	30	140	
104	Federal, State, and Local Committee Meetings	\$15,690.10	270	100	40	30	40	30	30	0	
200	Contracted Planning Services	\$75,090.70	1850								
201	2045 Long Range Transportation Plan	\$0.00	0								
202	ATAC TDM Development	\$1,906.40	40			40					
203	ATAC Intersection Traffic Data Reporting	\$2,212.60	50		10	20			20		
204	West Fargo 13th Avenue Corridor Study	\$0.00	0								
205	Moorhead 12th Avenue Corridor Study	\$0.00	0								
206	Cass County CR 18 Study	\$0.00	0								
207	Moorhead US 10/US 75 Corridor Study	\$0.00	0								
208	Fargo Safe Routes to Schools Study	\$0.00	0								
209	Regional Bikeway Gap Analysis	\$0.00	0								
210	78th Avenue Corridor Study	\$0.00	0								
211	Horace Comprehensive and Transportation Plan	\$0.00	0								
212	MATBUS Transit Authority Implementation Study	\$0.00	0								
213	Office Remodel and Furniture	\$1,885.00	30	20						10	
214	West Fargo 9th Street Corridor Study	\$0.00	0								
215	Northwest Metro Transportation Plan	\$8,199.80	200		20		120		60		
216	Fargo Moorhead Diversion Rec Plan	\$16,411.60	420		20		200		200		
217	Metro COG Traffic Counting Program for LRTP	\$17,099.90	530		20	200			110		200
218	MATBUS Transit Development Plan (TDP)	\$19,392.00	400		200			200			
219	Moorhead 17th Street N Corridor Study	\$7,983.40	180		20	100			60		
300	Federal Transportation Planning Documentation	\$103,697.10	1920								
301	Transportation Improvement Program (TIP)	\$14,063.20	350		60	40			240		
302	Unified Planning Work Program (UPWP)	\$27,846.90	380	300	30	10	10	10	10	10	
303	Public Participation	\$10,759.00	200	40	40	50	60	10			
304	Congestion Management Process	\$7,703.60	150	20	50		20	60			
305	Federal and State Rules and Regulations Compliance and Maintenance	\$6,693.00	100	50	40			10			
306	Civil Rights / Title VI / LEP/ Environment Justice	\$5,337.00	120	10			50	60			
307	2045 LRTP Implementation	\$12,426.80	240	20	100	40	40	40			
308	2020 Census Coordination and Technical Assistance	\$18,867.60	380	20	160		160	40			
400	Technical Transportation Data & Analysis	\$90,542.10	2215								
401	Performance Measures	\$15,068.20	290	50	80			160			
402	Federal Functional Classification Update	\$3,948.30	85		20	25		40			
403	Travel Demand Model (TDM) maintenance and Operation	\$4,579.00	100		10	50		40			
404	Freight and Goods Movement	\$5,365.60	130				80	50			
405	FM Metropolitan Profile	\$9,406.00	250		10	20	20	160			40
406	Metropolitan Traffic Counting Program	\$10,852.00	330			80		10	160		80
407	Metropolitan Technical Assistance	\$18,236.20	430		40	80	160	50	100		
408	ITS/Traffic Operations Technical Assistance	\$8,621.20	200			60	60	80			
409	GIS	\$14,465.80	400		20		60	240			80
500	Transit Planning	\$26,857.80	545								
501	Transit Technical Assistance	\$17,022.10	345		220	25			100		
502	MAT Coordinating Board	\$9,835.70	200		150				10	40	
600	Bicycle & Pedestrian Planning	\$43,390.30	1030								
601	Bicycle-Pedestrian Activities and Technical Assistance	\$10,579.90	230			200			30		
602	Bicycle and Pedestrian Counts and Analysis	\$12,043.20	350			100		50	120		80
603	Heartland Trail Extension (Countywide Coordination & Corridor Study)	\$17,770.00	380		20	320			40		
604	Bicycle Safety Education	\$2,997.20	70			20		50			
700	Local Planning Assistance	\$54,411.00	1190								
701	Agency Outreach	\$29,250.70	560	110	100	100	100	100	50		
703	Local Planning Assistance	\$25,160.30	630		40		260	100	230		0
800	General Administration	\$214,628.80	4590								
801	General Administration, Management, IT, Secretarial and Leave Time	\$181,507.20	3990	800	400	350	350	320	320	1450	
802	Financial Budgeting and Tracking	\$19,971.60	320	200	20					100	
803	Professional Development, Education and Training	\$13,150.00	280	40	40	40	40	40	40	40	
900	Publications, Public Information and Communication	\$14,044.70	350								
901	Metro COG Newsletter	\$8,736.85	200	20	20	20	50	25	25	40	
902	Website and Social Media	\$5,307.85	150				40	35	25	50	
1000	Community Planning and Technical Assistance	\$4,718.80	120								
2019-1001	Cass - Clay Food Systems Advisory Commission	\$4,718.80	120				80		40		0
2019-1002	Hawley Zoning & Subdivision Ordinance Update	\$0.00	0								
2019-1003	Cassellton Comprehensive Plan	\$0.00	0								
<b>Total</b>		<b>\$690,049.60</b>	<b>15040</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>480</b>

801 Includes Leave Time (holiday - 80, estimated vacation - 80, estimated sick 40)



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

**METRO COG POLICY BOARD**

**Voting Members**

Roger Buscher	City of Moorhead, Minnesota – Planning Commission
Brenda Elmer	City of Moorhead, Minnesota – City Council
Shara Fischer	City of Fargo, North Dakota – Planning Commission
Tony Gehrig	City of Fargo, North Dakota – City Commission
Steve Gehrtz	City of Moorhead, Minnesota – City Council
Eric Gjerdevig	City of West Fargo, North Dakota – City Commission
Tony Grindberg	City of Fargo, North Dakota – City Commission
John Gunkelman	City of Fargo, North Dakota – Planning Commission
John Koerselman	City of Horace, North Dakota – City Council
Jenny Mongeau (C)	Clay County, Minnesota – County Commission
Brad Olson (VC)	City of West Fargo, North Dakota – City Commission
Dave Piepkorn	City of Fargo, North Dakota – City Commission
Arland Rasmussen	Cass County, North Dakota – County Commission
Rocky Schneider	City of Fargo, North Dakota – Planning Commission
Kevin Spaulding	City of Dilworth, Minnesota – City Council
John Strand	City of Fargo, North Dakota – City Commission

\*(C) Chair and (VC) Vice Chair

**ASSOCIATE MEMBERS**

Charlie Francis	City of Casselton, North Dakota – City Council
Ben Gunkelman	City of Hawley, North Dakota – City Council
Kevin Odegaard	Mapleton, North Dakota – City Council
David Owings	City of Glyndon, Minnesota – City Council
Michael Rietz	City of Barnesville, Minnesota – City Administrator
Richard Sundberg	City of Harwood, North Dakota – City Council

**EX-OFFICIO MEMBERS**

Bob Walton	North Dakota Dept. of Transportation – Fargo District Engineer
Shiloh Wahl	Minnesota Dept. of Transportation – District 4 Engineer

**VOTING AND ASSOCIATE MEMBER ALTERNATES**

Wendy Affield	City of Glyndon, Minnesota – City Clerk/Treasurer
Lee Anderson	City of Casselton, North Dakota – Mayor
Chris Brungardt	City of West Fargo, North Dakota – Public Works
Casey Eggermont	City of Harwood, North Dakota – City Auditor
Jim Haney	Clay County, Minnesota – County Commission
Chuck Hendrickson	City of Moorhead, Minnesota – City Councilmember
Brenton Holper	City of Horace, North Dakota – City Administrator
Cecil Johnson	City of Glyndon, Minnesota – Mayor
Karen Lauer	City of Barnesville, Minnesota - Economic Development Authority
Barry Lund	City of Mapleton, North Dakota – Mayor
Chad Olson	City of Dilworth, Minnesota – Mayor
Chad Peterson	Cass County, North Dakota – County Commissioner
Stacey Reidberger	City of Hawley, Minnesota – City Councilmember
Scott Stofferahn	City of Fargo, North Dakota – Planning Commissioner
Larry Weil	City of West Fargo, North Dakota – Planning & Zoning

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

### Transportation Technical Committee

<b>Jonathan Atkins</b>	<i>City of Moorhead, City Traffic Engineer</i>
<b>Jason Benson</b>	<i>Cass County, North Dakota Public Works Department</i>
<b>Julie Bommelman</b>	<i>City of Fargo, North Dakota Transit (MATBUS)</i>
<b>Hali Durand</b>	<i>Clay County Planning Department</i>
<b>Richard Duran</b>	<i>Federal Highway Administration (Ex-Officio)</i>
<b>Jeremy Gorden (VC)</b>	<i>City of Fargo, North Dakota Engineering Department</i>
<b>Cindy Gray (C)</b>	<i>Fargo-Moorhead Metropolitan Council of Governments</i>
<b>Michael Johnson</b>	<i>North Dakota Department of Transportation</i>
<b>Kristie Leshovsky</b>	<i>City of Moorhead City Planning and Zoning</i>
<b>Kim Lipetzky</b>	<i>Bicycle - Pedestrian Committee Representative</i>
<b>Aaron Nelson</b>	<i>City of Fargo, Planning Department</i>
<b>David Overbo</b>	<i>Clay County, Minnesota County Engineering Department</i>
<b>Mary Safgren</b>	<i>Minnesota Department of Transportation District 4</i>
<b>Russ Sahr</b>	<i>City of Horace, Planning Department</i>
<b>Dustin Scott</b>	<i>City of West Fargo, Engineering Department</i>
<b>Tim Solberg</b>	<i>City of West Fargo, Planning Department</i>
<b>Brit Stevens</b>	<i>North Dakota University Representative</i>
<b>Stan Thurlow</b>	<i>City of Dilworth, Minnesota Planning Department</i>
<b>Ranae Tunison</b>	<i>Federal Transit Administration (Ex-Officio)</i>
<b>Lori Van Beek</b>	<i>City of Moorhead, Minnesota Moorhead Transit (MATBUS)</i>
<b>Mark Wolter</b>	<i>Freight Committee Representative</i>
<b>[Vacant]</b>	<i>Minnesota University Representative</i>
<b>[Vacant]</b>	<i>Cass County Planning Department Representative</i>
<b>[Vacant]</b>	<i>Greater Fargo-Moorhead Economic Development Foundation</i>

note: C = Chair, VC= Vice Chair

### Metro COG Staff

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

**Appendix B.  
Policy Board and Transportation Technical Committee Meeting Schedules**

2019		2020	
Transportation Technical Committee	Metro COG Policy Board	Transportation Technical Committee	Metro COG Policy Board
January 10, 2019	January 17, 2019	January 9, 2020	January 16, 2020
February 14, 2019	February 21, 2019	February 13, 2020	February 20, 2020
March 14, 2019	March 21, 2019	March 12, 2020	March 19, 2020
April 11, 2019	April 18, 2019	April 9, 2020	April 16, 2020
May 9, 2019	May 16, 2019	May 14, 2020	May 21, 2020
June 13, 2019	June 20, 2019	June 11, 2020	June 18, 2020
July 11, 2019	July 18, 2019	July 9, 2020	July 16, 2020
August 8, 2019	August 15, 2019	August 13, 2019	August 20, 2020
September 12, 2019	September 19, 2019	September 10, 2020	September 17, 2020
October 10, 2019	October 17, 2019	October 8, 2020	October 15, 2020
November 14, 2019	November 21, 2019	November 12, 2020	November 19, 2020
December 12, 2019	December 29, 2019	December 10, 2020	December 17, 2020

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

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

Meeting agenda packets are posted to the Metro COG website: [www.fmmetrocog.org](http://www.fmmetrocog.org) and are available at the Metro COG offices one week in advance of the meetings.

# Appendix C. Notice of 2016 Planning Emphasis Areas Letter



U.S. Department  
of Transportation

Federal Highway  
Administration  
Federal Transit  
Administration

1200 New Jersey Avenue, SE.  
Washington, DC 20590

March 18, 2015

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

Attention: Executive Directors of Metropolitan Planning Organizations

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

#### **MAP-21 Implementation**

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

#### **Regional Models of Cooperation**

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

2

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

#### **Ladders of Opportunity**

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

Sincerely yours,

Gregory G. Nadeau  
Deputy Administrator  
Federal Highway Administration

Therese W. McMillan  
Acting Administrator  
Federal Transit Administration

## Appendix D. Documentation of Local Match

2019 and 2020 jurisdiction dues and project-specific responsibilities, as presented, were approved May 17, 2018 as part of the 2019-2020 Metro COG Budget. Tables have been updated to reflect the changes included in this amendment. The Jurisdiction Project Dues Summary – 2019 Budget table has been amended in UPWP Amendment # 1 to shift \$25,000 from the 9<sup>th</sup> Street Corridor Study to the Northwest Metro Transportation Plan.

### Jurisdiction Operations Dues Summary - 2019 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	MnDOT	
<b>Metro COG Dues</b>										
Approved Dues Formula		7.7%	8.2%	1.9%	50.0%	1.2%	18.4%	12.5%	0.0%	100.00%
<b>Internal Operations (eligible costs)</b>										
Metro COG Personnel (Total Loaded Wage)	All	\$8,092.39	\$8,569.24	\$2,039.19	\$52,311.41	\$1,231.42	\$19,289.67	\$13,089.51	\$26,820.00	\$ 657,214.07
Metro COG Overhead Costs	All	\$2,204.17	\$2,334.05	\$555.42	\$14,248.36	\$335.41	\$5,254.04	\$3,565.26	\$0.00	\$ 142,483.56
MnDOT Match Requirement	All	\$518.62	\$549.18	\$130.69	\$3,352.50	\$78.92	\$1,236.22	\$838.87	\$0.00	\$ 6,705.00
<b>Total Dues (Internal)</b>		<b>\$10,296.56</b>	<b>\$10,903.30</b>	<b>\$2,594.61</b>	<b>\$66,559.76</b>	<b>\$1,566.83</b>	<b>\$24,543.70</b>	<b>\$16,654.77</b>	<b>\$26,820.00</b>	<b>\$799,697.63</b>
<b>Internal Operations (ineligible costs)</b>	All	\$153.15	\$162.17	\$38.59	\$990.00	\$23.30	\$365.06	\$247.72		\$1,980.00
<b>Total</b>		<b>\$10,449.71</b>	<b>\$11,065.47</b>	<b>\$2,633.20</b>	<b>\$67,549.76</b>	<b>\$1,590.13</b>	<b>\$24,908.76</b>	<b>\$16,902.49</b>	<b>\$26,820.00</b>	<b>\$801,677.63</b>

### Jurisdiction Project Dues Summary - 2019 Budget, as amended in Amendment #1

Dues and Local Match on Contracted Planning Projects	Participating Jurisdictions	Jurisdiction								Total Cost	Federal Share	Federal %	Local Share	Local %
		Cass Co.	Clay Co.	Dilworth	Fargo	Horace	Moorhead	West Fargo	Other					
<b>Metro COG Dues</b>														
Approved Dues Formula		7.7%	8.2%	1.9%	50.0%	1.2%	18.4%	12.5%	0.0%	100.00%				
<b>Regional Contracted Planning Projects</b>														
NDSU ATAC Annual Participation (TDM Model Dev)	All	\$154.70	\$163.81	\$38.98	\$1,000.00	\$23.54	\$368.75	\$250.22	\$0.00	\$10,000.00	\$8,000.00	80%	\$2,000.00	20%
Metro COG Office Remodel & Furnishing	All	\$4,950.28	\$5,241.99	\$1,247.41	\$32,000.00	\$753.28	\$11,799.90	\$8,007.13		\$320,000.00	\$256,000.00	80%	\$64,000.00	20%
<b>Total</b>		<b>\$5,104.98</b>	<b>\$5,405.80</b>	<b>\$1,286.40</b>	<b>\$33,000.00</b>	<b>\$776.82</b>	<b>\$12,168.65</b>	<b>\$8,257.35</b>	<b>\$0.00</b>					
<b>Individual Jurisdiction Contracted Planning</b>														
9th Street Corridor Study	West Fargo							\$20,000.00		\$100,000.00	\$80,000.00	80%	\$20,000.00	20%
Northwest Metro Transportation Plan	Fargo/West Fargo				\$20,000.00			\$20,000.00		\$200,000.00	\$160,000.00	80%	\$40,000.00	20%
Fargo-Moorhead Diversion Rec Plan. (2019-2020)	Diversion Authority								\$40,000.00	\$80,000.00	\$40,000.00	50%	\$40,000.00	50%
<b>Total Contracted Planning Studies</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$20,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$40,000.00</b>	<b>\$40,000.00</b>	<b>\$710,000.00</b>	<b>\$280,000.00</b>		<b>\$100,000.00</b>	
<b>Grand Total Project Dues</b>		<b>\$5,104.98</b>	<b>\$5,405.80</b>	<b>\$1,286.40</b>	<b>\$53,000.00</b>	<b>\$776.82</b>	<b>\$12,168.65</b>	<b>\$48,257.35</b>	<b>\$40,000.00</b>					

Denotes amounts amended in UPWP Amendment #1



## Appendix D. Documentation of Local Match

### Jurisdiction Operations Dues Summary - 2020 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	Other	
<b>Metro COG Dues</b>										
Approved Dues Formula		7.7%	8.2%	1.9%	50.0%	1.2%	18.4%	12.5%	0.0%	100.00%
<b>Internal Operations (eligible costs)</b>										
Metro COG Personnel (Total Loaded Wage)	All	\$8,600.23	\$9,107.01	\$2,167.16	\$55,594.22	\$1,308.69	\$20,500.19	\$13,910.94	\$26,820.00	\$ 690,042.16
Metro COG Overhead Costs	All	\$2,260.81	\$2,394.04	\$569.70	\$14,614.53	\$344.03	\$5,389.06	\$3,656.89	\$0.00	\$ 146,145.28
MnDOT Match Requirement	All	\$518.62	\$549.18	\$130.69	\$3,352.50	\$78.92	\$1,236.22	\$838.87	\$0.00	\$ 6,705.00
<b>Total Dues (Internal)</b>		<b>\$10,861.04</b>	<b>\$11,501.04</b>	<b>\$2,736.85</b>	<b>\$70,208.74</b>	<b>\$1,652.72</b>	<b>\$25,889.25</b>	<b>\$17,567.83</b>	<b>\$26,820.00</b>	<b>\$836,187.44</b>
<b>Internal Operations (ineligible costs)</b>	All	\$153.15	\$162.17	\$38.59	\$990.00	\$23.30	\$365.06	\$247.72		\$1,980.00
<b>Total</b>		<b>\$11,014.19</b>	<b>\$11,663.22</b>	<b>\$2,775.45</b>	<b>\$71,198.74</b>	<b>\$1,676.03</b>	<b>\$26,254.31</b>	<b>\$17,815.55</b>	<b>\$26,820.00</b>	<b>\$838,167.44</b>

### Jurisdiction Project Dues Summary - 2020 Budget

Dues and Local Match on Contracted Planning Projects	Participating Jurisdictions	Jurisdiction								Total Cost	Federal Share	Federal %	Local Share	Local %
		Cass Co.	Clay Co.	Dilworth	Fargo	Horace	Moorhead	West Fargo	Other					
<b>Metro COG Dues</b>														
Approved Dues Formula		7.7%	8.2%	1.9%	50.0%	1.2%	18.4%	12.5%	0.0%	100.00%				
<b>Regional Contracted Planning Projects</b>														
NDSU ATAC Annual Participation (TDM Model Dev)	All	\$154.70	\$163.81	\$38.98	\$1,000.00	\$23.54	\$368.75	\$250.22	\$0.00	\$10,000.00	\$8,000.00	80%	\$2,000.00	20%
Metro COG Traffic Counting Program	All	\$1,933.71	\$2,047.65	\$487.27	\$12,500.00	\$294.25	\$4,609.34	\$3,127.79		\$125,000.00	\$100,000.00	80%	\$25,000.00	20%
Metro COG Remodel and Furnishing	All	\$386.74	\$409.53	\$97.45	\$2,500.00	\$58.85	\$921.87	\$625.56		\$25,000.00	\$20,000.00	80%	\$5,000.00	20%
<b>total</b>		<b>\$2,088.40</b>	<b>\$2,211.46</b>	<b>\$526.25</b>	<b>\$13,500.00</b>	<b>\$317.79</b>	<b>\$4,978.08</b>	<b>\$3,378.01</b>	<b>\$0.00</b>					
<b>Individual Jurisdiction Contracted Planning</b>														
MATBUS Transit Development Plan	MATBUS			\$26,800.00			\$13,200.00			\$200,000.00	\$160,000.00	80%	\$40,000.00	20%
17th Street Corridor Study	Moorhead						\$35,000.00			\$175,000.00	\$140,000.00	80%	\$35,000.00	20%
Northwest Metropolitan Transportation Plan	Fargo/West Fargo			\$5,000.00				\$5,000.00		\$50,000.00	\$40,000.00	80%	\$10,000.00	20%
Fargo-Moorhead Diversion Rec Plan (2019-2020)	Diversion Authority								\$75,000.00	\$150,000.00	\$75,000.00	50%	\$75,000.00	50%
										\$0.00	\$0.00	80%	\$0.00	20%
										\$0.00	\$0.00	80%	\$0.00	20%
<b>Total Contracted Planning Studies</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$31,800.00</b>	<b>\$0.00</b>	<b>\$48,200.00</b>	<b>\$5,000.00</b>	<b>\$75,000.00</b>	<b>\$735,000.00</b>	<b>\$415,000.00</b>		<b>\$160,000.00</b>	
<b>Grand Total</b>		<b>\$2,088.40</b>	<b>\$2,211.46</b>	<b>\$526.25</b>	<b>\$45,300.00</b>	<b>\$317.79</b>	<b>\$53,178.08</b>	<b>\$8,378.01</b>	<b>\$75,000.00</b>					

## Appendix E. Metro COG Cost Allocation Plan

### Metro COG Cost Allocation Plan

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) has prepared a cost allocation plan in support of the 2019-2020 Unified Planning Work Program (UPWP). It is intended to describe the procedures used by Metro COG to distribute indirect project costs incurred over the 24-month period (January 1, 2019 — December 31, 2020) among local, state, and federal granting agencies.

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

##### Federal

For 2019-2020 Metro COG will receive the majority of its revenues from a Consolidated Planning Grant (CPG) administered by the North Dakota Department of Transportation. The 20% share of the CPG eligible costs are covered through local and state sources of funding. Metro COG bills NDDOT monthly for reimbursement of eligible CPG activities. Metro COG reimbursement requests to NDDOT break out costs by direct labor, indirect costs, and contracted planning costs.

##### State

Metro COG will receive approximately \$26,820 (based on estimates for CY 2019 and CY 2020 provided by MnDOT) annually from the Minnesota Department of Transportation (MnDOT) through a state funded planning grant. The MnDOT grant requires a 20% local match, which is met out of expenses billed to Program Area 901; and through the dues collected from Metro COG's member units of government. The 20% match on the MnDOT is estimated annually at approximately \$6,705 based on CY 2018 MnDOT Grant. The other 80% of the MnDOT grant is used as the 20% match on CPG eligible activities. Metro COG bills MnDOT three times annually for reimbursement of the state planning grant funds (50%, 40% and 10%).

##### Local

Metro COG will collect local dues annually from its local members' units of government. The local dues make up the majority of the required 20% match on CPG eligible costs for internal operations. Local match on contracted planning activities (Program Area 1000) are collected directly from benefiting jurisdictions or agencies and are not covered by Metro COG local dues contributions. Metro COG invoices all local member units of government once annually for payment of local dues and required match on contracted planning activities.

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

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

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

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

Metro COG's indirect costs for 2019 and 2020 are demonstrated in Program Area 800 and overhead costs 800a-800r. Program Area 800 is Administrative time billed by Metro COG staff that is not attributable to any specific program activity in that it benefits the overall operation of Metro COG, as discussed under Program Area 800. Program Area 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 attributable 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 these 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 its bills NDDOT for CPG reimbursements. Metro COG bills NDDOT an indirect rate (which is reconciled and approved annually) to recoup overhead and administrative costs incurred as part of its operation, as expressed through activities and expenses related to Program Area 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 CPG reimbursement (801). Costs shown in 801 are cost considered ineligible for reimbursement with CPG funds. Metro COG uses costs incurred in 801 to partially meet the local match against the annual MnDOT state planning grant, which requires a local match of 20%, which is estimated annually at approximately \$6,705 based on CY 2018 MnDOT Grant. Metro COG and



## Appendix E. Metro COG Cost Allocation Plan

NDDOT annually 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 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).
- *800l - Equipment Rental (including printing):* This relates to the lease/rental of equipment, primarily Metro COG's office 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.

## Appendix E. Metro COG Cost Allocation Plan

- 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.
- 800r – *Newsletter Printing and Mailing*: Costs related to the printing and distribution of the *Metro Connection*, Metro COG's quarterly newsletter (postage for distribution included).

### Locally Funded Overhead

- 801a - *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.

## Overhead Costs - 2019-2020 Budget

800 Overhead		2019	2020
800a	Travel / Registrations/ Training/etc..	\$10,200.00	\$10,400.00
800b	Dues / Subscriptions	\$4,646.00	\$5,456.00
800c	Office Supplies	\$3,200.00	\$3,200.00
800d	Postage	\$1,500.00	\$1,500.00
800e	Advertising	\$2,200.00	\$2,200.00
800f	Office Rent	\$36,560.56	\$37,307.28
800g	Insurance	\$6,074.00	\$6,106.00
800h	Communications	\$4,140.00	\$4,200.00
800i	Information Systems	\$34,660.00	\$34,680.00
800j	Audit	\$8,000.00	\$8,250.00
800k	Office Equipment	\$500.00	\$1,500.00
800l	Printing	\$9,813.00	\$9,856.00
800m	Legal Services	\$550.00	\$550.00
800n	Accounting Services	\$15,600.00	\$16,000.00
800o	HR Services	\$500.00	\$500.00
800p	<b>Traffic Count Equipment Maintenance and Replacement (Amentment #2)</b>	<b>\$5,626.17</b>	\$500.00
800q	Payroll Services	\$1,440.00	\$1,440.00
800r	Newsletter Printing and Mailing	\$2,400.00	\$2,500.00
<b>Total Overhead<sup>1</sup></b>		<b>\$147,609.73</b>	<b>\$146,145.28</b>
801 Overhead (Funded Locally)		2019	2020
801a	Misc.	\$1,980.00	\$1,980.00
<b>Total Overhead (Funded Locally)<sup>2</sup></b>		<b>\$1,980.00</b>	<b>\$1,980.00</b>
<b>Total 2019 and 2020 Overhead Costs</b>		<b>\$149,589.73</b>	<b>\$148,125.28</b>

<sup>1</sup>Metro COG is required to provide a 20% local match on its annual MnDOT State Planning Contract. For CY 2019 this is estimated at \$6,705. In order to satisfy this 20% local matching requirement, Metro COG withholds Consolidated Planning Grant (CPG) reimbursement of indirect costs (800) from its billing to NDDOT, and thus assumes these costs with 100% local funds, less other ineligible indirect costs as outlined in 801.

## Appendix E. Metro COG Cost Allocation Plan

<sup>2</sup> Funds used for non-federally reimbursable products or purchases, less other ineligible indirect costs as outlined in 801.

<sup>3</sup> UPWP Amendment #2 – Addition of \$5,126.17 to the 2019 Operations/Overhead Budget for replacement of traffic count equipment. Funds will consist of \$2,000 remaining from the 2018 Operations/Overhead budget and \$3,126.17 from Metro COG reserves. Local match amounts are not affected. Equipment maintenance budget, previously set at \$500, is retained with this amendment, bringing the total amount for 800p Traffic Count Equipment Maintenance and Replacement to \$5,6126.17.

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

Metro COG's indirect rate is determined based on a reconciliation of past year costs (E.g. the CY 2019 indirect rate will be based on actual reconciled indirect costs for 2018). A new indirect rate is approved at the start of each calendar year by NDDOT. Indirect costs take into account all overhead costs (as show in Program 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 cost to Metro COG's overhead, mostly related to the consultant procurement or contract management.

### **Special Project Costs**

Metro COG has estimated that less than 5% of all billable labor by Metro COG staff over the calendar years of 2019-2020 will not be eligible for reimbursement through the CPG funds administrated by the 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 contact with the recipient community. For projects with a partial CPG component, costs are tracked and billed accordingly; and reconciled at the end of the project and the end of each calendar year. Metro COG timesheets and indirect cost tracking procedures allow for accurate tracking of costs by UPWP Program Area, and task activity.

# Appendix F. Metro COG 2019 Transportation Improvement Program Self Certification Statement

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## TRANSPORTATION PLANNING PROCESS SELF CERTIFICATION STATEMENT

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

- 23 USC 134 and 49 USC 5303, and 23 CFR Part 450;
- 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;
- Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- Section 1101(b) of the Moving Ahead to Progress to the 21<sup>st</sup> Century (MAP-21) (Pub. L. 109-59) and 49 CFR part 26 regarding the involvement of Disadvantaged Business Enterprises in USDOT funded planning projects;
- 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- 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;
- 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;
- Section 324 of Title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

Full documentation of Metro Cog's federal certification can be obtained by contacting Metro COG at 701.232.3242, [metrokog@fmmetrokog.org](mailto:metrokog@fmmetrokog.org), or by visiting in person at One 2<sup>nd</sup> Street North Suite 232, Fargo, North Dakota 58102.

**F-M Metropolitan Council of Governments**

**North Dakota Department of Transportation**

  
Signature

  
Signature

Policy Board Chair  
Title

Local Government Engineer  
Title

Sept. 20, 2018  
Date

10-2-18  
Date



## Appendix F. Metro COG 2019 Transportation Improvement Program Self Certification Statement

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**A RESOLUTION ENDORSING THE FY 2019 - FY 2022  
TRANSPORTATION IMPROVEMENT PROGRAM  
FOR THE  
FARGO-MOORHEAD METROPOLITAN AREA**

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**WHEREAS**, the members of the Fargo-Moorhead Metropolitan Council of Governments (Metro COG) have been formally designated by their respective legislative bodies to act as the official representative in planning matters of mutual concern; and

**WHEREAS**, Metro COG is the designated Metropolitan Planning Organization (MPO) for the greater Fargo-Moorhead metropolitan area; and

**WHEREAS**, it is the responsibility of the MPO, in conjunction with the States, to certify that the transportation planning process complies with all applicable federal laws and regulations; and

**WHEREAS**, a fiscally constrained and prioritized Transportation Improvement Program (TIP) for intermodal planning is required by the U.S. Department of Transportation (DOT) and was developed by the MPO for the greater Fargo-Moorhead metropolitan area; and

**WHEREAS**, the Fiscal Year 2019 - 2022 Transportation Improvement Program, dated September 2018, which defines the capital improvements for streets, highways, bicycle and pedestrian facilities and transit for the local jurisdictions in the metropolitan area for a four-year period, has been approved by the Transportation Technical Committee; and

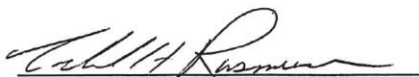
**WHEREAS**, the Metro COG region is in attainment for all air quality standards and projects contained within the TIP are not subject to conformity regulations contained in 40 CFR part 93, subpart A; and

**WHEREAS**, the FY 2019 - 2022 Transportation Improvement Program has been given due consideration by the Metro COG Policy Board; therefore, be it

**RESOLVED**, that Metro COG approves the FY 2019 - 2022 Transportation Improvement Program, dated September 2018, and recommends said program be forwarded to the appropriate state and federal agencies; and be it further

**RESOLVED**, that Metro COG certifies that the transportation planning process complies with applicable federal laws and regulations as required in 23 CFR 450.336.

PASSED this 21 day of September, 2018



Arland Rasmussen, Chairperson  
Metro COG

## Appendix G. Certification of Restrictions on Lobbying

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

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

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

Executed this \_\_\_ day of \_\_\_\_\_, 2018

By \_\_\_\_\_

Arland Rasmussen, Chair  
Fargo-Moorhead Metropolitan Council of Governments  
Policy Board

\_\_\_\_\_

Date

## Appendix H. MATBUS FTA Section 5307 Projects

<b>Local Transit Planning (FTA 5307 Funded)</b>	<b>Participant(s):</b> City of Fargo Transit Division
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This section describes transit planning activities conducted by the City of Fargo through Section 5307 transit funding, so that FM COG's UPWP reflects the complementary nature of area wide and local planning efforts. Funding for these projects is not included in FM COG's UPWP budget, because the funding is provided directly to the City of Fargo.

### **Objective:**

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

**Assigned Staff Hours:**            515 (2019)    945 (2020)

### **Activities:**

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

### **Products**

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

## Appendix H. MATBUS FTA Section 5307 Projects

<b>Local Transit Planning (FTA 5307 Funded)</b>	<b>Participant(s):</b> City of Moorhead Transit Division
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This section describes transit planning activities conducted by the City of Moorhead through Section 5307 transit funding, so that FM COG's UPWP reflects the complementary nature of area wide and local planning efforts. Funding for these projects is not included in FM COG's UPWP budget, because the funding is provided directly to the City of Moorhead.

### **Objective:**

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

**Assigned Staff Hours:**            515 (2019)    945 (2020)

### **Activities:**

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

### **Products**

### **Completion Date**

Ridership and Operations/Performance Reports	Monthly
Annual Ridership and Statistical Report	1st Quarter
Farebox Revenue Analyses	Quarterly
10-Year Financial Plan	2nd Quarter
5-Year Capital Improvement Plan	3rd Quarter
Asset Management Plan Update	1st Quarter
Safety and security analysis	Ongoing
Marketing and social media	Ongoing
Meeting Participation	Monthly