
Unified Planning Work Program

2017 - 2018

AMENDMENT #3



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 2017-2018 calendar years. Metro COG serves as a voluntary association of local governments in the greater Fargo-Moorhead metropolitan area. Metro COG performs planning and development work, especially to address problems and issues that are regional in scope and cross jurisdictional boundaries.

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

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

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

Source: Metro COG (2016)

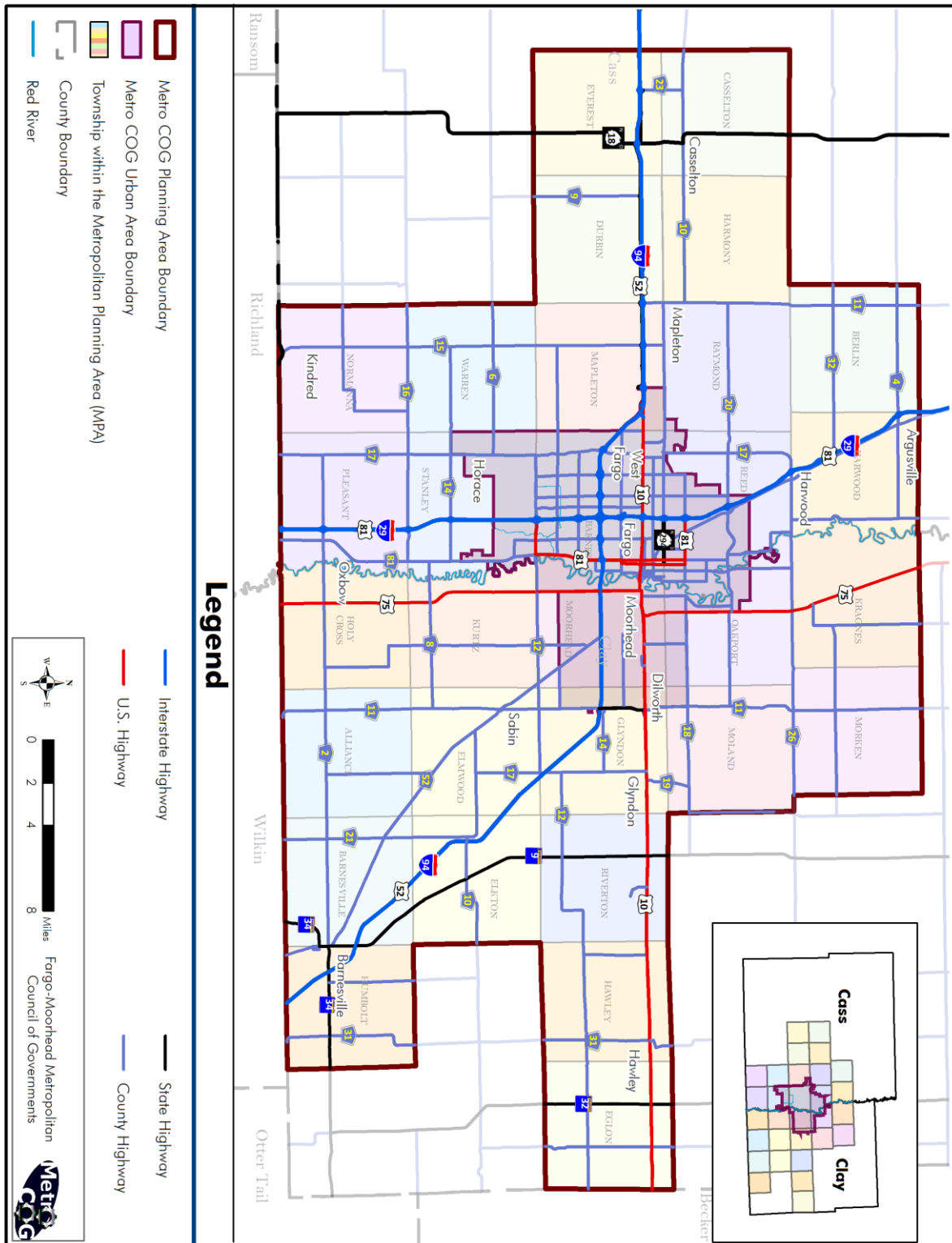
Metro COG’s transportation planning process provides a forum for deciding how to improve the regional transportation system and how to allocate federal transportation funds to pay for these improvements. The decision-making process is **C**ontinuing, **C**omprehensive and **C**ooperative (3C planning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

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

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

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

Figure 1.2 Metro COG Region and Adjusted UZA

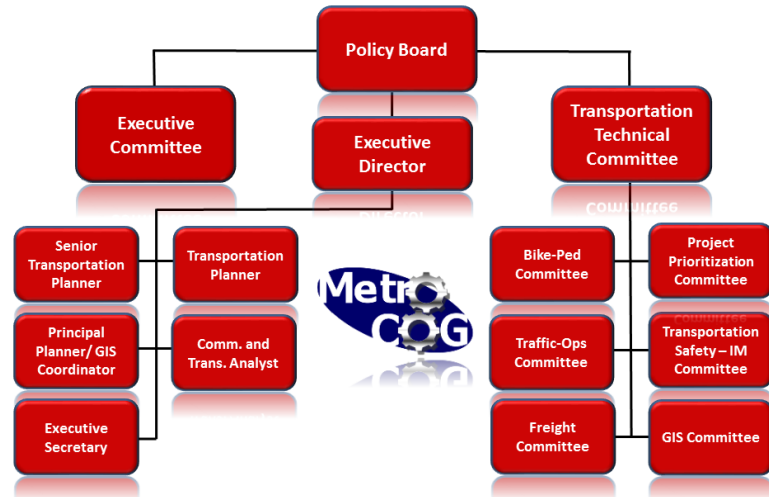


Source: Metro COG (2015)

Organization Structure

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

Figure 1.3 Metro COG Organizational Structure



Source: Metro COG (2016)

The Metro COG Executive Committee is a seven-member board consisting of one member each from each of the seven voting member jurisdictions. The relationship, responsibility and composition of these bodies are identified and described in the *Metro COG Articles of Association (as amended 2015)*.

The Metro COG

Transportation Technical Committee (TTC) reviews and

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

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

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

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

2. UPWP Framework

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

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

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

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

Program Area Overview

The regional transportation planning activities and products contained in this UPWP are categorized by 12 program areas with multiple sub-tasks assigned to each. Sub-tasks are work activities and have associated with them one or more work activities and a specific or multiple products.

The 2017-2018 Program Areas and the number of sub-tasks for each are identified in Figure 2.1.

Figure 2.1. Metro COG UPWP Program Area Overview

Program Area	Sub-tasks
100 Policy and Administrative Forums	5
200 Public Involvement Participation and Outreach	3
300 Short Range Planning	6
400 Long Range Planning	6
500 Congestion Management Safety and Technology	6
600 Multimodal Transportation	7
700 Data Development and Reporting	5
800 Professional Development	2
900 General Administration	6
1000 Publications Public Information and	5
1100 Contracted Planning Services	27
1200 Community Planning and Technical Assistance	4

Source: Metro COG 2017-2018 UPWP (2016)

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

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

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

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

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

Program Area	Metro 2040: Mobility for the Future Planning Goals						
	Maintenance	Efficiency & Performance	Cost Effectiveness	Land Use and Transportation	Safety and Security	Economic Vitality	Environment & Resources
100 Policy and Administrative Forums							
200 Public Involvement, Participation and Outreach							
300 Short Range Planning	★	★	★		★	★	
400 Long Range Planning	★	★	★	★	★	★	★
500 Congestion Management, Safety and Technology	★	★			★		
600 Multimodal Transportation	★	★	★	★	★		★
700 Data Development and Reporting		★		★	★	★	★
800 Technical and Policy Education							
900 General Administration							
1000 Publications, Public Information and Communication							
1100 Contracted Planning Services	★	★	★	★	★	★	★
1200 Community Planning and Technical Assistance		★		★	★	★	★

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

This UPWP also contains activities to assist in the implementation of provisions contained in surface transportation legislation. The most current federal authorizing legislation is the Fixing America’s Surface Transportation (FAST). FAST identifies ten planning factors to be

considered by MPOs in developing plans and programs that are reflected in the various tasks of the Metro COG UPWP. The Metro COG UPWP, will, at a minimum, consider the following planning factors in the transportation planning process and they will be reflected in the Program Areas and tasks identified in this UPWP. The ten planning factors are:

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

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

Figure 3.2 FAST Planning Factors Addressed in the Metro COG UPWP

Program Area	FAST Planning Factors									
	Economic Vitality	System Safety	System Security	Accessibility	Project Environment	Integration of System	Efficiency	System Preservation	Resiliency & Reliability	Travel & Tourism
100 Policy and Administrative Forums										
200 Public Involvement, Participation and Outreach										
300 Short Range Planning	★	★	★	★		★	★	★	★	★
400 Long Range Planning	★	★	★	★	★	★	★	★	★	★
500 Congestion Management, Safety and Technology		★	★	★		★	★	★		
600 Multimodal Transportation		★	★	★	★	★	★	★		
700 Data Development and Reporting	★	★	★	★	★	★	★			
800 Technical and Policy Education										
900 General Administration										
1000 Publications, Public Information and Communication										
1100 Contracted Planning Services	★	★	★	★	★	★	★	★	★	★
1200 Community Planning and Technical Assistance	★	★	★		★	★	★		★	★

Source: Metro COG (2016)

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

- **FAST Performance-based Planning:** Transition to a performance-based approach to planning and programming that supports the achievement of transportation system performance outcomes.

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

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

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

Figure 3.3 Planning Emphasis Areas Addressed in the Metro COG UPWP

Planning Emphasis Area	Program Area											
	100	200	300	400	500	600	700	800	900	1000	1100	1200
FAST Performance-Based Planning			★	★	★							
Models of Regional Planning Cooperation			★	★	★	★					★	★
Ladders of Opportunity				★		★	★				★	

Source: Metro COG (2015)

4. Funding Overview and Annual Budgets

Federal Funding

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

State and Local Funding

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

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

Budget

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

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

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

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

Figure 4.1 Metro COG Biannual Budget Summary 2017-2018

2017 - 2018 Budget Summary		
REVENUES	2017	2018
	Consolidated Planning Grant (CPG) - Internal Operations¹	\$545,551.09
Local Match - Internal Operations	\$152,939.77	\$159,245.76
MidDOT State Planning Funds	\$26,620.00	\$26,620.00
Member dues ²	\$128,119.77	\$128,459.76
Overhead Funded Locally	\$2,875.00	\$2,987.50
Consolidated Planning Grant (CPG) - Contracted Planning³	\$1,615,976.03	\$878,400.00
New Planning Studies	\$1,214,326.49	\$878,400.00
Carry Over From Previous Year	\$407,649.63	\$0.00
Regional Freight Plan (carry over from 2016)	\$85,000.00	\$0.00
Regional Railroad Crossing Safety Study (carry over from 2016)	\$115,769.98	\$0.00
Demographic Forecasts (includes 2016 carry over)	\$80,880.65	\$0.00
Metropolitan Travel Demand Model (ATAC) (includes 2016 carry over)	\$24,000.00	\$0.00
All Routes Traffic/Incident Management Guide Book (carry over from 2016)	\$96,000.00	\$0.00
Local Match - Contracted Planning	\$971,513.64	\$219,600.00
Planning Studies (includes carryover)	\$877,673.60	\$219,600.00
Carry Over From Previous Year	\$100,412.40	\$0.00
Regional Freight Plan	\$21,250.00	\$0.00
Regional Railroad Crossing Safety Study	\$28,942.24	\$0.00
Demographic Forecasts	\$20,220.16	\$0.00
Metropolitan Travel Demand Model (ATAC)	\$6,000.00	\$0.00
All Routes Traffic Incident Management Guide Book	\$24,000.00	\$0.00
Amendment #2 (Demographics Forecasts/Draw From Reserves)	\$-872.36	\$0.00
Local Planning Studies	\$0.00	\$0.00
Cassellton Comp and Transportation Plan	\$0.00	\$0.00
Mapleton Comp and Transportation Plan	\$0.00	\$0.00
Total Revenues	\$3,288,855.53	\$1,836,580.77
EXPENSES		
EXPENSES	2017	2018
	Operations	\$684,813.86
Salaries/Benefits	\$594,309.34	\$593,626.79
Overhead	\$129,624.92	\$129,807.60
Overhead Funded Locally	\$2,875.00	\$2,987.50
Contracted Services (Federal and Local)	\$2,092,000.00	\$1,098,000.00
Federal CPG	\$1,414,326.49	\$878,400.00
Metropolitan Travel Demand Model (ATAC) (includes 2016 carry over)	\$250,000.00	\$0.00
Aerial Photos (2017)	\$200,000.00	\$0.00
Cass County Comprehensive Plan	\$27,505.40	\$0.00
17th Avenue South Corridor Study	\$160,000.00	\$0.00
Fargo/West Fargo Parking Requirement Study	\$80,000.00	\$0.00
MATBUS Transit Hub Facility Analysis	\$200,000.00	\$0.00
52nd Avenue Project Phase 1	\$120,000.00	\$0.00
52nd Avenue Project Phase 2	\$0.00	\$0.00
Moorhead ADA Transition Plan	\$120,000.00	\$0.00
13th Avenue Corridor Study	\$200,000.00	\$0.00
Origin-Destination Data ⁴	\$60,000.00	\$0.00
Transit Software	\$14,400.00	\$14,400.00
Metro COG Long Range Transportation Plan Update	\$0.00	\$320,000.00
Metro COG Web Page Update	\$0.00	\$16,000.00
ATAC	\$0.00	\$32,000.00
12th Avenue South Corridor Study	\$0.00	\$200,000.00
7th Avenue Corridor Study	\$0.00	\$0.00
Cass County CR18 Corridor Study	\$0.00	\$40,000.00
Cass County Gravel road Traffic Study	\$0.00	\$64,000.00
Heartland Trail Extension	\$0.00	\$0.00
Bicycle/Pedestrian Count Equipment	\$0.00	\$1,800.00
US76/US10 Corridor Study	\$0.00	\$160,000.00
ATAC Intersection Traffic Data Import and Reporting	\$0.00	\$3,400.00
Local Match for CPG	\$877,673.60	\$219,600.00
Metropolitan Travel Demand Model (ATAC)	\$0.00	\$0.00
Aerial Photos (2017)	\$359,000.00	\$0.00
Cass County Comprehensive Plan	\$122,073.60	\$0.00
17th Avenue South Corridor Study	\$48,000.00	\$0.00
Fargo/West Fargo Parking Requirement Study	\$20,000.00	\$0.00
MATBUS Transit Hub Facility Analysis	\$50,000.00	\$0.00
52nd Avenue Project Phase 1	\$130,000.00	\$0.00
52nd Avenue Project Phase 2	\$150,000.00	\$0.00
Moorhead ADA Transition Plan	\$30,000.00	\$0.00
13th Avenue Corridor Study	\$200,000.00	\$0.00
Origin-Destination Data ⁴	\$16,000.00	\$0.00
Transit Software	\$3,600.00	\$3,600.00
Metro COG Long Range Transportation Plan Update	\$0.00	\$30,000.00
Metro COG Web Page Update	\$0.00	\$4,000.00
ATAC	\$0.00	\$8,000.00
12th Avenue South Corridor Study	\$0.00	\$20,000.00
7th Avenue Corridor Study	\$0.00	\$0.00
Cass County CR18 Corridor Study	\$0.00	\$10,000.00
Cass County Gravel road Traffic Study	\$0.00	\$16,000.00
Heartland Trail Extension	\$0.00	\$0.00
Bicycle/Pedestrian Count Equipment	\$0.00	\$40.00
US76/US10 Corridor Study	\$0.00	\$40,000.00
ATAC Intersection Traffic Data Import and Reporting	\$0.00	\$7,600.00
Previous Year Carry Over (Federal and Local)	\$502,062.03	\$0.00
Federal Carry Over From Previous Year	\$407,649.63	\$0.00
Regional Freight Plan (carry over from 2016)	\$85,000.00	\$0.00
Regional Railroad Crossing Safety Study (carry over from 2016)	\$115,769.98	\$0.00
Demographic Forecasts (includes 2016 carry over)	\$80,880.65	\$0.00
Metropolitan Travel Demand Model (ATAC) (includes 2016 carry over)	\$24,000.00	\$0.00
All Routes Traffic/Incident Management Guide Book (carry over from 2016)	\$96,000.00	\$0.00
Local Carry Over From Previous Year	\$100,412.40	\$0.00
Regional Freight Plan	\$21,250.00	\$0.00
Regional Railroad Crossing Safety Study	\$28,942.24	\$0.00
Demographic Forecasts	\$20,220.16	\$0.00
Metropolitan Travel Demand Model (ATAC)	\$6,000.00	\$0.00
All Routes Traffic Incident Management Guide Book	\$24,000.00	\$0.00
Local Planning Studies	\$0.00	\$0.00
Cassellton Comp and Transportation Plan	\$0.00	\$0.00
Mapleton Comp and Transportation Plan	\$0.00	\$0.00
Total Expenses	\$3,278,675.89	\$1,821,421.89
RESERVES		
RESERVES	2017	2018
	Total Revenue	\$3,288,855.53
Total Expenses	\$3,278,675.89	\$1,821,421.89
Total Reserves (Revenue minus Expenses)	\$9,979.64	\$15,158.88
MATCH REQUIREMENTS		
MATCH REQUIREMENTS	2017	2018
	Internal Operations Federal and Local Match	\$545,551.09
Federal CPG	\$545,551.09	\$576,347.51
Local Match for Operations Funds	\$152,939.77	\$159,245.76
Operations (Fed + Local)	\$698,490.86	\$735,593.27
Local Match on Federal Funds	\$2,161,527.12	\$1,454,747.51
Total Federal Funds Used	\$2,161,527.12	\$1,454,747.51
Total Local Funds	\$1,124,453.41	\$378,846.76
Total Federal CPG and Local Funds	\$3,285,980.53	\$1,833,594.27
Local Match on Federal Funds	34.22%	20.66%
Local Match Required	20.00%	20.00%
Overmatch	14.22%	0.66%

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

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

Figure 4.2 Metro COG 2017-2018 UPWP Operating Budget by Program Area

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

Source: Approved Metro COG Annual Budgets, 2017 and 2018

5. Strategic Plan

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

Figure 5.1 Metro COG Strategic Plan for Major Activities

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

Source: Metro COG (2015)

6. Statement of Nondiscrimination

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

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

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

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

www.fmmetrocog.org

7. Self-Certification and Restrictions on Lobbying

Self-Certification

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

The requirements of self-certification include:

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

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

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

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

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

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

Restrictions on Lobbying

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

8. Program Areas and Sub-tasks

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

100 Policy and Administrative Forums

Objective:

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

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

Previous Accomplishments:

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

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

Funding Source	2017		2018		Total Activity Budget 2017-2018
	Percent	Amount	Percent	Amount	
CPG	80%	\$55,800	80%	\$57,578	\$113,378
Local	20%	\$13,950	20%	\$14,395	\$28,345
Total	100%	\$69,750	100%	\$71,973	\$141,723

101 Metro COG Policy Board

Participant(s): Metro COG

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

Activities:

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

Products

Completion Date

2017 Monthly Policy Board meetings	Monthly
2018 Monthly Policy Board meetings	Monthly

102 Metro COG Executive Committee **Participant(s):** Metro COG

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

Activities:

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

Products	Completion Date
2017 Executive Committee Meetings (as needed).	As Needed
2018 Executive Committee Meetings (as needed).	As Needed

103 Transportation Technical Committee (TTC) **Participant(s):** Metro COG

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

Activities:

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

Products	Completion Date
2017 Monthly TTC meetings	Monthly
2018 Monthly TTC meetings	Monthly

104 MPO Directors 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.

Activities:

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

Products

2017 North Dakota DOT MPO Directors Meetings
 2017 Minnesota DOT MPO Directors Meetings
 2018 North Dakota DOT MPO Directors Meetings
 2018 Minnesota DOT MPO Directors Meetings

Completion Date

Biannually
 Quarterly
 Biannually
 Quarterly

105 ATP 4 Meetings

Participant(s): Metro COG

Through the Area Transportation Partnership (ATP) in Minnesota, Metro COG actively participates in soliciting candidate projects for federal funding, selects and prioritizes transportation projects, sets investment targets for each category and develops a 4-year Area Transportation Improvement Program. Solicitation, review, selecting and programming of Transportation Alternatives (TA) funds, rural transit projects and other federal transportation competitive programs. General forum for discussing transportation issues that effect MnDOT District 4.

Activities:

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

Products

2017 ATP 4 Meetings
 2018 ATP 4 Meetings

Completion Date

Quarterly
 Quarterly

200 Public Involvement, Participation and Outreach

Objective:

To conduct public involvement activities in accordance with the Metro COG Public Participation Plan in order to effectively and continuously engage public input in the transportation planning process. To provide and support public forums and workshops that identify and discuss timely topics or special subjects of regional significance.

Assigned Staff Hours: 363 (2017) 343 (2018)

Previous Accomplishments:

- Updated Public Participation Plan (2016)
- Multiple public meeting opportunities
- TIP Public Open House
- PPP Public Open House

- Monthly public opportunities at TTC and Policy Board

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

Funding Source	2017		2018		Total Activity Budget 2017-2018
	Percent	Amount	Percent	Amount	
CPG	80%	\$13,520	80%	\$13,122	\$26,642
Local	20%	\$3,380	20%	\$3,281	\$6,660
Total	100%	\$16,899	100%	\$16,403	\$33,302

201 Metro COG Public Participation Plan

Participant(s): Metro COG

The Metro COG Public Participation Plan will be maintained and implemented. This plan includes a proactive outreach program that provides complete information, timely public notice, full public access to key decisions, opportunities for visioning on the transportation system and land use patterns, and supports an early and continuing involvement of the public in developing the Long Range Transportation Plan, TIP and transportation and community development activities of Metro COG.

Activities:

- Maintain and update PPP as required
- Develop Annual Report of Public Input and Comment Activities
- Maintain PPP database

Products

2017 Maintained and updated Metro COG Public Participation Plan
 2018 Maintained and updated Metro COG Public Participation Plan

Completion Date

As needed
 As needed

202 Public Involvement and Engagement Activities

Participant(s): Metro COG

Conduct public involvement and engagement efforts related to the transportation planning process not associated with contracted planning studies (1100 series). Metro COG produces an Annual Report of Public Input and Comment Activities which identifies all public input opportunities throughout the calendar year.

Activities:

- Issuing press releases and public notices
- Speaking to media
- Host public forums and panel discussions on topics related to and impacted by transportation planning
- Presentations and meetings with service clubs, neighborhoods, community leaders, elected officials and others
- Outreach and engagement activities with low-income, minority and other traditionally underrepresented segments of the population
- Update and maintenance of the Metro COG Public Involvement Database Reporting System
- Development and distribution of the Annual Report of Public Involvement Activities

Products

2017 Public Input Opportunities
 2017 Annual Report of Public Input and Comment Activities
 2018 Public Input Opportunities
 2018 Annual Report of Public Input and Comment Activities

Completion Date

On-going
 4th QTR
 On-going
 4th QTR

203 Public Events and Workshops

Participant(s): Metro COG

This element covers general and program wide public input activities. These public input activities include coordination and facilitation of required program elements. Related expenses may include rental of appropriate venues, audio-visual equipment and other necessary associated items.

Activities:

- Provide technical and clerical staff support to sponsor, co-sponsor or develop public forums and workshops

Products

Public Open Houses
 Facilitated Federal, state or local meetings.

Completion Date

As required
 As required

300 Short Range Planning

Objective:

To develop and refine the short-range transportation planning process; develop and maintain the Transportation Improvement Program (TIP); assist local jurisdictions in the programming, funding and delivery of transportation improvements, develop and maintain performance measures to track progress toward regional goals; and support active short-range transportation activities.

Assigned Staff Hours:

1,917 (2017)

1,312 (2018)

Previous Accomplishments:

- 2015 & 2016 TIP, ALOP and amendments
- SW Metro Area Study
- Moorhead Downtown Grade Separation Project
- Sheyenne Street Corridor Study (phase I & 2)
- Traffic data collection and analysis
- Developed Performance Measures
- Approved Regional Safety and Freight committees

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

Funding Source	2017		2018		Total Activity Budget 2017-2018
	Percent	Amount	Percent	Amount	
CPG	80%	\$76,944	80%	\$56,227	\$133,171
Local	20%	\$19,236	20%	\$14,057	\$33,293
Total	100%	\$96,180	100%	\$70,283	\$166,463

301 Transportation Improvement Program (TIP)

Participant(s): Metro COG

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

Activities:

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

Products

2017 TIP
 2018 TIP
 TIP amendments
 2016 Annual List of Obligated Projects
 2017 Annual List of Obligated Projects

Completion Date

3rd QTR
 3rd QTR
 As required
 With 2017 TIP
 With 2018 TIP

302 Transportation Funding Analysis

Participant(s): Metro COG

Identify funds available to the FM metropolitan area from federal and state transportation legislation. Identify and assess innovative financing techniques to fund projects and programs. Provide data and information to officials on the status of transportation funding in the MPO.

Activities:

- Research and document federal aid opportunities
- Development and update annual Federal-aid Report

Products

2017 Annual Federal-aid Report
 2018 Annual Federal-aid Report

Completion Date

4th QTR
 4th QTR

303 Performance Measures

Participant(s): Metro COG

Metro COG will coordinate with state and federal agencies to develop a set of performance measurements that will be included in the Long Range Transportation Plan, Transportation

Improvement Program and regional transportation planning activities. Conduct studies and analysis of transportation data to develop and assess performance measures.

Activities:

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

Products

2017 Various performance measures
 2018 Various performance measures

Completion Date

4th QTR
 4th QTR

304 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

Completion Date

As needed

305 Contract Management/Consultant Study Participation

Participant(s): Metro COG

This element allows Metro COG the resources to provide contract management and oversight for work that is contracted to a consultant as listed in Program Area 1100.

Activities:

- Study Review Committee (SRC) recruitment, RFP development, consultant selection process and contract negotiations/notice to proceed
- RFP/Contract approval process
- Processing consultant invoices
- Maintaining required project management files and paperwork
- SRC meeting facilitation and involvement

Products

Completed planning studies (Program Area 1100)

Completion Date

As required

306 Metropolitan Transportation Technical Assistance

Participant(s): Metro COG

This work task provides Metro COG resources in both 2017 and 2018 to respond to requests for information and analysis regarding issues and items relative to the metropolitan transportation system.

Activities:

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

Products

Technical Assistance

Completion Date

On-going

400 Long Range Planning

Objective:

To conduct the long-range transportation planning process; implement and maintain the regional Long Range Transportation Plan; develop and update the Travel Demand Model; develop local and corridor-level planning studies; support the activities recommended by the LRTP.

Assigned Staff Hours: 915 (2017) 1,275 (2018)

Previous Accomplishments:

- Development of TAZ for expanded Metro COG area
- Development of TDM base year network
- Maintenance of the TDM

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

Funding Source	2017		2018		Total Activity Budget 2017-2018
	Percent	Amount	Percent	Amount	
CPG	80%	\$36,801	80%	\$51,970	\$88,771
Local	20%	\$9,200	20%	\$12,993	\$22,193
Total	100%	\$46,001	100%	\$64,963	\$110,964

401 2040 Long Range Transportation Plan (LRTP) Implementation and Maintenance

Participant(s): Metro COG

In 2017 and 2018 Metro COG will further the implementation of the 2040 LRTP through the development and completion of smaller work tasks relevant to the surface transportation program for the FM Metropolitan area. Annually review the LRTP in coordination with the TIP development process to ensure consistency between the LRTP and projects seeking federal aid. Metro COG periodically reviews and assesses key elements of the LRTP to ensure the document is still valid and consistent with local, state, and federal objectives and initiatives.

Activities:

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

Products

Updated LRTP

Completion Date

On-going

402 2045 Long Range Transportation Plan (LRTP) Development and Administration

Participant(s): Metro COG /Consultant

Develop the 2045 LRTP to be adopted by June 2019. Regional goals in accordance with the federal transportation planning provisions will be supported. Portions of the LRTP as well as marketing and public involvement activities such as the development of brochures, websites, info-graphics and surveys to gather public input, and engage the citizenry and inform the public of the LRTP process.

Activities:

- Purchase interactive tools for engaging the public
- Request for Proposal development, consultant selection process, contract negotiation and approval

Products

Initial development of LRTP update content (2017, 2018)
Hire Consultant (2017)

Completion Date

On-going
4th QTR

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:

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

Products

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

Completion Date

Quarterly
 Quarterly
 On-going

405 Long-range Planning Activities and Studies

Participant(s): Metro COG

Provide technical assistance and related transportation system travel, financial and social-economic data to the states and local jurisdictions as requested to assist in conducting long-range corridor, location, sub-area, feasibility and other project level studies. This element includes work on planning activities and studies not their own specific work element (1100 series), and other project requiring coordination with cities, counties, states, utilities and other stakeholders.

Activities:

- Coordination of, and participation in statewide planning efforts
- Coordination of, and participation in local planning efforts

Products

Participation in state and local planning efforts.

Completion Date

On-going

406 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

Completion Date

On-going

Certification Review
Mid-year FHWA/NDDOT reviews (2017 & 2018)

As required
2nd QTR

500 Congestion Management, Safety and Technology

Objective:

To monitor traffic congestion levels in the metro area through the Congestion Management Process, to promote a safe and efficient transportation system through the development of management and operations, safety and technical strategies and solutions.

Assigned Staff Hours: 900 (2017) 995 (2018)

Previous Accomplishments:

- Metro COG Safety Committee
- Maintained Metro COG Regional ITS Architecture
- Review of crash data and Annual Safety Report
- Development of the Congestion Management Process

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

Funding Source	2017		2018		Total Activity Budget 2017-2018
	Percent	Amount	Percent	Amount	
CPG	80%	\$32,392	80%	\$35,543	\$67,935
Local	20%	\$8,098	20%	\$8,886	\$16,984
Total	100%	\$40,490	100%	\$44,428	\$84,919

501 Congestion Management Process

Participant(s): Metro COG

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

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

Activities:

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

Products

Implementation of CMP recommendations

Completion Date

On-going

502 Safety / Security Planning Methods

Participant(s): Metro COG

Incorporate recommendations of the Metro COG Safety Plan and transportation safety/security planning into the MPO planning process and the development of the Metro COG LRTP, the Metro COG TIP and the Metro COG Public Participation Plan. This will include the monitoring of crash and security data, active participation in safety and security programs, cooperative and continuing interaction with local jurisdictions and the public. Conduct studies to analyze crash locations and safety planning in the metro area and coordinate with North Dakota and Minnesota State Strategic Highway Safety Plans (SHSP).

Activities:

- Facilitated Safety Committee meetings
- Staff support for Safety Committee
- Implementation of Metro COG Safety Plan
- Updated Metro COG documents

Products

Completion Date

Annual updates to the Metro COG Safety Plan (2017&2018)	3rd QTR
Updated Metro COG documents.	On-going
2017 Facilitated Safety Committee meetings	Quarterly
2018 Facilitated Safety Committee meetings	Quarterly
Staff support for Safety Committee	On-going

503 Safe Routes to School Planning

Participant(s): Metro COG/School Districts

Provide staff assistance in the development and maintenance of Safe Routes to School (SRTS) plans and programs for jurisdictions within the Metro COG planning area. Provide technical assistance in the development, review and submission of SRTS applications. Incorporate SRTS plans into Metro COG short- and long-range planning efforts.

Activities:

- Update local SRTS plans
- Implementation of SRTS recommendations in Metro COG planning efforts
- Transportation Alternative funding application assistance for SRTS projects

Products

Completion Date

Fargo Safe Routes to School Update (2017)	4th QTR
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504 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.

Activities:

- Facilitate quarterly Traffic Operations Committee meetings

- Staff support for Traffic Operations Committee
- Traffic operations technical assistance and coordination

Products

Completion Date

2017 Quarterly Traffic Operations Committee (TOC) Meeting Facilitation	Quarterly
2018 Quarterly Traffic Operations Committee (TOC) Meeting Facilitation	Quarterly

505 Regional ITS Architecture

Participant(s): Metro COG/ATAC

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:

- Annual review of TIP projects against the Regional ITS Architecture
- Annual updates to the Regional ITS Architecture
- Coordination with ATAC, NDDOT and MnDOT on ITS architecture updates
- Maintain Metro COG Regional Intelligent Transportation System database

Products

Completion Date

Annual review and update of the Regional ITS Architecture (2017 & 2018)	On-going
2017 Review of TIP projects against Architecture	3rd QTR
2018 Review of TIP projects against Architecture	3rd QTR

506 Internal Computer Support

Participant(s): Metro COG

Provide technical support in maintaining computer hardware and software, software licensing, and network connections. Purchase and installation of new computer hardware and software as required.

Activities:

- Research, price and purchase computer hardware and software
- Install new computers and computer software
- Daily/weekly/quarterly backups of agency data
- Maintain existing computer systems
- Technical assistance to staff

Products

Completion Date

Computer system backups	On-going
Computer maintenance and update	On-going
Hardware/software Purchases	On-going

600 Multimodal Transportation

Objective:

To provide staff support; monitor, collect and process data; participate in multimodal activities and implement objectives of the Metro COG Bicycle/Pedestrian Plan and the Transit Development Plan.

Assigned Staff Hours: 1,165 (2017) 1,094 (2018)

Previous Accomplishments:

- Update to the Bicycle/Ped Plan
- Updated Transit Development Plan

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

Funding Source	2017		2018		Total Activity Budget 2017-2018
	Percent	Amount	Percent	Amount	
CPG	80%	\$44,208	80%	\$42,957	\$87,165
Local	20%	\$11,052	20%	\$10,739	\$21,791
Total	100%	\$55,260	100%	\$53,696	\$108,956

601 Transit Development Plan

Participant(s): Metro COG

Maintain and update TDP as needed.

Activities:

- Update TDP and implement recommendations of the TDP as required

Products

Update TDP as needed
 Implement TDP recommendations

Completion Date

On-going
 On-going

602 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

603 MATBUS Coordinating Board

Participant(s): Metro COG

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

Activities:

- Meeting facilitation and support
- Attend meetings

Products

2017 MATBUS Coordinating Meetings
 2018 MATBUS Coordinating Meetings

Completion Date

Monthly
 Monthly

604 Bicycle-Pedestrian Activities and Technical Assistance

Participant(s): Metro COG

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

Activities:

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

Products

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

Completion Date

Quarterly
 Quarterly

605 Bicycle and Pedestrian Counts and Analysis

Participant(s): Metro COG

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

Activities:

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

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

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

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

Activities:

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

Products	Completion Date
Heartland Trail Advisory Committee and Committee Support	On-going

607 Metropolitan Bike Summit Participant(s): Metro COG

Provide staff assistance in Streets Alive. Specific decisions relating to programming, funding, and other needs are developed in cooperation with the Metropolitan Bicycle and Pedestrian Committee and other interested parties. Continued education and encouragement activities are an identified need in the 2011 Metropolitan Bicycle and Pedestrian Plan. The Metropolitan Bike Summit serves to advance key educational initiatives identified in the 2011 Plan (to be updated in 2016). This program area covers only the internal resources to coordinate and organize the Metropolitan Bike Summit. Specific costs related to programming of the event are to be covered by local partnering agencies and would be outside of Metro COG's UPWP.

Activities:

- Staff assistance and activity facilitation and support

Products	Completion Date
2017 Activity facilitation and support.	3rd QTR
2018 Activity facilitation and support.	3rd QTR

700 Data Development and Reporting

Objective:

To collect, process and report various data sets used in the transportation planning process and community development activities of the region.

Assigned Staff Hours: 1,041 (2017) 996 (2018)

Previous Accomplishments:

- Annual FM Metro Profile
- Various updates to Metro COG databases.

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

Funding Source	2017		2018		Total Activity Budget 2017-2018
	Percent	Amount	Percent	Amount	
CPG	80%	\$37,394	80%	\$37,148	\$74,542
Local	20%	\$9,348	20%	\$9,287	\$18,635
Total	100%	\$46,742	100%	\$46,435	\$93,177

701 FM Metropolitan Profile

Participant(s): Metro COG

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

Activities:

- Annual FM Metropolitan Profile development and approval

Products

Completion Date

2017 Annual Update to the FM Metropolitan Profile
 2018 Annual Update to the FM Metropolitan Profile

2nd QTR
 2nd QTR

702 Growth Monitoring and Data Analysis

Participant(s): Metro COG

Using Census, American Community Survey, Freight Analysis Framework and other data provide assistance to jurisdictions, businesses, individuals, and organizations with projects involving census data. Data is to be used internally and in support of approved planning studies. Purchase necessary data and conduct regional or local studies for growth monitoring and analysis. Obtain, record and maintain various sources of data (employment, land use, construction permits). Monitor other local population characteristics, including auto ownership, vital statistics and/or school enrollment.

Activities:

- Data collection and evaluation
- Maintain multiple databases

- Purchase required data (develop RFPs, invoice vendors, etc.)

Products

Updated Socio-economic, demographic, census, ACS and other databases

Completion Date

On-going

703 Metro COG GIS Activities

Participant(s): Metro COG

Maintain and update integrated geographic data base system and develop other computerized tools to assist in the analysis and manipulation of data. Create maps, graphs and analysis as requested for internal projects, contracted services, local jurisdictions and the general public. Coordinate GIS activities in the Metro COG region to support the metropolitan planning process. Activities include providing data for public consumption and support for the Regional GIS Committee.

Activities:

- Updated digital media and information, GIS maps and databases
- Staff support and meeting faciliation for the Regional GIS Committee

Products

2017 GIS Committee Meetings
 2018 GIS Committee Meetings
 Staff support for GIS Committee
 Updates GIS databases
 Misc. maps as required
 Updated digital media and information

Completion Date

Quarterly
 Quarterly
 On-going
 On-going
 On-going
 On-going

704 Metro Area Aerial Photography

Participant(s): Metro COG

Collaborate with partners to prepare and conduct the 2017 collection of aerial photography for the Metro COG region. Review aerial photograph and administer contracts with the consultant for the development of aerial photos, planimetrics and LiDAR data.

Activities:

- Staff support in the development of requests for proposals and consultant selection
- Quality control
- Related meetings with local jurisdictions and the hired consultant

Products

New regional aerial photos.
 RFP, contract and consultant selection (2017)

Completion Date

Per contract.
 2nd QTR

705 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, vehicle occupancy for the regional travel model. Review and procure traffic counting and monitoring equipment as needed. Begin work on 2018 Traffic Flow Map, Traffic Growth Report and Top Intersections and Interchanges Reports.

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

Products

Completion Date

2018 Traffic Flow Map	3rd QTR
2018 Traffic Growth Report	3rd QTR
2018 Top Intersections Report	3rd QTR
Ongoing collection and processing of manual and automatic traffic data.	On-going
Updated traffic data database.	On-going

800 Technical and Policy Education

Objective:

To ensure a professional level of planning staff and quality work products by improving technical capability and capacity through training and education. Improved networking with other professional transportation planners through attendance at conferences, training opportunities, workshops and webinars.

Assigned Staff Hours: 390 (2017) 390 (2018)

Previous Accomplishments:

- Multiple webinars and training sessions
- 2015 AMPO Conference

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

Funding Source	2017		2018		Total Activity Budget 2017-2018
	Percent	Amount	Percent	Amount	
CPG	80%	\$14,465	80%	\$15,059	\$29,524
Local	20%	\$3,616	20%	\$3,765	\$7,381
Total	100%	\$18,081	100%	\$18,824	\$36,905

801 Professional Development, Education and Training Participant(s): Metro COG

Attend and host relevant training courses, workshops, conferences, webinars, and other educational and professional development opportunities. Such opportunities may be provided by, but not limited to, the National Highway Institute (NHI), National transit Institute (NTI), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), North Dakota and Minnesota Departments of Transportation (NDDOT & MnDOT), and other such organizations and opportunities.

Activities:

- Webinars, workshops, conferences and training sessions

Products

Training and educational opportunities

Completion Date

On-going

802 Related Association Participation

Participant(s): Metro COG

Participate in local, state and national associations that provide ongoing education and training, staff and leadership development and peer-to-peer knowledge exchange.

Activities:

- Greater Fargo-Moorhead Chamber of Commerce events
- American Planning Association and it local, state and regional state affiliates
- Association of Metropolitan Planning Organizations (AMPO)
- National Association of Regional Councils (NARC)
- Transportation Research Board (TRB)
- Riverkeepers
- Other such organizations and opportunities

Products

Realted Association Participation

Completion Date

As Required

900 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 activites of the agency.

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

Assigned Staff Hours:

2,918 (2017)

3,734 (2018)

Previous Accomplishments:

- Benefits Administration
- 2017 and 2018 UPWP and Budget
- 2016 UPWP and Budget Amendments
- Pay period timesheets
- Bi-monthly staff meetings and team building exercises

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

Funding Source	2017		2018		Total Activity Budget 2017-2018
	Percent	Amount	Percent	Amount	
CPG	80%	\$104,143	80%	\$126,083	\$230,226
Local	20%	\$26,036	20%	\$31,521	\$57,557
Total	100%	\$130,179	100%	\$157,604	\$287,783

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

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

Activities:

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

Products	Completion Date
2017 Employee Benefits	On-going
2018 Employee Benefits	On-going
2016 Audit	2nd QTR
2017 Audit	2nd QTR
Staff Performance Evaluations	As required
2018 Minnesota MPO Retreat	3 rd QTR

902 Civil Rights / Title VI / LEP/ Environment Justice Participant(s): Metro COG

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

Activities:

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

Products

Completion Date

2017 Annual Report on Title VI /LEP Activities	4th QTR
2018 Annual Report on Title VI /LEP Activities	4th QTR
2017 Annual report of Environmental Justice areas	3rd QTR
2018 Annual report of Environmental Justice areas	3rd QTR
Maintenance and update of Title VI, LEP and environmental Justice plans	On-going

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

Participant(s): Metro COG

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

Activities:

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

Products

Completion Date

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

904 2019-2020 UPWP and Budget Development

Participant(s): Metro COG

In 2018 Metro COG will develop and adopt a UPWP and budget covering the years 2019 to 2020. Metro COG will use its PPP to guide the development of the 2019-2020 UPWP to ensure that adequate opportunities for public input are incorporated into the process; inclusive of opportunities to targeted outreach groups and other interested groups and stakeholders. UPWP and budget development is typically driven by needs previously developed in other metropolitan or area-wide studies, subarea studies, local capital improvement programs, and the TIP.

Activities:

- Develop budget projection
- Prepare draft budget
- Solicit local input for UPWP projects

- Annual UPWP coordinating meeting (Metro COG, NDDOT, MnDOT, local jurisdictions)
- Prepare draft UPWP
- Coordination with NDDOT, FHWA and FTA to approve the UPWP

Products

Metro COG 2019-2020 UPWP and Budget (2018)

Completion Date

3rd QTR

905 Plan & Project Review with identified Impacts to the LRTP or MPO Program

Participant(s): Metro COG

This program area allows Metro COG the ability to directly or indirectly monitor or participate in activities within the FM Metropolitan area that may positively or negatively impact or affect implementation of the LRTP or the overall transportation network. Metro COG will utilize resources within this category to directly or indirectly review ongoing projects or plans, draft correspondence or memorandum, and advise decision makers on the impacts of their decisions on the metropolitan transportation system. Metro COG's actions in this program area are intended to ensure consistency between the adopted LRTP and its modal sub elements, with the interrelated decisions and actions of local units of government, NDDOT, MnDOT, and other relevant local parties.

Activities:

- Review ongoing plan or project impacts as needed

Products

Updated Metro COG documents

Completion Date

Ongoing

906 Temporary Labor

Participant(s): Metro COG

Miscellaneous activities to support the overall program of Metro COG, typically involving data collection, staff assistance for UPWP activities and administrative and clerical support efforts. This activity also includes oversight and management of the intern.

Activities:

- Advertise and hire for position
- Generate work schedule
- Intern review
- Supervise intern efforts

Products

Intern Oversight

Completion Date

As required

1000 Publications, Public Information and Communication

Objective:

To publicize Metro COG activities and accomplishments to Metro COG member jurisdictions, state and local officials, and the public. To provide transportation-related data to public and

private sector representatives. To maintain contact databases and inventories of media resources and agency contact information.

Assigned Staff Hours: 636 (2017) 506 (2018)

Previous Accomplishments:

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

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

Funding Source	2017		2018		Total Activity Budget 2017-2018
	Percent	Amount	Percent	Amount	
CPG	80%	\$16,395	80%	\$15,060	\$31,455
Local	20%	\$4,099	20%	\$3,765	\$7,864
Total	100%	\$20,494	100%	\$18,824	\$39,319

1001 Metro COG Newsletter

Participant(s): Metro COG

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

Activities:

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

Products

2017 Metro COG Newsletters
 2018 Metro COG Newsletters

Completion Date

Quarterly
 Quarterly

1002 Website and Social Media

Participant(s): Metro COG

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

to post project and study specific information and other surface transportation-related information.

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

Activities:

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

Products

Completion Date

2017 Updated Metro COG website and Social Media platforms	On-going
2018 Updated Metro COG website and Social Media platforms	On-going

1003 Transportation Information to the Public/Private Sector

Participant(s): Metro COG

Provide transportation data to the private sector and the general public as necessary and available. This information will include current, intermediate and long range forecasted traffic volumes, current and forecasted socio-economic data, and transportation plan and program information, both long and short range. This will be accomplished in accordance with the Metro COG Public Participation Plan. Transit data and assistance, in coordination with Metro Area Transit, may be provided to public bodies, the private sector and the general public as necessary and available.

Develop and distribute information from various regional and local data and research. This will include Metro COG reports and summaries related to demographics, employment, land use, housing, traffic, transit, and other program areas. These products may be in hard copy or electronic format and will be made available to Metro COG member jurisdictions as well as the public and private sector.

Activities:

- Distribute Metro COG documents, data and related information to the public as requested

Products

Completion Date

Customer Service	On-going
Distribution of Metro COG Products	On-going

1004 Regional Directory

Participant(s): Metro COG

Continue development and maintenance of a listing of elected and appointed public officials in the Metro COG region. This element also includes maintaining Metro COG's Outreach mailing list databases.

Activities:

- Update and maintain the Regional Directory
- Update and maintain the Metro COG contacts database

Products

2017 Regional Directory
 2018 Regional Directory
 Contacts and Mailing Database

Completion Date

2nd QTR
 2nd QTR
 On-going

1005 Libraries

Participant(s): Metro COG

Collect and maintain acquisitions for the agency's professional transportation and data library. Maintaining inventory of Metro COG property and the labeling, inventorying and database associated with that function.

Activities:

- Catalog new and existing acquisitions, reports, planning studies and other related documents
- Maintain database of Metro COG property and physical assets
- Maintain database of media assets

Products

Updated media library
 Updated property inventory database.

Completion Date

On-going
 On-going

1100 Contracted Planning Services

Objective:

Conduct planning studies through the procurement of consultant services. To provide per Metro COG Administrative regulations a competitive consultant selection process. To manage contracted planning services and to finalize projects initiated in 2016.

Assigned Staff Hours: Related staff hours are recorded under sub-task 305.

Previous Accomplishments:

- Downtown Moorhead Grade Separation Study
- Southwest Metro Transportation Plan
- Sheyenne Street Corridor Study (phase I & 2).
- Transit Development Plan

Figure 8.11 Activity Budget and Funding Source Split for Program Area 1100

Funding Source	2017		2018		Total Activity Budget 2017-2018
	Percent	Amount	Percent	Amount	
CPG	80%	\$1,585,976	80%	\$878,400	\$2,464,376
Local	20%	\$820,586	20%	\$219,600	\$1,040,186
Total	100%	\$2,406,562	100%	\$1,098,000	\$3,504,562

¹Funding split is contingent on CPG-eligible activities associated with the project. NDDOT will make the determination of federal participation when final scope of project is determined. Metro COG assumes a 80/20 split.

1101 ATAC Technical Assistance (2017,2018)

Participant(s): Metro COG/ATAC

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

Activities:

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

Products

Travel Demand Model Update
Regional ITS Architecture Update

Completion Date

Ongoing
Ongoing

1102 Alternate Routes/Traffic Incident Management Guide Book

Participant(s): Metro COG/Consultant

The Emergency Alternate Routes Guidebook will identify an alternate route and all of the needed traffic control, emergency personnel, and signage for closures on the interstates and major arterials within the FM Metropolitan area. The project will include procurement and oversight of a consultant to assist with completion of the guidebook. Metro COG staff would work with emergency/incident managers and traffic operations staff during the development of the project. This project was initiated in 2016 with completion set for 3rd quarter of 2017.

Activities:

- Staff activities identified under element 305.

Products

Alternate Routes/Traffic Incident Management Guide Book

Completion Date

3rd QTR 2017

1103 Clay County Comprehensive and Transportation Plan PROJECT DROPPED

Participant(s): Metro COG/Consultant

Metro COG will work with Cass County in 2017 to provide technical analysis assistance on transportation elements affecting the update to its Comprehensive and Transportation Plan. The

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

Activities:

- Staff activities identified under element 305.

Products

Clay County Comprehensive and Transportation Plan

Completion Date

3rd QTR 2017

1104 Heartland Trail Extension – Clay County Portion (2018)-DROPPED FROM 2018

Participant(s): Metro COG/Consultant

Metro COG, in conjunction with Clay County will solicit and hire a consultant to develop an acceptable route for the Heartland Trail through Clay County in Minnesota, with recommendations to connectivity with local city trails, trail heads and amenities.

Activities:

- Staff activities identified under element 305.

Products

Heartland Trail Extension Study

Completion Date

4th QTR 2019

1106 Regional Freight Plan

Participant(s): Metro COG/Consultant

Metro COG through a competitive consultant selection process, hired in 2016 a consultant to develop a Regional Freight Plan for the Metro COG region. This project was initiated in 2016 with completion set for 3rd quarter of 2017.

Activities:

- Staff activities identified under element 305.

Products

Final Regional Freight Plan

Completion Date

3rd QTR 2017

1107 Regional Railroad Safety Plan

Participant(s): Metro COG/Consultant

Metro COG through a competitive consultant selection process, hired in 2016 a consultant to develop a Regional Railroad Safety Plan for the Metro COG region. This project was initiated in 2016 with completion set for 3rd quarter of 2017.

Activities:

- Staff activities identified under element 305.

Products

Completion Date

Regional Railroad Safety Plan

3rd QTR 2017

1108 Cass County Comprehensive and Transportation Plan Update**Participant(s):** Metro COG/Consultant

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

Activities:

- Staff activities identified under element 305.

Products

Cass County Comprehensive and Transportation Plan Update

Completion Date

3rd QTR 2018

1109 Demographic Forecasts (2015 to 2045)**Participant(s):** Metro COG/Consultant

In 2017 Metro COG will continue to work in coordination with a consultant on the development of demographic forecasts for the FM Metropolitan area. The demographic forecasts will cover the years 2020 to 2045 and will assist in establishing thresholds for household, employment, and other socioeconomic factors which are subsequently allocated to Transportation Analysis Zones (TAZ) within the 2025 to 2045 travel demand model forecast years. The development of future year travel forecast models is an important element in the development of the next long range plan update, scheduled for adoption in the third quarter of 2019. Metro COG will contract for the development of the Demographic Forecasts, with the carryover costs as of November 4th \$85,297.85.

Activities:

- Develop household, employment and key socioeconomic data
- TAZ loads

Products

Demographic, Household and Employment data updates

Completion Date2nd QTR**1110 52nd Avenue Planning Portion of Environmental Document (2017)****Participant(s):** Metro COG/Consultant

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

Activities:

- Staff activities identified under element 305.

Products

52nd Avenue Planning Portion of the Environmental Document Final Report

Completion Date

2nd QTR 2018

1111 Transit Facility Analysis and Development Strategy (2017).

Participant(s): Metro COG/Consultant

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

Activities:

- Staff activities identified under element 305.

Products

Transit Facility Analysis and Development Strategy Final Report

Completion Date

3rd QTR 2018

1112 17th Avenue South Corridor Study (2017)

Participant(s): Metro COG/Consultant

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

Activities:

- Staff activities identified under element 305.

Products

17th Avenue South Corridor Study Final Report

Completion Date

1st QTR 2018

1113 Moorhead ADA Transition Plan (2017)

Participant(s): Metro COG/Consultant

This project consists of identifying intersections on the pedestrian access routes within the City of Moorhead that do not meet current ADA access guidelines and developing a plan to bring these areas into compliance. This is a crucial step in assuring the needs for the pedestrian mode of travel are met. In addition to addressing the multimodal transportation needs of the City, the update is also needed to meet new requirements as set forth by MnDOT in achieving

statewide compliance with Title II of the Americans with Disabilities Act. The scope of this project will center on updates to the public ROW. Non-ROW issues will be done internally. Project to be initiated in 2nd quarter of 2017 and use 2016/2017 CPG funds.

Activities:

- Staff activities identified under element 305.

Products

Moorhead ADA Transition Plan Final Report

Completion Date

2nd QTR 2018

1114 13th Avenue Corridor Study (2017)

Participant(s): Metro
COG/Consultant

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

Activities:

- Staff activities identified under element 305.

Products

13th Avenue Corridor Study Final Report

Completion Date

2nd QTR 2018

1115 Fargo/West Fargo Parking Requirement Study (2017)

Participant(s): Metro
COG/Consultant

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

Activities:

- Staff activities identified under element 305.

Products

Fargo/West Fargo Parking Requirement Study Final Report

Completion Date

3rd QTR 2018

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

Participant(s): Metro COG/Consultant

The completion of a corridor study is proposed along 7th Avenue East in West Fargo from 8th Street West to 9th Street East. The corridor study would include a review of existing and future conditions along the corridor including proposed future development. The study would also include a public participation component, identification of issues and project need, a review of both existing and forecast year 2040 project conditions, environmental impact review of alternatives, and an evaluation of alternatives. Project is to initiated in 1st Quarter of 2018 and use 2018 CPG funds.

Activities:

- Staff activities identified under element 305.

Products

7th Avenue East Study Final Report

Completion Date

4th QTR 2018

1117 12th Avenue South Corridor Study – 4th Street to 20th Street (2018)

Participant(s): Metro COG/Consultant

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

Activities:

- Staff activities identified under element 305.

Products

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

Completion Date

1st QTR 2019

1118 Metro COG Long Range Transportation Plan Update (2018)

Participant(s): Metro COG/Consultant

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

Activities:

- Staff activities identified under element 305.

Products

Completion Date

Updated 2045 Long Range Transportation Plan

1st QTR 2019

1119 Origin-Destination Data (2017)

Participant(s): Metro
COG/Consultant

A consultant will be hired to collect and process origin-destination data for use in the development of the Metro COG Travel Demand Model and the Metro COG Long Range Transportation Plan Update. This will be a joint planning project with the Bismarck-Mandan MPO and the Grand Forks-East Grand Forks MPO and will be funded with 2014 CPG obligation authority per agreement with the North Dakota Department of Transportation

Activities:

- Staff activities identified under element 305.

Products

Updated Metro COG Travel Demand Model
Updated 2045 Long Range Transportation Plan

Completion Date

1st QTR 2019
1st QTR 2019

1120 Aerial Photos/LiDAR Data Purchase (2017)

Participant(s): Metro
COG/Consultant

A consultant will be hired to collect and process aerial photography and LiDAR data for areas within the Metro COG study area. The project will be funded with CPG funds and local funds from supporting jurisdictions and the Diversion Authority. Metro COG will be the lead in payment to the consultant.

Activities:

- Staff activities identified under element 305.

Products

Aerial Photographs
LiDAR Data

Completion Date

3rdQTR 2017
3rd QTR 2017

1121 Transit Route Software Purchase (2017), (2018)

Participant(s): Metro
COG/Consultant

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

Activities:

- Staff activities identified under element 305.

Products

Transit Software

Completion Date

2ndQTR
2017/2018

1122 Bicycle-Pedestrian Count Equipment Purchase (2018)**Participant(s):** Metro
COG/Consultant

Staff will purchase traffic count devices to replace existing broken devices and to increase our inventory of such devices. Devices will be used in the collection of vehicular and pedestrian traffic to provide spot location counts. All counts will be entered into the Metro COG traffic and pedestrian counts database.

Activities:

- Solicit cost estimates.
- Purchase counting units.

Products

10 Traffic Counting Devices

Completion Date

2ndQTR 2017

1123 Cass County Gravel Road Study (2018)**Participant(s):** Metro
COG/Consultant

Several east-west gravel roads will be crossing the ND Diversion project. Cass County would be interested in a study looking at when these roads would need to be graded and eventually paved given the increased traffic volumes resulting from the development inside the protected area. All current gravel roads west of the Red River and East of Cass Hwy 15 and County Hwy 11 that cross the ND Diversion should be included in the study. Projected cost per mile and time frame of construction would also be included in the study.

Activities:

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

Products

Cass County Gravel Road Study Report

Completion Date

4thQTR 2018

1124 Cass County CR 18 Corridor Study (2018)**Participant(s):** Metro
COG/Consultant

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

Activities:

- Solicit cost estimates.
- Purchase counting units.

Products

CR 18 Corridor Study Report

Completion Date

4thQTR 2018

1125 ATAC Intersection Traffic Data Import and Reporting

Participant(s): Metro COG/Consultant

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

Activities:

- Collect data
- Process data
- Distribute data

Products

Web-based traffic count database

Completion Date

4thQTR 2018

1126 US75/US10 Corridor Study

Participant(s): Metro COG/Consultant

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

Activities:

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

Products

Final Corridor Study Report

Completion Date

4thQTR 2018

1127 Metro COG Website Update

Participant(s): Metro COG/Consultant

Recruit and hire a consultant to upgrade the Metro COG website. The Metro COG web site is the primary tool in implementing the current Public Participation Plan. Metro COG posts all

relevant program materials on its web site and uses the web site to directly notify stakeholders and interested persons about public input opportunities. Additionally, Metro COG utilizes the website to post project and study specific information and other surface transportation-related information.

Activities:

- Update Metro COG Website to facilitate easier access of Metro COG data and activities to the general public.

Products

New Metro COG website (2018)

Completion Date

4th QTR

1200 Community Planning and Technical Assistance

Objective:

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

Assigned Staff Hours:

530 (2017)

730 (2018)

Previous Accomplishments:

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

Figure 8.12 Activity Budget and Funding Source Split for Program Area 1200

Funding Source	2017		2018		Total Activity Budget 2017-2018
	Percent	Amount	Percent	Amount	
CPG	56%	\$11,959	39%	\$11,921	\$23,880
Local	44%	\$8,367	61%	\$18,273	\$26,640
Total	100%	\$21,233	100%	\$30,194	\$51,426

1201 Cass-Clay Food Systems Advisory Commission

Participant(s): Metro COG/CCFSAC

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

Activities:

- Regional Food Commission meeting facilitation and staff support
- Presentations and information exchanges

- Attend conferences and training sessions

Products

2017 Regional Food Commission Support
 2017 Regional Food Commission Support

Completion Date

On-going
 On-going

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

Participant(s): Metro
 COG/Dilworth

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

Activities:

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

Products

~~Dilworth North and East Transportation Study~~

Completion Date

~~4th QTR 2017~~

**1203 Mapleton Comprehensive & Transportation Plan
 (2017)**

Participant(s): Metro
 COG/Mapleton

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

Activities:

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

Products

Mapleton Comprehensive & Transportation Plan

Completion Date

3rd QTR 2018

**1204 Glyndon Zoning and Subdivision Ordinance
 DROPPED FROM 2017 UPWP**

Participant(s): Metro
 COG/Glyndon

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

Activities:

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

Products

Glyndon Zoning & Subdivision Ordinance Update

Completion Date

4th QTR 2017

1205 Hawley Zoning & Subdivision Ordinance Update (2018)

Participant(s): Metro COG/Hawley

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

Activities:

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

Products

Hawley Zoning & Subdivision Ordinance Update

Completion Date

4th QTR 2018

1206 Casselton Comprehensive & Transportation Plan (2018)

Participant(s): Metro COG/Mapleton

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

Activities:

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

Products

Casselton Comprehensive & Transportation Plan

Completion Date

4th QTR 2018

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

Metro COG Policy Board

Voting Members

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

Associate Members

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

Ex-Officio Members

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

Voting and Associate Member Alternates

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

note: C = Chair, VC= Vice Chair

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

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

note: C = Chair, VC= Vice Chair

Metro COG Staff

Adam Altenburg	<i>Community and Transportation Analyst</i>
Dave Burns	<i>Principal Planner / GIS Coordinator</i>
William Christian	<i>Executive Director</i>
Dan Farnsworth	<i>Transportation Planner</i>
Michael Maddox	<i>Senior Transportation Planner</i>
Savanna Leach	<i>Executive Secretary</i>

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

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

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

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

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

Appendix C. Notice of 2016 Planning Emphasis Areas Letter



U.S. Department
of Transportation

Federal Highway
Administration
Federal Transit
Administration

1200 New Jersey Avenue, SE.
Washington, DC 20590

March 18, 2015

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

Attention: Executive Directors of Metropolitan Planning Organizations

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

MAP-21 Implementation

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

Regional Models of Cooperation

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

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

Ladders of Opportunity

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

Sincerely yours,

Gregory G. Nadeau
Deputy Administrator
Federal Highway Administration

Therese W. McMillan
Acting Administrator
Federal Transit Administration

Appendix D. Documentation of Local Match

2017 Dues and Local Match on Contracted Planning Projects
Budget Summary - 2017 Budget

Table 4

Dues and Local Match on Contracted Planning Projects	Jurisdiction							Total
	Cass Co.	Clay Co.	Dilworth	Fargo	Moorhead	West Fargo	Other	
Metro COG Dues								
Approved Dues Formula	8.9%	8.2%	1.9%	50.0%	18.4%	12.5%	0.0%	100.00%
2017 Dues	\$11,239.57	\$10,329.98	\$2,458.18	\$63,059.89	\$23,253.13	\$15,779.02	\$0.00	\$126,119.77
Joint Planning Projects								
AMPO Membership	\$89.12	\$81.91	\$19.49	\$500.00	\$184.37	\$125.11	\$0.00	\$1,000.00
Metropolitan Travel Demand Model (ATAC)	\$712.95	\$655.25	\$155.93	\$4,000.00	\$1,474.99	\$1,000.89	\$0.00	\$8,000.00
Aerial Photos (2017) ⁴	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$350,000.00	\$350,000.00
LRTP Update (2018)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Joint Planning Projects	\$802.06	\$737.15	\$175.42	\$4,500.00	\$1,659.36	\$1,126.00	\$350,000.00	\$359,000.00
Contracted Planning Studies^{1,2}								
Alt Routes Traffic Incident Management Guide Book	\$2,138.84	\$1,965.75	\$467.78	\$12,000.00	\$4,424.96	\$3,002.67	\$0.00	\$24,000.00
OD Data (Metro COG Share)	\$1,336.77	\$1,228.59	\$292.36	\$7,500.00	\$2,765.60	\$1,876.67	\$0.00	\$15,000.00
Heartland Trail Extension	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Clay County Comprehensive Plan³	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
52nd Avenue Planning Portion of Environmental Document (phase 1)	\$0.00	\$0.00	\$0.00	\$26,250.00	\$0.00	\$3,750.00	\$0.00	\$30,000.00
52nd Avenue Planning Portion of Environmental Document (phase 2)	\$0.00	\$0.00	\$0.00	\$131,250.00	\$0.00	\$18,750.00	\$0.00	\$150,000.00
Main Avenue Planning Portion of Environmental Document	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
West Acres Transit Hub Planning Study	\$0.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00
17th Avenue South Corridor Study (5th St. to West Fargo ECL)	\$0.00	\$0.00	\$0.00	\$40,000.00	\$0.00	\$0.00	\$0.00	\$40,000.00
Moorhead ADA Transition Plan	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00
13th Avenue Corridor Study (Main to 17th St. East)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00
Fargo/West Fargo Parking Requirement Study	\$0.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$5,000.00	\$0.00	\$20,000.00
Cass County Comprehensive Plan ³	\$122,073.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$122,073.60
Transit Scheduling Software	\$0.00	\$0.00	\$0.00	\$2,400.00	\$1,200.00	\$0.00	\$0.00	\$3,600.00
Total Contracted Planning Studies	\$125,549.21	\$3,194.34	\$760.14	\$284,400.00	\$38,390.56	\$82,379.34	\$0.00	\$534,673.60
Total	\$137,590.85	\$14,261.47	\$3,393.74	\$351,959.89	\$63,303.06	\$99,284.37	\$350,000.00	\$1,019,793.37

Source: Metro COG 2017-2018 Budget

Appendix D. Documentation of Local Match

2018 Dues and Local Match on Contracted Planning Projects

Source: Metro COG 2017-2018 Budget

Jurisdiction Dues Summary - 2018 Budget

Table 5

Dues and Local Match on Contracted Planning Projects	Jurisdiction								Total
	Cass Co.	Clay Co.	Dilworth	Fargo	Horace	Moorhead	West Fargo	Other	
Metro COG Dues									
Approved Dues Formula	7.7%	8.2%	1.9%	50.0%	1.2%	18.4%	12.5%	0.0%	100.00%
2018 Dues	\$10,242.89	\$10,846.47	\$2,581.09	\$66,212.88	\$1,558.66	\$24,415.79	\$16,567.97	\$0.00	\$132,425.76
Joint Planning Projects									
AMPO Membership	\$92.82	\$98.29	\$23.39	\$600.00	\$14.12	\$221.25	\$150.13	\$0.00	\$1,200.00
Metropolitan Travel Demand Model (ATAC)	\$618.79	\$655.25	\$155.93	\$4,000.00	\$94.16	\$1,474.99	\$1,000.89	\$0.00	\$8,000.00
Metro COG Web Page Update	\$309.39	\$327.62	\$77.96	\$2,000.00	\$47.08	\$737.49	\$500.45	\$0.00	\$4,000.00
L RTP Update (2018)	\$6,187.86	\$6,552.49	\$1,559.27	\$40,000.00	\$941.60	\$14,749.87	\$10,008.91	\$0.00	\$80,000.00
Bicycle-Pedestrian Count Equipment ³	\$30.94	\$32.76	\$7.80	\$200.00	\$4.71	\$73.75	\$50.04	\$0.00	\$400.00
Total Joint Planning Projects	\$7,239.79	\$7,666.41	\$1,824.34	\$46,800.00	\$1,101.68	\$17,257.35	\$11,710.43	\$0.00	\$93,600.00
Contracted Planning Studies^{1,2}									
12th Avenue South Corridor Study	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00
7th Avenue East Corridor Study	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
US75/US10 Corridor Study	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,000.00	\$40,000.00
Cass County Gravel Road Traffic Study ⁴	\$16,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,000.00
Cass County CR18 Corridor Study ⁴	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00
Heartland Trail Extension ⁵	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Traffic Data Import and Report (ATAC)	\$0.00	\$0.00	\$0.00	\$2,533.33	\$0.00	\$2,533.33	\$2,533.33	\$0.00	\$7,599.99
Transit Scheduling Software	\$0.00	\$0.00	\$0.00	\$2,400.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$3,600.00
Total Contracted Planning Studies	\$26,000.00	\$0.00	\$0.00	\$4,933.33	\$0.00	\$53,733.33	\$2,533.33	\$40,000.00	\$127,199.99
Total	\$43,482.69	\$18,512.88	\$4,405.43	\$117,946.21	\$2,660.34	\$95,406.47	\$30,811.73	\$40,000.00	\$353,225.75

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

Appendix E. Metro COG Cost Allocation Plan

Metro COG Cost Allocation Plan

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

Metro COG Funding & Billing Procedures

Federal

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

State

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

Local

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

Appendix E. Metro COG Cost Allocation Plan

Labor Costs (Direct Costs)

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

Indirect Costs (Overhead, Administration and Release Time)

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

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

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

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

Appendix E. Metro COG Cost Allocation Plan

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

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

Appendix E. Metro COG Cost Allocation Plan

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

Locally-Funded Overhead

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

Metro COG's indirect Rate

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

Contracted Planning Costs

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

Special Project Costs

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

Appendix E. Metro COG Cost Allocation Plan

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

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

TRANSPORTATION PLANNING PROCESS SELF CERTIFICATION STATEMENT

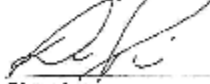
The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) hereby certifies that it is carrying out a continuing, cooperative and comprehensive transportation planning process for the region in accordance with the applicable requirements of:

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

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

F-M Metropolitan Council of Governments

North Dakota Department of Transportation



Signature

Signature

Craig, Metro COG Policy Bd.

Local Government Engineer

Title

Title

7/21/16

9-28-16

Date

Date

Appendix G. Certification of Restrictions on Lobbying

I, David Piepkorn, 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 _____, 2016

By _____

David Piepkorn, Chair
Fargo-Moorhead Metropolitan Council of Governments
Policy Board

Date

Appendix H. MATBUS FTA Section 5307 Projects

Local Transit Planning (FTA 5307 Funded)	Participant(s): City of Fargo Transit Division
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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: 624 (2017) 624 (2018)

Activities:

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

Products

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

Appendix H. MATBUS FTA Section 5307 Projects

Local Transit Planning (FTA 5307 Funded)	Participant(s): 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: 624 (2017) 624 (2018)

Activities:

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

Products

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