

December 21, 2020

Mrs. Cindy Gray  
Executive Director  
Fargo-Moorhead Metropolitan Council of Governments  
Case Plaza, Suite 232  
One Second Street North  
Fargo, ND 58102

FARGO-MOORHEAD METROPOLITAN COUNCIL OF GOVERNMENTS (METRO COG)  
2021-2022 UNIFIED PLANNING WORK PROGRAM CONTRACT

Enclosed is your copy of the approved contract for the 2021 and 2022 calendar year work program for Metro COG. The final date of signature was December 21, 2020; therefore, Metro COG is under contract to begin planning activities on January 1, 2021.

If you have any comments or questions, please contact me at (701) 328-4828.



WAYNE A. ZACHER, P.E., MPO COORDINATOR & TRANSPORTATION ENGINEER

38/waz  
Enclosures

**MEMO TO:** William T. Panos  
Director

**FROM:** Wayne A. Zacher, P.E.

**DATE:** 12/08/2020

**SUBJECT:** 38201401: Fargo - Moorhead Metro COG 2021-2022 UPWP Contract

This is the two-year contract between NDDOT and Fargo - Moorhead Metropolitan Council of Governments. This contract coincides with the COG's two-year Unified Planning Work Program.

This is a standard contract; no one-time changes were necessary.

If there are questions, contact Wayne Zacher at 328-4828.

38/waz

Contract Routing:

Paul Benning;

Steve Salwei;

Shannon Sauer;

MPO Executive Director;

MPO Policy Board Chair;

MPO Witness;

Wayne Zacher;

Clint Morgenstern;

Ron Henke;

Stacey Hanson

**North Dakota Department of Transportation  
METROPOLITAN PLANNING ORGANIZATION AGREEMENT**

**Federal Award Information – to be provided by NDDOT**

CFDA No: 20.205, 20.505

CFDA Title: Highway Planning and Construction, Metropolitan and Statewide Planning

Award Name: Federal Aid Highway Program

Awarding Fed. Agency: Federal Highway Admin and Federal Transit Admin

NDDOT Program Mgr: Zacher, Wayne A.

Telephone: 701-328-4828

**Notice to Subrecipients: Federal awards may have specific compliance requirements. If you are not aware of the specific requirements for your award, please contact your NDDOT Program Manager.**

**For NDDOT use only.**

**FHWA Authorization date:** 5/20/19 & 4/23/20

DS  
SH

**Entity: Fargo-Moorhead Metropolitan Council of Governments  
Description: Unified Planning Work Program  
Duration: 2021-2022**

This agreement is entered into by and between the State of North Dakota, acting through its Director of Transportation, hereinafter referred to as NDDOT, whose address is 608 East Boulevard Avenue, Bismarck, North Dakota 58505-0700, and Fargo-Moorhead Metropolitan Council of Governments, hereinafter referred to as the Contractor, whose address is Case Plaza Suite 232, One Second Street North, Fargo, North Dakota 58102.

WHEREAS, Federal Law 23 U.S.C., Section 104, has provided Section 5303 and Section 5304 Federal Transit Administration (FTA) and PL Federal Highway Administration (FHWA) funding hereinafter referred to as Consolidated Planning Grant (CPG) funds, for the purpose of transportation planning in urbanized areas to be administered by NDDOT, and

WHEREAS, the Contractor has been designated by the Governor of North Dakota as an eligible recipient of CPG funds, and

WHEREAS, the Contractor has prepared and approved a Unified Planning Work Program (UPWP) in accordance with the guidelines set forth by the FHWA and FTA for utilization of available CPG funds.

NOW, THEREFORE, in consideration of the mutual covenants herein set forth, NDDOT and the Contractor agree as follows:

Scope of Work: The Contractor shall perform those tasks and activities as outlined in the



Contractor's UPWP and approved by NDDOT, FHWA, and FTA, a copy of which is attached hereto and made a part hereof. The Contractor shall follow NDDOT policies and procedures, as outlined in the NDDOT Local Government Manual, in the completion of the Contractor's UPWP.

Duration of Agreement: The duration of this agreement will be the period of January 1, 2021 to December 31, 2022. NDDOT will notify the Contractor of the commencement date by letter.

Costs: NDDOT shall reimburse the Contractor 80 percent of all eligible costs as presented in the budget section of the UPWP, up to the maximum amount stated. The Contractor shall provide the remaining 20 percent and all cost overruns from non-federal funds. Budget transfers among cost categories shall comply with 2 CFR 200. The Contractor shall provide monthly billing to NDDOT. To be eligible, costs must be limited to those costs that are allowed under federal regulations (2 CFR 200), and must be submitted within 60 days of the termination of this agreement. Reimbursement will be predicated on availability of federal funds.

Payments: The Contractor will make all contract payments. No costs will be incurred by NDDOT for this project. NDDOT will reimburse the Contractor for the federal aid eligible amount. Payment will be made upon receipt of the Contractor's request for reimbursement.

Terms Extending Beyond Biennium: Payments by NDDOT beyond the current state biennium shall be contingent on sufficient funds being appropriated by the federal government for NDDOT. In the event of insufficient appropriations, NDDOT may give a minimum of 30 days' notice to terminate this agreement/contract and have no further obligation to the Contractor.

Records: The Contractor shall maintain all accounting and project records NDDOT may require. Such records shall be made available to NDDOT and the federal government for inspection and audit during the agreement term and for three years after the closure of the consolidated planning grant, unless any litigation, claim, or audit is started before the expiration of the three years, in which case the records shall be retained until such action is satisfied.

Records Inspection: NDDOT, FHWA and FTA shall at all times during the agreement and for three years after closure of the consolidated planning grant be permitted to inspect the work and have access to all books, records, correspondence, instructions, receipts, vouchers, and memorandum pertaining to the work hereunder and copies thereof shall be furnished when requested.

Subcontracting: The Contractor shall not assign any portion of the work under this agreement, execute any contract, or obligate itself in any manner with a third party with respect to its rights and responsibilities to this agreement without written consent of NDDOT. Any agreement with a subcontractor does not create a contractual relationship between the NDDOT and the subcontractor.



Assignments: The Contractor shall not assign nor transfer the Contractor's interests or duties under this agreement without the express written consent of the state.

Procurement - Property Management: The Contractor shall adhere to 2 CFR 200 when procuring services, supplies, or equipment, which are incorporated into this agreement by reference and are available from NDDOT.

Termination:

- a. This contract may be terminated by mutual consent of both parties, or by either party upon 30 days' notice, in writing, and delivered by certified mail or in person.
- b. In addition, NDDOT may terminate this contract effective upon delivery of written notice to the Contractor, or at such later date as may be established by NDDOT, under any of the following conditions:
  - i. If NDDOT funding from federal, state, or other sources is not obtained and continued at levels sufficient to allow for purchase of the indicated quantity of services. The contract may be modified by agreement of the parties in writing to accommodate a reduction in funds.
  - ii. If federal or state regulations or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this contract or are no longer eligible for the funding proposed for payments authorized by this contract;
  - iii. If any license or certificate required by law or regulation to be held by the Contractor to provide the services required by this contract is for any reason denied, revoked, or not renewed;

Any such termination of this contract under (i), (ii), or (iii), above, shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.

- a. NDDOT, by written notice to the Contractor, may terminate the whole or any part of this agreement:
  - i. If the Contractor fails to provide services called for by this contract within the time specified herein or any extension thereof; or
  - ii. If the Contractor fails to perform any of the other provisions of this contract, or so fails to pursue the work as to endanger performance of this contract in accordance with its terms, and after receipt of written notice from NDDOT, fails to correct such failures within ten days or such longer period as NDDOT may authorize.

Amendments: The terms of this agreement shall not be waived, altered, modified, supplemented, or amended, in any manner whatsoever, except by written instrument signed by the parties.



Civil Rights: Appendices A and E of the Title VI Assurances, attached, are hereby incorporated into and made a part of this agreement.

Nondiscrimination – Compliance with Laws: The Contractor agrees to comply with all applicable laws and rules, including, but not limited to, those relating to nondiscrimination, accessibility, and civil rights.

Disadvantaged Business Enterprise: In the performance of this agreement, the Contractor shall cooperate with NDDOT in meeting its commitments and goals with regard to the maximum utilization of disadvantaged business enterprises, and will use its best efforts to ensure that disadvantaged business enterprises shall have the maximum practical opportunities to compete for subcontract work under this agreement. The Contractor shall comply with the requirements of 49 CFR Part 26.

The Contractor shall not discriminate on the basis of race, color national origin, or sex in the award and performance of any USDOT assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The Contractor shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of USDOT-assisted contracts. NDDOT's DBE program, as required by 49 CFR Part 26 and as approved by USDOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the Contractor of its failure to carry out its approved program, the USDOT may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et. seq.)

The Contractor will include the following paragraph verbatim in any subcontracts they sign relative to this project:

The Contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of USDOT-assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the NDDOT deems appropriate.

Prompt Payment: Payment of invoices by the Contractor shall be within 20 days of Receipt, as required for NDDOT's DBE program.

Disability: The contractor shall ensure that no qualified disabled individual, as defined in 29 U.S.C. 794 and 49 C.F.R. Part 27 shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance under this agreement.

Audits: Audits must be in accordance with Subpart F, 2 CFR 200. The Contractor shall



submit copies of audits covering the term of this agreement to NDDOT. This requirement is applicable to counties, cities, metropolitan planning organizations, state agencies, Indian tribes, colleges, hospitals, and non-profit businesses.

Conflicts of Interest: No official or employee of a state or any other governmental instrumentality who is authorized in his official capacity to negotiate, make, accept, or approve, or to take part in negotiating, making, accepting or approving any contract or subcontract in connection with a project shall have, directly or indirectly, any financial or other personal interest in any such contract or subcontract. No engineer, attorney, appraiser, inspector, or other person performing services for a state or a governmental instrumentality in connection with a project shall have, directly or indirectly, a financial or other personal interest, other than his employment or retention by a state or other governmental instrumentality, in any contract or subcontract in connection with such project. No officer or employee of such person retained by a state or other governmental instrumentality shall have, directly or indirectly, any financial or other personal interest in any real property acquired for a project unless such interest is openly disclosed upon the public records of NDDOT and of such other governmental instrumentality, and such officer, employee, or person has not participated in such acquisition for and in behalf of the state.

Indemnification: The Risk Management Appendix, attached, is hereby incorporated and made a part of this agreement.

Debarment Clause: The Contractor is advised that his or her signature on this agreement certifies that the company or any person associated therewith is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency; has not been suspended, debarred, voluntarily excluded, or determined ineligible by any federal agency within the past three years; and has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction on any matter involving fraud or official misconduct within the past three years.

Governing Law and Venue: Notwithstanding any rules regarding the choice of law or venue, it is agreed by the parties that this contract shall be governed by and construed in accordance with applicable federal law and the laws of the state of North Dakota, at the time this contract was executed. All disputes arising from this agreement shall be brought in the South Central District Court of the state of North Dakota.

Merger and Waiver: This agreement constitutes the entire agreement between the parties. No waiver, consent, modification, or change of terms of this agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification, or change, if made, shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this agreement. The Contractor, by the signature below of its authorized representative, hereby acknowledges that the Contractor has read this agreement, understands it, and agrees to be bound by its terms and conditions.

Ownership of Work Product: All work products and copyrights of the contract, which result



from this contract, are the exclusive property of NDDOT, with an unlimited license for use by the federal government and its assignees without charge.

Notice: All notices, certificates, or other communications shall be sufficiently given when delivered or mailed, postage prepaid, to the parties at their respective places of business as set forth below or at a place designated hereafter in writing by the parties.

Fargo-Moorhead Metropolitan Council of

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Governments  
\_\_\_\_\_  
1 2nd Street N, Ste. 232  
\_\_\_\_\_  
Fargo, ND 58102  
\_\_\_\_\_  
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North Dakota Dept. of Transportation  
\_\_\_\_\_  
Local Government Division  
\_\_\_\_\_  
608 East Boulevard Avenue  
\_\_\_\_\_  
Bismarck, ND 58505-0700  
\_\_\_\_\_

Additional Federal Clauses: The Contractor must comply with all provisions in Appendix B, which is attached and incorporated by reference herein.





EXECUTED the date last below signed.

WITNESS:

Savanna Leach

NAME (TYPE OR PRINT) DocuSigned by: Savanna Leach AC672DD9306441E... 12/16/2020 DATE

CONTRACTOR:

Brad Olson

NAME (TYPE OR PRINT) DocuSigned by: Brad Olson 48E3B5C49F48443... \* Metro COG Chairperson TITLE 12/16/2020 DATE

APPROVED as to substance by:

Paul Benning

LOCAL GOVERNMENT ENGINEER (TYPE OR PRINT) DocuSigned by: Paul M. Benning A411F817506247A... 12/8/2020 DATE

\* Policy Board Chairperson

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION:

Ronald Henke

for the DIRECTOR (TYPE OR PRINT) DocuSigned by: Paul Henke 2A3326B55C844FD... 12/21/2020 DATE

CLA 1029 (Div. 38) L.D. Approved 10-28-14; 11-18

ATTORNEY GENERAL APPROVED as to Execution

DocuSigned by: Clint Morgentstern 74C101681DFD4D8... 12/16/2020 Special Asst Attorney General



### CERTIFICATION OF LOCAL MATCH

It is hereby certified that the Fargo-Moorhead Metro COG will provide non-federal funds, whose source is identified below, as match for the amount the Contractor is obligated to pay under the terms of the attached agreement with the North Dakota Department of Transportation. The certified amount does not duplicate any federal claims for reimbursement, nor are the funds used to match other federal funds, unless expressly allowed by federal regulation.

**Non-Federal Match Funds provided by Contractor.** Please designate the source(s) of funds in the Contractor budget that will be used to match the federal funds obligated for this project through the North Dakota Department of Transportation.

**Source:** Cass County, ND; Clay County, MN; City of Dilworth, MN, City of Fargo, ND; City of Horace, ND; ~~City of Moorhead, MN; City of West Fargo, ND; the Minnesota Department of Transportation and~~ the North Dakota Department of Transportation

Executed at Fargo, North Dakota, the last date below signed.

**ATTEST:**

Savanna Leach  
MPO (TYPE OR PRINT)  
DocuSigned by:  
Savanna Leach  
AC672DD9306441E...  
12/16/2020  
DATE

**APPROVED:**

Contractor of FM Metro COG  
Brad Olson  
NAME (TYPE OR PRINT)  
DocuSigned by:  
Brad Olson  
48E3B5C49F48443...  
\* Metro COG Chairperson  
TITLE  
12/16/2020  
DATE

\*Policy Board Chairperson



**NORTH DAKOTA DEPARTMENT OF TRANSPORTATION  
APPENDIX A OF THE TITLE VI ASSURANCES**

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the Contractor) agrees as follows:

1. Compliance with Regulations: The Contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, the Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. Non-discrimination: The Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the Contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. Information and Reports: The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the Recipient or the Federal Highway Administration as appropriate, and will set forth what efforts it has made to obtain the information.
5. Sanctions for Noncompliance: In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
  - a. withholding payments to the Contractor under the contract until the Contractor complies; and/or
  - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. Incorporation of Provisions: The Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.



**NORTH DAKOTA DEPARTMENT OF TRANSPORTATION  
APPENDIX E OF THE TITLE VI ASSURANCES**

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the Contractor) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

**Pertinent Non-Discrimination Authorities:**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).



**December 15, 2020**

**Fargo-Moorhead Metropolitan Council of Governments  
1 2<sup>nd</sup> Street N, Ste 232  
Fargo, ND 58102**

Dear Contractor:

You have submitted to the North Dakota Department of Transportation (NDDOT), in connection with your certificate of insurance, additional pages or language on the certificate which either purports to limit or qualify the information reflected on the certificate of insurance or which purports to change, modify or amend your company's insurance policies. NDDOT policy is to not solicit, review or approve contractors' insurance policies, endorsements or amendments to insurance policies, or insurance documents other than properly completed certificates of insurance. NDDOT contracts specify that contractors are responsible for acquiring and maintaining specified coverages and proof of insurance.

Please have a company executive authorized to execute contract documents sign and date the statement below attesting that your company has insurance coverage consistent with the contract provisions and immediately fax and mail it back to us.

Be advised that execution of this contract will be delayed until these issues have been resolved.

Sincerely,

**Paul M. Benning, Local Government Engineer**

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PROJECT NO. 38201401 (grant agreement)

Fargo-Moorhead Metropolitan Council of Governments hereby states that the company has, and will maintain in force, insurance coverages (including proof of coverages) consistent with the contract specifications.

Date December 16, 2020

Cynthia R Gray, Executive Director

Type or Print Name & Title

  
Signature



## Risk Management Appendix

### Service Contracts with Private Individuals, Companies, Corporations, Etc.:

Contractor agrees to defend, indemnify, and hold harmless the state of North Dakota, its agencies, officers and employees (State), from and against claims based on the vicarious liability of the State or its agents, but not against claims based on the State's contributory negligence, comparative and/or contributory negligence or fault, sole negligence, or intentional misconduct. The legal defense provided by Contractor to the State under this provision must be free of any conflicts of interest, even if retention of separate legal counsel for the State is necessary. Contractor also agrees to defend, indemnify, and hold the State harmless for all costs, expenses and attorneys' fees incurred if the State prevails in an action against Contractor in establishing and litigating the indemnification coverage provided herein. This obligation shall continue after the termination of this agreement.

Contractor shall secure and keep in force during the term of this agreement, from insurance companies, government self-insurance pools or government self-retention funds authorized to do business in North Dakota, the following insurance coverages:

- 1) **Commercial general liability** and **automobile liability** insurance – minimum limits of liability required are **\$250,000 per person** and **\$1,000,000 per occurrence**.
- 2) **Workers compensation** insurance meeting all statutory limits.
- 3) The State of North Dakota, its agencies, officers, and employees (State) shall be endorsed as an **additional insured** on the commercial general liability and automobile liability policies. The State of North Dakota shall have all the benefits, rights and coverages of an additional insured under these policies that shall not be limited to the minimum limits of insurance required by this agreement or by the contractual indemnity obligations of the Contractor.
- 4) Said endorsements shall contain a **“Waiver of Subrogation”** in favor of the state of North Dakota.
- 5) The policies and endorsements may not be canceled or modified without **thirty (30) days prior written notice** to the undersigned State representative.

**Contractor shall furnish a certificate of insurance evidencing the requirements in 1, 3, and 4, above to the undersigned State representative prior to commencement of this agreement.**

The State reserves the right to obtain complete, certified copies of all required insurance documents, policies, or endorsements at any time. Any attorney who represents the State under this contract must first qualify as and be appointed by the North Dakota Attorney General as a Special Assistant Attorney General as required under N.D.C.C. Section 54-12-08.

When a portion of a Contract is sublet, the Contractor shall obtain insurance protection (as outlined above) to provide liability coverage to protect the Contractor and the State as a result of work undertaken by the Subcontractor. In addition, the Contractor shall ensure that any and all parties performing work under the Contract are covered by public liability insurance as outlined above. All Subcontractors performing work under the Contract are required to maintain the same scope of insurance required of the Contractor. The Contractor shall be held responsible for ensuring compliance with those requirements by all Subcontractors.

Contractor's insurance coverage shall be primary (i.e., pay first) as respects any insurance, self-insurance or self-retention maintained by the State. Any insurance, self-insurance or self-retention maintained by the State shall be excess of the Contractor's insurance and shall not contribute with it. The insolvency or bankruptcy of the insured Contractor shall not release the insurer from payment under the policy, even when such insolvency or bankruptcy prevents the insured Contractor from meeting the retention limit under the policy. Any deductible amount or other obligations under the policy(ies) shall be the sole responsibility of the Contractor. This insurance may be in a policy or policies of insurance, primary and excess, including the so-called umbrella or catastrophe form and be placed with insurers rated "A-" or better by A.M. Best Company, Inc. The State will be indemnified, saved, and held harmless to the full extent of any coverage actually secured by the Contractor in excess of the minimum requirements set forth above.

RM Consulted 2007  
Revised 11-19



## Appendix B

**Federal Clauses****Equal Employment Opportunity Clause – 41 CFR 60-1.4(a) and 2 CFR Part 200 Appendix II (C)****41 CFR 60-1.4(a)**

- (a) *Government contracts.* Except as otherwise provided, each contracting agency shall include the following equal opportunity clause contained in section 202 of the order in each of its Government contracts (and modifications thereof if not included in the original contract): during the performance of this contract, the contractor agrees as follows:
- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
  - (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
  - (3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
  - (4) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the secretary of labor.
  - (5) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the secretary of labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the secretary of labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
  - (6) In the event of the contractor's non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the secretary of labor, or as otherwise provided by law.

## Appendix B

- (7) The contractor will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the secretary of labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the secretary of labor as a means of enforcing such provisions including sanctions for noncompliance: *provided, however*, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the united states to enter into such litigation to protect the interests of the United States.

### **2 CFR Part 200 Appendix II (C)**

- (C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

### **Sanctions and Penalties for Breach of Contract – 2 CFR Part 200 Appendix II (A)**

- (A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

### **Termination for Cause and Convenience – 2 CFR Part 200 Appendix II (B)**

- (B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

### **Rights to Inventions Made Under a Contract or Agreement – 2 CFR Part 200 Appendix II (F)**

- (F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and

## Appendix B

Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

### **Debarment and Suspension - 2 CFR Part 200 Appendix II (I)**

- (I) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), “Debarment and Suspension.” The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

### **Byrd Anti-Lobbying Amendment - 2 CFR Part 200 Appendix II (J)**

- (J) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.



November 13, 2020

Mrs. Kristen Sperry  
Environmental & Planning Specialist  
Federal Highway Administration  
4503 Coleman Street North, Suite 205  
Bismarck, ND 58503

**FARGO-MOORHEAD METROPOLITAN COUNCIL OF GOVERNMENTS  
2021-2022 UNIFIED PLANNING WORK PROGRAM**

The Policy Board of the Fargo-Moorhead Metropolitan Council of Governments (FMCOG) approved their 2021-2022 Unified Planning Work Program (UPWP) on September 17, 2020. The UPWP identifies planning activities for the FMCOG area for calendar years 2021 and 2022. The final UPWP was sent directly to you and Federal Transit Administration (FTA) by FMCOG for your review. The North Dakota Department of Transportation (NDDOT) worked with FMCOG during the development of the UPWP and had the opportunity to provide comments on the draft document.

FMCOG and NDDOT have been working together to have an approved work program in place for January 2021. The North Dakota Department of Transportation hereby recommends approval of the final 2021-2022 UPWP. Please also see the enclosed approval from the Minnesota Department of Transportation.

If you have any comments or questions, please contact Stacey Hanson at (701) 328-4469 or Wayne A. Zacher at (701) 328-4828.

PAUL M. BENNING, P.E., LOCAL GOVERNMENT ENGINEER

38/waz

Enclosures

- c: Cindy Gray – Fargo-Moorhead Metro COG
- Ranae Tunison – Federal Transit Administration, Region VIII
- Anna Pierce – MnDOT

**KRISTEN  
SUE SPERRY** Digitally signed by  
KRISTEN SUE SPERRY  
Date: 2020.11.19  
14:48:55 -06'00'

November 4, 2020

Cindy Gray  
Executive Director  
Fargo-Moorhead Metropolitan Council of Governments  
1 – 2<sup>nd</sup> Street N, Suite 232  
Fargo, ND 58102

RE: 2021-2022 Unified Planning Work Program for the Fargo-Moorhead Metropolitan Council of Governments

Dear Ms. Gray:

MnDOT's Office of Transportation System Management reviewed the Fargo-Moorhead Metropolitan Council of Governments' (Metro COG) adopted 2021-2022 Unified Planning Work Program and approve the 2021 work program, effective this date, with these notes:

- Final determination of eligibility of consultant led projects/activities for federal reimbursement will be based on RFPs/contract scopes of work.

An amount of \$26,820 of state metropolitan transportation planning funds is approved for the MPO's calendar year 2021 work activities, beginning January 1, 2021 or the date the MnDOT grant contract for the state funds is fully executed, whichever date is later.

We look forward to working with you over the next year as you implement your work program. If you have any questions, contact me at 651-366-3793 or [anna.m.pierce@state.mn.us](mailto:anna.m.pierce@state.mn.us).

Sincerely,

**Anna Pierce**

 Digitally signed by Anna Pierce  
Date: 2020.11.04 16:02:27 -06'00'

Anna Pierce  
Planning Program Coordinator

cc: Michael Maddox, Metro COG  
Michael Johnson, NDDOT  
Wayne Zacher, NDDOT  
Andrew Emanuele, FHWA-MN  
Bobbi Retzlaff, FHWA-MN  
Kristen Sperry, FHWA-ND

Ranae Tunison, FTA  
Matt Lange, FTA  
Mary Safgren, MnDOT D4  
Trang Chu, MnDOT OTSM  
Megan Neeck, MnDOT OTAT  
Deborah Ellis, MnDOT OTAT

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# Unified Planning Work Program

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2021 - 2022

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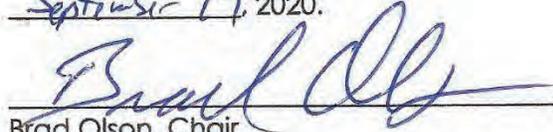
September 17, 2020

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Fargo-Moorhead Metropolitan Council of Governments

The signature below constitutes the official adoption of the 2021-2022 Unified Work Program (UPWP) by the Fargo-Moorhead Metropolitan Council of Governments (Metro COG), serving as the region's Metropolitan Planning Organization (MPO). The UPWP was adopted by Metro COG's Policy Board at its regular monthly meeting on September 17, 2020.



Brad Olson, Chair  
Fargo-Moorhead Metropolitan Council of Governments

9-17-2020  
Date



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### *Disclaimer*

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

*This document does not constitute a standard, specification, or regulation. The United States Government, the States of North Dakota and Minnesota, and the Fargo-Moorhead Metropolitan Council of Governments do not endorse products or manufacturers. Trade or manufacturers' names may appear herein only because they are considered essential to the objective of this document.*

*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 2021-2022 calendar years. Metro COG serves as an association of local governments in the greater Fargo-Moorhead metropolitan area. Metro COG performs transportation and community planning work, especially to address problems and issues that are regional in scope and span jurisdictional boundaries.

Metro COG's original role of a regional planning agency continues to drive some of the agency's planning activities. In addition, Metro COG serves as the federally required Metropolitan Planning Organization (MPO) for the greater Fargo-Moorhead metropolitan area. The agency's role as the MPO necessitates the preparation and adoption of this UPWP. Metro COG serves a bi-state area with a planning region that covers 14 townships in Cass County, North Dakota and 16 townships in Clay County, Minnesota (Figure 1.1).

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

Source: Metro COG (2018)

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

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

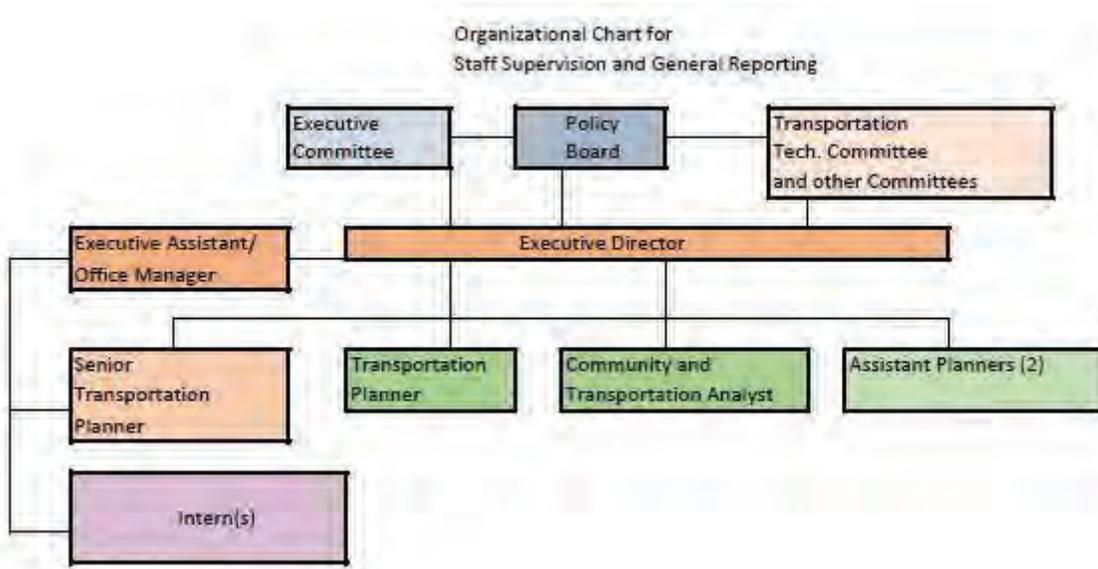
Many federal transportation programs, policies and funding categories rely upon a clear and well-documented distinction between urban and rural areas. Urban and rural areas are explicitly defined by the Census Bureau according to specific population, density and related criteria. The boundary separating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

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

Figure 1.2 outlines the Metro COG Planning Area Boundary and identifies the current UZA for the MPO region.

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

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



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

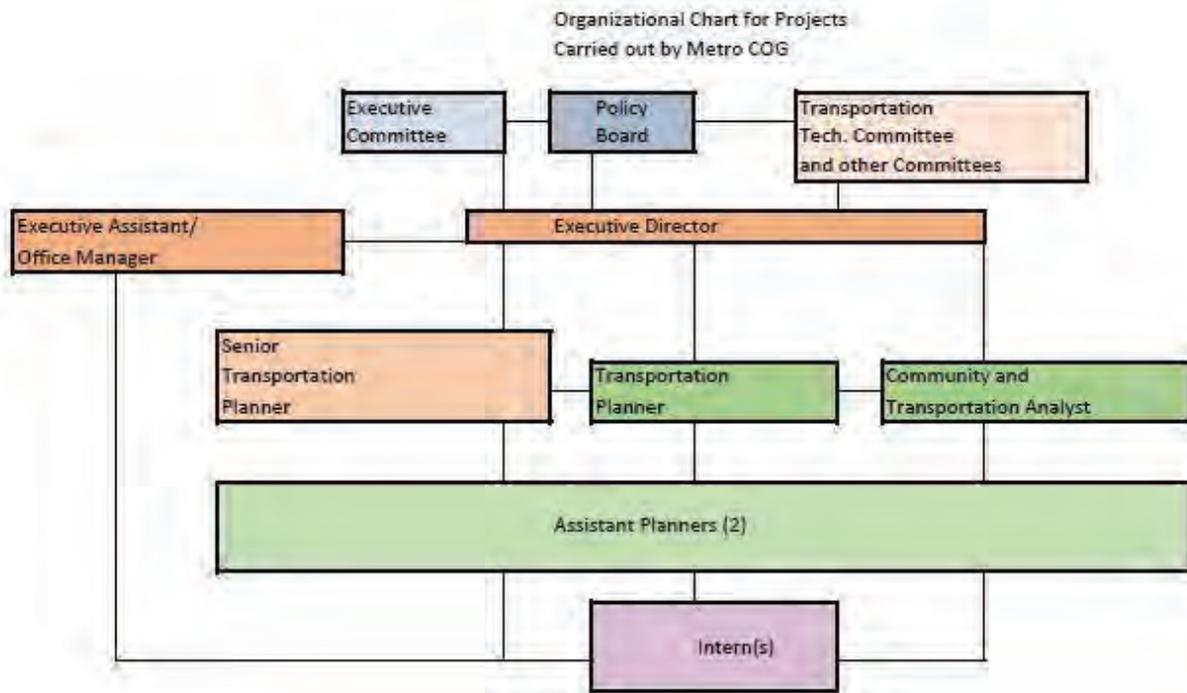
The Metro COG Transportation Technical Committee (TTC) reviews and makes recommendations related to transportation to the Policy Board. The TTC is a 22-member body with representatives from the planning and public works/engineering departments of local jurisdictions, transit agencies, North Dakota and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

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

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

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

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



## 2. UPWP Framework

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

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

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

In addition to the UPWP, Metro COG's responsibilities include the development and maintenance of a Metropolitan Transportation Plan (MTP), a Transportation Improvement Program (TIP) and a proactive public participation effort guided by an approved Public Participation Plan (PPP). Metro COG must be, and is, compliant with civil rights legislation and maintains a Title VI Plan (reflecting requirements included in the Civil Rights Act of 1964, as amended) as reflected by the *Metropolitan Transportation Planning Self Certification (2020)*. More information on federal requirements is provided in Section 6 - Statement of Nondiscrimination.

### Program Area Overview

The regional transportation planning activities and products contained in this UPWP are categorized by 10 program areas with multiple sub-tasks assigned to each. Sub-tasks are specific work activities or projects within each program area. The 2021-2022 Program Areas are identified in Figure 2.1.

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

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

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

The Program Areas and sub-tasks that are identified in the UPWP support and inform the goals and objectives of the Metro COG MTP. The most current MTP, *Metro Grow* was approved in November, 2019. It established policies, goals and associated objectives to guide transportation investments in the Metro COG Region through the year 2045. These goals include:

- **System Safety & Security** – Provide a transportation system that is safe for all users and resilient to incidents.
- **Travel Efficiency & Reliability** – Improve regional mobility.
- **Walking and Biking** – Increase walking and biking as a mode of transportation
- **Transit Access** – Support enhanced access to the existing and future MATBUS system.
- **Maintain Transportation Infrastructure** – Provide a financial plan that supports maintaining transportation infrastructure in a state of good repair.
- **Environmental Sustainability** – Provide a transportation system that provides access equitably and limits impacts to the natural and built environment.
- **Economic Development & Transportation Decisions** – Promote transportation projects that support regional economic goals, support freight movement, and promote projects that can be financially sustained for the long term.
- **Emerging Transportation Trends** – Incorporate transportation trends and new technologies in regional transportation plans.

Figure 3.1 shows the relationship between the goals of Metro Grow – the 2045 Fargo-Moorhead Metropolitan Transportation Plan and the program areas of the UPWP.

Figure 3.1 UPWP Program Areas and the Goals of Metro Grow – 2045 Fargo-Moorhead Metropolitan Transportation Plan

Metro COG's UPWP Program Areas		Transportation Goals of Metro Grow: 2045 Fargo-Moorhead Metropolitan Transportation Plan						
		System Safety & Security	Travel Efficiency & Reliability	Walking & Biking	Transit Access	Environmental Sustainability	Economic Development	Emerging Transportation Trends
100	Policy & Administrative Forums	S	S	S	S	S	S	S
200	Contracted Planning	P	P	P	P	P	S	S
300	Federal Transportation Planning Documentation	P	P	S	S	S	S	S
400	Technical Transportation Data & Analysis	P	P	S	S	S	S	S
500	Transit Planning	P	P	S	P	S	S	S
600	Bicycle & Pedestrian Planning	P	P	P	P	S	S	S
700	Local Planning Assistance	S	S	S	S	S	S	S
800	General Administration	A	A	A	A	A	A	A
900	Publications, Public Information & Communications	S	S	S	S	S	S	S
1000	Community Planning & Technical Assistance	S	S	S	S	S	S	S

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

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

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

Source: Metro Grow (2019)

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

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

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

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

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

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

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

The PEAs require transition to performance-based planning and programming as per MAP-21, and implementation through FAST. In 2018, Metro COG adopted Performance Measures regarding safety, reliability, and pavement/bridge condition. PM1, related to safety, was updated in 2019 and 2020. As a bi-state MPO, Metro COG carries out numerous projects that promote cooperation and coordination across state boundaries to ensure a regional approach to transportation planning. Current examples include the 2045 MTP, the 76<sup>th</sup> Avenue S Corridor Study, the Veterans Boulevard Corridor Extension Study, the MATBUS Transit Authority Study, and the Transit Development Plan. In addition, committees dealing with bicyclists and pedestrians, transit, traffic operations, safety, freight and GIS promote communication, cooperation and coordination between jurisdictions and across state boundaries. Corridor studies, transit plans, and the MTP analyze, document, and emphasize the importance of access to jobs, education, healthcare and other essential services. 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 Areas	Program Area									
	100	200	300	400	500	600	700	800	900	1000
FAST Performance-Based Planning	X	X	X	X	X	X				
Models of Regional Planning Cooperation	X	X	X	X	X	X	X		X	
Ladders of Opportunity		X			X	X	X		X	X

### 3. Funding Overview and Annual Budgets

#### Federal Funding

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

#### State and Local Funding

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

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

#### Budget

The Metro COG Budget has two components: an operations budget and a contracted planning services budget. The contracted planning services budget includes the Consolidated Planning Grant (CPG) federal funds to accomplish planning studies in the region. Local funds for these projects are provided by a jurisdiction or multiple jurisdictions and are to be used only for these projects. The operating budget also

consists of CPG funds, but the local share of funds come from all voting member jurisdictions through an annual collection of jurisdiction dues.

Since local jurisdictions begin work on their budget in spring and summer, Metro COG also prepares a budget in the spring, which is reviewed by the Transportation Technical Committee (TTC) and approved by the Policy Board. This information is used by each local jurisdiction as they prepare their budgets for the following year.

Tables showing local jurisdiction dues for 2021 and 2022 are included as Appendix D. A summary of the approved 2021-2022 budget is shown in Figure 4.1 on the following page.

The Metro COG Budget assigns funding in amounts to accomplish each of the Program Areas of the UPWP. Figure 4.2 on the following page identifies the major Program Areas for 2021 and 2022, as well as the portion of the annual budget assigned to each.

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

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

**Figure 4.1 Metro COG Biannual Budget Summary 2021-2022**

Revenues	Approved	Estimated
	2021	2022
Consolidated Planning Grant (CPG) - Internal Operations <sup>1</sup>	\$764,915.71	\$806,036.05
Consolidated Planning Grant (CPG) - Contracted Planning <sup>2</sup>	\$516,000.00	\$502,400.00
Carryover of Funds (Federal + Local) <sup>3</sup>	\$355,700.00	\$0.00
MnDOT State Planning Funds	\$26,820.00	\$26,820.00
Local Match - Internal Operations (Member Dues) <sup>4</sup>	\$171,113.93	\$181,394.01
Misc. Revenues from Members	\$0.00	\$0.00
Local Dues for Non-Fed. Eligible Activities	\$2,725.00	\$2,725.00
Local Match on Contracted Planning <sup>5</sup>	\$113,000.00	\$77,600.00
Local Planning Studies/Ineligible Projects	\$24,300.00	\$6,000.00
State Match on Contracted Planning <sup>6</sup>	\$56,000.00	\$88,000.00
<b>Total Revenues</b>	<b>\$2,030,574.64</b>	<b>\$1,690,975.06</b>

Expenses	2021	2022
Salaries/Benefits	\$756,579.72	\$801,830.14
Overhead	\$199,564.92	\$205,714.92
Overhead Funded Locally	\$2,725.00	\$2,725.00
<b>Total Internal Budget</b>	<b>\$958,869.64</b>	<b>\$1,010,270.06</b>
<b>Total Expenses (Internal Budget + Contracted Planning)</b>	<b>\$1,643,869.64</b>	<b>\$1,678,270.06</b>
<b>Contracted Planning Federal and Local Match</b>		
Federal CPG	\$516,000.00	\$502,400.00
NDSU ATAC Annual Participation (TDM Model Development)	\$8,000.00	\$8,000.00
Household & Job Data Purchase for TDM Update	\$12,000.00	\$0.00
NDSU ATAC Assistance with Review & Adjustments to HH & Job Data	\$8,000.00	\$0.00
Metro COG Traffic and Freight Counting Program	\$104,000.00	\$0.00
Bicycle and Pedestrian Plan Update	\$120,000.00	\$0.00
DTA Analysis of Select Locations	\$8,000.00	\$4,000.00
Interstate Operations Analysis (2021-22)	\$128,000.00	\$128,000.00
Moorhead Intersection Traffic Data Collection (3-year program)	\$8,000.00	\$8,000.00
Fargo Transportation Plan	\$112,000.00	\$0.00
Red River Greenway Study (2021-22)	\$8,000.00	\$116,000.00
ITS Update (ATAC)	\$0.00	\$22,400.00
Demographic Forecast Update	\$0.00	\$40,000.00
Travel Demand Model Update (ATAC)	\$0.00	\$48,000.00
TH 10 Corridor Study Through Dilworth	\$0.00	\$128,000.00
Local Match for CPG	\$113,000.00	\$77,600.00
NDSU ATAC Annual Participation (TDM Model Development)	\$2,000.00	\$2,000.00
Household & Job Data Purchase for TDM Update	\$3,000.00	\$0.00
NDSU ATAC Assistance with Review & Adjustments to HH & Job Data	\$2,000.00	\$0.00
Metro COG Traffic and Freight Counting Program	\$26,000.00	\$0.00
Bicycle and Pedestrian Plan Update	\$30,000.00	\$0.00
DTA Analysis of Select Locations	\$2,000.00	\$1,000.00
Interstate Operations Analysis (2021-22)	\$16,000.00	\$16,000.00
Moorhead Intersection Traffic Data Collection (3-year program)	\$2,000.00	\$2,000.00
Fargo Transportation Plan	\$28,000.00	\$0.00
Red River Greenway Study (2021-22)	\$2,000.00	\$29,000.00
ITS Update (ATAC)	\$0.00	\$5,600.00
Demographic Forecast Update	\$0.00	\$10,000.00
Travel Demand Model Update (ATAC)	\$0.00	\$12,000.00
TH 10 Corridor Study Through Dilworth	\$0.00	\$0.00
State Funding Participation	\$56,000.00	\$88,000.00
Interstate Operations Analysis (2021-22)	\$56,000.00	\$56,000.00
TH 10 Corridor Study Through Dilworth	\$0.00	\$32,000.00
<b>Total Contracted Planning (Federal, Local and State)</b>	<b>\$685,000.00</b>	<b>\$668,000.00</b>

Figure 4.1 cont.

Internal Operations Federal and Local Match		
Federal CPG	\$764,915.71	\$806,036.05
Local Match + MnDOT for Operations Funds	\$197,933.93	\$208,214.01
<b>Operations (Federal + Local + MnDOT)</b>	<b>\$962,849.64</b>	<b>\$1,014,250.06</b>

Local Funds Revenue/Expense Analysis (Internal Operations)	2021	2022
Local Funds Required	366,933.93	373,814.01
Local Funds Generated	393,958.93	382,539.01
Local Revenues over Expenses (includes local projects & funds for ineligible overhead expenses)	27,025.00	8,725.00

Federal Funds Revenue/Expense Analysis	2021	2022
Federal Funds for Internal Operations	\$764,915.71	\$806,036.05
Federal Funds for Contracted Planning	\$516,000.00	\$502,400.00
Total Federal Funds Budgeted	\$1,280,915.71	\$1,308,436.05
Available Federal Grant Funds	\$1,277,061.00	\$1,302,602.00
Federal Grant Funds Total (Cumulative at CY End) <sup>7</sup>	-\$3,854.71	-\$5,834.05

<sup>1</sup>Federal Reimbursement on Eligible Internal Costs (labor + overhead)  
<sup>2</sup>Federal Reimbursement on Contracted Planning  
<sup>3</sup>Carryover of funds in contracts from prior CY (Federal + Local)  
<sup>4</sup>20% local match to Federal funds  
<sup>5</sup>Includes local match collected for contracted planning projects  
<sup>6</sup>MnDOT and NDDOT providing part of local match on two projects  
<sup>7</sup>Local funds collected for local planning; contracts pays salaries/benefits in excess of available Federal grant funds.

Figure 4.2 Metro COG 2021-2022 UPWP Operating Budget by Program Area

Program Area	2021		2022	
	Budget	Staff Hours	Budget	Staff Hours
100 Policy and Administrative Forums	\$62,823.70	1,175	\$65,898.30	1,160
200 Contracted Planning	\$120,526.83	2,223	\$102,408.96	1,846
300 Federal Transportation Planning & Documentation	\$84,055.06	1,419	\$124,206.58	2,107
400 Technical Transportation Data & Analysis	\$95,705.72	2,221	\$125,404.55	2,715
500 Transit Planning	\$18,144.64	336	\$21,896.70	370
600 Bicycle & Pedestrian Planning	\$43,631.00	990	\$37,386.80	790
700 Local Planning Assistance	\$20,760.12	356	\$48,234.90	980
800 General Administration*	\$229,545.57	4,552	\$263,510.65	4,735
900 Publications Public Information and Communication	\$9,968.31	230	\$12,278.14	273
1000 Community Planning and Technical Assistance	\$71,401.45	1,604	\$5,969.92	134

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

### 4. Carryover Projects

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

Figure 5.1 2019-2020 Carryover Projects

2019-2020 Carryover Projects into 2021							
2019-2020 UPWP Project	Jurisdiction(s)	Total Cost	Total Estimated Carryover	Federal %	Federal Share	Local %	Local Share
Veterans Boulevard Corridor Extension Study	Fargo/Horace	\$ 180,000.00	\$ 130,000	80%	\$ 104,000	20%	\$ 25,000
MATBUS Transit Development Plan (TDP)	Fargo/Moorhead	\$ 200,000.00	\$ 125,000	80%	\$ 100,000	20%	\$ 25,000
Moorhead 17th Street Corridor Study	Moorhead	\$ 100,000.00	\$ 53,000	80%	\$ 42,400	20%	\$ 10,600
Dynamic Traffic Assignment Model (ATAC)	All	\$ 30,000.00	\$ 2,950	80%	\$ 2,360	20%	\$ 590
Intersection Traffic Data Reporting (ATAC) <sup>1</sup>	Fargo/Moorhead/West Fargo	\$ 64,255.00	\$ 32,128	80%	\$ 25,702	20%	\$ 6,426
Moorhead Intersection Traffic Data Collection (ATAC)	Moorhead	\$ 10,000.00	\$ 9,772	80%	\$ 7,818	20%	\$ 1,954
Advanced Traffic Assignment Perf. Msrmt. (ATAC)	Fargo	\$ 22,500.00	\$ 2,850	80%	\$ 2,280	20%	\$ 570
<b>Subtotal</b>		<b>\$ 606,755.00</b>	<b>\$ 355,700</b>		<b>\$ 284,560</b>		<b>\$ 71,140</b>

<sup>1</sup>Project originated in 2017-2018 UPWP and budget was increased in 2019-2020 UPWP Amendment

Three of Metro COG's 2020 projects (Veterans Boulevard Corridor Extension Study, the Transit Development Plan and Moorhead's 17<sup>th</sup> Street Corridor Study) were set up from the beginning to extend into 2021 in the project schedules. These projects were all impacted early on by the COVID19 pandemic, resulting in delays to project kick-off activities and public engagement efforts. The other projects in the carryover list are all being done by NDSU's Advanced Traffic Analysis Center (ATAC). The projects are underway, but data collection (i.e. traffic counts) and other coordination efforts have also been affected by the pandemic. NDSU has indicated that they will invoice Metro COG for the percent of project completion by December 2020. Substantial completion is expected on at least three of the projects, with one being significantly delayed due to pandemic-related abnormal traffic patterns.

## 5. 2022 and 2022 Projects

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

Metro COG partners with its local jurisdictions and entities such as the Minnesota and North Dakota Departments of Transportation to advance transportation, and its related components, by developing, leading, and funding projects aimed at tackling regional issues. Figures 6.1 and 6.2 list those projects that Metro COG has developed, with the assistance of its regional partners, to complete in 2021 and 2022. These projects were vetted and prioritized by the Transportation Technical Committee (TTC) and approved by the Metro COG Policy Board. Project descriptions can be found in Section 10.

Figure 6.1 2021 Contracted Planning Projects

2021 Contracted Projects						
Project	Jurisdiction	Total Cost	Federal %	Federal Share	Local %	Local Share
NDSU ATAC Annual Participation (TDM Model Dev)	Regional	\$10,000	80%	\$8,000	20%	\$2,000
Household and Job Data Purchase for update of TDM (O/D data to be derived from StreetLight)	Regional	\$15,000	80%	\$12,000	20%	\$3,000
Assistance with Review and Adjustments to HH & Job Data by ATAC	Regional	\$10,000	80%	\$8,000	20%	\$2,000
Metro COG Traffic and Freight Counting Program	Regional	\$130,000	80%	\$104,000	20%	\$26,000
Bicycle and Pedestrian Plan Update	Regional	\$150,000	80%	\$120,000	20%	\$30,000
DTA Analysis of Select Locations	Regional	\$10,000	80%	\$8,000	20%	\$2,000
Interstate Operations Analysis (\$200,000 in 2021 and \$200,000 in 2022, 2-year project with NDDOT and MnDOT funding participation) <sup>1</sup>	Regional & DOTs	\$200,000	80%	\$160,000	20%	\$40,000
Moorhead Intersection Traffic Data Collection	Moorhead	\$10,000	80%	\$8,000	20%	\$2,000
Fargo Transportation Plan	Fargo	\$140,000	80%	\$112,000	20%	\$28,000
Red River Greenway Study <sup>1</sup>	Fargo	\$10,000	50%	\$40,000	50%	\$5,000
<b>Total</b>		<b>\$685,000</b>		<b>\$580,000</b>		<b>\$140,000</b>

<sup>1</sup> Project spans two years. Additional funding programmed in 2022.

Figure 6.2 2022 Contracted Planning Projects

2022 Contracted Projects						
Project	Jurisdiction	Total Cost	Federal %	Federal Share	Local %	Local Share
NDSU ATAC Annual Participation (TDM Model Dev)	Regional	\$10,000	80%	\$8,000	20%	\$2,000
Dynamic Traffic Assignment Analyses (ATAC)	Regional	\$5,000	80%	\$4,000	20%	\$1,000
ITS Update (ATAC)	Regional	\$28,000	80%	\$22,400	20%	\$5,600
Demographic Forecast Update	Regional	\$50,000	80%	\$40,000	20%	\$10,000
Travel Demand Model Update (ATAC)	Regional	\$60,000	80%	\$48,000	20%	\$12,000
Interstate Operations Analysis (\$200,000 in 2021 and \$200,000 in 2022, 2-year project with NDDOT and MnDOT funding participation) <sup>1</sup>	Regional & DOTs	\$200,000	80%	\$160,000	20%	\$40,000
Red River Greenway Study <sup>1</sup>	Fargo	\$145,000	80%	\$116,000	20%	\$29,000
TH 10 Corridor Study Through Dilworth	MnDOT	\$160,000	80%	\$128,000	20%	\$32,000
Moorhead Intersection Data Collection	Moorhead	\$10,000	80%	\$8,000	20%	\$2,000
<b>Total</b>		<b>\$668,000</b>		<b>\$534,400</b>		<b>\$133,600</b>

<sup>1</sup> Project spans two years. Additional funding programmed in 2021.

## 6. Strategic Plan

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

Figure 7.1 Metro COG Strategic Plan for Major Activities

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

## 7. Statement of Nondiscrimination

Metro COG hereby gives public notice that it is the policy of the agency to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, Executive Order 13166 on Limited English Proficiency and related statutes and regulations in all programs and activities. In 2020, Metro COG adopted the Title VI and Non-Discrimination Plan. Title VI requires that no person in the United States of America shall, on the grounds of race, color or national origin, be excluded from the participation in, be denied the benefits of, or otherwise subjected to discrimination under any program or activity for which Metro COG receives federal financial assistance. Any person who believes that they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with Metro COG. Any such complaint must be in writing and filed with the Metro COG Title VI Coordinator within one hundred and eighty (180) days following the date of the alleged discriminatory occurrence.

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

Cindy Gray, Executive Director  
 Metro COG Title VI Coordinator  
 Case Plaza, Suite 232  
 One North 2<sup>nd</sup> Street  
 Fargo, North Dakota 58102-4807  
[gray@fmmetrocog.org](mailto:gray@fmmetrocog.org)  
 701.532.5103

The 2020 Title VI and Non-Discrimination Plan and a downloadable version of the Discrimination Complaint Form can also be found on the Metro COG website at: [www.fmmetrocog.org](http://www.fmmetrocog.org)

## 8. Self-Certification and Restrictions on Lobbying

### Self-Certification

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

The requirements of self-certification include:

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

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

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

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

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

## **9. Program Areas and Subtasks**

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

## 100 Policy and Administrative Forums

### **Objective:**

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

**Assigned Staff Hours:** 1,175 (2021) 1,160 (2022)

### **Previous Accomplishments:**

- Monthly MPO Policy Board Meetings
- Scheduled Metro COG Executive Committee Meetings
- Monthly TTC Meetings
- Bi Annual North Dakota MPO Directors meetings
- Mid-Year Reviews by FHWA, FTA, NDDOT and MNDOT
- Quarterly MnDOT MPO Directors meetings
- Quarterly ATP-4 meetings

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

Funding Source	2021		2022		Total Activity Budget 2021-2022
	Percent	Amount	Percent	Amount	
CPG	80%	\$50,259	80%	\$52,718.64	\$102,978
Local	20%	\$12,565	20%	\$13,179.66	\$25,744
<b>Total</b>	<b>100%</b>	<b>\$62,824</b>	<b>100%</b>	<b>\$65,898</b>	<b>\$128,722</b>

Participant(s): Metro COG

### **101 Metro COG Policy Board**

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

### **Activities:**

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

### **Products**

2021 Monthly Policy Board meetings  
2022 Monthly Policy Board meetings

### **Completion Date**

Monthly  
Monthly

**102 Metro COG Executive Committee**

**Participant(s):** Metro COG

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

**Activities:**

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

**Products**

**Completion Date**

2021 Executive Committee Meetings (as needed).	As Needed
2022 Executive Committee Meetings (as needed).	As Needed

**103 Transportation Technical Committee (TTC)**

**Participant(s):** Metro COG

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

**Activities:**

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

**Products**

**Completion Date**

2021 Monthly TTC meetings	Monthly
2022 Monthly TTC meetings	Monthly

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

**Participant(s):** Metro COG

The MPOs in North Dakota and Minnesota meet to discuss transportation issues related to MPOs and coordination with the respective State Departments of Transportation in

carrying out MPO activities. Meetings are held two times per year (biannually) in North Dakota and four times (quarterly) in Minnesota. There are also various meetings on Federal, state, and local topics that Metro COG attend regularly. This includes meetings such as ATP-4, STIC, and other such meetings.

Additional meetings and coordination were initiated in 2020 by MNDOT's efforts to study and prepare MPOs and communities around the state for connected and autonomous vehicle (CAV) technology.

Both NDDOT and MnDOT are updating statewide transportation plans and other statewide planning documents in which Metro COG is involved.

**Activities:**

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

**Products**

Attendance at Federal, State, and Local meetings

**Completion Date**

Annually

## 200 Contracted Planning Services

**Objective:**

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

**Assigned Staff Hours:** 2,223 (2021) 1,846 (2022)

**Previous Accomplishments:**

- Fargo Safe Routes to School
- Bikeway Gap Analysis
- TH 10 and 75 Corridor Study
- Metro Grow – 2045 Metropolitan Transportation Plan
- Fargo-West Fargo Parking and Access Study
- Horace Comprehensive and Transportation Plan
- FM Diversion Recreation Plan

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

Funding Source	2021		2022		Total Activity Budget 2021-2022
	Percent	Amount	Percent	Amount	
CPG	80%	\$96,421.46	80%	\$81,927	\$178,349
Local	20%	\$24,105.37	20%	\$20,482	\$44,587
<b>Total</b>	<b>100%</b>	<b>\$120,527</b>	<b>100%</b>	<b>\$102,409</b>	<b>\$222,936</b>

**2021-201 MATBUS Transit Development Plan (TDP)  
(CARRYOVER)**

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

In 2020, the Metro COG began updating the 2017-2021 Transit Development Plan (TDP) for the Metropolitan Area. Metro COG is working in cooperation with MATBUS on the TDP update. A portion of the scope of work required procurement of a consultant and Metro COG staff is working in coordination on various aspects of the TDP update. The TDP update will address transit operations within the metro area for the years 2021-2025. It is likely to be very near completion at the end of 2020.

**Activities:**

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

**Products**

2021-2025 TDP

**Completion Date**

1<sup>st</sup> Qtr 2021

**2021-202 Veterans Boulevard Corridor Feasibility  
Study (CARRYOVER)**

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

In 2020, Metro COG began studying the future needs of the existing portion of Veterans Boulevard from 40<sup>th</sup> to 52<sup>nd</sup> Avenue, and the need for and impacts of extending the corridor south of 52<sup>nd</sup> Avenue S. to 100<sup>th</sup> Avenue S. The project involves the local jurisdictions of Fargo and Horace. Feasibility of the corridor is being studied at a planning level, due to the natural and manmade barriers along the section line south of 52<sup>nd</sup> Avenue S.

**Activities:**

- Analysis of corridor elevation and relationship to Drain 27
- Planning level and analysis of corridor elevation and drainage issues and relationship to Drain 27 that need to be overcome to successfully design and construct this corridor
- Analysis of future capacity needs and traffic operations along the Veterans Boulevard corridor
- Identification of future intersections

- Bicycle and pedestrian needs along and intersecting the corridor
- Relationship to surrounding future development, based on future land use plans
- Access management
- Public Engagement
- Project Management

**Products**

Corridor Study and Feasibility Review

**Completion Date**3<sup>rd</sup> Qtr 2021**2021-203 Moorhead 17<sup>th</sup> Street N Corridor Study  
– 1<sup>st</sup> Ave N to 15<sup>th</sup> Ave N (CARRYOVER)****Participant(s):** Metro  
COG/Consultant

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

**Activities:**

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

**Products**17<sup>th</sup> Street N Corridor Study**Completion Date**3<sup>rd</sup> QTR 2021**2021-204 Dynamic Traffic Assignment (CARRYOVER) Participant(s):** Metro COG/ATAC

Metro COG and its local partners teamed with ATAC to prepare a Dynamic Traffic Assignment (DTA) model for the metro area or key areas within the metro area to be used in the future analyses of roadway additions, closures, capacity reductions, and other types of temporary or permanent changes to the roadway network.

**Activities:**

- Use TDM to prepare DTA model.
- Test model on upcoming construction projects in TIP
- Work with local governments on testing the DTA
- Identify future applications

**Products**

DTA Model

**Completion Date**

1st QTR 2021

**2021-205 Intersection Traffic Data Collection – (CARRYOVER)****Participant(s):** Metro COG / ATAC

ATAC is in the process of developing 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**2<sup>nd</sup> QTR 2021**2021-206 Moorhead Intersection Traffic Data Collection YEAR 1 PILOT PROJECT (CARRYOVER)****Participant(s):** Metro COG/ATAC

Metro COG and the City of Moorhead will team with ATAC to initiate an intersection traffic counting program that will, over time, provide counts of the City's signalized intersections every three years. Initially, the project will include 18 intersections. Due to the COVID 19 pandemic, traffic volumes were uncharacteristically low, resulting in traffic counting delays. Thus, the project is likely to be carried over into 2021.

**Activities:**

- Place counting equipment (Metro COG and City of Moorhead) at 18 intersections
- Provide video files to ATAC for processing
- ATAC will conduct QA/QC on data collected and processed.
- ATAC will provide data to City of Moorhead for use in traffic monitoring, corridor studies, and signal timing

**Products**

Intersection turning movement counts

**Completion Date**2<sup>nd</sup> QTR 2021**2021-207 Advanced Traffic Assignment Performance Measurement (CARRYOVER)****Participant(s):** Metro COG/ATAC

Metro COG and the City of Fargo teamed with ATAC to prepare an ATSPM setup. Initially, the project includes 25 intersections, and is underway at this time.

**Activities:**

- ATSPM Computer setup
- Automated Traffic Signal Performance Measures setup
- Reporting/oversight capabilities setup
- Preparation of sample reports
- Train City of Fargo staff, Metro COG staff, and other local traffic engineering staff who have an interest in the project in the use of the ATSPM website and the new oversight and reporting capabilities.

**Products**

Initial ATSPM Setup with expansion capabilities

**Completion Date**2<sup>nd</sup> QTR 2021**2021-208 NDSU ATAC Participation  
(TDM Model Development)****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 (TDM) and Regional ITS Architecture.

**Activities:**

- TDM Model Update
- Regional ITS Architecture update and maintenance
- Quarterly meetings with the MPOs and NDDOT to discuss MPO support activities and modeling best practices

**Products**

Traffic Demand Model Update &amp; Support

**Completion Date**

Ongoing

**2021-209 Household & Job Data Purchase for Update  
of TDM****Participant(s):** Metro  
COG/Consultant

Metro COG will purchase job and household data for base year 2021 for the purpose of updating the model and developing traffic projections for the 2024 Metropolitan Transportation Plan.

**Activities:**

- Identify needs
- Prepare RFP
- Select vendor
- In advance, determine timeframe for data collection
- Acquire job and household data from the vendor and review for accuracy.

**Products**

Data Purchase

**Completion Date**2<sup>nd</sup> QTR 2021**2021-210 Assistance with Review/Adjustments to Household and Job Data (ATAC)****Participant(s):** Metro  
COG/ATAC/Member  
Jurisdictions

Household and job data purchased as part of project #209 above requires a significant amount of quality assurance/quality control. Metro COG staff will work with ATAC personnel who are most familiar with the model and model inputs, to review the household and job data and make necessary changes or corrections.

**Activities:**

- Review data against knowledge of the metro area and compare to numbers used for the 2015 model update.
- Verify data where concerns exist.
- Cross check data with other resources

**Products**QA/QC'ed socioeconomic data for Travel Demand  
Model**Completion Date**4<sup>th</sup> QTR 2021**2021-211 Traffic and Freight Counting Program****Participant(s):** Metro  
COG/Consultant/Member  
Jurisdictions and DOTs

Metro COG will work with a consultant to conduct traffic counts and freight counts to document existing conditions for the 2021 base year of the travel demand model. NDDOT will also be conducting counts on their system in eastern North Dakota during 2021, so the timing of this project is intended to correlate with NDDOT's counting program. Traffic volume data will be documented and mapped and provided to ATAC for model calibration purposes. Data will also be made available to the public and local officials.

**Activities:**

- Project management and oversight
- Coordination with NDDOT, MnDOT and local jurisdictions on locations of counts
- Monitoring of weather and construction activities to ensure that counts are not taken under abnormal conditions
- Coordinate with Metro COG TTC member representing the ND Motor Carrier Association about freight count locations and freight travel characteristics
- QA/QC review of data
- Arranging with consultant for recounts where needed

**Products**

2021 Traffic and Freight Counts

**Completion Date**4<sup>th</sup> QTR 2019**2021-212 Bicycle and Pedestrian Plan Update****Participant(s):** Metro  
COG/Consultant/Member  
Jurisdictions

Metro COG's bicycle and pedestrian plan was last updated in 2016. The plan is due for an update. Significant infill and fringe area growth has occurred in the metropolitan area, and local jurisdictions have implemented many aspects of the 2016 plan. In addition, the FM area demographics have evolved with infill and fringe area development, and bicycle and pedestrian routes may play an increasingly important role in people's ability to get to school, work, and essential services in some of these areas. Public input will be sought on the priorities of the bicycle and pedestrian plan and on the types of facilities preferred by the public in different situations. The plan will draw upon Metro Grow – the 2045 Metropolitan Transportation Plan, the FM Diversion Recreation Plan, Bike Gap Analysis, the Fargo SRTS Plan, and all other corridor studies and small area plans completed within the past five years, seeking out opportunities to expand the metro area's bicycle and pedestrian systems as part of other projects. The future Heartland Trail and North Country Trail will be considered relative to possible future connectivity with the metro area. The continued relationship of public health and the ability of the public to safely walk and bike year-round as an alternative to driving will also be considered. Funding opportunities will be explored and documented. In addition to the involvement of the public and local jurisdictions, local park districts and park departments, NDDOT, MnDOT, and the Bicycle and Pedestrian Committee will all be pursued as major stakeholders in the plan.

**Activities:**

- Document existing conditions and changes since adoption of the 2016 plan
- Document recommendations of plans that have been completed over the past five years
- Public information and engagement
- Stakeholder engagement
- Policies, goals and objectives
- Identify menu of on-street and off-street bicycle facilities
- Identify short, mid and long range priorities
- Planning level cost estimates

**Products**

Bicycle and Pedestrian Plan

**Completion Date**4<sup>th</sup> QTR 2021**2021-213 DTA Analysis of Select Locations (ATAC)****Participant(s):** Metro  
COG/ATAC

Use the DTA model to analyze the effects of construction, detours, road closures, etc. at selected locations within the metropolitan planning area, and work with local

jurisdictions to provide information that will allow them to better prepare for and implement travel demand management systems during construction or events.

**Activities:**

- Identify scenarios to study
- Set up model to study the scenario and alternatives
- Summarize immediate and longer term impacts
- Identify alternatives to reduce delay and congestion for the traveling public
- Meet and coordinate between ATAC, local jurisdictions, and Metro COG

**Products**

Model results, summary of results, and recommended actions

**Completion Date**

4<sup>th</sup> QTR 2021

**2021-214 Interstate Operations Analysis**

**Participant(s):** Metro  
COG/DOTs/Member  
Jurisdictions/Consultant

The last interstate operations analysis was completed in 2011. Since then, the metro area has grown considerably, and many of the recommendations of the plan have been implemented or are in the process of being implemented. Both MnDOT and NDDOT have scheduled interstate reconstruction projects within the next 5 to 10 years. This study will inform those reconstruction projects relative to future ADT and peak hour volumes, pinch points, weaving issues, potential CD opportunities, and potential need for and feasibility of future interchanges. In addition, the Cass County Comprehensive and Transportation Plan included a planning level alignment of a ring route around the west side of the metro area. Metro Grow called for additional study of this ring route, and a similar facility on the Minnesota side, to provide an efficient alternative route around the metro area. The need for and potential benefit of such a facility will be studied as part of the interstate operations analysis, since these facilities have the potential to serve as a reliever to regional interstate routes.

**Activities:**

- Document existing conditions (safety, volumes, level of service, travel times, peak vs. non-peak operations)
- Use regional TDM to identify future traffic volumes
- Use Streetlight to gather origin/destination information for interstate system
- Use DTA to test impacts of congestion, construction or incidents at key locations on the interstate system
- Use DTA and TDM to run sensitivity analyses of various segments of ring routes around the metro area
- VISSIM analysis (or other visualization/analysis tool) of interstate operations on entire system or where beneficial
- Identify opportunities for collector/distributor facilities and analyze for operational and/or safety benefits

- Identify the needs and opportunities for active transportation crossings of interstate mainline and ramps
- Consider Red River Bridge rehabilitation or replacement
- Address equity considerations identified in MnDOT District 4 Study, including the highway impacting certain populations
- Planning level NEPA considerations
- Need for noise walls
- Flooding considerations
- Freight considerations
- Moorhead rest area
- Snow control measures
- Public and stakeholder engagement
- Prioritized list of future improvements
- Planning level cost estimates

**Products**

Final Interstate Operations Analysis

**Completion Date**4<sup>th</sup> QTR 2022**2021-215 Moorhead Intersection Traffic Data Collection****Participant(s):** Metro COG/ATAC/Moorhead

Metro COG and the City of Moorhead will team with ATAC in a three-year contract to initiate an intersection traffic counting program that will, over time, provide counts of the City's signalized intersections every three years. Each year, the project will include approximately 18 intersections.

**Activities:**

- Place counting equipment (Metro COG and City of Moorhead) at 18 intersections
- Provide video files to ATAC for processing
- ATAC will conduct QA/QC on data collected and processed.
- ATAC will provide data to City of Moorhead for use in traffic monitoring, corridor studies, and signal timing
- Project management and oversight

**Products**

Intersection turning movement counts

**Completion Date**4<sup>th</sup> QTR 2021**2021-216 Fargo Transportation Plan****Participant(s):** Metro COG/Fargo/Consultant

The City of Fargo Transportation Plan will focus on Fargo's transportation system more closely than what is typically done within the MTP. The City will consider a more fine grained functional classification system, policies relative to traffic calming, relationships between roadway characteristics and adjacent land uses, access management related to local functional classification, and potential changes to roadways as a result of the toolkit developed as part of the Core Neighborhoods Planning Study which is

taking place in 2020. Recommendations of past plans and corridor studies will be considered and incorporated, where applicable. Policies, goals, and objectives will help guide the city's future planning efforts in both infill/redevelopment areas and fringe growth areas. The growing popularity of bicycle and pedestrian facilities will be considered, and the plan will closely tie into the work on the Bike and Pedestrian Plan update, which will be taking place at the same time.

**Activities:**

- Documentation of existing conditions
- Identification of issues (What's working and what isn't?)
- Summarize recommendations and findings of past planning efforts as they relate to the city's transportation system
- Policies, goals and objectives
- Public and stakeholder engagement
- Draft and final plan
- Project management and oversight

**Products**

Final Transportation Plan

**Completion Date**

4<sup>th</sup> QTR 2021

**2021-217 Red River Greenway Study**

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

A Red River Greenway Study was last completed on the North Dakota side of the Red River in 2008. Since then, many things have changed, including the construction of a floodwall and the acquisition of many properties along the river. Residents have increasingly demonstrated the extent to which they value the river corridor as a bicycle and pedestrian route for travel within the metro area and an opportunity for exercise in a natural non-traffic environment. However opportunities exist to improve upon and expand access to areas along the river. Connections with the existing roadway network are critical to improve access to the greenway. Public and stakeholder engagement will be a significant part of the project. Recommendations from the Bicycle Gap Analysis will inform the study. The project is envisioned to begin in the third quarter of 2021, spanning through 2022. This will allow input and priorities from the bicycle and pedestrian plan update to inform the study.

**Activities:**

- Project management and oversight
- Documentation of existing conditions
- Identification of opportunities and constraints
- Identification of alternatives for improvements to the existing system and expansion to the system
- Public and stakeholder engagement
- Written and visual documentation of various improvement/expansion alternatives
- Prioritized list of improvements and expansion projects
- Draft and final report

**Products**

Final Study and Plan

**Completion Date**4<sup>th</sup> QTR 2022**2022-218 NDSU ATAC Annual Participation (TDM Model Development)****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 (TDM) and Regional ITS Architecture.

**Activities:**

- TDM Model Update
- Regional ITS Architecture update and maintenance
- Quarterly meetings with the MPOs and NDDOT to discuss MPO support activities and modeling best practices

**Products**

Traffic Demand Model Update &amp; Support

**Completion Date**

Ongoing

**2022-219 Dynamic Traffic Assignment Analyses (ATAC)****Participant(s):** Metro COG/ATAC

Use the DTA model to analyze the effects of construction, detours, road closures, etc. at selected locations within the metropolitan planning area, and work with local jurisdictions to provide information that will allow them to better prepare for and implement travel demand management systems during construction or events.

**Activities:**

- Identify scenarios to study
- Set up model to study the scenario and alternatives
- Summarize immediate and longer term impacts
- Identify alternatives to reduce delay and congestion for the traveling public
- Meet and coordinate between ATAC, local jurisdictions, and Metro COG

**Products**

Model results, summary of results, and recommended actions

**Completion Date**4<sup>th</sup> QTR 2022

**2022-220 ITS Plan Update (ATAC)****Participant(s):** Metro  
COG/ATAC

This project will consist of an update to Metro COG's Intelligent Transportation Systems (ITS) Plan and ITS Architecture. The plan will be carried out by ATAC. Once completed, the plan will serve as an up-to-date guide that will be consulted by other plans and corridor studies to identify opportunities to incorporate ITS features in future projects.

**Activities:**

- Document state of the system
- Identify updates that are needed, based on current practices
- Identify potential needs specific to connected and autonomous vehicles
- Consider relationship to TSMO projects identified in Metro Grow
- Stakeholder input
- Project management and oversight
- Draft and final plan
- Meet and coordinate between ATAC, local jurisdictions, DOTs and Metro COG

**Products**

Draft and final ITS Plan

**Completion Date**4<sup>th</sup> QTR 2022**2022-221 Demographic Forecast Update****Participant(s):** Metro  
COG/Member  
Jurisdictions/Consultant

This project will consist of an update to the metro area demographic projections, including population, households, and jobs. The projections will be aggregate for the entire metro area, and broken down by jurisdiction. Age, household size and income characteristics will be analyzed. Forecasts should be based on both historic trends, but not limited to this level of analysis. The metro area has traditionally exceeded growth projections based on historical analyses due to the long-term health of the regional economy and economic drivers such as higher education, healthcare, agriculture, and manufacturing.

**Activities:**

- Document historical and existing conditions
- Technical analysis
- Development of growth scenarios
- Stakeholder engagement
- Project management and oversight
- Draft and final plan
- Meet and coordinate between local jurisdictions, DOTs and Metro COG

**Products**

Draft and final Demographic Study

**Completion Date**4<sup>th</sup> QTR 2022

**2022-222 Travel Demand Model Update**

**Participant(s):** Metro  
COG/ATAC/Member  
Jurisdictions/DOTs

This project will consist of an update to the metro area travel demand model. The update will incorporate all roadway network changes that have occurred since the last model update. The 2021 traffic count data will be used to calibrate the model to the 2021 base year. An existing + committed (E+C) model will need to be prepared as the starting point for analyzing the performance of the E+C network with 2050 demographic forecasts. The StreetLight platform will be used to update origin designation information within the model.

**Activities:**

- Update roadway network within model
- Update base year demographics (jobs, households)
- Model calibration – 2021
- Preparation of E+C network
- Run 2050 demographic projections on E+C Network
- QA/QC of model results
- Project management and oversight
- Write-up of modeling approach, tools, and methodology
- Meet and coordinate between ATAC, local jurisdictions, DOTs and Metro COG

**Products**

Travel Demand Model ready for use in the 2050 MTP

**Completion Date**

4<sup>th</sup> QTR 2022

**2022-223 TH 10 Corridor Study through Dilworth**

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

The TH 10 Corridor Study through Dilworth will identify the future needs and vision of this portion of TH 10 prior to the initiation of roadway design for reconstruction. The study should consider existing conditions, future capacity needs, traffic control, safety, level of service, relationship to downtown Dilworth, safe routes to school, corridor aesthetics, access management, and impacts to existing and future land uses along the corridor.

**Activities:**

- Documentation of existing conditions
- Traffic forecasts
- Traffic operations analysis
- Safety analysis
- City infrastructure needs and timing
- Equity considerations identified in MnDOT District 4 study, including the highway impacting certain populations
- Planning level NEPA considerations
- Multi-modal needs for bike/pedestrians, transit and freight
- Coordination with Highway 10 project in Moorhead
- Heartland Trail routing

- Public and stakeholder engagement
- Vision for the corridor
- 2050 needs of the corridor – balance mobility with the city’s vision for the corridor
- Corridor alternatives
- Planning level cost estimates
- Project management and oversight
- Draft and final report
- Approval process

**Products**

Final TH 10 Corridor Study through Dilworth

**Completion Date**4<sup>th</sup> QTR 2022**2022-224 Moorhead Intersection Data Collection****Participant(s):** Metro  
COG/ATAC/Moorhead

Metro COG and the City of Moorhead will team with ATAC to initiate an intersection traffic counting program that will, over time, provide counts of the City’s signalized intersections every three years. Each year, the project will include approximately 18 intersections.

**Activities:**

- Place counting equipment (Metro COG and City of Moorhead) at 18 intersections
- Provide video files to ATAC for processing
- ATAC will conduct QA/QC on data collected and processed.
- ATAC will provide data to City of Moorhead for use in traffic monitoring, corridor studies, and signal timing
- Project management and oversight

**Products**

Intersection turning movement counts

**Completion Date**4<sup>th</sup> QTR 2022

## 300 Federal Transportation Planning Documentation

**Objective:**

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

**Assigned Staff Hours:**            1,419 (2021)   2,107 (2022)

**Previous Accomplishments:**

- 2020-2023 Transportation Improvement Program
- 2021-2024 Transportation Improvement Program
- Implementation of Public Participation Plan
- Updated Title VI and Non-Discrimination Plan and Limited English Proficiency Plan
- Initiating a Congestion Management Process

- 2019-2020 UPWP and amendments
- Ensuring compliance with Federal and state rules and regulation

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

Funding Source	2021		2022		Total Activity Budget 2021-2022
	Percent	Amount	Percent	Amount	
CPG	80%	\$67,244	80%	\$99,365	\$166,609
Local	20%	\$16,811	20%	\$24,841	\$41,652
<b>Total</b>	<b>100%</b>	<b>\$84,055</b>	<b>100%</b>	<b>\$124,207</b>	<b>\$208,262</b>

**301 Transportation Improvement Program (TIP)**

**Participant(s):** Metro COG

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

**Activities:**

- Development of the 2021 (2022-2025) and 2022 (2023-2026)TIPs
- Process TIP Amendments, as required
- Develop Annual List of Obligated Projects (ALOP) for 2021 and 2022

**Products**

**Completion  
Date**

2022 TIP	3rd QTR
2023 TIP	3rd QTR
TIP amendments	As required
Annual List of Obligated Projects	With each TIP

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

**Participant(s):** Metro COG

In 2021 Metro COG will amend the UPWP and budget as required and in 2022 to reflect changes in the two-year UPWP and budget. An annual Indirect Rate will be developed in conjunction with staff accountant and North Dakota Department of Transportation. Maintenance of CPG agreements with MnDOT and NDDOT will be carried out. Metro COG will provide quarterly reports to NDDOT and MnDOT, and will develop and submit the annual report to MnDOT and NDDOT. Monthly reports will be prepared for the Policy Board.

**Activities:**

- Maintenance and update of the two-year UPWP
- Develop, process and approve UPWP amendments
- Coordination with NDDOT, MnDOT, FHWA and FTA on UPWP issues

- Monthly reports to the Metro COG Policy Board
- Quarterly Reports to NDDOT and MnDOT
- Development and distribution of the Annual Report.

**Products**

**Completion  
Date**

2021-2022 Updated UPWP / Amendments	On-going
2021-2022 Quarterly Reports to ND and MN DOTs	Quarterly
2021 Annual Report	1st Qtr
2022 Annual Report	1st Qtr
2021-2022 Monthly Reports to Policy Board	Monthly
2021-2022 Quarterly Reports to Policy Board	Quarterly

**303 Public Participation**

**Participant(s):** Metro COG

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

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

**Product(s):**

**Completion Date**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Updated Metro COG Public Participation Plan</li> <li>• Implementing the PPP</li> </ul> | <p>3<sup>rd</sup> QTR 2021<br/>Ongoing</p> |
|---|--|

**304 Congestion Management Process**

**Participant(s):** Metro COG

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

it. Review projects in the TIP annually to identify opportunities to implement CMP recommendations.

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

**Activities:**

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

**Products**

Implementation of CMP recommendations

**Completion Date**

On-going

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

**Participant(s):** Metro COG

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

**Activities:**

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

**Products**

Updated Documents  
 Certification Review  
 Mid-year FHWA/NDDOT reviews (2021-2022)

**Completion Date**

On-going  
 As required  
 2nd QTR

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

**Participant(s):** Metro COG

Ensure compliance with Metro COG's Title VI Policy, Environmental Justice Policy (EJ) and Limited English Proficiency (LEP) Policy by carrying out the programs which include maintaining the required documents and reports. Implementation of the Plans will be applied across all Metro COG programs. Monitor sub-recipient's compliance of Title VI requirements. Communicate civil rights activities to FHWA and FTA. Participate in regional equity forums to ensure that transportation is incorporated into broader

planning and equity initiatives. Maintain data and update annually the Environmental Justice areas for inclusion in the TIP, MTP and other documents and reports generated by Metro COG. Development, publication and distribution of the Annual Report of Title VI Activities.

**Activities:**

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

**Products**

**Completion Date**

2020 Annual Report on Title VI /LEP Activities	1 <sup>st</sup> QTR 2021
2021 Annual Report on Title VI /LEP Activities	1 <sup>st</sup> QTR 2022
2020 Annual report of Environmental Justice areas	1 <sup>st</sup> QTR 2021
2022 Annual report of Environmental Justice areas	1 <sup>st</sup> QTR 2022
Maintenance and update of Title VI, LEP and environmental justice plans	On-going

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

**Implementation and Maintenance**

**Participant(s):** Metro COG

In 2021 and 2022 Metro COG will further the implementation of the adopted MTP entitled Metro Grow, the 2045 MTP. Implementation will be accomplished through the development and completion of smaller work tasks relevant to the surface transportation program for the FM Metropolitan area. Annually review the MTP in coordination with the TIP development process to ensure consistency between the MTP and projects seeking federal aid. Respond to early opportunities for input on environmental documents being prepared for projects moving toward final design and implementation; review these proposed projects to ensure consistency with adopted plans and with the TIP. Metro COG periodically reviews and assesses key elements of the MTP to ensure the document is still valid and consistent with local, state, and federal objectives and initiatives.

**Activities:**

- Amend the 2045 MTP as required
- Annual review of the TIP projects against the of goals and objectives of the 2045 MTP
- Respond to Solicitation of Views letters received for projects in the metropolitan planning area

**Products**

**Completion Date**

Implementation of the goals of the 2045 MTP	On-going
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**308 US Census Coordination and Technical Assistance**

**Participant(s):** Metro COG

Metro COG annually allocates resources to update GIS databases respective to Census data and ACS data. Certain census and ACS information is critical to aspects of

the overall transportation planning program; inclusive of tract, block group, and block level demographic and socioeconomic data that supports the travel demand model calibration process, amongst other program activities. Further, census data and associated demographic data establishes a starting point for development of the federal-aid urban area boundary and acts as baseline data for subsequent socioeconomic and demographic forecasts for the FM Metropolitan area. In 2019 and 2020, Metro COG assisted with 2020 Census related activities as well as maintained and updated the Environmental Justice Database based on Census and ACS data as necessary, and will continue to do so in 2021-2022. Metro COG will need to familiarize ourselves with the results of the 2020 census after various data sets become available. At this time, we will review our metropolitan planning area and urbanized area and respond to questions and requests for assistance from the Census Bureau. Metro COG will provide input aimed at improving our ability to carry out transportation planning and forecasting over the next 10 years.

**Activities:**

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

**Products**

Technical Assistance and review related to the 2020 Census

**Completion Date**

Ongoing

**309 TMA Transition**

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

Metro COG anticipates transitioning to a TMA in the fall of 2022 (onset of Federal FY 2023) based on the expected results of the 2020 census. Time spent in this program area will ensure that Metro COG is working towards and ready to meet the requirements of a TMA certification review.

**Activities:**

- Become familiar with regulations related to TMAs
- Document any further changes or efforts needed as a TMA as compared to an MPO
- Determine staffing and resources needed to carry out requirements
- Report to TTC, Executive Committee and Policy Board

**Products**

Preparation for TMA Certification

**Completion Date**

On-going

## 400 Technical Transportation Data & Analysis

### Objective:

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

**Assigned Staff Hours:** 2,221 (2021) 2,715 (2022)

### Previous Accomplishments:

- 2018 Traffic Counting Program
- 2019 Metropolitan Profile
- Working toward Functional Classification Update
- Performance Measures
- Maintenance of the TDM

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

Funding Source	2021		2022		Total Activity Budget 2021-2022
	Percent	Amount	Percent	Amount	
CPG	80%	\$76,564.58	80%	\$100,324	\$176,888
Local	20%	\$19,141.14	20%	\$25,081	\$44,222
<b>Total</b>	<b>100%</b>	<b>\$95,706</b>	<b>100%</b>	<b>\$125,405</b>	<b>\$221,110</b>

### 401 Performance Measures

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

### Activities:

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

**Products**  
PM Reporting & Monitoring

**Completion Date**  
Ongoing

**402 Federal Functional Classification Update**

**Participant(s):** Metro COG

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

**Activities:**

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

**Products**  
Updated Minnesota and North Dakota FFC Maps (2020)  
Continuous monitoring of FFC changes as they occur

**Completion Date**  
1st Qtr  
Ongoing

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

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

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

**Activities:**

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

**Products**  
Updated Travel Demand Model, as needed

**Completion Date**  
On-going

**404 Freight and Goods Movement**

**Participant(s):** Metro COG

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

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

**Activities:**

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

**Products**

**Completion  
Date**

2021 Biannual Regional Freight Committee (RFC) meetings	Quarterly
2022 Biannual Regional Freight Committee (RFC) meetings	Quarterly
Implementation of Freight Plan recommendations (2021 & 2022)	On-going

**405 FM Metropolitan Profile**

**Participant(s):** Metro COG

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

**Activities:**

- Annual FM Metropolitan Profile development and approval

**Products**

**Completion Date**

2021 Annual Update to the FM Metropolitan Profile	2nd QTR
2022 Annual Update to the FM Metropolitan Profile	2nd QTR

**406 Traffic Data Collection and Analysis**

**Participant(s):** Metro COG

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

**Activities:**

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

<b>Products</b>	<b>Completion Date</b>
Ongoing collection and processing of manual and automatic traffic data.	On-going
Updated traffic data database.	On-going
Preparation of Maps/Graphics	On-going

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

This work task provides Metro COG resources in both 2021 and 2022 to respond to requests for information and analysis regarding issues and items relative to the metropolitan transportation system.

**Activities:**

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

<b>Products</b>	<b>Completion Date</b>
Technical Assistance	On-going

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

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

**Activities:**

- Facilitate quarterly Traffic Operations Working Group meetings
- Traffic operations technical assistance and coordination
- Annual review of TIP projects against the Regional ITS Architecture
- Annual updates to the Regional ITS Architecture and associated coordination with ATAC, NDDOT, and MNDOT.
- Maintain Metro COG Regional Intelligent Transportation System database

<b>Products</b>	<b>Completion Date</b>
2021 Quarterly Traffic Operations Committee (TOC) Meeting Facilitation	Quarterly
2022 Quarterly Traffic Operations Committee (TOC) Meeting Facilitation	Quarterly
Annual review and update of the Regional ITS Architecture	On-going
2021 Review of TIP projects against Architecture	3rd QTR
2022 Review of TIP projects against Architecture	3rd QTR

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

Metro COG maintains, updates, and manages a number of critical data sets that support the development and implementation of the 2019 MTP and its modal sub elements as well as various subarea studies and mapping needs. Additionally, on a cyclical basis, Metro COG updates 'base' metropolitan maps (i.e. federal-aid urban area, roadway functional classification, metropolitan traffic counts). This program area supports overall development and distribution of GIS data used by Metro COG as requested by the public, cognizant agencies or other interested persons. As part of this program area within the 2021-2022 UPWP, Metro COG will be working to establish a GIS page on Metro COG's website to establish a portal for dissemination of metropolitan-specific GIS data. This work task also provides Metro COG resources in both 2021 and 2022 to coordinate the Metropolitan Geographic Information System (GIS) Committee.

**Activities:**

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

**Products**

Technical Assistance

**Completion Date**

On-going

**410 West Fargo Traffic Calming Study****Participant(s):**

Metro COG/West Fargo

In recent years, the City of West Fargo has received complaints from residents in several neighborhoods about excessive traffic speeds along local residential or collector streets. Addressing these types of complaints can be time consuming and challenging, as several steps are needed to truly understand the issue before a potential solution can be identified. Once possible traffic calming techniques are identified, neighborhood engagement is needed to seek feedback on the desirability of various solutions. The relative cost of the traffic calming techniques being considered must also be identified, and funding sources must be identified. Working in collaboration with the City of West Fargo, Metro COG staff will carry out a study that examines up to six locations in West Fargo to:

- 1) Solidify intersections to be included:
  - i. 2nd St E S of 32nd Ave
  - ii. 15th Ave E between 6th and 9th street
  - iii. 16th St E S of 13th Ave
  - iv. 7th Street W between 15th and 19th Ave
  - v. 10th St W S of 13th Ave

Additional possible locations to be considered include:

- vi. Bluestem Drive between 23<sup>rd</sup> Ave E and 32<sup>nd</sup> Ave E
- vii. 38<sup>th</sup> Ave W between 9<sup>th</sup> St W and Sheyenne

- viii. 11<sup>th</sup> ST W between 40<sup>th</sup> Ave W and 52<sup>nd</sup> Ave W
- ix. 47<sup>th</sup> Ave W between 9<sup>th</sup> St W and Sheyenne

- 2) Study and document the issue (i.e. the source of the complaints) through field visits, traffic counts, measurements, and examination of the street in the larger context of the surrounding roadway network,
- 3) Identify a complete menu of potential traffic calming solutions based on national literature (e.g. ITE, NACTO, etc) and document local examples of traffic calming techniques that have been implemented,
- 4) Narrow down the solutions to two or three that have the most applicability to each of the six locations,
- 5) Prepare planning level cost estimates based on local and national data regarding these approaches, with support from the City of West Fargo Engineering Department,
- 6) Engage neighborhood residents to seek input on the issues and to seek input on potential traffic calming methods,
- 7) Seek input from stakeholders, such as the West Fargo Public Works Department,
- 8) Prepare a written summary of each location, including graphics of potential techniques that could be applied, planning level cost estimates, and public and stakeholder input,
- 9) Present the draft document to the City of West Fargo,
- 10) Prepare final document.

**Activities:**

- Document existing conditions (data collection)  
Literature search to identify traffic calming techniques and their level of effectiveness
- Collaboration with the City of West Fargo Planning, Engineering and Public Works Departments,
- Public Engagement
- Preparation of graphics
- Preparation of document
- Presentation to City officials

**Products**

West Fargo Traffic Calming Study

**Completion Date**

4<sup>th</sup> QTR, 2021

**411 Household and Job Assignments to TAZs for TDM**

**Participant(s):** Metro COG

Based on the demographic projections for jurisdictions within the metropolitan area, Metro COG staff will work with local partners to determine locations of future job and household growth. 2050 growth projections and agreed upon interim growth scenarios will be documented in maps and spreadsheets, in a manner that will allow easy review by local partners, TTC and Policy Board as well as used by ATAC in the TDM.

**Activities:**

- Document existing conditions
- Identify opportunities and constraints to growth
- Identify agreed-upon density thresholds for different growth areas, based on local land use plans or input from local planners and engineers
- Verify for consistency with demographic projections
- Assign and map growth
- Document in written report or technical memorandum

**Products**

2050 and interim year assignment of job and HH growth by jurisdiction  
Maps and Technical Memorandum

**Completion Date**

On-going

## 500 Transit Planning

**Objective:**

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

**Assigned Staff Hours:**

336 (2021) 370 (2022)

**Previous Accomplishments:**

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

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

Funding Source	2021		2022		Total Activity Budget 2021-2022
	Percent	Amount	Percent	Amount	
CPG	80%	\$14,516	80%	\$17,517	\$32,033
Local	20%	\$3,629	20%	\$4,379	\$8,008
<b>Total</b>	<b>100%</b>	<b>\$18,145</b>	<b>100%</b>	<b>\$21,897</b>	<b>\$40,041</b>

**501 Transit Technical Assistance**

**Participant(s):** Metro COG

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

**Activities:**

- Staff assistance as required/requested

**Products**

Assistance as required.

**Completion Date**

On-going

**502 MATBUS Coordinating Board**

**Participant(s):** Metro COG

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

**Activities:**

- Meeting facilitation and support
- Attend meetings

**Products**

2021 MATBUS Coordinating Meetings  
2022 MATBUS Coordinating Meetings

**Completion Date**

Monthly  
Monthly

**600 Bicycle & Pedestrian Planning**

**Objective:**

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

**Assigned Staff Hours:** 990 (2021) 790 (2022)

**Previous Accomplishments:**

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

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

Funding Source	2021		2022		Total Activity Budget 2021-2022
	Percent	Amount	Percent	Amount	
CPG	80%	\$34,905	80%	\$29,909	\$64,814
Local	20%	\$8,726	20%	\$7,477	\$16,204
<b>Total</b>	<b>100%</b>	<b>\$43,631</b>	<b>100%</b>	<b>\$37,387</b>	<b>\$81,018</b>

**601 Bicycle-Pedestrian Activities and Technical Assistance****Participant(s):** Metro COG

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

**Activities:**

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

**Products****Completion Date**

2021 Bike/Ped Committee Meetings  
2022 Bike/Ped Committee Meetings

Quarterly  
Quarterly

**602 Bicycle and Pedestrian Counts and Analysis****Participant(s):** Metro COG

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

**Activities:**

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

<i>Products</i>	<i>Completion Date</i>
2021 Updated Bicycle and Pedestrian Counts Database	4th QTR
2021 Updated Bicycle and Pedestrian Counts Database	4th QTR
2021 Annual Report to MnDOT and NDDOT	4th QTR
2022 Annual Report to MnDOT and NDDOT	4th QTR
Collection and processing of manual and automatic bike and ped counts.	On-going

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

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

**Activities:**

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

<i>Products</i>	<i>Completion Date</i>
Heartland Trail Advisory Committee and Committee Support	On-going

**604 Bicycle Safety Education**      **Participant(s):** Metro COG

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

**Activities:**

- Staff assistance and activity facilitation and support

**Products****Completion  
Date**

2021 Activity facilitation and support.  
2022 Activity facilitation and support.

On-going  
On-going

**603 Dilworth Glyndon Fleton School District Safe Routes to School Plan**

**Participant(s):** Metro  
COG/Cities of Dilworth and  
Glyndon/DGF School  
District

In 2020, DGF schools in Dilworth and Glyndon are undergoing renovations. Some of these renovations will change pedestrian, bicycle, and vehicular routes to school. This creates a situation where an SRTS Plan in late 2021 is an important next step in identifying necessary and desirable roadway and pedestrian facility improvements to improve pedestrian and bicycle safety.

Metro COG staff will work with the DGF School Districts and the Cities of Dilworth and Glyndon to complete the SRTS Plan in the latter half of 2021 and early 2022.

**Activities:**

- Project management
- Host monthly progress call updates
- Host Study Review Committee (SRC) meetings
- Existing conditions inventory and analysis with mapping
- Hold an Open House / host a table at the Back-to-School night at each school location
- Survey administration and instructions
- Survey results review
- Site investigations
- Circulation and challenges identification through tables and maps
- Recommendations tables and maps
- Project prioritization
- Suggest Safe Routes to School maps
- Funding opportunities
- Document development
- City of Dilworth Document presentation
- City of Glyndon Document presentation
- DGF School District Document presentation
- Metro COG TTC presentation
- Metro COG Policy Board presentation

**Products**  
 DGF SRTS Plan

**Completion Date**  
 2<sup>nd</sup> QTR 2022

**700 Local Planning Assistance**

**Objective:**

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

**Assigned Staff Hours:** 356 (2021) 980 (2022)

**Previous Accomplishments:**

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

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

Funding Source	2021		2022		Total Activity Budget 2021-2022
	Percent	Amount	Percent	Amount	
CPG	80%	\$16,608.10	80%	\$38,588	\$55,196
Local	20%	\$4,152.02	20%	\$9,647	\$13,799
<b>Total</b>	<b>100%</b>	<b>\$20,760</b>	<b>100%</b>	<b>\$48,235</b>	<b>\$68,995</b>

**701 Agency Outreach**

**Participant(s):** Metro COG

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

**Activities**

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

**Products**  
 Local Outreach and Participation

**Completion Date**  
 Ongoing

**702 Local Planning Assistance**

**Participant(s):** Metro COG

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

#### Activities

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

#### Products

Local Planning Assistance

#### Completion Date

On-going

## 800 General Administration

#### *Objective:*

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

**Assigned Staff Hours:** 4,552 (2021) 4,745 (2022)

#### Previous Accomplishments:

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

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

Funding Source	2021		2022		Total Activity Budget 2021-2022
	Percent	Amount	Percent	Amount	
CPG	80%	\$183,636.46	80%	\$202,809	\$386,445
Local	20%	\$45,909.11	20%	\$50,702	\$96,611
<b>Total</b>	<b>100%</b>	<b>\$229,546</b>	<b>100%</b>	<b>\$253,511</b>	<b>\$483,056</b>

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

**Participant(s):**  
Metro COG

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

**Activities:**

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

**Products**

2021 Employee Benefits  
 2022 Employee Benefits  
 2020 Audit in 2021  
 2021 Audit in 2022  
 Staff Performance Evaluations  
 QAQC Policy and Procedure  
 Timesheets  
 Quarterly Report  
 Travel Requests  
 Expense Reports

**Completion Date**

On-going  
 On-going  
 2nd QTR  
 2nd QTR  
 As required  
 2nd QTR  
 Biweekly  
 Quarterly  
 As-needed  
 As-needed

**802 Financial Budgeting and Tracking****Participant(s): Metro COG**

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

**Activities**

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

**Products**

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

**Completion Date**

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

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

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

**Activities:**

- Webinars, workshops, conferences and training sessions

**Products**

Training and educational opportunities

**Completion Date**

On-going

## 900 Publications, Public Information and Communication

### Objective:

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

**Assigned Staff Hours:** 230 (2021) 273 (2022)

### Previous Accomplishments:

- Published Metro COG Annual Report.
- Provided information related to transportation planning to the public, including traffic counts and forecasts, TIP, TDP and the MTP.
- Retrieve recent and past studies and maps in response to requests from the public.
- Developed new Metro COG website in 2018
- Updated Metro COG Webpages and Social Media
- Ongoing maintenance of website and social media

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

Funding Source	2021		2022		Total Activity Budget 2021-2022
	Percent	Amount	Percent	Amount	
CPG	80%	\$7,974.65	80%	\$9,823	\$17,797
Local	20%	\$1,993.66	20%	\$2,456	\$4,449
<b>Total</b>	<b>100%</b>	<b>\$9,968</b>	<b>100%</b>	<b>\$12,278</b>	<b>\$22,246</b>

### 901 Metro COG Newsletter

**Participant(s):** Metro COG

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

### Activities:

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

### Products

2021 Metro COG Newsletter

### Completion

**Date**

Quarterly

2022 Metro COG Newsletter

Quarterly

**902 Website and Social Media****Participant(s):** Metro COG

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

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

**Activities:**

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

**Products****Completion  
Date**

2021 Updated Metro COG website and Social Media platforms  
2022 Updated Metro COG website and Social Media platforms

On-going  
On-going

## 1000 Community Planning and Technical Assistance

**Objective:**

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

**Assigned Staff Hours:**

1,604 (2021) 134 (2022)

**Previous Accomplishments:**

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

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

Funding Source	2021		2022		Total Activity Budget 2021-2022
	Percent	Amount	Percent	Amount	
CPG	80%	\$57,121.16	80%	\$8,486	\$65,607
Local	20%	\$14,280.29	20%	\$2,122	\$16,402
<b>Total</b>	<b>100%</b>	<b>\$71,401</b>	<b>100%</b>	<b>\$10,608</b>	<b>\$82,009</b>

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

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

Metro COG will provide administrative and technical assistance to the Cass-Clay Food Systems Initiative (CCFSI) Food Systems Advisory Commission (created by a joint powers agreement). Metro COG will serve to coordinate the functions of the commission. As part of its work 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:**

- Support to Food Commission during Covid19 pandemic, when frequent information was provided in writing and on social media, including Facebook Live presentations, to inform people with reduced income about resources for food security.
- Regional Food Commission meeting facilitation and staff support/Travel time to meetings
- Presentations and information exchanges
- Attend conferences and training sessions

**Products**

**Completion  
Date**

2021 Regional Food Commission Support  
2022 Regional Food Commission Support

On-going  
On-going

**1002 Clay County Comprehensive Plan (2021)  
(CARRYOVER)**

**Participant(s):** Metro  
COG/Clay County

Update Clay County Comprehensive Plan based on an agreed upon scope of work. Carry out public engagement and stakeholder involvement. Clay County will supplement with approximately \$18,000 to \$20,000 of local funds to allow Metro COG staff to fully address elements of the plan that are ineligible for use of CPG funds.

**Activities:**

- Data Collection and Mapping
- Draft Chapter and Final Draft development

- Study Review Committee Meetings
- Travel time to meetings
- Public Engagement, presentations and information exchanges

***Products***

***Completion***

***Date***

Clay County Comprehensive Plan Update

4th QTR 2019

**Summary**

Estimates of staff hours for 2021 and 2022 are shown in Figures 10.11 and 10.12 on the following pages. Estimates for 2021 are more refined due to a higher level of project clarity. As more details become clear for the 2022 work program, staff hours will be refined.

	Figure 10.11 2021 Metro COG UPWP Amendment #5 Staff Hourly Estimates	Total Cost	Total Hours	Executive	Senior	Transp.	C/T Analyst	Assistant	Assistant	Exec.	Intern
				Director	Planner	Planner		Planner (1)	Planner (2)	Asst.	
				87.98	59.84	50.64	44.27	46.00	37.27	32.98	16.48
100	Policy and Administrative Forums	\$62,823.70	1175	310	110	90	120	90	80	340	28
101	Metro COG Policy Board	\$20,241.50	405	80	40	30	40	30	30	150	5
102	Metro COG Executive Committee	\$7,890.00	125	70	0	0	0	0	0	50	5
103	Transportation Technical Committee (TTC)	\$20,078.50	405	80	40	30	40	30	30	140	15
104	Federal, State, and Local Committee Meetings	\$14,815.70	240	90	30	30	40	30	30	0	0
200	Contracted Planning Services	\$120,626.83	2223	244	649	680	80	225	305	0	40
201	MATBUS Transit Development Plan (TDP) (carryover)	\$5,203.80	90	10	80	0	0	0	20	0	0
202	Veterans Boulevard Corridor Extension Study (carryover)	\$5,625.20	100	20	0	40	0	40	0	0	0
203	Moorhead 17th Street Corridor Study (carryover)	\$3,801.12	74	4	10	20	0	40	0	0	0
204	Dynamic Traffic Assignment Model (carryover)	\$1,982.60	30	10	10	10	0	0	0	0	0
205	Intersection Traffic Data Reporting (carryover)	\$508.40	10	0	0	10	0	0	0	0	0
206	Moorhead Intersection Traffic Data Collection (carryover)	\$1,008.90	30	0	0	15	0	0	0	0	15
207	Advanced Traffic Assignment Performance Measurement (carryover)	\$759.80	15	0	0	15	0	0	0	0	0
208	NDSU ATAC Participation (TDM Model Development)	\$2,534.00	40	10	15	15	0	0	0	0	0
209	Household & Job Data Purchase for Update of TDM	\$8,021.80	150	10	60	20	20	20	20	0	0
210	Assistance with Review/Adjustments to HH and Job Data (ATAC)	\$696.40	10	0	10	0	0	0	0	0	0
211	Traffic and Freight Counting Program	\$6,272.80	120	10	10	80	0	0	20	0	0
212	Bicycle and Pedestrian Plan Update	\$19,327.00	410	10	10	240	20	20	100	0	10
213	DTA Analysis of Select Locations (ATAC)	\$4,409.86	78	10	24	25	0	10	10	0	0
214	Interstate Operations Analysis	\$28,582.40	440	120	200	120	0	0	0	0	0
215	Moorhead Intersection Traffic Data Collection	\$2,002.65	55	0	0	10	0	15	15	0	15
216	Fargo Transportation Plan	\$20,813.00	380	20	240	20	0	0	100	0	0
217	Red River Greenway Study	\$9,101.80	190	10	0	40	40	80	20	0	0
300	Federal Transportation Planning Documentation	\$84,065.06	1419	374	205	64	184	494	114	4	80
301	Transportation Improvement Program (TIP)	\$24,354.42	524	4	60	10	10	400	20	0	20
302	Unified Planning Work Program (UPWP)	\$19,833.44	240	200	20	4	4	4	4	4	0
303	Public Participation	\$13,891.20	280	40	40	40	40	40	40	0	40
304	Congestion Management Process	\$5,804.80	0	40	40	0	0	0	0	0	0
305	Federal and State Rules and Regulations Compliance and Maintenance	\$4,878.80	70	40	20	0	0	0	0	0	10
306	Civil Rights / Title VI / LEP/ Environment Justice	\$6,184.60	95	40	15	0	40	0	0	0	0
307	2040 and 2045 LRTP Implementation	\$3,258.00	80	10	10	10	10	10	10	0	0
308	2020 Census Coordination and Technical Assistance	\$6,151.80	150	0	0	0	60	40	40	0	10
400	Technical Transportation Data & Analysis	\$95,705.72	2221	80	310	320	115	375	781	0	260
401	Performance Measures	\$6,401.60	125	15	40	0	0	10	80	0	0
402	Federal Functional Classification Update	\$5,898.80	140	0	40	0	0	0	80	0	20
403	Travel Demand Model (TDM) maintenance and Operation	\$4,484.90	70	15	40	15	0	0	0	0	0
404	Freight and Goods Movement	\$3,885.50	80	0	20	15	15	15	15	0	0
405	FM Metropolitan Profile	\$11,415.30	290	10	40	0	10	20	180	0	50
406	Metropolitan Traffic Counting Program	\$9,211.80	220	0	40	80	0	10	40	0	50
407	Metropolitan Technical Assistance	\$12,418.20	250	10	40	80	40	40	40	0	0
408	ITS/Traffic Operations Technical Assistance	\$2,025.60	40	0	0	40	0	0	0	0	0
409	GIS	\$13,050.42	348	0	10	10	40	40	208	0	40
410	West Fargo Traffic Calming Study	\$27,155.90	680	10	40	80	10	240	180	0	100
411	Household & Job Assignments to TAZs to TDM	\$0.00	0	0	0	0	0	0	0	0	0
500	Transit Planning	\$18,144.64	336	0	266	0	0	10	40	0	20
501	Transit Technical Assistance	\$15,013.84	278	0	228	0	0	10	20	0	20
502	MAT Coordinating Board	\$3,131.00	60	0	40	0	0	0	20	0	0
600	Bicycle & Pedestrian Planning	\$43,631.00	990	0	20	480	10	220	160	10	100
601	Bicycle-Pedestrian Activities and Technical Assistance	\$11,480.10	250	0	0	160	10	40	20	0	20
602	Bicycle and Pedestrian Counts and Analysis	\$8,047.40	200	0	10	80	0	20	40	10	40
603	Heartland Trail Extension (Countywide Coordination & Corridor Study)	\$4,423.90	80	0	0	80	0	0	10	0	0
604	Bicycle Safety Education	\$4,796.60	100	0	0	80	0	0	20	0	0
805	DGF School District Safe Routes to School Plan	\$14,803.00	350	0	10	80	0	160	80	0	40
700	Local Planning Assistance	\$20,760.12	356	90	80	20	128	50	10	0	0
701	Agency Outreach	\$11,830.42	176	80	30	10	46	10	0	0	0
702	Local Planning Assistance	\$8,829.70	180	10	30	10	80	40	10	0	0
800	General Administration	\$229,545.57	4551.5	861.5	390	360	380	380	380	1620	70
801	General Administration, Management, IT, Secretarial and Leave Time	\$110,030.40	2318	478	118	118	118	118	118	1200	80
	Leave Time (holiday - 80, estimated vacation - 80, estimated sick 40)	\$73,181.12	1428	204	204	204	204	204	204	204	0
802	Financial Budgeting and Tracking	\$24,832.45	377.5	221.5	0	0	0	0	0	156	0
803	Professional Development, Education and Training	\$21,891.60	430	60	60	60	60	60	60	60	10
900	Publications, Public Information and Communication	\$9,968.31	229.5	10.5	30	8	50	21	10	100	0
901	Metro COG Newsletter	\$1,236.79	20.5	0.5	20	0	0	0	0	0	0
902	Website and Social Media	\$8,731.52	209	10	10	8	50	21	10	100	0
1000	Community Planning and Technical Assistance	\$71,401.45	1604	30	50	38	1035	215	200	6	30
1001	Cass - Clay Food Systems Advisory Commission	\$8,141.25	145	0	0	0	135	0	0	0	10
1002	Clay County Comprehensive Plan	\$65,260.20	1458	30	50	38	900	215	200	6	20
<b>Total</b>		<b>\$756,562.40</b>	<b>15105</b>	<b>2080</b>	<b>625</b>						

	Figure 10.12 2022 Metro COG UPWP Amendment #5 Staff Hourly Estimates	Total Cost	Total Hours	Executive Director	Senior Planner	Transp. Planner	C/T Analyst	Assistant Planner (1)	Assistant Planner (2)	Exec. Asst.	Intern
				92.30	62.73	52.46	46.38	48.76	43.15	34.27	17.43
100	Policy and Administrative Forums	\$65,898.30	1160	310	110	90	120	90	90	340	10
101	Metro COG Policy Board	\$21,220.00	400	80	40	30	40	30	30	150	0
102	Metro COG Executive Committee	\$8,174.50	120	70	0	0	0	0	0	50	0
103	Transportation Technical Committee (TTC)	\$21,051.80	400	80	40	30	40	30	30	140	10
104	Federal, State, and Local Committee Meetings	\$15,452.20	240	80	30	30	40	30	30	0	0
200	Contracted Planning Services	\$102,408.96	1846	140	450	636	210	220	160	0	30
214	Interstate Operations Analysis (continued)	\$23,433.50	370	80	100	160	10	10	10	0	0
217	Red River Greenway Study	\$21,122.20	410	10	80	20	20	200	80	0	0
218	NDSU ATAC Annual Participation (TDM Model Dev)	\$3,168.80	60	0	20	20	0	0	20	0	0
219	Dynamic Traffic Assignment Analyses (ATAC)	\$3,958.80	60	10	40	10	0	0	0	0	0
220	ITS Update (ATAC)	\$15,262.60	270	10	80	160	20	0	0	0	0
221	Demographic Forecast Update	\$10,441.50	200	10	40	10	120	10	10	0	0
222	Travel Demand Model Update (ATAC)	\$7,924.86	136	10	50	56	20	0	0	0	0
223	TH 10 Corridor Study through Dilworth	\$15,528.60	290	10	40	180	20	0	40	0	0
224	Moorhead Intersection Data Collection (2022)	\$1,572.10	50	0	0	20	0	0	0	0	30
300	Federal Transportation Planning Documentation	\$124,206.68	2,107	446	426	76	240	530	325	15	50
301	Transportation Improvement Program (TIP)	\$31,913.80	850	10	80	10	10	300	240	0	0
302	Unified Planning Work Program (UPWP)	\$22,592.10	280	200	30	10	10	10	10	10	0
303	Public Participation	\$12,138.90	248	16	40	40	40	40	40	0	30
304	Congestion Management Process	\$8,289.08	148	10	58	0	20	60	0	0	0
305	Federal and State Rules and Regulations Compliance and Maintenance	\$4,703.10	70	20	30	0	0	20	0	0	0
306	Civil Rights / Title VI / LEP/ Environment Justice	\$7,444.30	145	10	10	5	50	80	5	5	0
307	2045 LRTP Implementation	\$3,457.80	60	10	10	10	10	10	10	0	0
308	2020 Census Coordination and Technical Assistance	\$3,107.50	60	10	10	0	10	10	10	0	10
309	TMA Transition	\$30,560.00	450	160	160	0	80	20	10	0	10
400	Technical Transportation Data & Analysis	\$125,404.55	2715	40	260	346	430	685	795	0	260
401	Performance Measures	\$10,990.20	190	20	80	20	0	10	60	0	0
402	Federal Functional Classification Update	\$3,777.70	85	0	20	25	0	0	20	0	20
403	Travel Demand Model (TDM) maintenance and Operation	\$5,558.10	110	0	10	40	40	20	0	0	0
404	Freight and Goods Movement	\$5,734.80	120	0	0	20	80	20	0	0	0
405	FM Metropolitan Profile	\$11,877.70	310	0	10	20	20	20	160	0	80
406	Metropolitan Traffic Counting Program	\$7,920.00	200	0	0	80	10	10	40	0	60
407	Metropolitan Technical Assistance	\$10,139.20	200	0	40	40	40	40	40	0	0
408	ITS/Traffic Operations Technical Assistance	\$6,905.60	140	0	0	80	60	20	0	0	0
409	GIS	\$16,876.00	410	0	20	20	60	10	240	0	60
410	West Fargo Traffic Calming Study	\$0.00	0	0	0	0	0	0	0	0	0
411	Household and Job Assignments to for TDM	\$45,527.25	850	20	80	20	120	435	235	0	40
500	Transit Planning	\$21,896.70	370	0	280	0	0	60	10	0	0
501	Transit Technical Assistance	\$14,498.40	240	0	200	0	0	40	0	0	0
502	MAT Coordinating Board	\$7,400.30	130	0	80	0	0	40	10	0	0
600	Bicycle & Pedestrian Planning	\$37,386.80	790	0	20	460	20	110	100	0	80
601	Bicycle-Pedestrian Activities and Technical Assistance	\$10,970.20	230	0	0	140	10	40	20	0	20
602	Bicycle and Pedestrian Counts and Analysis	\$8,708.40	180	0	0	80	10	10	20	0	40
603	Heartland Trail Extension (Countywide Coordination & Corridor Study)	\$5,882.90	110	0	20	80	0	0	10	0	0
604	Bicycle Safety Education	\$4,828.30	90	0	0	80	0	0	10	0	0
605	Dilworth Glyndon Fleton SRTS Plan	\$9,197.00	200	0	0	80	0	60	40	0	20
700	Local Planning Assistance	\$48,234.90	980	90	120	80	400	40	130	0	120
701	Agency Outreach	\$23,317.30	430	80	80	40	100	20	50	0	60
703	Local Planning Assistance	\$24,917.60	550	10	40	40	300	20	80	0	60
800	General Administration	\$253,510.65	4735	1044	404	384	384	384	384	1666	86
801	General Administration, Management, IT, Secretarial and Leave Time	\$129,071.57	2531	580	120	120	120	120	120	1281	70
	Leave Time (holiday - 84, est. vacation - 80, estimated sick - 40)	\$77,530.20	1428	204	204	204	204	204	204	204	0
802	Financial Budgeting and Tracking	\$23,827.00	340	200	20	0	0	0	0	120	0
803	Professional Development, Education and Training	\$23,081.88	438	80	60	80	60	60	60	60	18
900	Publications, Public Information and Communication	\$12,278.14	273	10	10	10	86	41	46	60	10
901	Metro COG Newsletter	\$6,130.35	121	10	10	10	50	10	21	10	0
902	Website and Social Media	\$6,147.79	152	0	0	0	36	31	25	50	10
1000	Community Planning and Technical Assistance	\$10,607.92	234	0	0	0	190	0	40	0	4
1001	Cass - Clay Food Systems Advisory Commission	\$5,989.92	134	0	0	0	90	0	40	0	4
	To be determined - local planning project	\$4,638.00	100	0	0	0	100	0	0	0	0
	<b>Total</b>	<b>\$801,833.50</b>	<b>15210</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>	<b>650</b>

**APPENDIX A – POLICY BOARD, TRANSPORTATION TECHNICAL COMMITTEE AND METRO COG STAFF****METRO COG POLICY BOARD (AS OF SEPTEMBER 2020)****Voting Members**

Duane Breitling	Cass County, North Dakota – County Commission
Dave Fenelon (VC)	City of Horace, North Dakota – City Council
Tony Gehrig	City of Fargo, North Dakota – City Commission
Amanda George	City of West Fargo, North Dakota – City Commission
John Gunkelman	City of Fargo, North Dakota – Planning Commission
Chuck Hendrickson	City of Moorhead, Minnesota – City Council
Steve Jesme	City of Dilworth, Minnesota – City Council
Johnathan Judd	City of Moorhead, Minnesota – City Council (Mayor)
Jenny Mongeau	Clay County, Minnesota – County Commission
Brad Olson (C)	City of West Fargo, North Dakota – City Commission
Dave Piepkorn	City of Fargo, North Dakota – City Commission
Arlette Preston	City of Fargo, North Dakota – City Commission
Rocky Schneider	City of Fargo, North Dakota – Planning Commission
John Strand	City of Fargo, North Dakota – City Commission
Maranda Tasa	City of Fargo, North Dakota – Planning Commission
Sara Watson Curry	City of Moorhead, Minnesota – City Council
*(C) Chair and (VC) Vice Chair	

**ASSOCIATE MEMBERS**

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

**EX-OFFICIO MEMBERS**

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

**VOTING AND ASSOCIATE MEMBER ALTERNATES**

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

**TRANSPORTATION TECHNICAL COMMITTEE (AS OF SEPT. 2020)**

<b>Jonathan Atkins</b>	<i>City of Moorhead, City Traffic Engineer</i>
<b>Jason Benson</b>	<i>Cass County, North Dakota Public Works Department</i>
<b>Julie Bommelman</b>	<i>City of Fargo, North Dakota Transit (MATBUS)</i>
<b>Matthew Jacobson</b>	<i>Clay County Planning Director</i>
<b>Kristen Sperry</b>	<i>Federal Highway Administration (Ex-Officio)</i>
<b>Jeremy Gorden (VC)</b>	<i>City of Fargo, North Dakota Engineering Department</i>
<b>Cindy Gray (C)</b>	<i>Fargo-Moorhead Metropolitan Council of Governments</i>
<b>Robin Huston</b>	<i>City of Moorhead City Planning and Zoning</i>
<b>Kim Lipetzky</b>	<i>Bicycle - Pedestrian Committee Representative</i>
<b>Jaclynn Maahs</b>	<i>Minnesota University Representative</i>
<b>Aaron Nelson</b>	<i>City of Fargo, Planning Department</i>
<b>Grace Puppe</b>	<i>Cass County Planning Department</i>
<b>Joe Raso</b>	<i>Greater Fargo-Moorhead Economic Development Foundation</i>
<b>Mary Safgren</b>	<i>Minnesota Department of Transportation District 4</i>
<b>Russ Sahr</b>	<i>City of Horace, Planning Department</i>
<b>Tim Solberg</b>	<i>City of West Fargo, Planning Department</i>
<b>Justin Sorum</b>	<i>Clay County, Minnesota County Engineering Department</i>
<b>Brit Stevens</b>	<i>North Dakota University Representative</i>
<b>Peyton Mastera</b>	<i>City of Dilworth, Minnesota</i>
<b>Ranae Tunison</b>	<i>Federal Transit Administration (Ex-Officio)</i>
<b>Lori Van Beek</b>	<i>City of Moorhead, Minnesota Moorhead Transit (MATBUS)</i>
<b>Mark Wolter</b>	<i>Freight Committee Representative</i>
<b>Andrew Wrucke</b>	<i>City of West Fargo, Engineering Department</i>
<b>Wayne Zacher</b>	<i>North Dakota Department of Transportation</i>

note: C = Chair, VC= Vice Chair

**METRO COG STAFF**

<b>Cynthia Gray</b>	<i>Executive Director</i>
<b>Michael Maddox</b>	<i>Senior Transportation Planner</i>
<b>Dan Farnsworth</b>	<i>Transportation Planner</i>
<b>Adam Altenburg</b>	<i>Community and Transportation Analyst</i>
<b>Luke Champa</b>	<i>Assistant Planner</i>
<b>Ari Del Rosario</b>	<i>Assistant Planner</i>
<b>Savanna Leach</b>	<i>Executive Assistant</i>
<b>Amy Kronbeck</b>	<i>Intern</i>

**APPENDIX B – POLICY BOARD AND TRANSPORTATION TECHNICAL COMMITTEE MEETING SCHEDULES**

2021		2022	
Transportation Technical Committee	Metro COG Policy Board	Transportation Technical Committee	Metro COG Policy Board
January 14, 2021	January 21, 2021	January 13, 2022	January 20, 2022
February 11, 2021	February 18, 2021	February 10, 2022	February 17, 2022
March 11, 2021	March 18, 2021	March 10, 2022	March 17, 2022
April 8, 2021	April 15, 2021	April 14, 2022	April 21, 2022
May 13, 2021	May 20, 2021	May 12, 2022	May 19, 2022
June 10, 2021	June 17, 2021	June 9, 2022	June 16, 2022
July 8, 2021	July 15, 2021	July 14, 2022	July 21, 2022
August 12, 2021	August 19, 2021	August 11, 2022	August 19, 2022
September 9, 2021	September 16, 2021	September 8, 2022	September 15, 2022
October 14, 2021	October 21, 2021	October 13, 2022	October 20, 2022
November 11, 2021	November 18, 2021	November 10, 2022	November 17, 2022
December 9, 2021	December 16, 2021	December 8, 2022	December 15, 2022

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  
1 – 2nd Street North  
Fargo, North Dakota 58102-4807

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

# Appendix C. Notice of 2016 Planning Emphasis Areas Letter



U.S. Department of Transportation  
Federal Highway Administration  
Federal Transit Administration

1200 New Jersey Avenue, SE  
Washington, DC 20590

March 18, 2015

In Reply Refer To: HEPP-1/TFE-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

2021 and 2022 jurisdiction dues and project-specific responsibilities, as presented, were originally approved June, 2020 as part of the 2021-2022 Metro COG Budget. Each jurisdiction was provided written documentation of the approved local match following Policy Board approval.

The following table shows Metro COG's updated operations and overhead, and breakout between Federal and local funding for 2021.

### Jurisdiction Operations Dues Summary - 2021 Budget

Dues and Local Match on Contracted Planning Projects	Participating Jurisdictions	Jurisdiction								Total Cost Split Between Jurisdictions
		Cass Co.	Clay Co.	Dilworth	Fargo	Horace	Moorhead	West Fargo	MnDOT	
<b>Metro COG Dues</b>										
Approved Dues Formula		7.7%	8.2%	1.9%	50.0%	1.2%	18.4%	12.5%	0.0%	100.00%
<b>Internal Operations (eligible costs)</b>										
Metro COG Personnel (Total Loaded Wage)	All	\$9,629.54	\$10,196.97	\$2,426.53	\$62,247.97	\$1,465.33	\$22,953.74	\$15,575.86	\$26,820.00	\$ 756,579.72
Metro COG Overhead Costs	All	\$3,087.20	\$3,269.12	\$777.94	\$19,956.49	\$469.78	\$7,358.89	\$4,993.57	\$0.00	\$ 199,564.92
MnDOT Match Requirement	All	\$518.62	\$549.18	\$130.69	\$3,352.50	\$78.92	\$1,236.22	\$838.87	\$0.00	\$ 6,705.00
<b>Total Dues (Internal)</b>		<b>\$13,235.35</b>	<b>\$14,015.27</b>	<b>\$3,335.15</b>	<b>\$85,556.96</b>	<b>\$2,014.02</b>	<b>\$31,548.86</b>	<b>\$21,408.30</b>	<b>\$26,820.00</b>	<b>\$962,849.64</b>
<b>Internal Operations (ineligible costs)</b>	All	\$210.77	\$223.19	\$53.11	\$1,362.50	\$32.07	\$502.42	\$340.93		\$2,725.00
<b>Total</b>		<b>\$13,446.13</b>	<b>\$14,238.46</b>	<b>\$3,388.27</b>	<b>\$86,919.46</b>	<b>\$2,046.10</b>	<b>\$32,051.28</b>	<b>\$21,749.23</b>	<b>\$26,820.00</b>	<b>\$965,574.64</b>

## Appendix D. Documentation of Local Match

The following table shows the updated projects, project budgets, and breakout between Federal and local funding for 2021.

### Jurisdiction Project Dues Summary - 2021 Budget

Dues and Local Match on Contracted Planning Projects	Participating Jurisdictions	Jurisdiction <sup>1</sup>								Total Cost	Federal Share <sup>2</sup>	Federal %	Local Share	Local %
		Cass Co.	Clay Co.	Dilworth	Fargo	Horace	Moorhead	West Fargo	Other					
<b>Metro COG Dues</b>														
Approved Dues Formula		7.7%	8.2%	1.9%	50.0%	1.2%	18.4%	12.5%	0.0%	100.00%				
<b>Regional Contracted Planning Projects</b>														
NDSU ATAC Annual Participation (TDM Model Dev)	All	\$154.70	\$163.81	\$38.98	\$1,000.00	\$23.54	\$368.75	\$250.22	\$0.00	\$10,000.00	\$8,000.00	80%	\$2,000.00	20%
Household and Job Data Purchase for update of TDM (O/D data to be derived from StreetLight)	All	\$232.04	\$245.72	\$58.47	\$1,500.00	\$35.31	\$553.12	\$375.33	\$0.00	\$15,000.00	\$12,000.00	80%	\$3,000.00	20%
Assistance with Review and Adjustments to HH & Job Data by ATAC	All	\$154.70	\$163.81	\$38.98	\$1,000.00	\$23.54	\$368.75	\$250.22	\$0.00	\$10,000.00	\$8,000.00	80%	\$2,000.00	20%
Metro COG Traffic and Freight Counting Program	All	\$2,011.05	\$2,129.56	\$506.76	\$13,000.00	\$306.02	\$4,793.71	\$3,252.90	\$0.00	\$130,000.00	\$104,000.00	80%	\$26,000.00	20%
Bicycle and Pedestrian Plan Update <sup>3</sup>	All	\$2,320.45	\$2,457.18	\$584.73	\$15,000.00	\$353.10	\$5,531.20	\$3,753.34	\$0.00	\$150,000.00	\$120,000.00	80%	\$30,000.00	20%
DTA Analysis of Select Locations	All	\$154.70	\$163.81	\$38.98	\$1,000.00	\$23.54	\$368.75	\$250.22	\$0.00	\$10,000.00	\$8,000.00	80%	\$2,000.00	20%
Interstate Operations Analysis (\$200,000 in 2021 and \$200,000 in 2022, 2-year project with NDDOT and MnDOT funding participation) <sup>4</sup>	All	\$1,237.57	\$1,310.50	\$311.85	\$8,000.00	\$188.32	\$2,949.97	\$2,001.78	\$56,000.00	\$200,000.00	\$128,000.00	80%	\$16,000.00	20%
<b>Total - Projects Shared Across Metro Area</b>		<b>\$6,265.20</b>	<b>\$6,634.39</b>	<b>\$1,578.76</b>	<b>\$40,500.00</b>	<b>\$953.38</b>	<b>\$14,934.25</b>	<b>\$10,134.02</b>	<b>\$56,000.00</b>	<b>\$525,000.00</b>	<b>\$388,000.00</b>		<b>\$81,000.00</b>	
<b>Jurisdiction-Specific Contracted Planning Studies</b>														
Moorhead Intersection Traffic Data Collection	Moorhead						\$2,000.00			\$10,000.00	\$8,000.00	80%	\$2,000.00	20%
Fargo Transportation Plan	Fargo				\$28,000.00					\$140,000.00	\$112,000.00	80%	\$28,000.00	20%
Red River Greenway Study	Fargo				\$2,000.00					\$10,000.00	\$8,000.00	80%	\$2,000.00	20%
<b>Total - Jurisdiction-Specific Planning Studies</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$30,000.00</b>	<b>\$0.00</b>	<b>\$2,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$160,000.00</b>	<b>\$128,000.00</b>		<b>\$32,000.00</b>	
<b>Grand Total Project Dues</b>		<b>\$6,265.20</b>	<b>\$6,634.39</b>	<b>\$1,578.76</b>	<b>\$70,500.00</b>	<b>\$953.38</b>	<b>\$16,934.25</b>	<b>\$10,134.02</b>	<b>\$56,000.00</b>	<b>\$685,000.00</b>	<b>\$516,000.00</b>		<b>\$113,000.00</b>	

Notes:

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

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

<sup>3</sup>Increase budget if federal funding becomes available

<sup>4</sup>Funding participation is anticipated from NDDOT and MnDOT.

## Appendix D. Documentation of Local Match

The following table shows Metro COG's updated operations and overhead, and breakout between Federal and local funding for 2022.

### Jurisdiction Operations Dues Summary - 2022 Budget

Dues and Local Match on Contracted Planning Projects	Participating Jurisdictions	Jurisdiction								Total Cost Split Between Jurisdictions
		Cass Co.	Clay Co.	Dilworth	Fargo	Horace	Moorhead	West Fargo	Other	
<b>Metro COG Dues</b>		<b>20 Percent Local Match Distributed by Jurisdiction</b>								
Approved Dues Formula		7.7%	8.2%	1.9%	50.0%	1.2%	18.4%	12.5%	0.0%	100.00%
<b>Internal Operations (eligible costs)</b>										
Metro COG Personnel (Total Loaded Wage)	All	\$10,329.54	\$10,938.23	\$2,602.92	\$66,773.01	\$1,571.85	\$24,622.34	\$16,708.13	\$26,820.00	\$ 801,830.14
Metro COG Overhead Costs	All	\$3,182.34	\$3,369.86	\$801.91	\$20,571.49	\$484.26	\$7,585.67	\$5,147.46	\$0.00	\$ 205,714.92
MnDOT Match Requirement	All	\$518.62	\$549.18	\$130.69	\$3,352.50	\$78.92	\$1,236.22	\$838.87	\$0.00	\$ 6,705.00
<b>Total Dues (Internal)</b>		<b>\$14,030.50</b>	<b>\$14,857.27</b>	<b>\$3,535.52</b>	<b>\$90,697.01</b>	<b>\$2,135.02</b>	<b>\$33,444.24</b>	<b>\$22,694.46</b>	<b>\$26,820.00</b>	<b>\$1,014,250.06</b>
<b>Internal Operations (ineligible costs)</b>	All	\$210.77	\$223.19	\$53.11	\$1,362.50	\$32.07	\$502.42	\$340.93		\$2,725.00
<b>Total</b>		<b>\$14,241.27</b>	<b>\$15,080.46</b>	<b>\$3,588.63</b>	<b>\$92,059.51</b>	<b>\$2,167.09</b>	<b>\$33,946.65</b>	<b>\$23,035.39</b>	<b>\$26,820.00</b>	<b>\$1,016,975.06</b>

## Appendix D. Documentation of Local Match

The following table shows the updated projects, project budgets, and breakout between Federal and local funding for 2022.

### Jurisdiction Project Dues Summary - 2022 Budget

Dues and Local Match on Contracted Planning Projects	Participating Jurisdictions	Jurisdiction <sup>1</sup>								Total Cost	Federal Share <sup>2</sup>	Federal %	Local Share	Local %
		Cass Co.	Clay Co.	Dilworth	Fargo	Horace	Moorhead	West Fargo	Other					
Approved Metro COG Dues Formula		7.7%	8.2%	1.9%	50.0%	1.2%	18.4%	12.5%	0.0%	100.00%				
<b>Regional Contracted Planning Projects</b>														
NDSU ATAC Annual Participation (TDM Model Dev)	All	\$154.70	\$163.81	\$38.98	\$1,000.00	\$23.54	\$368.75	\$250.22	\$0.00	\$10,000.00	\$8,000.00	80%	\$2,000.00	20%
Dynamic Traffic Assignment Analyses (ATAC)	All	\$77.35	\$81.91	\$19.49	\$500.00	\$11.77	\$184.37	\$125.11	\$0.00	\$5,000.00	\$4,000.00	80%	\$1,000.00	20%
ITS Update (ATAC)	All	\$433.15	\$458.67	\$109.15	\$2,800.00	\$65.91	\$1,032.49	\$700.62	\$0.00	\$28,000.00	\$22,400.00	80%	\$5,600.00	20%
Demographic Forecast Update	All	\$773.48	\$819.06	\$194.91	\$5,000.00	\$117.70	\$1,843.73	\$1,251.11	\$0.00	\$50,000.00	\$40,000.00	80%	\$10,000.00	20%
Travel Demand Model Update (ATAC)	All	\$928.18	\$982.87	\$233.89	\$6,000.00	\$141.24	\$2,212.48	\$1,501.34	\$0.00	\$60,000.00	\$48,000.00	80%	\$12,000.00	20%
Interstate Operations Analysis (\$200,000 in 2021 and \$200,000 in 2022, 2-year project with NDDOT and MnDOT funding participation) <sup>4</sup>	All	\$1,237.57	\$1,310.50	\$311.85	\$8,000.00	\$188.32	\$2,949.97	\$2,001.78	\$56,000.00	\$200,000.00	\$128,000.00	80%	\$16,000.00	20%
<b>Total - Projects Shared Across Metro Area</b>		<b>\$3,604.43</b>	<b>\$3,816.82</b>	<b>\$908.27</b>	<b>\$23,300.00</b>	<b>\$548.48</b>	<b>\$8,591.80</b>	<b>\$5,830.19</b>	<b>\$56,000.00</b>	<b>\$353,000.00</b>	<b>\$250,400.00</b>		<b>\$46,600.00</b>	
<b>Jurisdiction-Specific Contracted Planning Studies</b>														
Red River Greenway Study <sup>5</sup>	Fargo				\$29,000.00					\$145,000.00	\$116,000.00	80%	\$29,000.00	20%
TH 10 Corridor Study Through Dilworth <sup>3</sup>	MnDOT and Dilworth								\$32,000.00	\$160,000.00	\$128,000.00	80%	\$32,000.00	20%
Moorhead Intersection Data Collection	Moorhead						\$2,000.00			\$10,000.00	\$8,000.00	80%	\$2,000.00	20%
<b>Total - Jurisdiction-Specific Planning Studies</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$29,000.00</b>	<b>\$0.00</b>	<b>\$2,000.00</b>	<b>\$0.00</b>	<b>\$32,000.00</b>	<b>\$315,000.00</b>	<b>\$252,000.00</b>		<b>\$63,000.00</b>	
<b>Grand Total</b>		<b>\$3,604.43</b>	<b>\$3,816.82</b>	<b>\$908.27</b>	<b>\$52,300.00</b>	<b>\$548.48</b>	<b>\$10,591.80</b>	<b>\$5,830.19</b>	<b>\$88,000.00</b>	<b>\$668,000.00</b>	<b>\$502,400.00</b>		<b>\$109,600.00</b>	

Notes:

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

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

<sup>3</sup>Local match from MnDOT

<sup>4</sup>Funding participation anticipated from NDDOT and MnDOT

<sup>5</sup>Increase budget if funding is higher than estimated. Seek additional funding (or local match) from Fargo Park District.

## 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 2021-2022 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, 2021 — December 31, 2022) among local, state, and federal granting agencies.

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

##### Federal

For 2021-2022 Metro COG will receive the majority of its revenues from a Consolidated Planning Grant (CPG) administered by the North Dakota Department of Transportation. The 20% share of the CPG eligible costs are covered through local and state sources of funding. Metro COG bills NDDOT monthly for reimbursement of eligible CPG activities. Metro COG reimbursement requests to NDDOT break out costs by direct labor, indirect costs, and contracted planning costs.

##### State

Metro COG will receive approximately \$26,820 (based on estimates for CY 2021 and CY 2022 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 2020 MnDOT Grant. The other 80% of the MnDOT grant is used as the 20% match on CPG eligible activities. Metro COG bills MnDOT three times annually for reimbursement of the state planning grant funds (50%, 40% and 10%).

##### Local

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

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

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

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

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

Metro COG's indirect costs for 2021 and 2022 are demonstrated in Program Area 800 and overhead costs 800a-800r. Program Area 800 is Administrative time billed by Metro COG staff that is not attributable to any specific program activity in that it benefits the overall operation of Metro COG, as discussed under Program Area 800. Program Area 800a – 800r is overhead costs incurred to support the operations of Metro COG.

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

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

For internal budgeting purposes Metro COG splits the overhead component of its indirect costs by those eligible for CPG reimbursement (overhead costs) and those ineligible for CPG reimbursement (801). Costs shown in 801 are cost considered ineligible for reimbursement with CPG funds. Metro COG uses costs incurred in 801 to partially meet the local match against the annual MnDOT state planning grant, which requires a local match of 20%, which is estimated annually at approximately \$6,705 based on CY 2018 MnDOT Grant. Metro COG and

## Appendix E. Metro COG Cost Allocation Plan

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

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

- *800a - Travel/Registration/Training:* Registration fees for conferences, workshops and seminars; mileage and travel reimbursements, including per diems, related to pre-approved staff travel.
- *800b - Dues/Subscriptions:* Expenses for dues and subscriptions for transportation planning related publications and professional organizations (if CPG eligible).
- *800c - Office Supplies:* Materials and supplies (paper, pens, pencils, etc.).
- *800d - Postage:* Postage meter lease and postage costs.
- *800e - Advertising:* Advertising costs related to the publication of Metro COG meetings and events (PPP); and ads regarding employee recruitment.
- *800f - Office Rent:* Rent payments regarding Metro COG office space.
- *800g - Insurance:* Several interrelated insurance policies protecting Metro COG material items, liability for staff, the Director, and the Policy Board.
- *800h - Communications:* Monthly internet/phone/data charges.
- *800i - Information Systems:* Related to support of information systems (IS) of Metro COG, including hardware, software, website hosting, and Managed IT services.
- *800j - Audit (contracted):* Metro COG's annual audit.
- *800k - Office Equipment:* Replacement/purchase of office equipment, including desks, chairs, computers etc. (Metro COG is a stand-alone organization, and all equipment used by Metro COG is used solely for Metro COG functions).
- *800l - Equipment Rental (including printing):* This relates to the lease/rental of equipment, primarily Metro COG's office multifunction printer; including cost-per-copy printing.
- *800m - Attorney's Fees:* Legal costs. *Banking Fees:* Service charges
- *800n - Accounting Services (contracted):* Costs related to accounting services.
- *800o – HR Services:* Expenses related to Metro COG's use of Human Resources services.

## Appendix E. Metro COG Cost Allocation Plan

- 800p – *Traffic Count Equipment Maintenance*: Costs related to replacement/purchase of traffic count equipment and maintenance.
- 800q – *Payroll Services*: Payroll services not covered under accounting services.
- 800r – *Newsletter Printing and Mailing*: Costs related to the printing and distribution of the *Metro Connection*, Metro COG's quarterly newsletter (postage for distribution included).

### Locally Funded Overhead

- 801a - *Miscellaneous (Locally funded)*: Covers miscellaneous costs that are not eligible for federal reimbursement (occasional food/meals for meetings); and is used to cover unexpected expenses for which no other overhead category is suitable. With this UPWP, local funds were requested to build up a traffic count equipment replacement account.

## Overhead Costs - 2021-2022 Budget

800 Overhead		2021	2022
800a	Travel / Registrations/ Training/etc..	\$26,920.00	\$28,520.00
800b	Dues / Subscriptions	\$8,625.00	\$9,065.00
800c	Office Supplies	\$4,000.00	\$4,000.00
800d	Postage	\$2,400.00	\$2,420.00
800e	Advertising	\$2,000.00	\$2,000.00
800f	Office Rent	\$63,600.00	\$66,000.00
800g	Insurance	\$8,100.00	\$8,200.00
800h	Communications	\$3,960.00	\$4,080.00
800i	Information Systems	\$40,000.00	\$40,000.00
800j	Audit	\$11,500.00	\$11,750.00
800k	Office Equipment	\$500.00	\$500.00
800l	Printing	\$5,999.92	\$5,999.92
800m	Legal Services	\$1,000.00	\$1,200.00
800n	Accounting Services	\$15,900.00	\$16,800.00
800o	HR Services	\$500.00	\$500.00
800p	Traffic Count Equipment Maintenance and Replacement	\$500.00	\$500.00
800q	Payroll Services	\$1,560.00	\$1,680.00
800r	Newsletter Printing and Mailing	\$2,500.00	\$2,500.00
<b>Total Overhead<sup>1</sup></b>		<b>\$199,564.92</b>	<b>\$205,714.92</b>
801 Overhead (Funded Locally)		2021	2020 Estimated
801a	Bike Map App Updates and misc. locally funded supplies	\$1,700.00	\$1,725.00
801b	Traffic Count Equipment Replacement Fund	\$1,000.00	\$1,000.00
<b>Total Overhead (Funded Locally)<sup>2</sup></b>		<b>\$2,700.00</b>	<b>\$2,725.00</b>
<b>Total 2021 and 2022 Overhead Costs</b>		<b>\$202,264.92</b>	<b>\$208,439.92</b>

<sup>1</sup>Metro COG is required to provide a 20% local match on its annual MnDOT State Planning Contract. For CY 2021 this is estimated at \$6,705. In order to satisfy this 20% local matching requirement, Metro COG withholds Consolidated Planning Grant (CPG) reimbursement of indirect costs (800) from its billing to NDDOT, and thus assumes these costs with 100% local funds, less other ineligible indirect costs as outlined in 801.

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

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

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

Metro COG's indirect rate is determined based on a reconciliation of past year costs (e.g. the CY 2021 indirect rate will be based on actual reconciled indirect costs for 2020). A new indirect rate is approved each calendar year by NDDOT. Indirect costs take into account all overhead costs (as show in Program 800a-800r) and administrative costs shown in Program Area 800, as a factor of total direct costs (*indirect costs/direct costs = indirect rate*). The indirect rate is applied to all work (almost exclusively in the 1000 program area) provided by Metro COG for which costs are not reimbursed by NDDOT with CPG funds.

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

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

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

Metro COG has estimated that less than 5% of all billable labor by Metro COG staff over the calendar years of 2021-2022 will not be eligible for reimbursement through the CPG funds administrated by the NDDOT. These costs are exclusive to Program 1000, Community Planning and Technical Assistance. For services provided in the 1000 Program Area Metro COG recoups ineligible direct costs and indirect costs based on an hourly billing rate through a contact with the recipient community. For projects with a partial CPG component, costs are tracked and billed accordingly; and reconciled at the end of the project and the end of each calendar year. Metro COG timesheets and indirect cost tracking procedures allow for accurate tracking of costs by UPWP Program Area, and task activity.

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

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**A RESOLUTION ENDORSING THE FY 2021 - FY 2024  
TRANSPORTATION IMPROVEMENT PROGRAM  
FOR THE  
FARGO-MOORHEAD METROPOLITAN AREA**

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

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

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

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

**WHEREAS**, the Fiscal Year 2021 - 2024 Transportation Improvement Program, dated September 2020, which defines the capital improvements for streets, highways, bicycle and pedestrian facilities, and transit for the local jurisdictions in the metropolitan area for a four-year period, has been approved by the Transportation Technical Committee; and

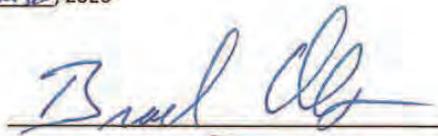
**WHEREAS**, the Metro COG region is in attainment for all air quality standards and projects contained within the TIP are not subject to conformity regulations contained in 40 CFR part 93, subpart A; and

**WHEREAS**, the Fiscal Year 2021 - 2024 Transportation Improvement Program has been given due consideration by the Metro COG Policy Board; therefore, be it

**RESOLVED**, that Metro COG approves the Fiscal Year 2021 - 2024 Transportation Improvement Program, dated September 2020, and recommends said program be forwarded to the appropriate state and federal agencies; and be it further

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

PASSED this 17<sup>th</sup> day of September, 2020



Brad Olson, Chair  
Metro COG Policy Board

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

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**A RESOLUTION CONFIRMING THE  
METROPOLITAN TRANSPORTATION PLAN  
AS BEING CURRENTLY HELD VALID**

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WHEREAS, the U.S. Department of Transportation requires that the Metropolitan Planning Organization (MPO) designated with the authority to carry out metropolitan transportation planning in a given urbanized area shall prepare a transportation plan for that area; and

WHEREAS, the U.S. Department of Transportation further requires that the MPO annually review this transportation plan, and confirm that it is currently held valid and consistent with current transportation and land use issues; and

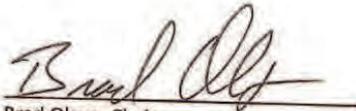
WHEREAS, the Fargo-Moorhead Metropolitan Council of Governments (Metro COG) has been designated by the Governors of the State of Minnesota and North Dakota as the MPO for the Fargo-Moorhead metropolitan area; and

WHEREAS, Metro COG adopted its Short and Long Range Metropolitan Transportation Plan, *Metro Grow: 2045 Fargo-Moorhead Metropolitan Transportation Plan* in November of 2019, as well as detailed ancillary modal documents including the Metropolitan Bikeway & Pedestrian Plan (adopted February 2017), a Metropolitan Transit Development Plan (adopted July 2016); a Metropolitan Comprehensive ITS Plan (adopted June 2008); and

WHEREAS, *Metro Grow: 2045 Fargo-Moorhead Metropolitan Transportation Plan* includes a transportation systems management element, a short-range transportation element, and a long-range element providing for the transportation needs of the urbanized area; and

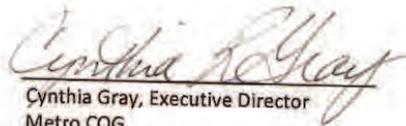
WHEREAS, the Transportation Technical Committee of the Metro COG recommends that *Metro Grow: 2045 Fargo-Moorhead Metropolitan Transportation Plan* be considered valid and consistent with current transportation and land use issues.

NOW, THEREFORE, BE IT RESOLVED THAT, the Metro COG Policy Board certifies that *Metro Grow: 2045 Fargo-Moorhead Metropolitan Transportation Plan* is currently held valid and consistent with current transportation and land use considerations.



Brad Olson, Chair  
Metro COG Policy Board

9-17-2020  
Date



Cynthia Gray, Executive Director  
Metro COG

9/17/2020  
Date

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

## TRANSPORTATION PLANNING PROCESS SELF CERTIFICATION STATEMENT

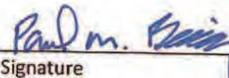
The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) hereby certifies that it is carrying out a continuing, cooperative, and comprehensive transportation planning process for the region in accordance with the applicable requirements of:

- 23 USC 134 and 49 USC 5303, and 23 CFR Part 450;
- In non-attainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended [42 USC 7504, 7506 (c) and (d)] and 40 CFR part 93;
- Title VI of the Civil Rights Act of 1964, as amended (42 USC 2000d-1) and 49 CFR part 21;
- 49 USC 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- Section 1101(b) of the Moving Ahead to Progress to the 21<sup>st</sup> Century (MAP-21) (Pub. L. 109-59) and 49 CFR part 26 regarding the involvement of Disadvantaged Business Enterprises in USDOT funded planning projects;
- 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- The provisions of the Americans with Disabilities Act of 1990 (42 USC 12101 et seq.) and 49 CFR parts 27, 37, and 38;
- The Older Americans Act, as amended (42 USC 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- Section 324 of Title 23 USC regarding the prohibition of discrimination based on gender; and
- Section 504 of the Rehabilitation Act of 1973 (29 USC 794) and 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, [metrococ@fmmetrococ.org](mailto:metrococ@fmmetrococ.org), or by visiting in person at One 2<sup>nd</sup> Street North Suite 232, Fargo, North Dakota 58102.

F-M Metropolitan Council of Governments

North Dakota Department of Transportation



Signature

Signature

Chair

Local Government Engineer

Title

Title

9-17-2020

9-21-2020

Date

Date

## Appendix G. Certification of Restrictions on Lobbying

I, Brad Olson, 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 22 day of Sept, 2020

By 

Brad Olson, Chair  
Fargo-Moorhead Metropolitan Council of Governments  
Policy Board

9-22-2020

Date

## Appendix H. MATBUS FTA Section 5307 Projects

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

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:**            335 (2021)    370 (2022)

### **Activities:**

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

### **Products**

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

### **Completion**

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

## Appendix H. MATBUS FTA Section 5307 Projects

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

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

**Objective:**

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

**Assigned Staff Hours:**            336 (2021)    370 (2022)

**Activities:**

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

**Products**

**Completion Date**

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

**December 15, 2020**

**Fargo-Moorhead Metropolitan Council of Governments  
1 2<sup>nd</sup> Street N, Ste 232  
Fargo, ND 58102**

Dear Contractor:

You have submitted to the North Dakota Department of Transportation (NDDOT), in connection with your certificate of insurance, additional pages or language on the certificate which either purports to limit or qualify the information reflected on the certificate of insurance or which purports to change, modify or amend your company's insurance policies. NDDOT policy is to not solicit, review or approve contractors' insurance policies, endorsements or amendments to insurance policies, or insurance documents other than properly completed certificates of insurance. NDDOT contracts specify that contractors are responsible for acquiring and maintaining specified coverages and proof of insurance.

Please have a company executive authorized to execute contract documents sign and date the statement below attesting that your company has insurance coverage consistent with the contract provisions and immediately fax and mail it back to us.

Be advised that execution of this contract will be delayed until these issues have been resolved.

Sincerely,

**Paul M. Benning, Local Government Engineer**

---

PROJECT NO. 38201401 (grant agreement)

Fargo-Moorhead Metropolitan Council of Governments hereby states that the company has, and will maintain in force, insurance coverages (including proof of coverages) consistent with the contract specifications.

Date December 16, 2020

Cynthia R Gray, Executive Director

Type or Print Name & Title

  
Signature



## Certificate Of Completion

Envelope Id: 9A42AF8E82824EF8BF0582333E1D83E1

Status: Completed

Subject: gray@fmmetrocog.org

Contract Number: 38201401

PCN:

Source Envelope:

Document Pages: 104

Signatures: 7

Envelope Originator:

Certificate Pages: 4

Initials: 4

Wayne Zacher

AutoNav: Enabled

608 E Boulevard Ave

Envelopeld Stamping: Enabled

Bismarck, ND 58505

Time Zone: (UTC-06:00) Central Time (US & Canada)

wzacher@nd.gov

IP Address: 165.234.92.5

## Record Tracking

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Holder: Wayne Zacher

Location: DocuSign

12/8/2020 8:05:59 AM

wzacher@nd.gov

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Pool: StateLocal

Storage Appliance Status: Connected

Pool: Carahsoft OBO North Dakota Department of

Location: DocuSign

Transportation CLOUD

## Signer Events

### Signature

### Timestamp

Paul Benning

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pbenning@nd.gov

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Phone: +1 701-214-2502

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Steve Salwei

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ssalwei@nd.gov

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## Signature

## Timestamp

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ssauer@nd.gov  
Security Level: Email, Account Authentication  
(None), Authentication



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Phone: +1 701-426-9825

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Cindy Gray  
gray@fmmetrocog.org  
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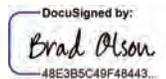
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Brad Olson  
brad.olson@westfargond.gov  
Metro COG Chairperson  
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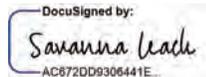


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Savanna Leach  
leach@fmmetrocog.org  
Security Level: Email, Account Authentication  
(None)



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Wayne Zacher  
wzacher@nd.gov  
Carahsoft OBO North Dakota Department of  
Transportation CLOUD  
Security Level: Email, Account Authentication  
(None), Authentication



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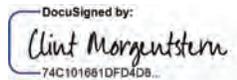
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Clint Morgentstern  
 cdmorgentstern@nd.gov  
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**Signature**

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Ronald Henke  
 rhenke@nd.gov  
 ND Department of Transportation  
 Security Level: Email, Account Authentication  
 (None), Authentication



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Stacey Hanson  
 smhanson@nd.gov  
 Carahsoft OBO North Dakota Department of  
 Transportation CLOUD  
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 (None), Authentication



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Wayne Zacher  
 wzacher@nd.gov  
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