
Unified Planning Work Program

2015 - 2016

As Amended August, 2015



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Disclaimer

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

Section 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 2015-2016 calendar years. Metro COG serves as a voluntary association of local governments in the greater Fargo-Moorhead metropolitan area. Metro COG performs planning and development work, especially to address problems and issues that are regional in scope and cross jurisdictional boundaries.

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

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

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

Source: Metro COG (2016)

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

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

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

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

Organization Structure

The governing body for Metro COG is a twenty-one member Policy Board consisting of fourteen voting members and seven associate members representing cities and counties within the Metro COG region.

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

The Metro COG Transportation Technical Committee (TTC) reviews and makes

recommendations related to transportation to the Policy Board. The Policy Board hires an Executive Director and professional staff to accomplish the tasks identified in this UPWP. The Metro COG organizational structure is identified in Figure 1.3. Membership on the Policy Board, TTC and Metro COG staff is listed in Appendix A.

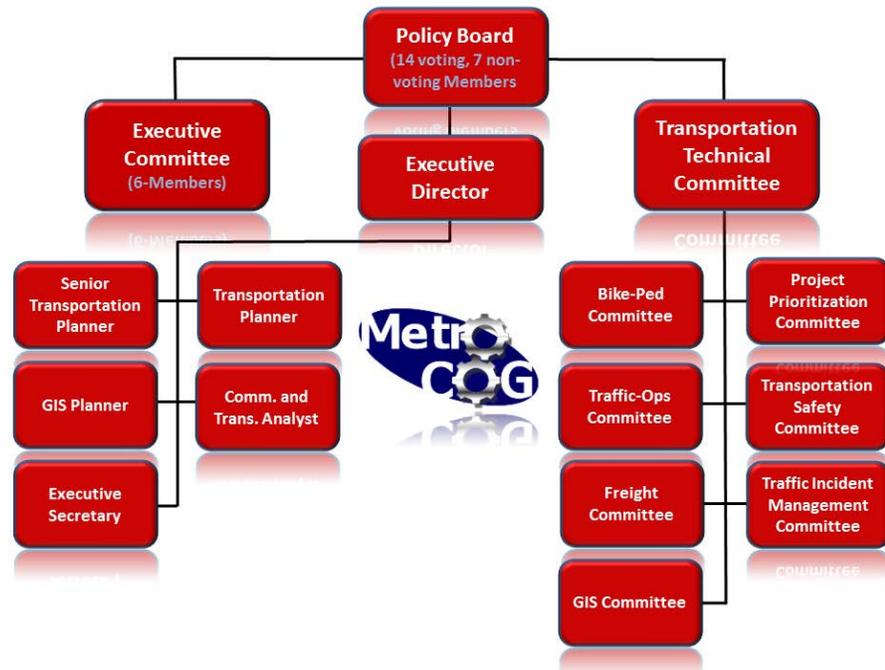
The dates for all Policy Board and Transportation Technical Committee meetings are published in the newspaper of record (The Fargo Forum) in January of each year. Notice of all meetings and full agenda packets are posted on the Metro COG web site in advance of the meetings. A list of Policy Board and TTCC meeting dates is included in Appendix B.

Section 2 UPWP Framework

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

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

Figure 1.3 Metro COG Organizational Structure



Source: Metro COG (2015)

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

in addition to the UPWP, Metro COG's responsibilities include the development and maintenance of a long range transportation plan (LRTP), a Transportation Improvement Program (TIP) and a proactive public participation effort guided by an approved Public Participation Plan (PPP). Metro COG must be, and is, compliant with civil rights legislation and maintains a Title VI Plan (reflecting requirements included in the Civil Rights Act of 1964, as amended).

Program Area Overview

The regional transportation planning activities and products contained in this UPWP are categorized by major tasks. These tasks are identified in Figure 2.1.

Figure 2.1. Metro COG UPWP Program Area Overview

Program Area	Description
100	Public Input/Education and Committee Organization
200	Data Development and Management
300	Travel Demand Model Development and Maintenance
400	Transportation Planning & Program Development, Implementation and Maintenance
500	Transportation Improvement Program
600	Transportation Technical Assistance/Subarea Planning
700	Bicycle, Pedestrian & Transit Planning
800	Administration / Internal Management
1000	Contracted Planning Services
1100	Community & Technical Assistance (locally funded)

Source: Metro COG 2015-2016 UPWP (2015)

Each Program Area contains within it one or more associated tasks. Tasks are specific work activities and have a specific or general product. Metro COG will make every effort to complete the activities and products where Metro COG is the lead organization. Completion of these projects is contingent on the availability, willingness and timely decision making of other agencies to provide necessary information and participate in Metro COG activities.

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

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

- Protect the environment and conserve resources.

Figure 2.2 identifies the Program Areas of the UPWP that address the goals identified in the Metro COG LRTP.

Figure 2.2 Metro COG 2040 Goals Addressed in the Metro COG UPWP

Program Area	Metro 2040: Mobility for the Future Planning Goals						
	Maintenance	Efficiency & Performance	Cost Effectiveness	Land Use and Transportation	Safety and Security	Economic Vitality	Environment & Resources
100 Public Input/Education & Committee Coordination							
200 Data Development and Management		★		★	★	★	★
300 Travel Demand Model Development and Maintenance		★		★			
400 Transportation Plan Development, Implementation and Maintenance	★	★	★	★	★	★	★
500 Transportation Improvement Program	★	★	★		★	★	
600 Transportation technical Assistance/Subarea Planning	★	★	★	★	★	★	★
700 Bicycle, Pedestrian and Transit Planning	★	★	★	★	★		★
800 Administration/Internal Management							
1000 Contracted Planning	★	★	★	★	★	★	★
1100 Community and Technical Assistance (locally funded)		★		★	★	★	★

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

This UPWP also contains activities to assist in the implementation of provisions contained in surface transportation legislation. The most current federal authorizing legislation is the Moving Ahead for Progress in the 21st Century (MAP-21). MAP-21 identifies eight planning factors to be considered by MPOs in developing plans and programs that are reflected in the various tasks of the Metro COG UPWP. The Metro COG UPWP, will, at a minimum, consider the following planning factors in the transportation planning process and they will be reflected in the Program Areas and tasks identified in this UPWP. The eight 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; and
8. Emphasize the preservation of the existing transportation system.

Figure 2.3 identifies the Program Areas of the UPWP that address each of the eight MAP-21 planning factors.

Figure 2.3 MAP-21 Planning Factors Addressed in the Metro COG UPWP

Program Area	MAP-21 Planning Factors							
	Economic Vitality	System Safety	System Security	Accessibility	Project Environment	Integration of System	Efficiency	System Preservation
100 Public Input/Education & Committee Coordination								
200 Data Development and Management	★	★	★	★	★	★	★	
300 Travel Demand Model Development and Maintenance						★	★	
400 Transportation Plan Development, Implementation and Maintenance	★	★	★	★	★	★	★	★
500 Transportation Improvement Program	★	★	★	★		★	★	★
600 Transportation technical Assistance/Subarea Planning	★	★	★	★	★	★	★	★
700 Bicycle, Pedestrian and Transit Planning		★	★	★	★	★	★	★
800 Administration/Internal Management								
1000 Contracted Planning	★	★	★	★	★	★	★	★
1100 Community and Technical Assistance (locally funded)	★	★	★		★	★	★	

Source: Metro COG (2015)

Most recently, on March 15, 2015, the Federal Government issued its 2016 Planning Emphasis Areas (PEA) to be addressed by MPOs in its planning efforts. The PEAs include transition to performance based planning and programming as per MAP-21, cooperation and coordination across MPO boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning and access to essential services in which the transportation planning process identifies transportation connectivity gaps in access to essential services. A copy of the announcement letter is included in Appendix C. The 2016 PEAs include:

1. MAP-21 — Transition to Performance based Planning and Programming

- Included as a clear standalone element of the UPWP to ensure staff resources to respond to rule making and other regulatory changes;
- Repurposed old "Planner" position to "Community & Transportation Analyst" to ensure focus on performance management and related analysis.

2. Models of Regional Planning Cooperation

- Consider a review and potential update of the bi-state agreement between MnDOT and NDDOT and the MPO Planning Agreement. Both documents should clearly address "emphasis areas" highlighted by US DOT on 4/23/2014. Updates will occur following passage of the next long term transportation bill. Both agreements need to address coordinate MPO and DOT efforts to address imminent performance measures for the metropolitan and statewide transportation system; specifically how measures are coordinated in the bi-state MPO area between MnDOT, NDDOT and Metro COG.

- Continue to implement transportation planning process into newly expanded MPA; forge a dialogue on infrastructure and land use coordination as it follows ongoing area wide or subarea transportation planning efforts already included in UPWP (E.g. Southwest Metro Transportation Plan).

3. Ladders of Opportunity

- Continue to Integrate Environmental Justice (EJ) factors in Transit Development Plan (including mobility management), Bicycle Plan, etc.
- Review existing "generator" data sets to ensure they include "essential services", pursuant to 4/23/2014 memorandum from FHWA and ETA.

Figure 2.4 identifies work activities programmed in this UPWP that address each of the three Planning Emphasis Areas.

Figure 2.4 Planning Emphasis Areas Addressed in the Metro COG UPWP

Planning Emphasis Area	Program Area									
	100	200	300	400	500	600	700	800	1000	1100
MAP-21 Performance-Based Planning				★	★					
Models of Regional Planning Cooperation				★	★	★	★		★	★
Ladders of Opportunity		★	★	★		★	★		★	

Source: Metro COG (2015)

Section 3 Funding Overview and Annual Budgets

Federal Funding

Metro COG is funded by Federal Highway Administration (PI funds) and Federal Transit Administration (FTA Section 5303 funds). These funds are combined into a bi-annual Consolidated Planning Grant (CPG). Per agreement between the North Dakota Department of Transportation (NDDOT) and the Minnesota Department of Transportation (MnDOT), the NDDOT administers funds from both states through the CPG grant.

State and Local Funding

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

MnDOT also provided funds from the State general fund to supplement local contributions for local match and non-reimbursable activities and purchases. Projects identified under Task 1100 are funded in total by local jurisdictions.

Budget

The Metro COG Budget has two components: an operations budget and a contracted planning services budget. The contracted planning services budget includes the Consolidated Planning Grant (CPG) federal funds to accomplish planning studies in the region. Local funds for these projects are provided by a jurisdiction or multiple jurisdictions through special assessments to be used only for these projects. The operating budget also consists of CPG funds, but the local share of funds come from all voting member jurisdictions through an annual collection of

jurisdiction dues. Tables showing local jurisdiction dues for 2015 and 2016 are included as Appendix D. A summary of the approved 2015-2016 budget is displayed in Figure 3.1.

Figure 3.1 Metro COG Biannual Budget Summary 2015-2016		
Revenues	2015	2016
Consolidated Planning Grant (CPG) - Internal Operations ¹	\$512,373.97	\$527,565.34
Consolidated Planning Grant (CPG) - Contracted Planning ²	\$400,000.00	\$800,000.00
Carryover of Funds (Federal + Local) ³	\$0.00	\$0.00
MnDOT State Planning Funds	\$26,820.00	\$26,820.00
Member Dues ⁴	\$114,394.35	\$120,114.07
Misc. Revenues from Members	\$4,326.00	\$500.00
Misc. Revenue/Interest Income/Map Sales	\$1,500.00	\$750.00
<i>Match on Special Projects/Non-Fed. Elig. Activities</i>	\$20,000.00	\$20,000.00
Local Match on Contracted Planning ⁵	\$100,000.00	\$200,000.00
Total Revenues	\$1,179,414.32	\$1,695,749.40
Expenses		
Salaries/Benefits	\$541,603.47	\$552,085.96
Overhead	\$98,864.00	\$107,370.71
Overhead Funded Locally	\$2,350.00	\$2,350.00
Total in-House Budget	\$642,817.47	\$661,806.67
% Change over prior year	-2.99%	2.95%
Contracted Planning (Fed + Local)	\$500,000.00	\$1,000,000.00
Total Expenses	\$1,142,817.47	\$1,661,806.67
Local Funds Revenue/Expense Analysis (Internal Operations)	2015	2016
Local Funds Required	\$137,724.49	\$138,596.33
Local Funds Generated	\$147,040.35	\$148,184.07
Local Revenues over Expenses	\$9,315.86	\$9,587.73
Cumulative	\$8,856.17	\$18,443.91
Federal Funds Revenue/Expense Analysis	2015	2016
Federal Funds for Internal Operations	\$511,903.97	\$527,095.34
Federal Funds for Contracted Planning	\$400,000.00	\$800,000.00
Total Federal Funds Budgeted	\$911,903.97	\$1,327,095.34
Available Federal Grant Funds	\$1,559,000.00	\$1,507,096.03
Federal Grant Funds Total (Cumulative at CY End)	\$647,096.03	\$180,000.69

Source: Metro COG Biannual Budget, as amended (2015)

¹ Federal Reimbursement on Eligible Internal Costs (labor + Overhead) ² Federal Reimbursement on Contracted Planning ³ Carryover of Funds in Contracts from Prior CY (Federal + Local) ⁴ Assumes 5% annual increase 2016 – 2019 ⁵ Includes local match collected for Contracted Planning Projects in Current Calendar Year

The Metro COG Budget assigns funding in amounts to accomplish each of the tasks and major program areas of the UPWP. Figure 3.2 on the following page identifies the major program areas for 2015 and 2016, as well as the portion of the annual budget assigned to each.

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

Figure 3.2 Metro COG 2015-2016 UPWP Operating Budget by Program Area

Program Area	Description	2015	2016
100	Public Input/Education and Committee Organization	\$64,665	\$75,120
200	Data Development and Management	\$57,995	\$66,168
300	Travel Demand Model Development and Maintenance	\$11,874	\$7,827
400	Transportation Planning & Program Development, Implementation and Maintenance	\$104,358	\$82,400
500	Transportation Improvement Program	\$27,249	\$24,395
600	Transportation Technical Assistance/Subarea Planning	\$80,793	\$90,155
700	Bicycle, Pedestrian & Transit Planning	\$32,345	\$39,093
800	Administration / Internal Management	\$73,312	\$67,677
1000	Contracted Planning Services	\$1,243,632	\$1,250,000
1100	Community & Technical Assistance (locally funded)	\$38,999	\$23,483

Source: Approved Metro COG Annual Budgets, 2015 and 2016

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

Section 4 Strategic Plan

The Metro COG LRTP is updated every five years, but the initial work for the update begins soon after the last approved update. To assure documents and other actions that inform the LRTP are complete on a timeline that facilitates the use of this information, Metro COG provides a strategic plan identifying UPWP Program Areas and tasks that support or become part of the LRTP update. The Metro COG Strategic Plan (Figure 4.1) establishes a timeline for the development of the LRTP by identifying those UPWP work activities, in chronological order, to prepare for, develop and inform the next update of the Long Range Transportation Plan.

Figure 4.1 Metro COG Strategic Plan for Major Activities

Major Program Activity	2015-2016 UPWP					
	2014	2015	2016	2017	2018	2019
Long Range Transportation Plan (LRTP)	Metro 2040 Approved	Map-21 Updates (LRTP Amendments)	Map-21 Updates (LRTP Amendments)		2045 Update (approval Q3 of 2019)	
Transit Development Plan		*				
Metropolitan Wide Counts		*				
Bicycle & Pedestrian Plan			*			
Demographics (Year 2045)			*	*		
Model Calibration (2015)				*	*	
Intelligent Trans. Plan				*		
Regional Freight Plan			*			
Congestion Management Process			*			
Regional Railroad Plan			*			
Regional Safety Plan			*			
TIP Development / Management	*	*	*	*	*	*

Source: Metro COG (2015)

The next LRTP update itself would initiate in 2018, as part of the 2017-2018 UPWP. Included in 2015 is a likely amendment(s) to the current LRTP to account for performance based planning requirements brought about by MAP-21.

Additionally, over the course of this UPWP for the years 2015-2016, Metro COG will review and update both the Transit Development Plan (TDP) and the Bicycle and Pedestrian Plan. Metro COG will also initiate a Freight Study and a Railroad Study, both in 2016 to support the development of the 2045 LRTP, along with a Regional Safety Plan and Congestion management Process (CMP). Accordingly, the next UPWP sets in motion maintenance of the current LRTP, and prepares Metro COG for the needed inputs to develop the next LRTP.

Section 5 Statement of Nondiscrimination

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

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

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

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

www.fmmetrocog.org

Section 6 Self-Certification and Restrictions on Lobbying

Self-Certification

It is a requirement of 23 CFR 450.334 that the State and the Metropolitan Planning Organization (MPO) certify at least once every four years, concurrent with submittal of the Transportation Improvement Program (TIP) as part of State TIP approval, that its transportation planning process is being carried out in compliance with all applicable requirements. Metro COG updates its self-certification documentation on an annual basis, as part of the TIP.

The requirements of self-certification include:

1. 23 U.S.C. 134 and 49 U.S.C. 5303, and this subpart;
2. In non-attainment and maintenance areas, Sections 174 and 176 (c) and (d) of the Clean Air Act as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
3. Title VI of the Civil Rights Act of 1964, as amended (42 USC 2000d-1) and 49 CFR part 21;
4. 49 USC 5332, prohibiting discrimination on the basis of race, color, creed, national origin, ex, or age in employment or business opportunity;
5. Sections 1101(b) of MAP-21 (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 450.334, Metro COG is also required to certify that its transportation planning process is in compliance with additional Federal requirements, as follows:

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

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

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

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

Restrictions on Lobbying

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

Section 7 Program Areas and Tasks

Metro COG breaks the Program Areas into individual tasks to be complete in each of the calendar years covered by this UPWP. Each Program Area has identified an objective, a budget and tasks associated with it. Each Task has identified with it the estimated completion and lead agency responsible. The tables on pages 43 (2015) and 44 (2016) summarize the tasks and identifies the number of staff hours assigned to each.

Program Area 100

Public Input, Education and Committee Coordination

Objective: This UPWP category allows Metro COG to adequately implement its current Public Participation Plan (PPP). The PPP is drafted to ensure the community (general public, interested persons, and community stakeholders) is provided adequate opportunity to participate in the implementation of Metro COG's planning program. Public involvement activities are guided by Metro COG's Public Participation Plan developed pursuant to 23 CFR 450.316.

Budget

Table 7.1. Funding Source Split for Program Area 100

Funding Source	2015		2016		Total Task 2015-2016
	Percent	Amount	Percent	Amount	
CPG	80%	\$51,732	80%	\$60,096	\$111,828
Local	20%	\$12,933	20%	\$15,024	\$27,957
Total	100%	\$64,665	100%	\$75,120	\$139,785

Source: Metro COG 2015 Annual Budget

Tasks

101. Public Input and Education

Estimated Completion: Project-specific, as required

Lead Agency: Metro COG

Program Area 101 covers general and program wide Metropolitan Planning Program (MPP) public input activities. These public input activities include coordination and facilitation of required program elements. Additionally, this category allows Metro COG to participate in informational and education events. These events or speaking opportunities are generally related to informing the general public about the overarching mission of the Metropolitan Planning Organization (MPO). In other cases, these events may include specific educational opportunities for Metro COG staff related to the MPP. This activity also includes the update and maintenance of the Metro COG Public Involvement Database and Reporting System.

Product(s): Multiple Public Input Opportunities
Updated Metro COG Public Involvement Database and Reporting System
Annual Report on Public Involvement Activities

102. Metro Connection Newsletter

Estimated Completion: Quarterly 2015, Quarterly 2016

Lead Agency: Metro COG

The *Metro Connection* is Metro COG's newsletter which is distributed three times annually. Program Area 102 covers the development and production of the Metro COG newsletter. Metro Connection is sent to local units of government, cognizant agencies, the general public, interested persons, community stakeholders, and other targeted interest groups. The newsletter is intended to provide an introduction and outline of project updates while also disseminating important information to the public and interested parties. Distribution of Metro Connection is timed to allow for notifications regarding key public involvement opportunities for Metro COG programs and projects, including the TIP and LRTP development.

Product(s): Quarterly Newsletter

103. Policy Board and Transportation Technical Committee Coordination

Estimated Completion: Monthly

Lead Agency: Metro COG

On an annual basis, Metro COG's Policy Board and Transportation Technical Committee (TTC) meet once per month. This program area provides the resources to support these committees (agendas, minutes, reports, presentations, website updates, and research). In addition, Metro COG allocates resources to support the following committees which have a specific metropolitan relevance:

Product(s): Facilitated Policy Board and Transportation Technical Committee Meetings
Monthly Policy Board and TTC Agenda Packets
Monthly Policy Board and TTC Meeting Minute Summaries
Monthly Web Postings
Monthly E-mail/Mail Chimp Blasts

104. Website and Social Media Maintenance and Management

Estimated Completion: Ongoing, as required.

Lead Agency: Metro COG

Program Area 104 includes the necessary resources for Metro COG to accurately and efficiently maintain and manage its website (www.fmmetrocoq.org) and social media accounts. The Metro COG web site is the primary tool in implementing the current PPP. Metro COG posts all relevant program materials on its web site and uses the web site to directly notify stakeholders and interested persons about public input opportunities. Additionally, Metro COG utilizes the website to post project and study specific information and other surface transportation-related information. As a component of the 2015-2016 UPWP Metro COG will develop an archive of critical

projects that have been completed over the past several years to be accessible in digital format (i.e. major corridor studies, subarea plans, modal plans).

Product(s): Updated Metro COG website and Social Media platforms

105. Public Participation Plan (PPP) Update and Maintenance

Estimated Completion: 2nd QTR 2016

Lead Agency: Metro COG

The 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 focus of the update will be to strengthen our commitment to outreach efforts and to assure federal planning legislation requirements are being met.

Product(s): Updated Metro COG Public Participation Plan

Objective: This UPWP category allows Metro COG to collect, process and report various data sets used in the transportation planning process and community development activities of the region.

Budget

Table 7.2. Funding Source Split for Program Area 200

Funding Source	2015		2016		Total Task 2015-2016
	Percent	Amount	Percent	Amount	
CPG	80%	\$46,396	80%	\$52,935	\$99,331
Local	20%	\$11,599	20%	\$13,234	\$24,833
Total	100%	\$57,995	100%	\$66,168	\$124,163

Source: Metro COG 2015 Annual Budget

Tasks

201. Geographical Information Systems (GIS) Management, Mapping & Graphics

Estimated Completion: Ongoing, as required

Lead Agency: Metro COG

Metro COG maintains, updates, and manages a number of critical data sets that support the development and implementation of the 2014 LRTP 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). Program Area 201 supports overall development and distribution of GIS data used by Metro COG as requested by the public, cognizant agencies, or other interested persons. As part of this program area within the 2015-2016 UPWP, Metro COG will be working to establish a GIS page on the Metro COG website to establish a portal for dissemination of metropolitan-specific GIS data. Includes meeting facilitation, agenda packet and meeting minutes for quarterly GIS Committee meetings.

Product(s): Quarterly Geographic Information System (GIS) Committee Meetings
Updated digital media and information

202. Census Data/American Community Survey (ACS)/Environmental Justice

Estimated Completion: Ongoing, as required

Lead Agency: Metro COG

Metro COG annually allocates resources to update GIS databases respective to 2010 Census data and ACS data. Certain census and ACS information is critical to aspects of the overall transportation planning program; inclusive of tract, block group, and block level demographic and socioeconomic data that supports the travel demand model

calibration process, amongst other program activities. Further, census data and associated demographic data establishes a starting point for development of the federal-aid urban area boundary and acts as baseline data for subsequent 2020 to 2045 socioeconomic and demographic forecasts for the FM Metropolitan area. In 2015 and 2016, Metro COG anticipates maintaining and updating the Environmental Justice Database based on ACS data as necessary.

Product(s): GIS Updates
Database Updates
Environmental Justice Evaluation

203. Metropolitan Traffic Counts & Analysis

Estimated Completion: 4th QTR 2015

Lead Agency: Consultant

Program Area 203 supports the development of warrant analyses and the collection and analysis of traffic counts, speed and vehicle classification, or other pertinent transportation data as requested by local units of government. Metro COG has begun the implementation of a more robust data monitoring and collection program to support initiatives regarding the development of performance measures and to support initiatives regarding the development of a more integrated traffic operations program in the FM Metropolitan area.

In 2015 and 2016 Metro COG will assist local member units of government (including MnDOT and NDDOT) with transportation data collection efforts, as requested. In 2015 Metro COG will implement its metropolitan wide traffic count collection to support calibration of the next base year (2015 travel demand model). Metro COG anticipates contracting for a portion of the 2015 metropolitan wide count collection, and those costs are shown in the Contracted Planning section of the UPWP on Page 28.

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

Product(s): Updated Traffic Counts Database

204. Bicycle and Pedestrian Counts and Analysis

Estimated Completion: 4th QTR 2015

Lead Agency: Metro COG

Metro COG has reinstated its bicycle and pedestrian counts as part of an annual rotating schedule of identified locations. The overarching intent is to have each site counted at least every five years to ensure accurate data is available for each cyclical update of the Metropolitan Bicycle & Pedestrian Plan. Within this UPWP, hours have

been assigned to ensure the accuracy of collected data and to manipulate and/or format the data for release to interested parties. Metro COG will work to make this information available to the local units of government (including MnDOT and NDDOT), private sector entities, and other interested persons.

Product(s): Updated Bicycle and Pedestrian Counts Database
Annual Report to MnDOT and NDDOT

205. FM Metropolitan Profile

Estimated Completion: 2nd QTR 2015, 2nd QTR 2016

Lead Agency: Metro COG

Metro COG annually develops the FM Metropolitan Profile (Surveillance and Monitoring Report) which documents pertinent information regarding surface transportation and the regional transportation network. The FM Metropolitan Profile allows Metro COG to chart demographic changes in the FM Metropolitan area and also monitor the implementation of the LRTP and its modal sub elements, including a close review of TIP implementation and transportation network changes. The Metropolitan Profile also provides Metro COG an opportunity to review system performance trends through the development system "Dashboard."

Metro COG envisions the Dashboard element of the Metropolitan Profile to expand during the implementation of the 2015-2016 UPWP to meet guidance and rules regarding the development and implementation of performance measures (and performance monitoring) for the metropolitan planning program pursuant to MAP-21. The Metropolitan Profile will also evolve to serve as a reporting tool for imminent performance management requirements of current and future Federal transportation law (I.e. MAP-21 and its replacement).

Product(s): Annual Update to the F-M Metropolitan Profile

206. Demographic, Socioeconomic and Land Use Forecasts (2015 to 2045)

Estimated Completion: 4th QTR 2016

Lead Agency: Consultant

In 2016 Metro COG, with a consultant selected by competitive selection, will work to develop demographic, socioeconomic and land use forecasts for the FM Metropolitan area. The developed forecasts will cover the years 2020 to 2045 and will assist in establishing future land use as well as thresholds for household, employment, and other socioeconomic factors which are subsequently allocated to Transportation Analysis Zones (TAZ) within the 2025 to 2045 travel demand model forecast years. The development of future year travel forecast models is an important element in the development of the next long range plan update, scheduled for adoption in the third quarter of 2019.

Product(s): Updated Socio-economic, demographic and land use databases and datasets

Objective: This UPWP category allows Metro COG the ability to manage its travel demand model pursuant to the recently adopted 2014 LRTP and associated subarea implementation activities. Program Area 300 provides resources which Metro COG utilizes to support the complete process of creating an updated base model network and subsequent development of future forecast models.

Budget

Table 7.3 Funding Source Split for Program Area 300

Funding Source	2015		2016		Total Task 2015-2016
	Percent	Amount	Percent	Amount	
CPG	80%	\$9,499	80%	\$6,261	\$15,760
Local	20%	\$2,375	20%	\$1,565	\$3,940
Total	100%	\$11,874	100%	\$7,827	\$19,700

Source: Metro COG 2015 Annual Budget

Tasks

301. Travel Demand Modeling Maintenance and Operation

Estimated Completion: Ongoing, as needed

Lead Agency: 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. Metro COG has set aside \$40,000 in 2015 and in 2016 to facilitate this partnership relative to previously defined development and management tasks (see Program Area 1000). Separate addendums to the Master Agreement are executed between Metro COG and ATAC for each specific work task related to the travel demand model.

Program Area 301 accommodates the coordination of travel demand modeling for specific subarea studies. Many of these requests are handled on an as-needed basis and are intended to further and/or support implementation activities set forth within the adopted LRTP. Several of the studies listed in other Program Areas of the UPWP will require travel demand modeling work, which may include contracted planning support as well. Currently Metro COG’s travel model does not address include a mode split. Inclusion of a mode split and development of other enhancements will be explored as part of the 2015 calibration effort.

Product(s): Model updates, as required.

Objective: Activities in Program Area 400 are considered core metropolitan planning program tasks. This program area provides Metro COG the necessary resources to manage, implement, and update its Long Range Transportation Plan (LRTP). This section documents the applicable transportation planning projects and maintenance activities that directly correlate to the LRTP and other modal sub plans, which include the Transit Development Plan, Metropolitan Bicycle & Pedestrian Plan, and Intelligent Transportation Systems (ITS) Plan. The program area also provides resources for UPWP development and management.

Budget

Table 7.4. Funding Source Split for Program Area 400

Funding Source	2015		2016		Total Task 2015-2016
	Percent	Amount	Percent	Amount	
CPG	80%	\$83,487	80%	\$65,920	\$149,407
Local	20%	\$20,872	20%	\$16,480	\$37,352
Total	100%	\$104,358	100%	\$82,400	\$186,758

Source: Metro COG 2015 Annual Budget

Tasks

401. Long Range Transportation Plan (LRTP) Implementation & Maintenance

Estimated Completion: Ongoing, as required

Lead Agency: Metro COG

In 2015 and 2016 Metro COG will further the implementation of the 2014 LRTP through the development and completion of smaller work tasks relevant to the surface transportation program for the FM Metropolitan area. Metro COG annually reviews the LRTP in coordination with the TIP development process to ensure symmetry between the LRTP and projects seeking federal aid. Metro COG periodically reviews and assesses key elements of the LRTP to ensure the document is still valid and consistent with local, state, and federal objectives and initiatives.

Product(s): Maintenance, as required

402. Transit Development Plan Update

Estimated Completion: 4th QTR 2015

Lead Agency: Consultant

In 2015 Metro COG will update the 2012-2016 Transit Development Plan for the FM Metropolitan area. Metro COG will work in cooperation with Metro Area Transit (MATBUS) on the TDP update. A portion of the scope of work will require procurement of a consultant and Metro COG staff will work in coordination on various aspects of the

TDP update (see Program Area 1000). The TDP update will cover transit operations within the FM Metropolitan area for the years 2016 to 2020. It is anticipated that the following activities will be handled by Metro COG staff and will not be part of any procured contract:

- Public participation (including needed survey work);
- Identification and analysis of administrative and political coordination opportunities;
- Updated coordinated human service transportation plan and metropolitan mobility management strategy; and
- Plan approvals and adoption.

Product(s): Updated Transit Development Plan

403. Bicycle and Pedestrian Plan Update

Estimated Completion: 3rd QTR 2016

Lead Agency: Metro COG

In 2016 Metro COG will update the Metropolitan Bicycle and Pedestrian Plan. The updated plan will provide a summary of existing conditions, address current bicycle and pedestrian issues, and identify potential projects by jurisdiction in the FM Metropolitan area for the years 2016 to 2020. The Plan update will take note of the recently approved Moorhead River Corridor Study, review new opportunities in the City of Fargo/Cass County along the Red River, and integrate findings from the Red River Diversion Recreational Plan. This project would include procurement of a consultant and Metro COG staff to work in coordination on various aspects of the Bicycle and Pedestrian Plan update.

Product(s): Updated Bicycle and Pedestrian Plan

405. Unified Planning Work Program (UPWP) Maintenance & Reporting

Estimated Completion: As stated in products

Lead Agency: Metro COG

This task provides Metro COG the flexibility needed to manage, implement, and update the 2015-2016 UPWP. This program task includes quarterly reporting to local, state, and federal entities which retain a specific interest in Metro COG's UPWP and monthly updates to oversight boards (TTC and Policy Board) on the status of activities within the UPWP.

Product(s): UPWP Amendments (as needed)
Monthly Reports (Monthly)
Quarterly Reports (Quarterly)
Annual Report (March, 2016 / March 2017)

406. 2017-2018 UPWP Development

Estimated Completion: 3rd QTR 2016

Lead Agency: Metro COG

In 2016 Metro COG will develop and adopt a UPWP covering the years 2017 to 2018. Metro COG will use its PPP to guide the development of the 2017-2018 UPWP to ensure that adequate opportunities for public input are incorporated into the process; inclusive of opportunities to targeted outreach groups and other interested groups and stakeholders. UPWP development is typically driven by needs previously developed in other metropolitan or area-wide studies, subarea studies, local capital improvement programs, and the TIP.

Product(s): Metro COG 2017-2018 UPWP and Budget

407. Metropolitan, State and Federal Policy Development

Estimated Completion: Ongoing, as required.

Lead Agency: Metro COG

Program Area 407 allows Metro COG to stay abreast of state and federal issues which may have an impact on the metropolitan transportation system. Metro COG may from time to time develop policy statements; or have direct involvement in the development of critical federal and state transportation regulations, programs, policies, or plans. This includes monitoring and advocacy for Metro COG positions regarding regulations and legislation pertinent to the metropolitan transportation system. Metro COG will stay informed of metropolitan, state, and federal policy, plan, and program development activities as conducted by NDDOT, MnDOT, FHWA, and FTA. To this end, 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.

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

This task also covers the work associated with mid-year/triennial reviews conducted with NDDOT, MnDOT, FHWA, and FTA.

Product(s): Updated planning documents
Mock Certification Review
Mid-year NDDOT Review
MPO Directors Meetings (Mn and ND)

408. Plan & Project Review with Identified Impacts to LRTP or MPO Program

Estimated Completion: Ongoing, as required.

Lead Agency: Metro COG

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

Product(s): Attend meetings, attend seminars
Updated Metro COG LRTP

409. MAP-21 Compliance and Maintenance

Estimated Completion: Ongoing, as required.

Lead Agency: Metro COG

Program Area 409 provides Metro COG the resources to stay abreast of and review developments regarding MAP-21 regulations and guidance. Metro COG will continue to review its program and all adopted plans to ensure compliance with rules and focus areas developed by FHWA, FTA, and each DOT. Metro COG will budget resources to update and modify all existing plans and programs to ensure consistency with MAP-21.

This work task would also include the potential review and update of both the bi-state MOU between NDDOT and MnDOT. Metro COG will also facilitate a review and update of the MPO Planning agreement between itself, MnDOT, NDDOT, and MATBUS. Both agreements were recently updated in 2010, and should be reviewed pursuant to MAP-21. Both agreements shall reflect new requirements regarding performance management; and how these are coordinated in the bi-state MPO area between MnDOT, NDDOT, and Metro COG.

This work task also involves the coordinated effort with Federal and state agencies to develop a set of performance measurements that will be incorporated into the Long Range Transportation Plan and the Transportation Improvement Program. Conducting studies and analysis of transportation data to develop and assess performance measures will also be recorded to some extent under this task.

Product(s): Set of Performance Measures
Updated Metro COG documents

410. Federal Functional Class Update

Estimated Completion: 4th QTR 2015 (Mn) 3rd QTR 2016 (ND)

Lead Agency: Metro COG

Metro COG will carry over work from the functional class update started in 2014. Program Area 410 involves working with every jurisdiction within the Metropolitan Planning Area (MPA) to update Metro COG's inventory of roads, Metro COG will review and make recommendations in coordination with NDDOT and MnDOT concerning the functional classification system to ensure consistency with statewide functional classification listings.

Product(s): Updated Minnesota and North Dakota FFC Maps
Process and Finalize FFC Update Requests as required

411. Contract Management/Consultant Study Participation

Estimated Completion: Project Specific, see major Area 1000

Lead Agency: Metro COG

Program Area 411 allows Metro COG the resources to provide contract management and oversight for work that is contracted to a consultant as listed in Program Area 1000. These activities are typically associated with Consolidated Planning Grant (CPG) funds and include RFP development, procurement, and contract negotiations, as well as contract and project management activities. Day-to-day planning support for Program Area 1000 activities are billed directly to the corresponding 400, 600, or 700 program area activities.

Product(s): Contract management activities not covered by those in Major Area 1000

412. Congestion Management Process

Estimated Completion: 3rd QTR 2016

Lead Agency: Metro COG

Develop a Congestion Management Process (CMP) to improve the performance of the existing multimodal transportation systems and maximize safety and mobility of people and goods in the region and identify specific measures to relieve recurring and non-recurring vehicle congestion. Collect and use data as needed.

Product(s): Metro COG Congestion Management Process

413. Transportation Safety Planning

Estimated Completion: 3rd QTR 2016

Lead Agency: Metro COG

Incorporate transportation safety planning into the Metro COG transportation planning process. Activities under this task include the development and maintenance of a Metro COG Regional Safety Plan and the seating, and quarterly meetings of a multi-discipline, multi-agency regional transportation safety committee. This activity will be

guided by and coordinated with the Minnesota and North Dakota Statewide Safety Plans.

Product(s): Metro COG Regional Transportation Safety Plan
Transportation Safety Committee meetings and support

Objective: This program area allows Metro COG to develop and maintain the Transportation Improvement Program (TIP) for the FM Metropolitan area, pursuant to 23 CFR 450.324. Metro COG develops the TIP pursuant to MAP-21 performance measurement elements and procedures agreed to between Metro COG, NDDOT, MnDOT, and MATBUS. These procedures will be implemented in 2015 and 2016, and will further evolve with each TIP cycle to increase efficiency and clarity within the administrative process. All specific sub task costs from each UPWP Program Area are shown on Page 31 (for 2015) and Page 34 (for 2016).

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

Budget

Table 7.5 Funding Source Split for Program Area 500

Funding Source	2015		2016		Total Task 2015-2016
	Percent	Amount	Percent	Amount	
CPG	80%	\$21,799	80%	\$19,516	\$41,315
Local	20%	\$5,450	20%	\$4,879	\$10,329
Total	100%	\$27,249	100%	\$24,395	\$51,644

Source: Metro COG 2015 Annual Budget

Tasks

501. Transportation Improvement Program (TIP) Activities (2015 & 2016)

Estimated Completion: Ongoing, as required.

Lead Agency: Metro COG

In 2015 Metro COG will continue maintenance of the 2015 - 2018 TIP and complete the development and adoption of the 2016-2019 TIP. In 2016 Metro COG will continue maintenance of the 2016-2019 TIP and initiate development of the 2017-2020 TIP. Program Area 500 allows Metro COG resources to coordinate the funding of complex projects involving multiple jurisdictions regarding identified high priority needs. Metro COG will work to identify common needs among member units of government and ensure diligence is given to a thoughtful dialogue towards finding funding strategies for critical and complex transportation system needs in the FM Metropolitan area.

Product(s): 2015 TIP
 2016 TIP
 TIP Amendments as requested
 2014 and 2015 Annual List of Obligated Projects

502. Transportation Funding Analysis

Estimated Completion: Ongoing, as required

Lead Agency: Metro COG

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

Product(s): Funding Availability Report

Objective: This program area allows Metro COG the resources to address needs identified for specific subareas or specific transportation corridors. These issues and needs are generally formulated into a scope of work and addressed through the completion of a study, analysis, or technical memorandum. Additionally, Program Area 600 includes other planning activities which are demonstrated to have an impact on surface transportation within the FM Metropolitan area. Projects included within this program area are requested by local member units of government, NDDOT, MnDOT, policy makers, or other interested groups and stakeholders.

Budget

Table 7.6. Funding Source Split for Program Area 600

Funding Source	2015		2016		Total Task 2015-2016
	Percent	Amount	Percent	Amount	
CPG	80%	\$64,635	80%	\$72,124	\$114,422
Local	20%	\$16,159	20%	\$18,031	\$28,606
Total	100%	\$80,793	100%	\$90,155	\$28,606

Source: Metro COG 2015 Annual Budget

Tasks

601. Metropolitan Transportation Technical Assistance

Estimated Completion: Ongoing, as required

Lead Agency: Metro COG

This work task provides Metro COG resources in both 2015 and 2016 to respond to requests for information and/or analysis regarding issues and items relative to the metropolitan transportation system. Typically these requests require less than 20 hours of Metro COG staff time. If deemed necessary by the Executive Director, a scope of work for these requests will be prepared cooperatively between Metro COG and the requesting entity and approved by the TTC and the Policy Board prior to staff initiation of the requested work. Further, this work task may cover mapping or other cartographic/GIS requests.

Product(s): Ongoing transportation technical Assistance

602. ITS/Traffic Operations Technical Assistance

Estimated Completion: 2nd QTR 2015, Ongoing, as required

Lead Agency: 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. Program Area 602 will also provide Metro COG the resources necessary to forward critical priority recommendations from the ITS Deployment Strategy for the FM Metropolitan area.

Metro COG will meet quarterly with the Metropolitan Traffic Operations Working Group. The Working Group may from time to time request specific technical assistance or coordination efforts of Metro COG. Metro COG will work to ensure timely implementation and coordination of high priority elements from the updated ITS Deployment Strategy. Includes meeting facilitation, agenda packet and meeting minutes for quarterly Traffic Operations Working Group.

Product(s): Traffic Operations Assistance
Quarterly Traffic Operations Work Group Meetings

603. Dilworth North and East Area Transportation Plan

Estimated Completion: 3rd QTR 2016

Lead Agency: Metro COG

The City of Dilworth has requested that Metro COG assist in the completion of a subarea plan to address anticipated growth and development in the north and east portion of the city. The transportation plan would include a review of existing conditions in the subarea, a public participation component, identification of issues and needs, growth management, project phasing, right-of-way preservation, and complete streets with bicycle and pedestrian facilities. This work will be completed in 2016.

Product(s): Dilworth North & East Area Transportation Plan

604. Clay County Comprehensive and Transportation Plan Update

Estimated Completion: 4th QTR 2016

Lead Agency: Consultant

As a follow up to the completion of Metro 2040, and the new MPO Boundary, Metro COG will work with Clay County in 2016 to provide technical analysis assistance on transportation elements affecting the update to its Comprehensive and Transportation Plan. The focus of the plan will be transportation; however will also entail an update of the County's current 2000 Comprehensive Plan. Metro COG will secure consultant service to assist with the plan update and development (See Program Area 1000). The cost split for the internal and external contracted work on this effort will be less than 80% Federal; and will be coordinated with MnDOT, NDDOT and FHWA prior to initiating the project.

Product(s): Clay County Comprehensive & Transportation Plan

605. Moorhead Downtown Grade Separation: Alternatives Development & Evaluation

Estimated Completion: 3rd QTR 2015

Lead Agency: Consultant

Metro COG will assist the City of Moorhead and MnDOT on the coordination of a study for the development and evaluation of grade separation alternatives in downtown Moorhead. This study will build off of two completed studies: the Downtown Moorhead Railroad Grade Separation Feasibility Study (2008) and the TH 10/TH 75/ Center Avenue Corridor Studies (2013). The study will focus on the development of alternatives with functional (25 percent) design plans and a preliminary environmental review. Following these tasks, the City of Moorhead may amend its contract with the consultant to cover additional NEPA analyses required for further project development and design. This is a 2014 carryover.

Product(s): Final Report: Moorhead Downtown Grade Separation

606. Southwest Metro Transportation Plan

Estimated Completion: 3rd QTR 2016

Lead Agency: Consultant

The City of Fargo and Cass County have requested Metro COG assist in the completion of a subarea plan from (north to south) 52nd Avenue South to 100th Avenue South and (east to west) the Red River to the Sheyenne Diversion. The plan would identify the opportunities, constraints, and needs for transportation infrastructure within the study area and provide a framework for short and long term transportation system improvements. The plan would also include a public participation component, existing conditions and issue identification, land use planning assistance for the City of Fargo and City of Horace, and transportation recommendations based on travel demand model scenarios. This is a 2014 carryover.

Product(s): Final Report: Southwest Metro Transportation Plan

607. West Fargo Sheyenne Street Corridor Study

Estimated Completion: 3rd QTR 2016

Lead Agency: Consultant

The City of West Fargo has requested Metro COG assist in the completion of a corridor study along Sheyenne Street from 13th Avenue West to 52nd Avenue West, with further analysis of 52nd Avenue from 4th Street East to the Sheyenne Diversion. The corridor study would include a review of existing and future conditions along the corridor including proposed future development. The study would also include a public participation component, identification of issues and project need, a review of both existing and forecast year 2040 project conditions, environmental impact review of alternatives, and an evaluation of alternatives. This is a 2014 carryover.

PRODUCT: Final Report: West Fargo Sheyenne Street Corridor Study

608. Glyndon Parke Avenue Reconstruction.

Estimated Completion: 4th QTR 2016

Lead Agency: Metro COG

Metro COG will work with the City of Glyndon and Clay County in 2015 in developing a strategy for the reconstruction of Parke Avenue from TH 10 to 12th Street/County Road 117. Metro COG will assist Clay County in developing a project purpose and need statement, project alternatives, coordinate public involvement, and provide technical assistance to the County and the City of Glyndon through the planning phase of the project. Clay County will be responsible for efforts requiring "beyond planning" detail and will develop all project layouts and costs estimates.

Product(s): Staff support toward development of Purpose and Need Statement

609. 76th Avenue South Corridor Study

Estimated Completion: 4th QTR 2016

Lead Agency: Consultant

As a follow up to the Southwest Metro Transportation Plan, the City of Fargo has requested Metro COG assist in the completion of a corridor study along 76th Avenue South from Sheyenne Street/County Road 17 to University Drive. The corridor study would include a review of existing and future conditions along the corridor including proposed future development along with impacts of a grade separation at I-29. The study would also include a public participation component, identification of issues and project need, a review of both existing and forecast year 2040 project conditions, environmental impact review of alternatives, and an evaluation of alternatives. This work would start in 2016.

Product(s): Final Report: 76th Avenue South Corridor Study

610. Alternate Routes/Traffic Incident Management Guide Book

Estimated Completion: 3rd QTR 2016

Lead Agency: Consultant

The Traffic Operations Incident Management Strategy (TOIMS) was completed by Metro COG in 2011. One of the recommendations from the TOIMS document heavily supported by emergency and incident managers was the completion of an Emergency Alternate Routes Guidebook. The Emergency Alternate Routes Guidebook would identify an alternate route and all of the needed traffic control, emergency personnel, and signage for closures on the interstates and major arterials within the FM Metropolitan area. The project would include procurement and oversight of a consultant to assist with completion of the guidebook. Metro COG staff would work with emergency/incident managers and traffic operations staff during the development of the project. This work would be started in 2015.

Product(s): Transportation Incident Management and Alternate Routes Manual
Transportation Incident Management Committee

611. Regional Freight Plan

Estimated Completion: 4th QTR 2016

Lead Agency: Consultant

Metro COG, through a consultant selected through a competitive selection process, will seek support from the private sector and their participation in the transportation planning process by working with local Chambers of Commerce and city and county Economic Development departments, freight representatives from other private transportation industries in reviewing transportation plans and programs. Use the Freight Analysis Framework (FAF) and other publicly-available data to assess freight in the Metro COG region and the development of a regional freight plan and Regional Freight Committee is also included under this task. This task involves the development of a Request for Proposals, consultant selection process and development of the Plan, as well as annual meetings of the Regional Freight Committee

Product: Regional Freight Plan
 Regional Freight Committee

612. West Fargo Comprehensive Plan Update

Estimated Completion: 4th QTR 2016

Consultant

The City of West Fargo has requested that Metro COG assist in the completion of an update to their Comprehensive Plan to address recent growth and development in the city and its planning jurisdiction. Metro COG, through a consultant selected through a competitive selection process, will update or develop a comprehensive plan for the City of West Fargo. The comprehensive plan will include a transportation plan and will include a review of existing conditions in the area, a public participation component, identification of issues and needs, growth management, project phasing, right-of-way preservation, and complete streets with bicycle and pedestrian facilities. This work will be completed in 2016. This task involves the development of a Request for Proposals, consultant selection process and development of the Plan.

Product(s): Updated West Fargo Comprehensive Plan

613. Rail Corridor Consolidation and Feasibility Analysis

Estimated Completion: 1st QTR 2017

Lead Agency: Consultant

Metro COG will, through a consultant selected through a competitive selection process, develop a regional railroad master plan for the Metro COG region. This task involves the development of a Request for Proposals, consultant selection process and development of the Master Plan.

Product(s): Regional Railroad Master Plan

Objective: Program Area 700 allows Metro COG the resources to implement planning or study activities related to bicycle, pedestrian, and transit issues within the FM Metropolitan area. In many cases Program Area 700 covers studies or plans which are recommended components of the adopted Metropolitan Bicycle & Pedestrian Plan or the Transit Development Plan (TDP) for the FM Metropolitan area. This UPWP category is also programmed to accommodate requests for specific technical assistance from local units of government, NDDOT, MnDOT, MATBUS, or other interested persons or stakeholders regarding transit, bicycle, and pedestrian issues.

Budget

Table 7.7. Funding Source Split for Program Area 700

Funding Source	2015		2016		Total Task 2015-2016
	Percent	Amount	Percent	Amount	
CPG	80%	\$25,876	80%	\$31,274	\$57,150
Local	20%	\$6,469	20%	\$7,819	\$14,288
Total	100%	\$32,345	100%	\$39,093	\$71,438

Source: Metro COG 2015 Annual Budget

Tasks

701. Transit Technical Assistance

Estimated Completion: Ongoing, as required

Lead Agency: Metro COG

Metro COG will provide transit technical assistance to MATBUS and other public transit operators within the FM Metropolitan area. Metro COG has budgeted resources in both 2015 and 2016 to respond to requests for information or assistance and to complete specific technical analysis regarding issues related to the metropolitan public transit system. Typically these requests require less than 20 hours of Metro COG staff time to address. If deemed necessary by the Executive Director, a scope of work for these requests will be prepared cooperatively between Metro COG and the requesting entity and approved by the TTC and the Policy Board prior to staff initiation of the requested work (as prepared by the requesting entity in cooperation with Metro COG).

Product(s): Metro Area transit Coordinating Board Monthly Meetings
 Technical Assistance to MATBUS and Local Paratransit Agencies

702. West Fargo Safe Routes to School Plan Update

Estimated Completion: 4th QTR 2016

Lead Agency: Metro COG

The UPWP includes hours in 2016 for Metro COG to complete the preparation and adoption of the SRTS update for the City of West Fargo. This update will identify

obstacles near and adjacent to selected school sites and include a list of recommendations to improve safety, as well as increase education and encouragement activities. The analysis would likely focus on new facilities recently developed or repurposed buildings by the West Fargo School District.

Product(s): Updated West Fargo SRTS Plan

703. Moorhead Safe Routes to School Plan Update

Estimated Completion: 4th QTR 2016

Lead Agency: Metro COG

The UPWP includes hours in 2016 for Metro COG to complete the preparation and adoption of the SRTS update for the City of Moorhead. This update will identify obstacles near and adjacent to selected school sites and include a list of recommendations to improve safety, as well as increase education and encouragement activities. The analysis would likely focus on new (or pending) facilities recently developed or repurposed buildings by the Moorhead School District.

Product(s): Updated Moorhead SRTS Plan

704. Metropolitan Bicycle and Pedestrian Technical Assistance

Estimated Completion: Ongoing, as required

Lead Agency: Metro COG

Program Area 704 provides Metro COG resources in both 2015 and 2016 to respond to requests for information and smaller analysis regarding issues and items related to the metropolitan bicycle and pedestrian transportation system. Typically these requests require less than 20 hours of Metro COG staff time to address. If deemed necessary by the Executive Director, a scope of work for these requests will be prepared cooperatively between Metro COG and the requesting entity and approved by the TTC and the Policy Board prior to staff initiation of the requested work (as prepared by the requesting entity in cooperation with Metro COG). Also includes quarterly meetings of the Bicycle and Pedestrian Committee.

Product(s): Metropolitan Bicycle and Pedestrian Committee Quarterly Meetings
Bicycle and Pedestrian Technical Assistance for the greater F-M Metropolitan Area

705. Oak Grove/Memorial Bike Bridge Programming Assistance

Estimated Completion: Ongoing, as required

Lead Agency: Metro COG

Following the provision of TAP funding for the City of Moorhead, Metro COG staff will continue assisting the City of Fargo and the Fargo Park District with grant applications and other strategic funding initiatives to secure funding for the Oak Grove/Memorial Bicycle and Pedestrian Lift Bridge over the Red River. The City of Fargo and City of

Moorhead have previously completed environmental documentation and plan sets for the bridge and are continuously looking for opportunities to fund the new bridge. Similarly to the Lindenwood/Gooseberry Bicycle and Pedestrian Bridge over the Red River, Metro COG would assist Fargo, Moorhead, and the Fargo Park District with the development of a Memorandum of Understanding (MOU) regarding cost splits and maintenance of the facility.

Product(s): Staff support, as required

706. Metropolitan Bike Summit

Estimated Completion: 3rd QTR 2015, 3rd QTR 2016

Lead Agency: Metro COG

For the past several years, the Metropolitan Bicycle and Pedestrian Committee has helped organize an activity station at Streets Alive, an urban street event that encourages walking, running, cycling, and other forms of human movement. Specific decisions relating to programming, funding, and other needs are developed in cooperation with the Metropolitan Bicycle and Pedestrian Committee and other interested parties. Continued education and encouragement activities are an identified need in the 2011 Metropolitan Bicycle and Pedestrian Plan. The Metropolitan Bike Summit serves to advance key educational initiatives identified in the 2011 Plan (to be updated in 2016). This program area covers only the internal resources to coordinate and organize the Metropolitan Bike Summit. Specific costs related to programming of the event are to be covered by local partnering agencies and would be outside of Metro COG's UPWP.

Product(s): Annual Metropolitan Bike Summit

707. Metropolitan Bikeway Map Update

Estimated Completion: 2nd QTR 2015

Lead Agency: Metro COG

Metro COG will update its metropolitan bike map as necessary. Updates will be done in cooperation with the Metropolitan Bicycle and Pedestrian Committee. This item includes only resources for developing the map updates and the printer-ready product. Specific costs related to actual printing of the map are to be covered by local partnering agencies and would be outside of Metro COG's UPWP.

Product(s): Updated Metropolitan Bikeway Map

711. Metropolitan Bikeway Signage Study

Estimated Completion: 4th QTR 2015

Lead Agency: Metro COG

Metro COG will work with the Metropolitan Bicycle and Pedestrian Committee along with jurisdictions and other entities to develop a comprehensive signing system for the FM

Metropolitan area's bikeways. This study will include both destination signs and route confirmation signs and markings. The study will identify important destinations and landmarks to which pedestrians and cyclists may be directed to, along with potential signs locations at strategic intersections and other decision points.

Product(s): Final Report: Metropolitan Bikeway Signage Study

712. Heartland Trail Extension (Countywide Coordination & Corridor Study)

Estimated Completion: Ongoing, as required

Lead Agency: 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.

Product(s): Staff assistance and technical support

Objective: Program Area 800 provides Metro COG the resources to manage day to day operations. Included within Program Area 800 are general administrative and management activities assigned to Metro COG's Executive Director, Executive Secretary, and other staff. Metro COG includes labor costs related to internships within Program Area 800. Intern labor is typically short term and applies equally to several program areas, and is thus charged as an administrative expense. Metro COG recoups its administrative and management costs through the indirect billing procedures discussed within the Cost Allocation Plan, as approved by NDDOT.

Budget

Table 7.8. Funding Source Split for Program Area 800

Funding Source	2015		2016		Total Task 2015-2016
	Percent	Amount	Percent	Amount	
CPG	80%	\$58,650	80%	\$54,141	\$112,791
Local	20%	\$14,662	20%	\$13,535	\$28,198
Total	100%	\$73,312	100%	\$67,677	\$140,989

Source: Metro COG 2015 Annual Budget

Tasks

801. General Administration and Management

Estimated Completion: Ongoing, as required

Lead Agency: Metro COG

Program Area 801 covers administrative or management tasks which are not attributable to specific transportation program aspects. These tasks include human resources and personnel management, as well as other operational issues required to ensure efficient and functional operations of Metro COG including fiscal management and budget development and tracking, coordination and oversight of Metro COG's contract accountant, annual audits, records management and retention, staff retention and recruitment efforts, Executive Committee proceedings, maintenance of Metro COG Operation's/Personnel Manual, periodic assessments and surveys to support compensation program, and funding/contract coordination with local, state, and federal agencies. For staff beyond the Executive Director and Executive Secretary, this category accommodates the following: attending staff meetings, completion and submittal of time sheets, and human resource activities (personnel reviews).

Product(s): General Agency Administration

802. Employee Development and Training

Estimated Completion: Ongoing, as required

Lead Agency: Metro COG

Metro COG annually budgets hours within Program Area 802 to ensure Metro COG staff has an opportunity to pursue program-relevant professional development opportunities. For the Executive Director this would also include professional development and training regarding management and/or human resources.

Product(s): Training Opportunities

803. Information Technology/Information Systems (IT/IS) Management and Maintenance

Estimated Completion: Ongoing, as required

Lead Agency: Metro COG

Metro COG annually budgets time to ensure that its IT/IS resources and assets are appropriately maintained to ensure efficient system operations. Metro COG provides most of its IT/IS needs internally. Metro COG occasionally outsources web site maintenance. Outsourcing costs would be billed to Program Area 900.

Product(s): Computer and IT/IS Maintenance

804. Intern Labor

Estimated Completion: As needed.

Lead Agency: Metro COG

Metro COG annually budgets resources to allow for a temporary planning intern position. The position is typically responsible for miscellaneous activities to support the overall program of Metro COG, typically involving data collection and/or back office support efforts.

Product(s): Intern Labor toward programmed and ongoing activities

805. Civil Rights / Title VI

Estimated Completion: 3rd QTR 2016

Lead Agency: Metro COG

Implement the Metro COG Title VI plan developed in October of 2012 and modify as needed. Implementation of the Plan will begin across all Metro COG programs. This activity also provides for the annual reporting of civil rights activities to FHWA and FTA and the processing of any Title VI grievances submitted to Metro COG. It also provides for the development of a Limited English Proficiency (LEP) Report and staff participation in regional equity forums to ensure that transportation is incorporated into broader planning and equity initiatives.

Product(s): Updated Title VI Plan and LEP
Maintenance of Title VI Plan and LEP
Annual Report on Title VI Activities

Objective: This program area provides the resources to satisfy costs related to the day to day operations of Metro COG. These overhead expenditures represent indirect costs incurred by Metro COG in the execution of its planning program. Figure 1 and 2 demonstrate the breakdown of overhead and capital expenditures for the years 2015 and 2016. A more detailed explanation of these costs is included with in Metro COG Cost Allocation Plan covering the 2015-2016 UPWP, see Page 37. Program Area 900 covers costs for which there is typically no clear cut product since by definition its function is to provide indirect support to items which are of common benefit to all program areas. Metro COG recoups it overhead costs through the indirect billing procedures discussed within the Cost Allocation Plan, as approved by NDDOT. For internal accounting purposes Metro COG separates overhead costs into two categories: 1) Costs eligible for reimbursement with Consolidated Planning Grant (CPG) funds (900); and 2) Those not eligible for CPG Funds (901).

Figure 7.10 Budgeted Overhead Costs – 2015 - 2016

900 Overhead		Approved	Approved
		2015	2016
900a	Travel / Registrations/Etc.	\$10,150.00	\$10,302.25
900b	Misc.	\$500.00	\$500.00
900c	Dues / Subscriptions	\$913.50	\$927.20
900d	Office Supplies	\$3,100.00	\$3,146.50
900e	Postage	\$4,161.50	\$4,223.92
900f	Advertising	\$4,821.25	\$4,893.57
900g	Office Rent	\$33,500.00	\$35,175.00
900h	Insurance	\$5,356.00	\$5,516.68
900i	Telephone	\$3,000.00	\$3,045.00
900j	Network Support (Software, Web Mtce.)	\$5,000.00	\$5,075.00
900k	Audit	\$6,385.00	\$6,575.00
900l	Office Equipment	\$3,000.00	\$3,090.00
900m	Equipment rental (incl. printing)	\$7,100.00	\$7,455.00
900n	Attorney fees	\$500.00	\$500.00
900o	Accounting Service (contracted)	\$11,376.75	\$11,945.59
900q	Policy Board Travel/Registrations/etc.	\$0.00	\$5,000.00
900r	44" Plotter	\$0.00	\$0.00
Total Overhead (1)		\$98,864.00	\$107,370.71
901 Overhead (Funded Locally)		2015	2016
901b	Misc.	\$2,000.00	\$2,000.00
900c	Professional Memberships/Misc. Dues/Fees	\$350.00	\$350.00
Total		\$2,350.00	\$2,350.00

Source: Metro COG 2015-2016 Budget, as amended

Objective: In 2015 and 2016 Metro COG will conduct several planning studies through the procurement of consultant services. Metro COG's role and the general scope of each study are outlined under the corresponding 400, 600, and 700 program area activities. Prior to consultant solicitation, Metro COG develops a scope of work and request for proposals (RFP) in cooperation with the Transportation Technical Committee (TTC) which is formally approved by the Metro COG Policy Board.

Figure 7.11 Program Area 1000 Planning Studies

Task Number	Planning Study	2015			2016		
		CPG	Local	Total	CPG	Local	Total
1001	ATAC Technical Assistance	\$32,000	\$8,000	\$40,000	\$32,000	\$8,000	\$40,000
1002	Transit Development Plan Update ¹	\$120,000	\$30,000	\$150,000			
1003	Bicycle & Pedestrian Plan Update				\$100,000	\$25,000	\$125,000
1004	Demographic Forecast Update				\$100,000	\$25,000	\$125,000
1005	Heartland Trail Extension (Countywide Coordination & Corridor Study) ²	\$100,000	\$85,000	\$185,000			
1006	Metropolitan Wide Traffic Counts	\$120,000	\$30,000	\$150,000			
1007	Moorhead Downtown Grade Separation: Alternatives Development & Evaluation ³			\$0			
1008	Clay County Comprehensive and Transportation Plan				\$75,000	\$75,000	\$150,000
1009	Southwest Metro Transportation Plan ³			\$0			
1010	West Fargo Sheyenne Street Corridor Study ³			\$0			
1011	76th Avenue Corridor Study (University Drive to CR 17) ⁴				\$160,000	\$40,000	\$200,000
1012	Alternate Routes/Traffic Incident Management Guide Book	\$100,000	\$25,000	\$125,000			
1013	West Fargo Comprehensive Plan Update				\$200,000	\$50,000	\$250,000
1014	Regional Freight Plan				\$128,000	\$32,000	\$160,000
1015	Regional Railroad Master Plan				\$120,000	\$30,000	\$150,000
Undes.	Undesignated Federal Funds	\$0	\$0	\$0	\$0	\$0	\$0
Note: All local costs are metropolitan-wide unless otherwise stated below:							
¹ Local split is \$20k Fargo and \$10k Moorhead ² Local funds are from MnDNR ³ Carry-over projects from 2014 ⁴ Local split is \$20k Fargo and \$20k Horace							

Source: Metro COG 2015-2016 Budget (as amended)

Objective: At the request of local units of government Metro COG will provide community planning and technical assistance in a number of diverse areas. Community planning and technical assistance items shown in Program Area 1100 are projects, studies, or activities which are not fully eligible for Consolidated Planning Grant (CPG) funds. For these projects Metro COG enters into a contract with the unit of government or entity requesting the work to recoup direct and indirect costs (for non-member or Associate Members) attributable to the project.

Budget

Table 7.12. Funding Source Split for Program Area 1100

Funding Source	2015		2016		Total Task 2015-2016
	Percent	Amount	Percent	Amount	
CPG	50%	\$19,500	0%	\$0	\$19,500
Local	50%	\$19,500	100%	\$23,483	\$42,983
Total	100%	\$38,999	100%	\$23,483	\$62,482

Source: Metro COG 2015 Annual Budget

Tasks

1101. Dilworth Zoning Ordinance Update

Estimated Completion: 3rd QTR 2015

Lead Agency: Metro COG

Metro COG will work with the City of Dilworth on an update to its current Subdivision Ordinance. Total project cost is \$4,300. (100% City of Dilworth).

Product(s): Updated Dilworth Zoning Ordinances

1102. Regional Food Commission

Estimated Completion: Ongoing, as required

Lead Agency: Cass County Health Department

Metro COG will coordinate with the Cass-Clay Food Systems Initiative (CCFSI) on the development of a Food Systems Advisory Commission (created by a joint powers agreement). Similar to its role in other local joint powers boards, once created 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. Total cost is \$7,000 (100% City of Fargo).

Product(s): Staff Support to the Food Commission

1103. Hawley Comprehensive & Transportation Plan Update

Estimated Completion: 4th QTR 2015

Lead Agency: Metro COG

Metro COG will assist the City of Hawley develop an update to its current Comprehensive Plan. The Plan update will focus on transportation and related infrastructure needs within the City of Hawley, and serve as an update to its current 2009 Comprehensive Plan. Close attention will be paid to coordination with major MnDOT Trunk Highway and County Roads in and adjacent to the City of Hawley. Given the recent addition of Hawley to the MPA, attention will be paid to developing existing and projected data sets which integrate Hawley within in the overall Metro COG Transportation Planning process.

Product(s): Updated Hawley Comprehensive and Transportation Plan

1104. Barnesville Comprehensive & Transportation Plan Update

Estimated Completion: 4th QTR 2016

Lead Agency: Metro COG

Metro COG will assist the City of Barnesville develop an update to its current Comprehensive Plan. The Plan update will focus on transportation and related infrastructure needs within the City of Barnesville, and serve as an update to its current 2004 Comprehensive Plan. Close attention will be paid to coordination with major MnDOT Trunk Highway and County Roads in and adjacent to the City of Barnesville. Given the recent addition of Barnesville to the MPA, attention will be paid to developing existing and projected data sets which integrate Barnesville within in the overall Metro COG Transportation Planning process.

Product(s): Updated Barnesville Comprehensive and Transportation Plan

Special Funding Note

For the purposes of the UPWP development, these 1100 projects are assumed to be funded 50% CPG and 50% local. At such time as a final scope of work is developed, a final funding split determination will be made in cooperation with MnDOT, NDDOT and FHWA prior to contact execution.

Figure 7.13 2015 Program Area Hours by Metro COG Staff

Code #	2015 Program Area	Task/Program Budget	Executive Director	Senior Trans. Planner	Trans. Planner	C&T Analyst	GIS Planner	Executive Secretary	Temp Staff	Total Hours
100	Public Input/Education & Committee Coordination									
101	Public Input/Education	\$4,319	32	16	16	8	8	4	0	84
102	Metro COG Newsletter	\$4,737	20	8	8	8	8	100	0	152
103	Committee Coordination	\$45,813	200	120	150	150	20	668	0	1,308
104	Website Development/Mgmt.	\$9,796	16	8	8	8	160	100	0	300
	Total	\$64,665.42	268	152	182	174	196	872	0	1,844
200	Data Development & Management									
201	GIS Systems Mgmt./Mapping & Graphics	\$20,313	4	4	4	40	520	0	0	572
202	Census/ACS Updates Calibration/Env. Justice	\$4,816	8	8	4	40	64	0	0	124
203	Metropolitan Traffic Counts/Analysis	\$16,157	16	32	240	100	16	0	0	404
204	Bicycle & Pedestrian Counts/Analysis	\$6,504	0	4	120	32	16	0	0	172
205	FM Metropolitan Profile	\$10,205	8	16	16	100	126	8	0	274
	Total	\$57,995	36	64	384	312	742	8	0	1,546
300	Travel Demand Modeling Development & Mtce.									
301	Travel Demand Model Maintenance/Operation	\$11,874	20	60	20	140	40	0	0	280
		\$0								
	Total	\$11,874	20	60	20	140	40	0	0	280
400	Transportation Plan Dev, Impl, & Mtce									
401	Metropolitan Long Range Plan Impl. & Mtce.	\$10,928	32	80	20	40	60	0	0	232
402	Transit Development Plan Update	\$26,016	64	100	190	160	80	16	0	610
405	UPWP Mtce. & Progress Reporting	\$9,582	100	20	4	20	0	40	0	184
407	Metro/State/Federal Policy Development	\$19,844	200	100	4	8	8	0	0	320
408	Plan/Project Review affecting MTP/MPO Prog.	\$2,871	16	24	8	4	0	0	0	52
409	MAP-21 Compliance	\$19,130	100	200	8	25	0	0	0	333
410	Functional Class Update	\$6,187	16	56	4	4	48	0	0	128
411	Contracted Planning Mgmt. & Oversight	\$10,123	60	60	60	4	8	4	0	196
	Total	\$104,680	588	640	298	265	204	60	0	2,055
500	Transportation Improvement Program (TIP)									
501	Transportation Improvement Program (TIP)	\$27,249	80	300	60	24	32	40	0	536
	Total	\$27,249	80	300	60	24	32	40	0	536
600	Transportation Technical Assistance/Subarea Planning									
601	Metropolitan Transportation Technical Assistance	\$6,684	24	48	40	20	4	0	0	136
602	ITS Plan/Traffic Ops Technical Assistance	\$12,293	60	100	32	40	0	0	0	232
605	Moorhead Downtown Grade Sep. Alternatives Dev.	\$15,436	100	150	4	2	2	0	0	258
606	Southwest Area Transportation Plan	\$16,286	64	100	8	160	8	8	0	348
607	West Fargo Sheyenne Street Corridor Study	\$8,880	48	4	130	4	4	8	0	198
608	Glyndon Parke Avenue Reconstruction	\$10,509	48	16	120	75	0	0	0	259
610	Alternate Routes/Traffic Incident Management Guide Book	\$10,606	40	120	8	8	8	16	0	200
	Total	\$80,793.30	384	538	342	309	26	32	0	1,631
700	Bicycle, Pedestrian, & Transit Planning									
701	Transit Technical Assistance	\$5,378	16	4	80	20	4	8	0	132
704	Bicycle & Pedestrian Technical Assistance	\$6,181	12	4	120	12	4	0	0	152
705	Oakgrove/Memorial Bike/Ped Brdg Prog/Coord Asst.	\$1,010	2	2	20	0	0	0	0	24
706	Metropolitan Bike Summit	\$2,019	4	4	40	0	0	0	0	48
707	Metropolitan Bikeway Map Update	\$5,236	0	0	60	4	80	0	0	144
711	Metropolitan Bikeway Signage Study	\$3,962	4	0	60	0	40	0	0	104
712	Heartland Trail Extension (Countywide Coordination)	\$8,559	48	8	120	8	40	0	0	224
		\$0								
	Total	\$32,345	86	22	500	44	168	8	0	828
800	Administration/Internal Management									
801	General Administration	\$46,605	350	52	32	32	32	800	0	1,298
802	Employee Development/Training	\$10,125	40	40	40	40	40	40	0	240
803	Information Technology (IT) Mtce./Mgmt.	\$11,234	12	4	4	4	280	4	0	308
804	Intern Labor	\$5,000								
		\$0								
	Total	\$72,964	402	96	0	76	352	844	0	1,846
900	Overhead & Capital Expenditures									
900	Overhead & Capital Expenditures (federal eligible)	\$98,864								
901	Overhead & Capital Expenditures (locally funded)	\$3,750								
	Total	\$102,614								
1000	Contracted Planning									
1001	ATAC Technical Assistance	\$73,389								
1002	Transit Development	\$150,000								
1005	Heartland Trail Extension	\$185,000								
1006	Metropolitan Wide Traffic Counts	\$150,000								
1007	Moorhead Downtown Grade Separation	\$239,554								
1009	Southwest Metro Transportation Plan	\$176,439								
1010	Sheyenne Street Corridor Study	\$139,250								
1012	Alternate Routes/Traffic Incident Management Guidebook	\$125,000								
	Undes. Undesignated Federal Funds	\$50,000								
	Total	\$1,288,632	472,000							
1100	Community & Technical Assistance (locally funded)									
1101	Hawley Comp. & Transportation Plan	\$38,999	12	8	94	350	100	16	0	580
1110	Food System Advisory Commission	\$7,000				90				90
1111	Dilworth Subdivision Ordinance	\$4,232	4			96	20			120
	Total	\$38,999	16	8	94	536	120	16	0	790

Source: Metro COG (2015)

Figure 7.14 2016 Program Area Hours by Metro COG Staff

Code #	2016 Program Area	Task / Program Budget	Executive Director	Senior Trans. Planner	Trans. Planner	GIS Planner	C&T Analyst	Executive Secretary	Temp Staff	Total Hours
100	Public Input/Education & Committee Coordination									
101	Public Input and Education	\$4,194	32	16	16	16	16	4	0	100
102	Metro Connection Newsletter	\$5,073	20	20	20	20	20	20	0	120
103	Policy Board and Transportation Technical Committee Coordination	\$56,252	200	160	160	120	160	720	0	1,520
104	Website and Social Media Maintenance and Management	\$5,398	8	8	12	20	32	80	0	160
105	Public Participation Plan (PPP) Update and Maintenance	\$4,202	40	20	4	4	4	8	0	80
	Total	\$75,120	300	224	212	180	232	832	0	1,980
200	Data Development & Management									
201	Geographical Information Systems (GIS) Management, Mapping and Graphics	\$15,700	12	16	32	240	80	0	0	380
202	Census Data/American Community Survey (ACS)/Environmental Justice	\$5,794	8	8	4	80	40	0	0	140
203	Metropolitan Traffic Counts and Analysis	\$13,008	4	20	240	40	16	0	0	320
204	Bicycle and Pedestrian Counts and Analysis	\$7,319	4	8	120	32	16	0	0	180
205	FM Metropolitan Profile	\$10,895	16	16	16	160	40	12	0	260
206	Demographic Forecasts (2015 to 2045)	\$13,453	60	32	40	100	60	8	0	300
	Total	\$66,168	104	100	452	652	252	20	0	1,580
300	Travel Demand Modeling Development & Mtce									
301	Travel Demand Modeling Maintenance and Operation	\$7,827	16	60	24	40	40	0	0	180
	Total	\$7,827	16	60	24	40	40	0	0	180
400	Transportation Planning & Program Development, Impl & Mtce									
401	Long Range Transportation Plan (LRTP) Implementation & Maintenance	\$6,776	40	40	20	20	20	0	0	140
403	Bicycle and Pedestrian Plan Update	\$11,648	20	40	140	40	20	20	0	280
405	Unified Planning Work Program (UPWP) Maintenance & Reporting	\$8,968	80	20	20	20	20	20	0	180
406	2017-2018 UPWP Development	\$8,100	80	20	4	4	40	12	0	160
407	Metropolitan, State and Federal Policy Development	\$9,734	60	60	24	24	32	0	0	200
408	Plan and Project Review with Identified Impacts to LRTP or MPO Program	\$2,992	16	32	4	4	4	0	0	60
409	MAP-21 Compliance and Maintenance	\$5,844	40	20	20	20	20	0	0	120
410	Federal Functional Class Update	\$6,806	40	20	8	60	12	0	0	140
411	Contract Management/Consultant Study Participation	\$9,619	40	40	40	40	40	20	0	220
413	Congestion Management Process	\$5,887	40	20	32	16	12	0	0	120
414	Transportation Safety Planning	\$6,025	40	40	24	8	8	0	0	120
	Total	\$82,400	496	352	336	256	228	72	0	1,740
500	Transportation Improvement Program (TIP)									
501	Transportation Improvement Program (TIP)	\$20,516	80	300	8	8	8	16	0	420
502	Transportation Funding Analysis	\$3,879	20	40	8	0	12	0	0	80
	Total	\$24,395	100	340	16	8	20	16	0	500
600	Transportation Technical Assistance/Subarea Planning									
601	Metropolitan Transportation Technical Assistance	\$7,793	20	40	40	40	40	0	0	180
602	ITS/Traffic Operations Technical Assistance	\$8,393	40	40	80	8	12	0	0	180
603	Dilworth North and East Area Transportation Plan	\$11,430	20	20	20	60	160	20	0	300
604	Clay County Comprehensive and Transportation Plan Update	\$11,422	40	40	40	20	120	20	0	280
609	76th Avenue Corridor Study (University Drive to CR.17)	\$10,227	40	120	4	8	40	8	0	220
610	Alternate Routes/Traffic Incident Management Guide Book	\$8,540	40	80	40	4	4	12	0	180
611	Regional Freight Plan	\$11,301	60	20	12	120	20	8	0	240
612	West Fargo Comprehensive Plan Update	\$12,492	40	120	40	20	40	20	0	280
613	Rail Corridor Consolidation and Feasibility Analysis	\$8,557	40	8	4	60	80	8	0	200
	Total	\$90,155	340	488	280	340	516	96	0	2,060
700	Bicycle, Pedestrian & Transit Planning									
701	Transit Technical Assistance	\$7,341	20	80	20	20	20	0	0	160
702	West Fargo Safe Routes to School Plan Update	\$4,130	4	4	60	24	8	0	0	100
703	Moorhead Safe Routes to School Plan Update	\$4,130	4	4	60	24	8	0	0	100
704	Metropolitan Bicycle and Pedestrian Technical Assistance	\$5,862	12	8	80	20	20	0	0	140
705	Oak Grove/Memorial Bike Bridge Programming Assistance	\$1,723	4	4	32	0	0	0	0	40
706	Metropolitan Bike Summit	\$2,451	4	4	40	4	4	4	0	60
707	Metropolitan Bikeway Map Update	\$3,240	4	4	40	20	4	8	0	80
711	Metropolitan Bikeway Signage Study	\$5,118	4	60	16	16	16	8	0	120
712	Heartland Trail Extension (Countywide Coordination and Corridor Study)	\$5,097	12	4	60	32	8	4	0	120
	Total	\$39,093	68	172	408	160	88	24	0	920
800	Administration/Internal Management									
801	General Administration and Management	\$48,861	360	40	40	40	40	720	0	1,240
802	Employee Development and Training	\$10,147	40	40	40	40	40	40	0	240
803	Information Technology/Information Systems (IT/IS) Management & Maintenance	\$4,085	16	4	4	36	16	24	0	100
804	Intern Labor	\$0								0
805	Civil Rights/Title VI	\$4,583	24	36	8	8	8	16	0	100
	Total	\$67,677	440	120	92	124	104	800	0	1,680
900	Overhead & Capital Expenditures									
900	Overhead and Capital Expenditures (federal eligible)	\$100,371								
901	Overhead and Capital Expenditures (locally funded)	\$2,850								
	Total	\$103,221								
1000	Contracted Planning									
1001	ATAC Technical Assistance	\$40,000								
1003	Bicycle and Pedestrian Plan Update (Dan)	\$124,000								
1004	Demographic Forecast Update (Dave)	\$150,000								
1008	Clay County Comprehensive and Transportation Plan (Adam)	\$150,000								
1011	76th Avenue Corridor Study (University Drive to CR.17) (Michael)	\$200,000								
1012	Alternate Routes/Traffic Incident Management Guide Book	\$125,000								
1013	Regional Freight Plan	\$160,000								
1014	West Fargo Comprehensive Plan Update (Michael)	\$250,000								
1015	Rail Corridor Consolidation and Feasibility Analysis (Adam)	\$150,000								
Undes.	Undesignated Federal Funds	\$0								
	Total	\$1,349,000								
1100	Community & Technical Assistance (locally funded)									
1101	Cass-Clay Food System Advisory Commission	\$3,985	0	0	0	0	120	0	0	120
1102	Barnesville Comprehensive and Transportation Plan	\$19,498	16	24	60	120	280	20	0	520
	Total	\$23,483	16	24	60	120	400	20	0	640

Source: Metro COG (2015)

UPWP Major Project Timeline (2015)

Code	Program Area	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
100	Public Input/Education & Committee Coordination												
101	Public Input/Education	x	x	x	x	x	x	x	x	x	x	x	x
102	Metro COG Newsletter			x			x			x			x
103	Committee Coordination	x	x	x	x	x	x	x	x	x	x	x	x
104	Website Development/Mgmt.	x	x	x	x	x	x	x	x	x	x	x	x
200	Data Development & Management												
201	GIS Systems Mgmt./Mapping & Graphics	x	x	x	x	x	x	x	x	x	x	x	x
202	Census/ACS Updates Calibration/Env. Justice	As Needed											
203	Metropolitan Traffic Counts/Analysis					x	x	x	x	x	x		
204	Bicycle & Pedestrian Counts/Analysis	As Needed											
205	FM Metropolitan Profile	x	x	x	x	x	x						
300	Travel Demand Modeling Development & Mtce.												
301	Travel Demand Model Maintenance	As Needed											
400	Transportation Planning & Program Development, Impl. & Mtce.												
401	Metropolitan Long Range Plan Impl. & Mtce.		x		x		x		x		x		x
402	Transit Development Plan Update	x	x	x	x	x	x	x	x	x	x	x	x
405	UPWP Mtce. & Progress Reporting	x	x	x	x	x	x	x	x	x	x	x	x
407	Metro/State/Federal Policy Development	Ongoing As Needed											
408	Plan/Project Review affecting MTP/MPO Program												
409	MAP-21 Compliance & Mtce.												
410	Functional Class Update	x	x	x	x	x	x						
411	Contract Mgmt. & Oversight	x	x	x	x	x	x	x	x	x	x	x	x
500	Transportation Improvement Program (TIP)												
501	Transportation Improvement Program (TIP)	x	x	x	x	x			x	x	x	x	x

600	Transportation Technical Assistance/Subarea Planning	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
601	Metropolitan Transp. Tech. Assistance	Ongoing As Needed											
602	ITS Plan/Traffic Ops Technical Assistance		x			x			x			x	
605	Moorhead Downtown Grade Sep. Alternatives Dev.	x	x	x	x	x	x	x	x	x			
606	Southwest Metro Transportation Plan	x	x	x	x	x	x	x					
607	West Fargo Sheyenne Street Corridor Study	x	x	x	x	x	x	x	x	x	x	x	
610	Alternate Routes/Traffic Incident Mgmt. Guide Book	x	x	x	x	x	x	x	x	x	x		
700	Bicycle, Pedestrian, & Transit Planning	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
701	Transit Technical Assistance	As Needed											
704	Bike & Pedestrian Technical Assistance	As Needed											
705	Oak Grove/Memorial Bike/Ped Bridge Program Asst.	x	x	x	x	x							
706	Metropolitan Bike Summit			x	x	x	x	x	x				
707	Metropolitan Bikeway Map Update	x	x	x	x								
711	Metropolitan Bikeway Signage Study	x	x	x									
712	Heartland Trail Extension	x	x	x	x	x	x	x	x	x	x	x	x
800	Administration/Internal Management	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
801	General Administration	x	x	x	x	x	x	x	x	x	x	x	x
802	Employee Development/Training	x	x	x	x	x	x	x	x	x	x	x	x
803	Information Technology (IT) Mtce./Mgmt.	x	x	x	x	x	x	x	x	x	x	x	x
1000	Pass Through/Contracted Planning	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
1001	ATAC Technical Assistance	As Needed											
1002	Transit Development Plan Update	x	x	x	x	x	x	x	x	x	x	x	x
1005	Heartland Trail Extension	x	x	x	x	x	x	x	x	x	x	x	x
1006	Metropolitan Wide Traffic Counts/Analysis					x	x	x	x	x	x		
1007	Moorhead Downtown Grade Sep. Alternatives Dev.	x	x	x	x	x	x	x	x	x			
1009	Southwest Metro Transportation Plan	x	x	x	x	x	x	x					
1010	West Fargo Sheyenne Street Corridor Study	x	x	x	x	x	x	x	x	x	x	x	
1012	Alternate Routes/Traffic Incident Mgmt. Guidebook	x	x	x	x	x	x	x	x	x	x	x	x
1100	Community & Technical Assistance (locally funded)	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
1102	Hawley Comp. & Transportation Plan Update	x	x	x	x	x	x	x	x	x	x	x	x

UPWP Major Project Timeline (2016)

Code	Program Area	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
100	Public Input/Education & Committee Coordination												
101	Public Input/Education	x	x	x	x	x	x	x	x	x	x	x	x
102	Metro COG Newsletter			x			x			x			x
103	Committee Coordination	x	x	x	x	x	x	x	x	x	x	x	x
104	Website Development/Mgmt.	x	x	x	x	x	x	x	x	x	x	x	x
200	Data Development & Management												
201	GIS Systems Mgmt./Mapping & Graphics	x	x	x	x	x	x	x	x	x	x	x	x
202	Census/ACS Updates Calibration/Env. Justice	As Needed											
203	Metropolitan Traffic Counts/Analysis					x	x	x	x	x	x		
204	Bicycle & Pedestrian Counts/Analysis					x	x	x	x	x	x		
205	FM Metropolitan Profile	x	x	x	x	x	x						
206	Demographic Forecasts (2015 to 2045)	x	x	x	x	x	x	x	x	x	x		
300	Travel Demand Modeling Development & Mtce.												
301	Travel Demand Model Maintenance	As Needed											
400	Transportation Planning & Program Development, Impl. & Mtce.												
401	Metropolitan Long Range Plan Impl. & Mtce.		x		x		x		x		x		x
403	Bicycle & Pedestrian Plan Update	x	x	x	x	x	x	x	x	x	x	x	x
405	UPWP Mtce. & Progress Reporting	x	x	x	x	x	x	x	x	x	x	x	x
406	2017-2018 UPWP	x	x	x	x	x	x	x	x	x			
407	Metro/State/Federal Policy Development	Ongoing As Needed											
408	Plan/Project Review affecting MTP/MPO Program												
409	MAP-21 Compliance & Mtce.												
411	Contract Mgmt. & Oversight	x	x	x	x	x	x	x	x	x	x	x	x
500	Transportation Improvement Program (TIP)												
501	Transportation Improvement Program (TIP)	x	x	x	x	x	x	x	x	x	x	x	x
600	Transportation Technical Assistance/Subarea Planning												
601	Metropolitan Transp. Tech. Assistance	Ongoing As Needed											

602	ITS Plan/Traffic Ops Technical Assistance		x			x			x			x	
603	Dilworth North & East Area Transportation Plan	x	x	x	x	x	x	x	x	x	x	x	x
604	Clay County Comp. & Transportation Plan Update	x	x	x	x	x	x	x	x	x	x	x	x
608	Glyndon Parke Avenue Reconstruction	x	x	x	x	x	x	x	x	x	x	x	x
609	76th Avenue South Corridor Study	x	x	x	x	x	x	x	x	x	x	x	x
700	Bicycle, Pedestrian, & Transit Planning	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
701	Transit Technical Assistance	As Needed											
702	West Fargo SRTS Plan Update							x	x	x	x	x	x
703	Moorhead SRTS Plan Update							x	x	x	x	x	x
704	Bicycle & Pedestrian Technical Assistance	As Needed											
706	Metropolitan Bike Summit			x	x	x	x	x	x				
707	Metropolitan Bikeway Map Update	x	x	x	x								
712	Heartland Trail Extension	x	x	x	x	x	x	x	x	x	x	x	x
800	Administration/Internal Management	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
801	General Administration	x	x	x	x	x	x	x	x	x	x	x	x
802	Employee Development/Training	x	x	x	x	x	x	x	x	x	x	x	x
803	Information Technology (IT) Mtce./Mgmt.	x	x	x	x	x	x	x	x	x	x	x	x
1000	Pass Through/Contracted Planning	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
1001	ATAC Technical Assistance	As Needed											
1003	Bicycle & Pedestrian Plan Update	x	x	x	x	x	x	x	x	x	x	x	x
1004	Demographic Forecasts (2015 to 2045)	x	x	x	x	x	x	x	x	x	x		
1008	Clay County Comprehensive & Transportation Plan	x	x	x	x	x	x	x	x	x	x	x	x
1011	76th Avenue South Corridor Study	x	x	x	x	x	x	x	x	x	x	x	x
1100	Community & Technical Assistance (locally funded)	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
1101	Barnesville Comp. & Transportation Plan Update	x	x	x	x	x	x	x	x	x	x	x	x

Appendix A. Policy Board, TTC and Metro COG Staff

Metro COG Policy Board

Voting Members

Roger Buscher	<i>City of Moorhead, Minnesota - Planning Commission</i>
Brenda Elmer	<i>City of Moorhead, Minnesota - City Council</i>
Tony Gehrig	<i>City of Fargo, North Dakota - City Commission</i>
Steve Gehrtz	<i>City of Moorhead, Minnesota - City Council</i>
Frank Gross	<i>Clay County, Minnesota County - County Commission</i>
Julie Nash (C)	<i>City of Dilworth, Minnesota - City Council</i>
John Q. Paulsen	<i>City of Fargo, North Dakota - Planning Commission</i>
Dave Piepkorn (VC)	<i>City of Fargo, North Dakota - City Commission</i>
Mary Scherling	<i>Cass County, North Dakota - County Commission</i>
Rocky Schnieder	<i>City of Fargo, North Dakota - Planning Commission</i>
Mark Simmons	<i>City of West Fargo, North Dakota - City Commission</i>
Melissa Sobolik	<i>City of Fargo, North Dakota - City Commission</i>
Jan Ulferts Stewart	<i>City of Fargo, North Dakota - Planning Commission</i>
Mike Williams	<i>City of Fargo, North Dakota - City Commission</i>

Associate Members

Charlie Francis	<i>City of Casselton, North Dakota - City Commission</i>
Wade Frank	<i>City of Horace, North Dakota - Parks Commission</i>
Eric Hillman	<i>City of Mapleton, North Dakota - Mayor</i>
Gary E. Johnson	<i>City of Hawley, Minnesota - Mayor</i>
David Owings	<i>City of Glyndon, Minnesota - City Council</i>
Michael Rietz	<i>City of Barnesville, Minnesota - City Council</i>
Bernie Stasch	<i>City of Harwood, North Dakota - City Commission</i>

Voting and Associate Member Alternates

Kristine Fremstad	<i>City of Fargo, North Dakota - Planning Commission</i>
Jim Haney	<i>City of Moorhead, Minnesota - City Council</i>
Cecil Johnson	<i>City of Glyndon, Minnesota - Mayor</i>
Karen Lauer	<i>City of Barnesville, Minnesota - City Council</i>
Sharon May	<i>City of Horace, North Dakota - City Commission</i>
Jenny Mongeau	<i>Clay County, Minnesota County - County Commission</i>
Jeffrey Morrau	<i>City of Fargo, North Dakota - Planning Commission</i>
Sherry Morris	<i>City of Harwood, North Dakota - City Commission</i>
Pam Ness	<i>City of Glyndon, Minnesota - City Council</i>
Chad Olson	<i>City of Dilworth, Minnesota - Mayor</i>
Tom Pederson	<i>City of Mapleton, North Dakota - City Commission</i>
Chad Peterson	<i>Cass County, North Dakota - County Commission</i>
Mark Wentz	<i>City of West Fargo, North Dakota - City Commission</i>
John Young, Jr.	<i>City of Hawley, Minnesota - City Council</i>

note: C = Chair, VC= Vice Chair

Transportation Technical Committee

Jonathan Atkins (NV*)	<i>City of Moorhead, Minnesota Public Works Department</i>
Jason Benson	<i>Cass County, North Dakota Public Works Department</i>
Chris Brungardt	<i>City of West Fargo Public Works Department</i>
William Christian (C)	<i>Metro COG</i>
Jim Gilmour	<i>City of Fargo, North Dakota City Planning Department</i>
Jeremy Gorden	<i>City of Fargo, North Dakota Engineering Department</i>
Michael Johnson	<i>North Dakota Department of Transportation Urban Engineering Dept.</i>
Kristie Leshovsky	<i>City of Moorhead, Minnesota Planning Department</i>
Tim Magnusson	<i>Clay County, Minnesota County Planning Department</i>
David Overbo	<i>Clay County, Minnesota County Engineering Department</i>
Mary Safgren	<i>Minnesota Department of Transportation District 4</i>
Gregg Schildberger	<i>City of Fargo, North Dakota Transit (MATBUS)</i>
Brit Stevens (NV)	<i>North Dakota State University</i>
Stan Thurlow	<i>City of Dilworth, Minnesota Planning Department</i>
Tom Trowbridge	<i>City of Moorhead, City Engineer</i>
Lori Van Beek	<i>City of Moorhead, Minnesota Moorhead Transit (MATBUS)</i>
Larry Weil	<i>City of West Fargo, North Dakota City Planning Department</i>
John Young, Jr. (NV)	<i>City of Hawley, Minnesota Public Works Department</i>

note: C = Chair, NV= Nonvoting Member, NV*= has voting privilege in absence of Mr. Trowbridge

Metro COG Staff

Adam Altenburg	<i>Community and Transportation Analyst</i>
Dave Burns	<i>GIS Planner</i>
Bill Christian	<i>Executive Director</i>
Dan Farnsworth	<i>Transportation Planner</i>
Michael Maddox	<i>Senior Transportation Planner</i>
Kate Wurtzler	<i>Executive Secretary</i>

Appendix B. 2015 and 2016 Schedule of Policy Board and Transportation Technical Committee Meetings



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:

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

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

Appendix C. Notice of 2016 Planning Emphasis Areas Letter



U.S. Department
of Transportation

Federal Highway
Administration
Federal Transit
Administration

1200 New Jersey Avenue, SE
Washington, DC 20590

March 18, 2015

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

Attention: Executive Directors of Metropolitan Planning Organizations

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

MAP-21 Implementation

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

Regional Models of Cooperation

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

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

Ladders of Opportunity

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

Sincerely yours,

Gregory G. Nadeau
Deputy Administrator
Federal Highway Administration

Therese W. McMillan
Acting Administrator
Federal Transit Administration

Appendix D. Documentation of Local Match

Dues and Local Match on Contracted Planning Projects	Jurisdiction							Total
	Cass Co.	Clay Co.	Dilworth	Fargo	Moorhead	West Fargo	Horace	
Metro COG Dues								
Approved Dues Formula	8.9%	8.2%	1.9%	50.0%	18.4%	12.5%		100.00%
2016 Dues	\$10,704.36	\$9,838.07	\$2,341.12	\$60,057.03	\$22,145.84	\$15,027.64	\$0.00	\$120,114.07
Contracted Planning Projects								
AMPO Membership	\$89.12	\$81.91	\$19.49	\$500.00	\$184.37	\$125.11	\$0.00	\$1,000.00
Metropolitan Travel Demand Model	\$712.95	\$655.25	\$155.93	\$4,000.00	\$1,474.99	\$1,000.89	\$0.00	\$8,000.00
Bike/Ped Plan Update	\$2,227.96	\$2,047.65	\$487.27	\$12,500.00	\$4,609.34	\$3,127.79	\$0.00	\$25,000.00
Demographic Forcast Update	\$2,227.96	\$2,047.65	\$487.27	\$12,500.00	\$4,609.34	\$3,127.79	\$0.00	\$25,000.00
76th Ave Corridor Study	\$0.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$10,000.00	\$40,000.00
Clay County Comprehensive & Transportation Plan	\$0.00	\$75,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75,000.00
West Fargo Comprehensive & Transportation Plan	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00
Metro COG Regional Freight Plan	\$2,851.78	\$2,620.99	\$623.71	\$16,000.00	\$5,899.95	\$4,003.56	\$0.00	\$32,000.00
Metro COG Regional RailRoad Master Plan	\$2,673.55	\$2,457.18	\$584.73	\$15,000.00	\$5,531.20	\$3,753.34	\$0.00	\$30,000.00
Total	\$15,962.33	\$89,670.53	\$3,491.08	\$119,557.03	\$33,023.87	\$72,409.21	\$10,000.00	\$344,114.07

2016 jurisdiction dues and project-specific responsibilities, as presented, were approved in April, 2015 as part of the 2016 Metro COG Budget.

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 2015-2016 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, 2015 — December 31, 2016) among local, state, and federal granting agencies.

Metro COG Funding & Billing Procedures

Federal

For 2015-2016 Metro COG will receive the majority of its revenues from a Consolidated Planning Grant (CPG) administered by the North Dakota Department of Transportation. Traditionally CPG funds reimburse approximately 99% of Metro COG's costs, at 80% participation. The 20% share of the CPG eligible costs are covered through local and state sources of funding. Metro COG bills NDDOT monthly for reimbursement of eligible CPG activities. Metro COG billings to NDDOT break out costs by direct labor, indirect costs (as a percentage of billable hours), and contracted planning costs.

State

Metro COG will receive approximately \$26,820 (based on estimates for CY 2015 and CY 2016 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 2014 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 approximately \$114,000 to \$120,000 in 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.

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 employee related costs.

Indirect Costs (Overhead, Administration and Release Time)

Metro COG's indirect costs for 2015 and 2016 are demonstrated in Program Area 800 and 900 (Pages 24-27). Program Area 800 is Administrative time billed by Metro COG staff that is not attributable to any specific program activity in that it benefits the overall operation of Metro COG, as discussed under Program Area 800. Program Area 900 is overhead costs incurred to support the operations of Metro COG. Metro COG also bills release time (vacation, holiday and sick leave) as an indirect cost as part of its annually approved and reconciled indirect rate.

Metro COG's indirect costs support the implementation of Program Area 100-700 and 1000 of the UPWP, as outlined below. Indirect (overhead) costs attributable to *non-metropolitan wide* Program Area 1100 projects are not charged against Metro COG's overhead for items such as advertising 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 LRTP or modal plan updates, etc.) are billed against Metro COG's overhead (Program Area 900).

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

For internal budgeting purposes Metro COG splits the overhead component of its indirect costs by those eligible for CPG reimbursement (900) and those ineligible for CPG reimbursement (901). Costs shown in 901 are cost considered ineligible for reimbursement with CPG funds. Metro COG uses costs incurred in 901 to partially meet the local match against the annual MnDOT state planning grant, which requires a local match of 20%, which is estimated annually at approximately \$6,705 based on CY 2014 MnDOT Grant. Metro COG and NDDOT annually reconcile indirect billing amounts to ensure accuracy of costs being reimbursed as indirect with CPG funds.

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

- *Travel/Registration*: Registration fees for conferences, workshops and seminars; mileage and travel reimbursements, including per diems, related to approved staff travel.
- *Dues/Subscriptions*: Expenses for dues and subscriptions for transportation planning related publications and professional organizations (if CPG eligible).
- *Office Supplies*: Materials and supplies (paper, pens, pencils, etc.).
- *Postage*: Postage meter lease and postage costs; including cost of mailing Metro COG newsletter through a contractor.
- *Advertising*: Advertising costs related to the publication of Metro COG meetings and events; and ads regarding employee recruitment.
- *Office Rent*: Rent payments regarding Metro COG office space.
- *Insurance*: Several interrelated insurance policies protecting Metro COG material items, liability for staff, the Director, and the Policy Board.
- *Telephone*: Monthly phone charges.
- *Network Support*: Related to support of information systems (IS) of Metro COG, including software.
- *Audit (contracted)*: Metro COG's annual audit.
- *Office Equipment*: Replacement/purchase of office hardware, including desks, chairs, computers etc. (Metro COG is a stand-alone organization, and all equipment used by Metro COG is used solely for Metro COG functions).
- *Equipment Rental*: This relates to the lease/rental of equipment, primarily Metro COG's office photo copier; including per unit cost of photocopies.
- *Attorney's Fees*: Legal costs.
- *Accounting Services (contracted)*: Costs related to accounting services.
- *Traffic Count Equipment (Locally funded)*: The replacement and purchase of traffic count equipment for the use of data collection efforts in the FM Metropolitan area.
- *Miscellaneous (Locally funded)*: Covers miscellaneous costs that are not eligible for federal reimbursement (occasional food/meals for meetings), Metro COG Annual Meeting; and is used to cover unexpected expenses for which no other overhead category is suitable.

- *Professional Memberships/Dues (Locally funded)*: Expenses for dues and subscriptions for transportation planning related publications and professional organizations, for which are ineligible for CPG reimbursement.

Metro COG's indirect Rate

Metro COG's indirect rate is determined based on a reconciliation of past year costs (E.g. the CY 2014 Indirect rate will be based on actual reconciled indirect costs for 2013). A new indirect rate is approved at the start of each calendar year by NDDOT. Appendix A demonstrates Metro COG's approved CY 2014 Indirect Rate, as per the reconciliation of CY 2013 costs. Indirect costs take into account all overhead costs (as show in Program 900) and administrative costs shown in Program Area 800, as a factor of total direct costs ($indirect\ costs/direct\ costs = indirect\ rate$). The indirect rate is applied to all work (almost exclusively in the 1100 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 2015-2016 will not be eligible for reimbursement through the CPG funds administrated by the NDDOT. These costs are exclusive to Program 1100, Community Planning and Technical Assistance. For services provided in the 1100 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 2015 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 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
- Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- Section 1101(b) of the Moving Ahead to Progress to the 21st Century (MAP-21) (Pub. L. 109-59) and 49 CFR part 26 regarding the involvement of Disadvantaged Business Enterprises in USDOT funded planning projects;
- 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;
- The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- Section 324 of Title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

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

F-M Metropolitan Council of Governments

Frank Gross

Signature

Chairman

Title

8/22/2014

Date

North Dakota Department of Transportation

Paul M. Benning

Signature

LOCAL GOVERNMENT ENGINEER

Title

9-2-14

Date

Appendix G. Certification of Restrictions on Lobbying

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

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

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

Executed this ____ day of _____, 2015

By _____

Julie Nash, Chair
Fargo-Moorhead Metropolitan Council of Governments
Policy Board

_____ Date