

The 635th Policy Board Meeting Fargo-Moorhead Metropolitan Council of Governments THURSDAY, October 17, 2024 – 4:00 PM AGENDA

1. Call to Order and Introductions
 - a. Introductions Information Item
 - b. Approve Order and Contents of the Overall Agenda Action Item
 - c. Approve Minutes (September 19, 2024 Board Meeting and September 26, 2024 Special Meeting) Action Item
 - d. Approve October 2024 Bills Action Item
2. Consent Agenda **Action Item**
 - a. September End of Month Report
 - b. Metro COG 3rd Quarter Report
 - c. Approval of CPG Contract Amendment
3. Regular Agenda
 - a. Approve 2025-2026 UPWP & Budget **Action Item**
4. Additional Business Information Item
5. Adjourn

REMINDER: The next Metro COG Policy Board Meeting will be held **Thursday, November 21, 2024 at 4:00 PM.**

Metro COG is encouraging citizens to provide their comments on agenda items via email to Angela Brumbaugh at brumbaugh@fmmetrocog.org. To ensure your comments are received prior to the meeting, please submit them by 8:00 AM on the day of the meeting and reference which agenda item your comments address. If you would like to appear via video or audio link for comments or questions on a regular agenda or public hearing item, please provide your e-mail address and contact information to the above e-mail at least one business day before the meeting.

For Public Participation, please REGISTER with the following link:

https://us02web.zoom.us/webinar/register/WN_-nXG9D41Qg-4niFMGMulmQ

Bolded Action Items require roll call votes.

Full Agenda packets can be found on the Metro COG Web Site at <http://www.fmmetrocog.org>

NOTE: Given the participation of Fargo City Commissioners at Policy Board meetings, such meetings may constitute open public meetings of the City of Fargo.

Metro COG is committed to ensuring all individuals, regardless of race, color, sex, age, national origin, disability/handicap, sexual orientation, and/or income status have access to Metro COG's programs and services. Meeting facilities will be accessible to mobility impaired individuals. Metro COG will make a good faith effort to accommodate requests for translation services for meeting proceedings and related materials. Please contact Angela Brumbaugh at 701-532-5100 at least five days in advance of the meeting if any special accommodations are required for any member of the public to be able to participate in the meeting.

**633rd Policy Board Meeting
Fargo-Moorhead Metropolitan Council of Governments
Thursday, September 19, 2024 – 4:00 PM**

Members Present:

Duane	Breitling	Cass County Commission
Chuck	Hendrickson	Moorhead City Council
Stephanie	Landstrom	Horace City Council
Jenny	Mongeau	Clay County Commission
Julie	Nash	Dilworth City Council
Ryan	Nelson	Moorhead City Council
Brad	Olson	West Fargo City Commission
Michelle	Turnberg	Fargo City Commission
Deb	White	Moorhead City Council

Members Absent:

Rory	Jorgensen	West Fargo City Commission
Denise	Kolpack	Fargo City Commission
Dave	Peipkorn	Fargo City Commission
Art	Rosenberg	Fargo Planning Commission
Thomas	Schmidt	Fargo Planning Commission
John	Strand	Fargo City Commission
Maranda	Tasa	Fargo Planning Commission

Others Present:

Adam	Altenburg	Metro COG
Paul	Bervik	Metro COG
Karissa	Beierle Pavek	Metro COG
Angela	Brumbaugh	Metro COG
Dan	Farnsworth	Metro COG
Ben	Griffith	Metro COG
Aiden	Jung	Metro COG
Chelsea	Levorsen	Metro COG
Michael	Maddox	Metro COG
Mackenzie	Mueller	Metro COG

1a. MEETING CALLED TO ORDER, WELCOME, AND INTRODUCTIONS, convened

The meeting was called to order at 4:00 PM, on September 19, 2024, by Chair Breitling, noting a quorum was present. Introductions were made including Karissa Pavek as the new GIS Specialist/Assistant Transportation Planner.

1b. Approve Order and Contents of Overall Agenda, approved

Chair Breitling asked for approval for the overall agenda with the addition of 2c. Acceptance of 2023 Financial Audit.

MOTION: Approve the contents of the Overall Agenda with the addition of item 2c, of the September 19, 2024, Policy Board Meeting.

Mr. Olson moved, seconded by Ms. Nash
MOTION, passed
Motion carried unanimously.

1c. Past Meeting Minutes, approved

Chair Breitling asked for approval of the Minutes of the August 15, 2024, Meeting.

MOTION: Approve the August 15, 2024, Policy Board Meeting Minutes.
Ms. Nash moved, seconded by Mr. Nelson.
MOTION, passed
Motion carried unanimously.

1d. Monthly Bills, approved

Chair Breitling asked for approval of the September 2024 Bills as listed on Attachment 1d.

MOTION: Approve the September 2024 Bills List.
Ms. Nash moved, seconded by Mr. Olson.
MOTION, passed
Motion carried unanimously.

2. CONSENT AGENDA

Chair Breitling asked for approval of Items a-c on the Consent Agenda.

- a. August Month End Report
- b. Approval of ATAC-Moorhead Agreement
- c. Acceptance of 2023 Financial Audit

MOTION: Approve Items a-c on the Consent Agenda.
Ms. Nash moved, seconded by Mr. Nelson.
MOTION, passed
Motion carried unanimously.

3. REGULAR AGENDA

3a. Public Comment Opportunity

No public comments were made or received.

3b. 2024-2027 TIP Amendment 11

Mr. Bervik presented the 2024-2027 TIP Amendment 11. A public notice was published in the Forum on Wednesday, September 4, 2024. The notice informed people when the meeting would be, how to request additional information, and how to provide public comment. Public comments will be accepted until noon Thursday, September 19, 2024. The proposed amendment is as follows:

Modification of Project 4232022: City of Fargo construction of a shared use path and drain crossing on Drain 27 which will connect two existing trail networks (2025). The project year was changed from 2024 to 2025.

MOTION: Approval of Amendment 11 to the Metro COG 2024-2027 Transportation Improvement Program (TIP).
Mr. Nelson moved, seconded by Mr. Olson.
MOTION, passed
Motion carried unanimously.

3c. 2025-2028 TIP (Transportation Improvement Plan) Adoption

Mr. Bervik presented the 2025-2028 TIP. The final draft listing federally funded transportation projects was developed in coordination with NDDOT, MnDOT, MATBUS, and local jurisdictions.

Public input was solicited at a public input meeting on July 16, 2024, and another public input meeting at the September 19, 2024, Policy Board meeting. It was also available on Metro COG's website.

A summary of the comments can be found in Appendix A which includes all the planning partners: NDDOT, MnDOT, City of Fargo, City of Moorhead, City of West Fargo, City of Dilworth, City of Horace, Fargo Transit, Moorhead Transit, Cass County, and Clay County.

MOTION: Approval of the Final Draft Metro COG 2025-2028 Transportation Improvement Plan (TIP)
Ms. White moved, seconded by Ms. Nash.
MOTION, passed
Motion carried unanimously.

4. Additional Business

There is a Special meeting next Thursday, September 26 for review and adoption of the 2050 MTP at 4 PM. There will be two public input sessions next Wednesday at the Hjemkomst Center at 11:00-1:00 and at 5:00-7:00. The UPWP will be included on the October Policy Board meeting.

5. Adjourn

MOTION: Adjourn the 633rd Meeting of the FM Metro COG Policy Board
Mr. Olson moved, seconded by Mr. Nelson.
MOTION, passed.
Motion carried unanimously.

The 633rd Meeting of the FM Metro COG Policy Board held Thursday, September 19, 2024, was adjourned at 4:21 PM.

THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD THURSDAY, SEPTEMBER 26, 2024, 4:00 PM.

Respectfully Submitted,

Angela Brumbaugh
Office Manager

DRAFT

Agenda Item 1c, Attachment 1

634th Special Policy Board Meeting
Fargo-Moorhead Metropolitan Council of Governments
Thursday, September 26, 2024 – 4:00 PM
Metro COG Conference Room

Members Present:

Duane	Breitling	Cass County Commission
Chuck	Hendrickson	Moorhead City Council
Stephanie	Landstrom	Horace City Council
Jenny	Mongeau	Clay County Commission
Julie	Nash	Dilworth City Council
Brad	Olson	West Fargo City Commission
Art	Rosenberg	Fargo Planning Commission
John	Strand	Fargo City Commission
Michelle	Turnberg	Fargo City Commission
Deb	White	Moorhead City Council

Members Absent:

Rory	Jorgensen	West Fargo City Commission
Denise	Kolpack	Fargo City Commission
Ryan	Nelson	Moorhead City Council
Dave	Piepkorn	Fargo City Commission
Thomas	Schmidt	Fargo Planning Commission
Maranda	Tasa	Fargo Planning Commission

Others Present:

Adam	Altenburg	Metro COG
Paul	Bervik	Metro COG
Karissa	Beierle Pavek	Metro COG
Angela	Brumbaugh	Metro COG
Dan	Farnsworth	Metro COG
Ben	Griffith	Metro COG
Chelsea	Levorsen	Metro COG
Stephanie	Falkers	SRF Consulting Group
Luke	Champa	SRF Consulting Group
Wayne	Zacher	ND DOT

- 1a. MEETING CALLED TO ORDER, WELCOME, AND INTRODUCTIONS, convened**
The meeting was called to order at 4:00 pm, on September 26, 2024, by Chair Breitling, noting a quorum was present. Introductions were made.
- 2. Approve Order and Contents of Overall Agenda, approved**
Chair Breitling asked for approval for the overall agenda.

MOTION: Approve the contents of the Overall Agenda of the 634th Policy Board Meeting.

Mr. Rosenberg moved, seconded by Ms. Rosenberg.

MOTION, passed
Motion carried unanimously.

3. Public Comment Opportunity

No public comments were made or received.

4. Metro 2050 MTP – Transportation Moving Ahead

Mr. Griffith informed everyone that the Metropolitan Transportation Plan (MTP) is one of four federally required documents mandated by transportation legislation for MPOs to adopt before September 30th. He stated the TTC met earlier that afternoon and unanimously recommended the Policy Board approve the draft Metro 2050 MTP, with the inclusion of any public comments received during the 30-day public comment period, ending on October 9th. Mr. Griffith introduced the SRF Consultants working on the project, Stephanie Falkers and Luke Champa.

Ms. Falkers presented the information regarding the Metro 2050 MTP. Phase One was understanding current experiences, goals, and objectives. Phase Two was Performance based Planning and Programming along with understanding the projects, goals, and objectives. Phases 3 and 4 included project and plan preparation. Open houses and attendance at pop up events were heavily utilized. All comments received will be included in the document appendix. The addition of the 14th Street Overpass project in Dilworth has been added to the 2050 MTP project list.

Ms. Falkers stated the goals are safety, travel efficiency, walking and biking, transit access, maintaining transportation infrastructure, community context, freight network, emerging transportation, connecting people and places, and transportation decisions. The top three goals are safety & system security, walking, biking & rolling, and maintaining transportation infrastructure.

Project list refinement has been the focus for the past six months. Engaging with the different jurisdictions, identifying potential projects, and using a weighted score.

The following changes will be made:

- The 14th Street Overpass project (Dilworth) will be added to the Illustrative list.
- Long-term constraint, reserve list, and illustrative figure added to Chapter 5.
- Add the cost estimation spreadsheet and methodology as an appendix.

Ms. White stated she appreciates all the information. She would like to see the text on Micromobility services updated. She also noted that the document discusses "Great Rides" being in operation and it no longer exists.

Mr. Strand asked about Amtrak connections being addressed in the document.

The next step is the Open Comment Period until October 9th. Any comments will be included in the appendix. Ms. Falkers stated the contract with SRF Consulting goes until the end of December 2024, and they will continue to be available for any questions or comments after the comment period date. They will also be developing the new Congestion Management Process which is required for TMAs.

MOTION: Approval of draft Metro 2050 MTP – Transportation Moving Ahead, with inclusion of any public comments received during the 30-day public comment period.

Ms. White moved, seconded by Mr. Olson.

MOTION, passed

5. Adjourn

MOTION: Adjourn the 634th Special Meeting of the FM Metro COG Policy Board

Mr. Strand moved, seconded by Mr. Olson

MOTION, passed.

Motion carried unanimously.

The 634th Meeting of the FM Metro COG Policy Board held Thursday, September 26, 2024, was adjourned at 4:353 PM.

THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD OCTOBER 17, 2024, 4:00 PM AT THE FM METRO COG CONFERENCE ROOM, ONE NORTH 2ND STREET, CASE PLAZA SUITE 232, FARGO, ND.

Respectfully Submitted,

Angela Brumbaugh
Office Manager

METROCOG

FM REGIONAL TRANSPORTATION PLANNING ORGANIZATION

Unified Planning Work Program

Quarterly Progress Report: July 1, 2024 to September 30, 2024

Approved: October 17, 2024

DRAFT

This progress report provides a brief description and overview of the various planning activities completed by Fargo-Moorhead Metropolitan Council of Governments (Metro COG) from July 1, 2024 to September 30, 2024, in accordance with the approved Unified Planning Work Program (UPWP). Included in this report:

- Planning activities completed during this period with the percent complete for each activity; and
- A budget summary identifying the activity, the total activity budget, the amount of activity budget spent July 1, 2024 through September 30, 2024, and the percent of the budget spent



For more information regarding the information presented,
please contact the Fargo-Moorhead Metropolitan Council of Governments

<i>FM Metro COG</i> <i>1 – 2nd Street North</i> <i>Case Plaza, Suite 232</i> <i>Fargo, ND 58102-5807</i>	<i>701-532-5100</i> <i>fmmetrocog.org</i> <i><u>metrocoq@fmmetrocog.org</u></i>
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2024 Staff Activities by UPWP Work Element (July 1, 2024 through September 30, 2024)

100 Policy and Administrative Forum

2024 Budget	Amount Billed	Percent Billed
\$75,508.10	\$___	75%

101 Metro COG Policy Board

Status: 75% Complete

- Prepared for and attended Policy Board Meetings on July 18, July 29, August 15, September 21, and September 26
- Attended staff meetings regarding development of Policy Board agendas
- Participated in miscellaneous Policy Board coordination agenda items discussions
- Prepared agenda and packet materials for Policy Board meetings
- Recorded and prepared meeting minutes
- Recorded voting actions, roll call votes, and voting outcomes
- Updated Policy Board members and information as necessary
- Review materials for Policy Board packets

102 Metro COG Executive Committee

Status: 75% Complete

- Prepared for and attended Executive Committee meetings on August 5 and September (no meeting held in July)
- Prepared agenda and packet materials for Executive Committee
- Prepared meeting minutes, voting actions and outcomes

103 Transportation Technical Committee (TTC)

Status: 75% Complete

- Prepared for and attended TTC meetings on July 11, August 8, and September 12, and September 26
- Attended staff meetings regarding development of TTC agendas
- Participated in miscellaneous TTC coordination agenda items discussions
- Prepared agenda and packet materials for TTC meetings
- Recorded and prepared minutes
- Recorded voting actions, roll call votes, and voting outcomes
- Review materials and prepare TTC Meeting packets

104 Federal, State, and Local Committee Meetings

Status: 75% Complete

- Participated in North Dakota Human Services Division meeting on July 31
- Participated in the AANW North Dakota Rail Passengers discussion on September 12
- Participated in MnDOT Corridor Planning Guidebook TAC meetings
- Participated in MnDOT Moorhead I-94 Corridor Study meeting
- Participated in Fargo 64th Ave / 76th Ave Interchange meetings
- Attended weekly NDDOT-ND MPO Directors Discussion meetings via Teams
- Attended monthly ND MPO Directors Coordination meetings
- Attended MnDOT MPO Directors Quarterly Meeting at MnDOT District 1 Office in Duluth for GHG Workshop
- Attended NDDOT MPO Directors Fall Quarterly Meeting at NDDOT Office in Bismarck

200 Contracted Planning Services

2024 Budget	Amount Billed	Percent Billed
\$151,875.70	\$___	varies%

201 NDSU ATAC Participation

Status: 75% Complete

Attended ATAC Traffic Data Collection meeting via Teams. Reviewed and renewed 3-year ATAC Master Agreement.

202 Metropolitan Transportation Plan 2050

Status: 90% Complete

The MTP effort concluded in the third quarter with the adoption of the plan in September. Metro COG and the consultant worked to finalize the inclusion of projects, the fiscal constraint, and the prioritization of the projects. This took multiple meetings with the SRC. Public comments were solicited with public engagement at the Street Fair, two public input session held at the Hjemkomst Center and various other public engagement events.

204 Electric Vehicle Readiness Study

Status: 75% Complete

Continued bi-weekly coordination and internal check-in meetings. Assisted with data and utility requests and participated in joint Working Group/Study Review Committee meeting #4 on July 17 and meeting #5 on September 16. Coordinated public engagement pop-up meeting on July 28 and set up additional meeting with utilities on September 23. Reviewed and distributed information on an online public open and provided comments on the utilities and grid analysis review and strategies content.

205 Moorhead Intersection Data Collection

Status: 75% Complete

Set up cameras, coordination with Metro COG staff and City of Moorhead, monthly meetings with Sharma at ATAC for check-ins. Reviewed and approved a three-year ATAC-Moorhead agreement.

206 Signalized Intersection Data (carryover)

Status: 90% Complete

Coordinate with Metro COG and attend monthly meetings with Sharma at ATAC.

207 I-94 & 20th Street Interchange Analysis (carryover)

Status: 45% Complete

The third quarter consisted of project coordination with the consultant, including invoice review and progress meetings. A lot of effort in the third quarter consisted of determining the best methodology and optimizing future traffic projections for the study's planning year. The study moved into the initial alternatives screening task toward the end of the third quarter.

208 West Perimeter Highway Corridor Study (carryover)

Status: 40% Complete

The third quarter consisted of project coordination with the consultant, including invoice review and progress meetings. Metro COG reviewed study documents including tech memos in the third quarter. Stakeholder meetings were held on August 6th and the third SRC meeting was held on September 17th. A meeting with the Diversion Authority was also held in the third quarter to discuss excess Diversion Authority lands.

209 Horace Core Neighborhood Plan

Status: 20% Complete

Work commenced on the effort and was in full swing in the third quarter. Staff coordinated and held public engagement efforts for the plan. This included both in person at Horace Bean Days as well as virtual engagement efforts. A field review was conducted to provide the SRC and the consultants with specific understanding of the infrastructure issues in the core of the community.

210 Safe Streets and Roads for All (SS4A)

Status: 71% Complete

Continued bi-weekly coordination and internal check-in meetings. Continued to work on High Injury Network analysis, dashboard and toolkit content, transportation equity review/regional indicators, and implementation measures. Participated in Study Review Committee meeting #3 on August 5. Provided comments on administrative draft report and prepped story board ahead of October online public video and comment period.

211 Clay County Heartland Trail Routing Analysis

Status: 40% Complete

The third quarter consisted of regular project management activities such as progress calls and review of invoices and progress reports. Metro COG secured additional needed local funds for the study in the third quarter. Two presentations were given by Metro COG to both the Clay County Intergovernmental Committee and the Clay County Board of Commissioners. The third quarter consisted of pop-up events in Hawley, Glyndon, and Moorhead as well as a public open house on July 16th. The third SRC meeting was held on September 16th. Other meetings during the third quarter included attending the Becker County Heartland Trail group meeting, and hold a meeting with the DNR and MSUM Science Center to discuss the trail through Buffalo River State Park.

212 2026-2030 Transit Development Plan

Status: 10% Complete

Provided assistance on SRC needs for the TDP and attend TDP meeting #1 with SRC.

213 15th Avenue North Corridor Study

Status: 30% Complete

The project got into full swing during the third quarter. The consultant prepared an analysis of existing conditions. The consultant also reached out to landowners along the corridor to provide them with knowledge of the project as well as an opportunity to provide input into the effort. Staff and the consultant convened a corridor owners committee to talk about jurisdictional ownership issues that are currently occurring as well as to coordinate what entity would have eventual ownership of the corridor in the long term.

214 West 94 Area Transportation Plan

Status: 10% Complete

The West 94 Area Transportation Plan was kicked off in late-June. Significant work occurred in the third quarter including the project kick-off meeting with the consultant, SRC meetings 1, 2, and 3, the addition of contract amendment #1, as well as other project activities. Metro COG staff was also involved in regular project management activities such as progress calls and review of invoices, progress reports, and the review of project materials.

215 BNSF Rail Study

Status: 0% Complete

There has been preliminary preparation work on the Metro Railroad Needs Study. The interviews were scheduled and conducted, the consultant was selected, and the contract was executed. After execution of the contract it was submitted to NDDOT for approval as part of the QBS process. Assisted in identifying and organizing the SRC members.

225 University Drive & 10th Street Corridor Study (Carrover)

Status: 0% Complete

Metro COG restarted this study in the third quarter. Metro COG met with the consultant multiple times to talk about Phase II of the project. Metro COG and the consultant coordinated the public engagement efforts that were going to take place for Phase II tasks.

227 Dilworth 8th Avenue Extension Study

Status: 30% Complete

Metro COG released a RFP, selected a consultant, and kicked off the project in the third quarter. One SRC has been conducted as well as outreach to the Dilworth Planning Commission. Currently the consultants investigating development pressures along the corridor, seeking to understand the City's vision, and developing alignment alternatives and roadway characteristics that forward the goals of the project.

228 Kindred Comprehensive Plan

Status: 65% Complete

Kicked off the project in August and assisted with public engagement materials for Kindred Days on August 9 and 10. Set up weekly coordination and internal check-in meetings, assisted with data and document collection, and provided assistance on the project storymap website link.

300 Federal Transportation Planning and Documentation

2024 Budget	Amount Billed	Percent Billed
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\$155,440.43

\$__

75%

301 Transportation Improvement Plan (TIP)

Status: 100% Complete

- Meeting with Metro COG staff
- Review performance measures and incorporate them into the TIP
- Participated in webinars for MnDOT SRTS Grant and MnDOT Active Transportation Grant
- Coordinating with the jurisdictions
- Updating the Draft 2025-2028 TIP Project List, Document, and Public Input including Public Meeting.
- Coordination, Documentation, and presenting Amendment #9 for 2024-2027 TIP to TTC and Policy Board.
- Coordination, Documentation, and presenting Amendment #10 for 2024-2027 TIP to TTC and Policy Board.
- Coordination, Documentation, and presenting Amendment #11 for 2024-2027 TIP to TTC and Policy Board.

302 Unified Planning Work Program (UPWP)

Status: 75% Complete

- Coordination of 2025 and 2026 projects
- Discussed new projects and staff assignments for the 2023-2024 Unified Planning Work Program (UPWP) amendment
- Participated in discussion regarding contracted project transition from 2024 to 2025
- Meeting to discuss consultant invoice review and process
- Meeting to discuss contracted project transition from 2024 to 2025
- Developed QBS packets for NDDOT
- Coordination of project amendment to West 94 Area Transportation Plan
- Meetings with consultants to discuss upcoming projects
- Participated in UPWP Meeting to review purchasing budget
- Respond to comments from FHWA and NDDOT for 2024 UPWP Amendment #5 and resubmit to NDDOT thru FTP site
- Preliminary preparation work on Metro Railroad Needs Study
- Prepare and draft 2025-2026 UPWP and Budget

303 Public Participation

Status: 75% Complete

- Pop-up open house for Heartland Trail at the farmer's market event (August 13th)

- Pop-up open house for Heartland Trail at Glyndon Days event (August 6th)
- Reviewed Metro COG's public participation requirements as part of its Public Participation Plan
- Participated in MTP public participation at Fargo Street Fair
- Participated in Metro 2050 Public Participation events at the Hjemkomst Center

304 Congestion Management Process

Status: 75% Complete

- No activities reported this quarter

305 Federal and State Rules, Regulations, Comprehension, and Maintenance

Status: 75% Complete

- Attended monthly meetings with ND MPO Directors via Teams
- Attend Quarterly MnDOT-MPO Directors meetings via Teams and in-person
- Attended various training webinars from USDOT, FHWA, FTA and State DOTs on various transportation topics
- Reviewed CFR Section 134 for purchase compliance

306 Civil Rights/Title VI/LEP/Environmental Justice

Status: 75 % Complete

- Annual Title VI training for Metro COG staff
- Updated LEP data and population numbers for the FM metropolitan area

307 2045 LRTP Implementation

Status: 75% Complete

- No activities reported this quarter

308 2020 Census Coordination and Technical Assistance

Status: 75% Complete

- Reviewed monthly ND census reports

- Reviewed U.S. Census updates

309 TMA Transition

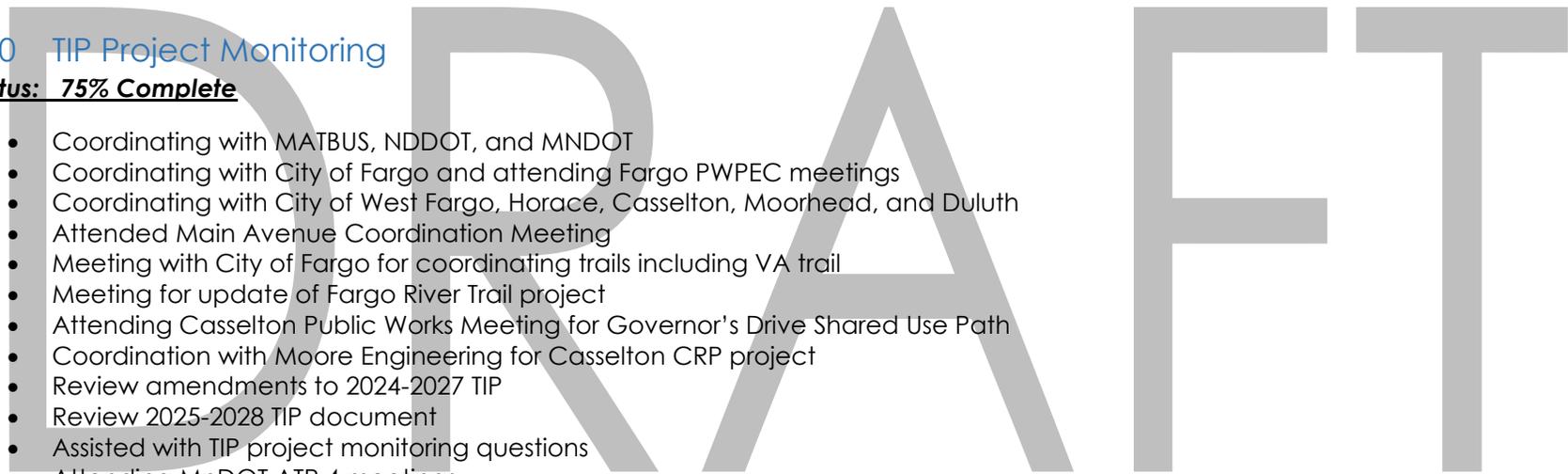
Status: 75 % Complete

- Prepare end-of-year TMA Funding letter and supporting documentation for submittal to NDDOT; attended Teams meeting with NDDOT Local Government Division Staff

310 TIP Project Monitoring

Status: 75% Complete

- Coordinating with MATBUS, NDDOT, and MNDOT
- Coordinating with City of Fargo and attending Fargo PWPEC meetings
- Coordinating with City of West Fargo, Horace, Casselton, Moorhead, and Duluth
- Attended Main Avenue Coordination Meeting
- Meeting with City of Fargo for coordinating trails including VA trail
- Meeting for update of Fargo River Trail project
- Attending Casselton Public Works Meeting for Governor's Drive Shared Use Path
- Coordination with Moore Engineering for Casselton CRP project
- Review amendments to 2024-2027 TIP
- Review 2025-2028 TIP document
- Assisted with TIP project monitoring questions
- Attending MnDOT ATP 4 meetings
- Coordination with MATBUS, NDDOT and MnDOT



400 Technical Transportation Data and Analysis

2024 Budget	Amount Billed	Percent Billed
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\$103,435.23

\$__

75%

401 Performance Measures

Status: 75% Complete

- Assisted with performance measure calculations and analyses
- Review performance measures to incorporate them into the TIP
- Review and monitor emailed updates from state DOTs regarding Federal Performance Measures

402 Federal Functional Classification Update

Status: 75% Complete

- Review NDDOT's notes, make document revisions, resubmit revised FFC documents
- Review submittal update to NDDOT
- Finalize spread sheet for DOT submittal incorporating NDDOT comments and resubmit
- Prepare presentation materials for TTC & Policy Board including memo, power point slides, presentation, & resolution

403 Travel Demand Model (TDM) Maintenance and Operations

Status: 75% Complete

- Coordination of updated travel demand model

404 Freight and Goods Movement

Status: 75% Complete

- Discussed potential freight plan update needs as part of the Metro Railroad Needs Study
- Attended various freight movement meetings and webinars

405 FM Metro Profile

Status: 75% Complete

- Gather data
- Assisted with the Metro profile community profile
- Coordinate with local jurisdictions for updated statistical data
- Statistical analysis of data and creation of charts and graphs
- Create Metro Profile document
- Reviewed and aided with bicycle/pedestrian section of profile
- Collecting Community Profile Data from American Census Survey 2024
- Created maps and new shape files for TIP Bike & Ped Project, new jurisdiction map, non-motorized crash severe injuries and fatalities

406 Metropolitan Traffic Counting Program

Status: 75% Complete

- Provided requested traffic data to developer
- Set up traffic counters and ped cameras
- Purchased Traffic data collection cameras
- Set out, picked up, and downloaded traffic speed counters at the request of the City of West Fargo
- Collecting and Analyzing 2023 Cass and Clay Crash data

407 Metropolitan Technical Assistance

Status: 50% Complete

- Meeting with vendor to discuss crash analysis tool
- Attended to miscellaneous metropolitan technical assistance needs

408 ITS/Traffic Operations Technical Assistance

Status: 75% Complete

- Nothing new to report

409 GIS

Status: 75% Complete

- Update of sidewalk, bikeways, and shared use path shapefiles

- Assisted with GIS analyses for Metro COG internal projects
- Update of sidewalk, bikeways, and shared use path shapefiles
- Reviewing GIS geodatabases and shapefiles
- Beginning training on UrbanSDK, StreetLight and Remix/Via
- Gathered information for renewal of license for StreetLight and ArcGIS Pro

500 Transit Planning

2024 Budget	Amount Billed	Percent Billed
\$20,942.30	\$__	75%

501 Transit Technical Assistance

Status: 75% Complete

- Participated in MATBUS reorganization Study, KLJ meetings
- Assist with MATBUS related items including responding to emails
- Coordinate 2026-2030 Transit Development Plan study with MATBUS
- Discussions regarding new northern Dilworth route for MATBUS with Metro COG staff and others.

502 MAT Coordinating Board

Status: 75% Complete

- Respond to emails regarding transit related concerns
- Revise MAT Board minutes
- Add/remove MAT Board Members as needed
- 101 MAT Coordinating Board was canceled and rescheduled for Oct. 9
- Prepare documents and schedule meeting for 101 MAT Coordinating Board
 - Note RSVP's for final meeting

600 Bicycle and Pedestrian Planning

2024 Budget	Amount Billed	Percent Billed
\$28,920.38	\$__	__%

601 Bicycle/Pedestrian Activities and Technical Assistance

Status: 75 % Complete

- Moorhead Safe Routes to School Plan
 - Develop maps of study area
 - Research Safe Routes to School (Nationally & Minnesota)
 - Respond to city staff and other SRC members emails
 - Create graphs, charts, and graphic from statistical data received from surveys
 - update Metro COG Safe Routes to School website as necessary
 - Communicate with schools and principals as needed
 - Pop-up open house at Horizon Middle School April 16th
 - Develop recommendations maps
 - Develop summaries for each school's recommendations including graphics and images
- Moorhead Safe Routes to School Plan oversight
- Update of FM bike map app
- Attended Trails & Open Spaces meeting with City of Fargo on July 25th
- Wrote letter of support for Fargo Parks' Outdoor Heritage Fund application
- Preparation for Bicycle & Pedestrian Committee Meeting
- Bicycle & Pedestrian Committee meeting on September 11th
- Inventory of existing on-street bike marking conditions and existing bike route signage
- Attended Bike-Ped Committee meeting

602 Bicycle/Pedestrian Counts and Analysis

Status: 75% Complete

- Collecting bike/ped data.
- Coordinated ordering and installation locations of new bicycle/pedestrian counters

- Picked up cameras recording manual bike ped counts
- Recording and filing bike/ped count videos.
- Preparing for and attending Bike Ped Committee Meeting
- Internal, jurisdictional, and vender coordination for new pedestrian counters.
- Coordination and organization for the purchase of additional pedestrian counters.
- Meeting with MnDOT to discuss their Moorhead counter

603 Heartland Trail Extension

Status: 75% Complete

- See 211 – Clay County Heartland Trail Routing Analysis

DRAFT

700 Local Planning Assistance

2024 Budget	Amount Billed	Percent Billed
\$77,585.56	\$__	75%

701 Agency Outreach

Status: 75% Complete

- Safe Routes to School interview with FM Extra
- Attended Romkey Park press conference on August 15th
- Presentation to Moorhead Rotary Club for project updates on August 13
- Attend various meetings with outside agencies & organizations interested in Metro COG & its various projects & activities
- Met with various organizations to discuss creation of a regional housing commission

702 Local Planning Assistance

Status: 75% Complete

- Attend MnDOT MPO Director's Meeting
- Coordinated future land use needs between Cass County and West Fargo
- Helped Glyndon with zoning and planning assistance
- Helped West Fargo with community development assistance
- Continued with additional housing commission preparation and met with the Steering Committee on September 4

DRAFT

800 General Administration

2024 Budget	Amount Billed	Percent Billed
\$285,816.86	\$___	75%

801 General Administration, Management, IT, and Secretarial

Status: 75% Complete

Administrative

- Received and recorded invoices, checks, and correspondence; submitted to Christy Eickoff for accounting/payroll
- Mailed invoices, invoice payments, correspondence, etc.
- Prepared purchase orders for office supply procurement, kept rolling total of dollars spent
- Ordered office supplies and maintained inventory
- Updated payroll as necessary
- Prepared for, attended and participated in weekly Staff Meetings
- Prepare, process and review bi-weekly payroll
- Prepared and submitted bi-weekly timesheets for review and approval
- Scanned approved timesheets
- Update Monthly and Quarterly reports
- Attend to daily emails, voicemails, and document organization
- Reviewed applications and participated in interviews for GIS position
- Coordinated StreetLight Data licenses
- Employee evaluation meeting

Management

- Prepare agendas and facilitate bi-weekly staff meetings
- Conduct annual performance reviews
- Finalize job description for GIS Specialist position and post vacancy on various websites and social media platforms
- Schedule and conduct interviews for GIS Specialist
- Onboarding of three new staff members, two in July and one in September
- Prepare and review Quarterly Report for April-May-June
- Bi-weekly timesheet review and approval; prepare monthly timekeeping reports as part of NDDOT reimbursement submittal
- Prepare, process, review and approve bi-weekly payroll
- Conducted in-person Metro COG orientation sessions for four new Policy Board members
- Attended Cass County Road Advisory Committee meeting
- Attended Clay County (MN) Commission meeting and discussed several ongoing planning projects
- Organize and attend status meetings with internal project managers
- Organize Annual Fall Bi-State MPO Workshop hosted by Metro COG
- Attended multiple passenger rail meetings for multiple passenger rail studies

IT Management

- Assist with coordinating IT questions with Eide Bailly
- Upgraded Adobe Acrobat software
- Discussed replacement of server, laptops, and firewall
- Reviewed quotes for and ordered new server due to current server is past useful life expectancy

802 Financial Budgeting and Tracking

Status: 75% Complete

- Review and approve invoices and bills for payment
- Reconcile bank and credit card statements
- Review budgeting and bill paying processes with new Office Manager
- Review project budgets status with internal project managers
- Prepare and submit NDDOT reimbursement requests
- Provide additional materials to auditors for annual 2023 Financial Audit report
- Review annual 2023 Financial Audit report and present to Policy Board
- Uploaded final 2023 Financial Audit report to Federal Audit Clearinghouse website and forwarded to NDDOT, MnDOT and other agencies who had requested a copy
- Initiated Indirect Rate review with NDDOT Audit Services
- Attended Cass County (ND) Commission budget hearings

803 Professional Development, Education, and Training

Status: 75% Complete

- Attended the ND Planning Association Annual Conference on September 18
- Participated in the Post Disaster Housing Resilience webinar on August 27
- Attended Safe Routes to School Infrastructure grants webinar September 11
- Attended USDOT webinar: Equity in Roadway Safety Webinar Series: Roadway Safety for People Experiencing Homelessness (9/4/2024)
- Ongoing research regarding Metro COG policies and procedures
- Reading and review of documents, MTP, PPP, TIP, and UPWP with appropriate staff
- Researched 2025 Training opportunities and various upcoming trainings and webinars
- Attended various professional development/training webinars on various transportation-related topics.

900 Publications, Public Information, and Communications

2024 Budget	Amount Billed	Percent Billed
\$20,589.16	\$___	75%

901 Metro COG Newsletter

Status: 75% Complete

- No activities reported this quarter

902 Website and Social Media

Status: 75% Complete

- Updated website with current Policy Board, TTC, and MAT Coordinating Board packets
- Updated Metro COG Facebook account as necessary
- Updated Metro COG website as necessary
- Update and Maintain Website calendar as necessary
- Social media coordination for public engagement event
- Assisted with website maintenance and posted upcoming news and events
- Updated the general directory of Metro COG stakeholders for MailChimp campaigns
- Assisted with miscellaneous MailChimp maintenance

1000 Community Planning and Technical Assistance

2024 Budget	Amount Billed	Percent Billed
\$22,799.68	\$___	75%

2024-1001 Cass-Clay Food Systems Advisory Commission

Status: 75% Complete

- Prepared the agenda and packet materials for the September Cass Clay Food Commission meeting
- Transcribed minutes from the Cass Clay Food Commission meetings
- Prepared for and participated in miscellaneous steering committee meetings

To: Policy Board members
From: Ben Griffith, AICP, Executive Director
Date: October 10, 2024
Re: **Approve CPG Contract Amendment**

Last month, Metro COG was notified by NDDOT that approximately \$67,609 in 2024 MN-FTA funds had not been transferred from MnDOT to NDDOT. NDDOT gave Metro COG the option of adding it to the 2024 CPG amount or to the 2025 CPG amount. Due to significantly reduced CPG funding next year, Metro COG requested the funds be included in our 2025 CPG funding amount.

While this action does not require an amendment to the current UPWP, it does require an amendment to Metro COG's 2024 CPG contract. The funding will need to be included in Metro COG's proposed 2025 UPWP budget, and this has been completed. NDDOT has provided the attached CPG contract amendment which includes standard language and adjusted funding amounts and requires approval by the Policy Board and execution by the Chair and Executive Director.

Requested Action: Approve the CPG Contract Amendment from NDDOT and authorize its execution by the Policy Board Chair and Executive Director.

MEMO TO: Ronald J. Henke, P.E.
Director

FROM: Wayne A. Zacher, P.E.

DATE: 09/25/2024

SUBJECT: 38231483C: Fargo-Moorhead Council of Governments 2024 UPWP
Contract Amendment #3

This UPWP Contract Amendment removes the 2024 FTA-MN funds. The funds were initially transferred from FTA to FHWA-MN rather than FHWA-ND. This was not noticed until late in the contract year, so working with FM Metro COG and FHWA-ND it was best to move these funds from 2024 to 2025.

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

If there are any questions, please contact me at (701)328-4828.

38/waz

Contract Amendment Routing:
Ben Griffith, FM Metro COG Exec Director;
MPO Policy Board Chairperson;
MPO Witness;
Wayne Zacher;
Stacey Hanson;
Derek Pfeifer;
Shannon Sauer;
Clint Morgenstern;
Chad Orn;
Lindsey Jakobsen, NDDOT Witness

North Dakota Department of Transportation
AMENDMENT TO CONTRACT NO. 38231483
Project No. CPG-2024(002)

THIS AMENDMENT to the above-referenced contract is entered into by and between the State of North Dakota, acting through its Director of Transportation, hereinafter known as NDDOT, whose address is 608 East Boulevard Avenue, Bismarck, North Dakota 58505-0700, and Fargo-Moorhead Metropolitan Council of Governments, hereinafter known as the Contractor, whose address is Case Plaza Suite 232, One 2nd Street North, Fargo, ND 58102.

WHEREAS, the parties entered into a contract on January 19, 2024; and

WHEREAS, the transfer of Federal Transit Administration funds from Minnesota to North Dakota was delayed; and

NOW THEREFORE, the Contractor and NDDOT agree that these funds will be moved to 2025, so this amendment removes the 2024 Federal Transit Administration from Minnesota funds making the "Total Amount of Federal Funds Obligated to the subrecipient" equal to \$2,540,646.98; the "Total Federal Award" becomes \$3,168,241.17 total; \$2,540,646.98 federal; \$627,594.19 local match; Section 3 "Compensation" will now be \$2,540,646.98.



All other terms and conditions of the above-referenced contract are incorporated herein by reference and remain in full force and effect.

EXECUTED the date last below signed.

WITNESS:

NAME (TYPE OR PRINT)

SIGNATURE

To be signed by **Owner; Partner; Corp. Pres., Vice Pres., or other authorized Corp. Officer.** (If signed by other authorized Corp. Officer, please attach copy of Power of Attorney or other documentation showing authority to sign.)

CONTRACTOR:

COMPANY NAME

OFFICER'S NAME (TYPE OR PRINT)

SIGNATURE

TITLE

DATE

WITNESS:

NAME (TYPE OR PRINT)

SIGNATURE

NORTH DAKOTA DEPARTMENT
OF TRANSPORTATION

DIRECTOR (TYPE OR PRINT)

SIGNATURE

DATE

APPROVED as to substance by:

DIVISION DIRECTOR (TYPE OR PRINT)

SIGNATURE

DATE

CLA 52494 (Div. 06)
L.D. Approved 5-19-00; 5-03



To: Policy Board members
From: Ben Griffith, AICP, Executive Director
Date: October 10, 2024
Re: **Approve 2025-2026 Unified Planning Work Program (UPWP) & Budget**

Metro COG is required to complete a Unified Planning Work Program UPWP every other year. This is required of all MPOs and lays out our work program and budget for the next two years. Expenditures of the Consolidated Planning Grant (CPG) are spelled out within the document in various tables and spreadsheets, and local match funding requirements have all been identified.

CPG funding from NDDOT was nothing short of a rollercoaster ride this year and between NDDOT going to a one-year CPG contract with no carryover of funds and a fourth MPO in North Dakota, funding will continue to be strained. For these reasons, no new projects are proposed for 2025. Several of our current projects will spill over into 2025 and only one new project is currently proposed for 2026. Metro COG staff will conduct another Safe Routes to School Plan Update, this time for the West Fargo School District. Dilworth has also requested Metro COG staff to update their Comprehensive Plan in 2025.

NDDOT is in the process of developing a re-obligation process, which will probably not be finalized and approved before the end of this year. They are proposing to evaluate unused CPG funds early in the year to help determine how much funding would then be available to the MPOs the following year, through a process which has not yet been determined. There is no guarantee of future funding, but by late March or early April, we may have a better idea, if and how much, funding will be available – and just in time for annual budgeting by the local jurisdictions for 2026.

At their regularly scheduled meeting on Thursday, October 10th, the Transportation Technical Committee (TTC) voted to recommend approval of Metro COG's 2025-2026 Unified Planning Work Program (UPWP) & Budget, with one dissenting vote.

Requested Action: Approval of Metro COG's DRAFT 2025-2026 Unified Planning Work Program (UPWP) & Budget, with the inclusion of comments received from NDDOT, MnDOT, FHWA and FTA during their 30-day review period.

Unified
Planning
Work
Program

2025 - 2026

October 2024

Fargo-Moorhead Metropolitan Council of Governments



2025-2026

Unified Planning Work Program

Ben Griffith, AICP
Executive Director
1 2nd St N, Suite 232
Fargo, ND, 58102
701-532-5100

www.fmmetrocog.org
griffith@fmmetrocog.org

Approved by the Metro COG Policy Board
October 2024

Disclaimer

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

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

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

The work activities described herein are supported by funding from the Federal Highway Administration, the Federal Transit Administration, the North Dakota Department of Transportation, the Minnesota Department of Transportation, Cass County, ND, Clay County, MN, the Cities of Fargo, Horace and West Fargo, ND and the cities of Dilworth and Moorhead, MN.

The signature below constitutes the official adoption of the 2025-2026 Unified Planning Work Program (UPWP) by the Fargo-Moorhead Metropolitan Council of Governments (Metro COG), serving as the region's Metropolitan Planning Organization (MPO). The UPWP was adopted by Metro COG's Policy Board at their regular monthly meeting on October 17, 2024.

Duane Breitling, Chair Date

Fargo-Moorhead Metropolitan Council of Governments

Meeting inutes and adopting Resolution from the October 17, 2024 Policy Board meeting are included in this document as **Appendix I**.

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Introduction

The Unified Planning Work Program (UPWP) documents the Fargo-Moorhead Metropolitan Council of Governments (Metro COG) planning-related activities and projects for the 2025-2026 calendar years. Metro COG serves as an association of local governments in the greater Fargo-Moorhead metropolitan area. Metro COG performs transportation and community planning work, especially to address problems and issues that are regional in scope and span jurisdictional boundaries.

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

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)	Humboldt (MN)	Raymond (ND)
Egdon (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 (2024)

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

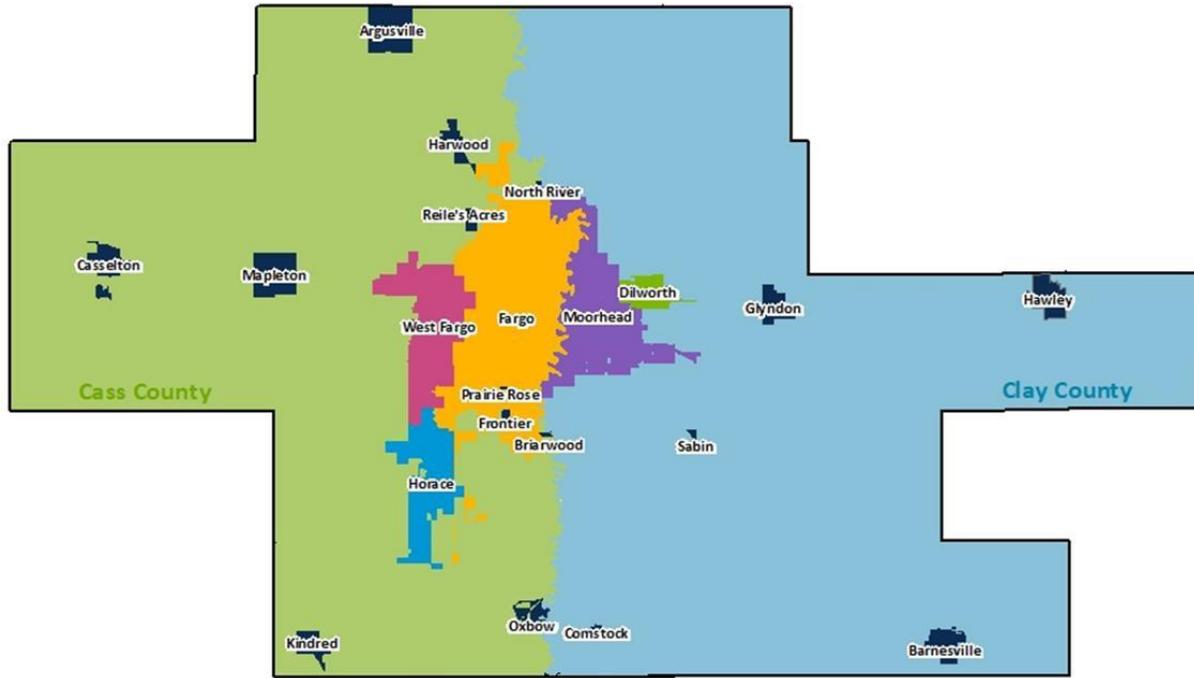
Metro COG is also responsible for following and implementing the requirements of Title VI of the Civil Rights Act of 1964, as amended, in its planning efforts and in the preparation of its documents.

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

On October 1, 2023, the Fargo-Moorhead metropolitan area was officially designated as a Transportation Management Area (TMA) as a result of exceeding an urbanized area population of 200,000 in the 2020 U.S. Census. With this designation, the MPO and its local member jurisdictions became responsible for selecting projects for implementation using the direct suballocation of federal funds – specifically Surface Transportation Block Grant (STBG) funds, Transportation Alternatives (TA) program funds, and Carbon Reduction Program (CRP) funds. Prior to the official designation, Metro COG began working closely with the local jurisdictions to program projects in the Transportation Improvement Program (TIP) and monitor project progress to ensure that the urban area's direct suballocation will be used in the appropriate year of funding.

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

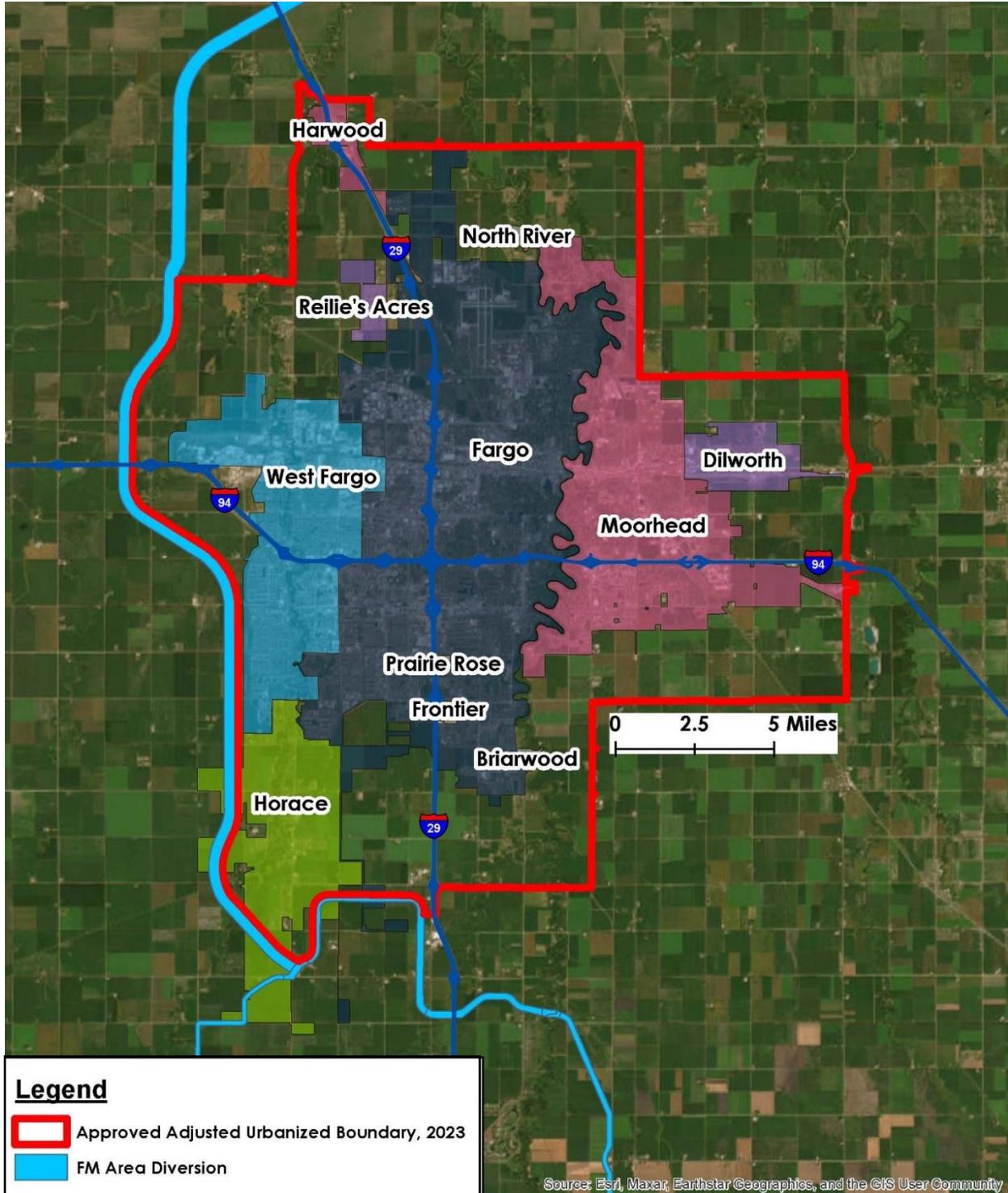
Figure 1 - Map of Fargo-Moorhead Metropolitan Planning Area



The map depicted in Figure 2 on the following page, shows the five municipalities that make up the urbanized area (UZA) and the portions of Cass and Clay Counties that are within the UZA.

Figure 2 - Map of Fargo-Moorhead Urbanized Area

Urbanized Area Boundary
(approved by FHWA December 2023)



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

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

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

Policy Board and TTC membership and Metro COG staff is listed in Appendix A. The dates for all Policy Board, Executive Committee and Transportation Technical Committee meetings are published in the newspaper of record (The Forum of Fargo- Moorhead) in January of each year. Notice of all meetings and full agenda packets are posted on the Metro COG website in advance of the meetings, and interested persons receive an e-mail distribution when the agenda and meeting information is available prior to each meeting. Anyone may sign up as an interested person on Metro COG's website. Policy Board and TTC meeting dates are shown in Appendix B. Executive Committee meetings are held on an as-needed basis on the first Monday of each month.

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

The Metro COG organizational structure is identified in Figures 3 and 4.

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

Organizational Chart for Projects carried out by Metro COG

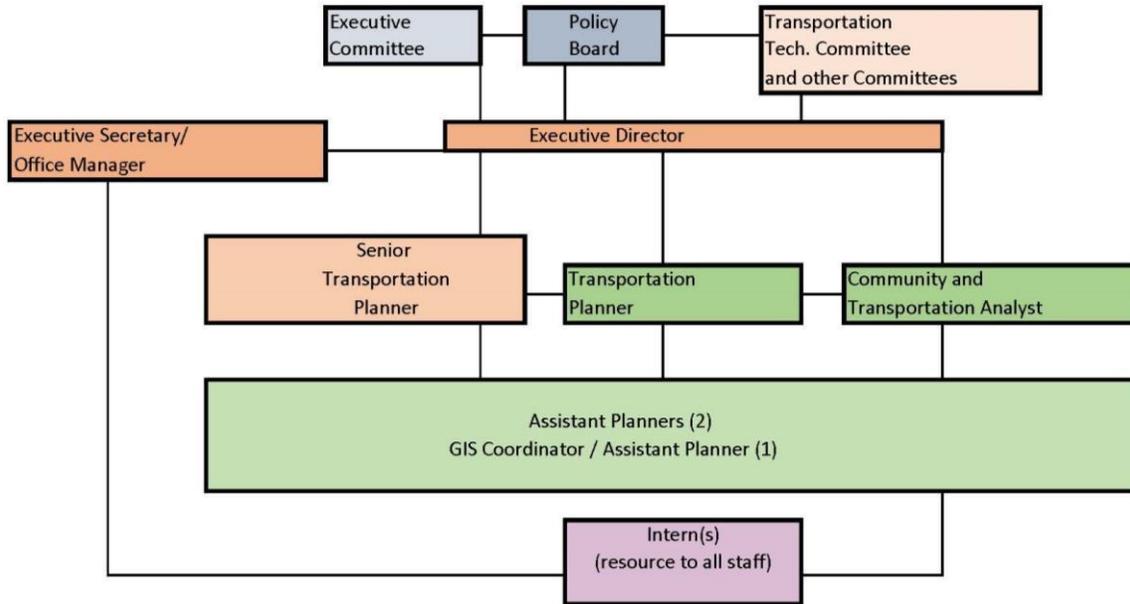
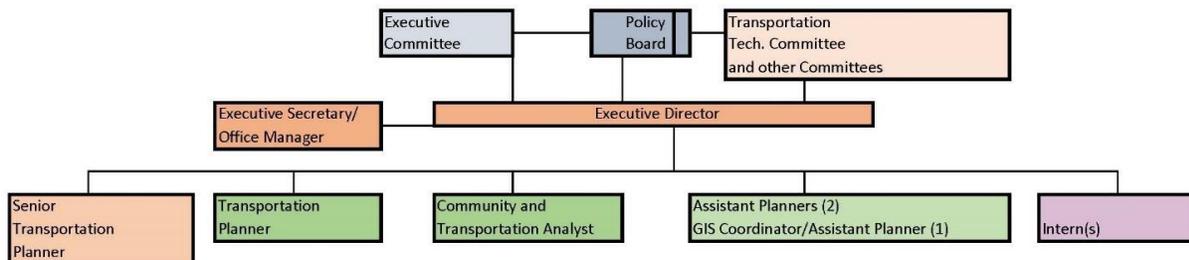


Figure 4 - Organizational Chart for Projects Carried out by Metro COG

Organizational Chart for Staff Supervision and General Reporting



UPWP Framework

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

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

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

In addition to the UPWP, Metro COG's responsibilities include the development and maintenance of a Metropolitan Transportation Plan (MTP), a Transportation Improvement Program (TIP) and a proactive public participation effort guided by an approved Public Participation Plan (PPP). Metro COG must be, and is, compliant with civil rights legislation and maintains a Title VI Plan (reflecting requirements included in the Civil Rights Act of 1964, as amended) as reflected by the *Metropolitan Transportation Planning Self Certification (2024)*. More information on federal requirements is provided in Section 6 - Statement of Nondiscrimination.

Program Area Overview

The regional transportation planning activities and products contained in this UPWP are categorized by ten program areas with multiple sub-tasks assigned to each. Sub-tasks are specific work activities or projects within each program area. The 2023-2024 Program Areas are identified in Figure 5 on the following page.

Figure 5 - Metro COG UPWP Program Area Overview

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

Metro COG Long Range Plans and Planning Emphasis Areas

The Program Areas and sub-tasks that are identified in the UPWP support and inform the goals and priorities of the 2050 Metro COG MTP – Transportation Moving Ahead. The most current MTP was approved in September 2024. It established policies, goals and priorities to guide transportation investments in the Metro COG Region through the year 2050. These goals include:

1. **Safety & System Security** – Provide a transportation network that prioritizes safety for all modes and is adaptable to environmental and social change.
2. **Travel Efficiency & Reliability** – Improve mobility across the region that allows efficient and reliable movement of goods and people.
3. **Walking, Biking & Rolling** – Empower people to walk, bike, and roll more often as a mode of transportation.
4. **Transit Access & Reliability** – Support people’s access to reliable transit service.
5. **Maintain Transportation Infrastructure** – Sustain transportation infrastructure in a state of good repair.
6. **Community Context and Impact Reduction** – Strengthen equitable access to and support environmental considerations into transportation planning decisions.
7. **Freight Network–Moving Goods** – Accommodate freight movement to strengthen regional economic priorities and support efficient consumer mobility and delivery.
8. **Emerging Transportation Trends** – Monitor transportation trends and new technologies shown to improve the way people travel and incorporate into regional transportation plans.

9. **Transportation Decisions** – Make regional transportation decisions that tie local and regional priorities together, promote fiscal responsibility, and support the movement of goods and people.
10. **Connecting People and Places** – Consider where people live and work, and people's relationships to the built environment in regional long-term transportation decisions.

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

DRAFT

Figure 6 - UPWP Program Areas and Goals of the MTP

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

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

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

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

Source: Transportation Moving Ahead (2024)

Federal Planning Factors

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

transportation planning process and they will be reflected in the Program Areas and tasks identified in this UPWP. The ten planning factors are:

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

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

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

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

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

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

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

Federal Planning Emphasis Areas

On December 31, 2021, the FTA and FHWA jointly issued updated Planning Emphasis Areas (PEAs). FHWA and FTA field offices were directed to emphasize these aspects of transportation planning when coordinating with MPOs regarding the development of their UPWPs and the projects and tasks that are carried out as a result of the UPWPs. PEAs are not binding and do not have the effect of law but are intended to provide clarity regarding the USDOT's priorities in the area of transportation planning. The Planning Emphasis Areas are as follows:

- **Tackling the Climate Crisis** – Transition to a Clean Energy, Resilient Future – Ensure that transportation plans and infrastructure investments help achieve the national greenhouse gas reduction goals of 50-52 percent below 2005 levels by 2030, and net-zero emissions by 2050, and increase resilience to extreme weather events and other disasters resulting from the increasing effects of climate change.
- **Equity and Justice⁴⁰ in Transportation Planning** – Advance racial equity and support for underserved and disadvantaged communities. This will help ensure public involvement in the planning process and that plans and strategies reflect various perspectives, concerns, and priorities from impacted areas.
- **Complete Streets** – Review current policies, rules, and procedures to determine their impact on safety for all road users. This effort should work to include provisions for safety in future transportation infrastructure, particularly those outside automobiles.
- **Public Involvement** – Increase meaningful public involvement in transportation planning by integrating Virtual Public Involvement (VPI) tools into the overall public involvement approach while ensuring continued public participation by individuals without access to computers and mobile devices.
- **Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination** – Coordinate with representatives from DOD in the transportation planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to DOD facilities.
- **Federal Land Management Agency (FLMA) Coordination** – Coordinate with FLMAs in the transportation planning and project programming process on infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal lands.
- **Planning and Environmental Linkages (PEL)** – Implement PEL as part of the transportation planning and environmental review process.
- **Data in Transportation Planning** – Encourage State DOTs, MPOs, and providers of public transportation to incorporate data sharing and consideration into the transportation planning process, because data assets have value across multiple programs.

Each work activity summary includes a brief explanation regarding how the programmed work is related to these PEAs. With respect to Federal Land Management Agency Coordination, there are no Federal lands within Metro COG's urbanized area. Within our MPA, there are US Fish and Wildlife Service properties and/or easements that need to be taken into consideration if any planning projects are undertaken in the vicinity of those properties. Figure 8 summarizes the UPWP's program areas and their relationship to the PEAs.

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

Metro COG's UPWP Program Areas		Planning Emphasis Areas								
		Tackling the Climate Crisis	Equity & Justice40	Complete Streets	Public Involvement	Protect Environment	STRAHNET/DOD Coordination	FLMA Coordination	Planning & Environmental Linkages	Data in Transportation Planning
100	Policy & Administrative Forums	S	S	S	P	S	S	S	S	S
200	Contracted Planning	P	P	P	P	P	P	P	P	P
300	Federal Transportation Planning Documentation	P	P	P	P	P	P	P	P	P
400	Technical Transportation Data & Analysis	P	P	P	P	P	P	P	P	P
500	Transit Planning	P	P	P	P	S	S	S	S	P
600	Bicycle & Pedestrian Planning	P	P	P	P	S	S	S	S	P
700	Local Planning Assistance	P	S	P	P	S	S	S	S	S
800	General Administration	A	A	A	A	A	A	A	A	A
900	Publications, Public Information & Communications	S	S	S	S	S	S	S	S	S
1000	Community Planning & Technical Assistance	S	S	S	S	S	S	S	S	S

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

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

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

Funding Overview and Annual Budgets

Federal Funding

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

State and Local Funding

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

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

Budget

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

Since local jurisdictions begin work on their budget in spring and summer, Metro COG also prepares a preliminary budget in the spring, which is reviewed by the Transportation Technical Committee (TTC) and approved by the Policy Board.

This information is used by each local jurisdiction as they prepare their budgets for the following year.

Tables showing local jurisdiction dues for 2025 and 2026 are included as Appendix D. A summary of the approved 2025-2026 budget is shown in Figure 9 on the following page. The Metro COG Budget assigns funding in amounts to accomplish each of the Program Areas of the UPWP. Figure 10 identifies the major Program Areas for 2025 and 2026, as well as the portion of the annual budget assigned to each.

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

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

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Figure 9 - Metro COG Biannual Budget Summary 2025-2026

Revenues	2025	2026
Federal		
2025 ND-PL Funds	\$740,218.00	
2025 ND-FTA Funds	\$289,804.00	
2025 MN-PL Funds	\$202,749.00	
2025 MN-FTA Funds	\$69,699.00	
2024 MN-FTA Funds	\$67,609.00	
2026 ND-PL Funds (Estimate)		\$755,022.36
2026 ND-FTA Funds (Estimate)		\$295,600.08
2026 MN-PL Funds (Estimate)		\$206,803.98
2026 MN-FTA Funds (Estimate)		\$71,092.98
2024 STBG Planning Flex Funds	\$323,958.33	
2025 Safe and Accessible Transportation Options Set-Aside	\$26,217.00	
2026 Safe and Accessible Transportation Options Set-Aside		\$26,741.34
Total Federal Revenue	\$1,720,254.33	\$1,355,260.74
Local Match		
2025 ND-PL Funds Match	\$185,054.50	
2025 ND-FTA Funds Match	\$72,451.00	
2025 MN-PL Funds Match	\$50,687.25	
2025 MN-FTA Funds Match	\$17,424.75	
2024 MN-FTA Funds Match	\$16,902.25	
2026 ND-PL Funds Match (Estimate)		\$188,755.59
2026 ND-FTA Funds Match (Estimate)		\$73,900.02
2026 MN-PL Funds Match (Estimate)		\$51,701.00
2026 MN-FTA Funds Match (Estimate)		\$17,773.25
2024 STBG Planning Flex Funds Match	\$80,989.58	
2025 Safe and Accessible Transport-Option SA	\$6,554.25	
2026 Safe and Accessible Transport-Option SA		\$6,685.34
MnDOT State Planning Funds	\$30,580.00	\$30,580.00
Local Match to MnDOT State Planning Funds	\$7,645.00	\$7,645.00
Total Local Match Revenue	\$468,288.58	\$377,040.19
Local Funding		
Local Dues for Non-Fed. Eligible Activities	\$5,900.00	\$5,900.00
Local Planning Studies/Ineligible Projects	\$13,635.01	
State Match on Contracted Planning ⁶		
Overmatch for Studies	\$87,500.00	
Total Local Funding	\$107,035.01	\$5,900.00
Total Revenues	\$2,295,577.92	\$1,738,200.93
Expenses	2025	2026

Total Loaded Wage (from Internal Operations Budget - Loaded Wage Spreadsheet)	\$ 1,025,469.88	\$ 1,092,187.25
Salaries/Benefits (CPG)	\$820,375.90	\$873,749.80
Salaries/Benefits (Local)	\$205,093.98	\$218,437.45
Total Overhead Costs (from 25-26 Overhead Costs Tab)	\$400,438.77	\$422,368.07
Overhead (CPG)	\$320,351.02	\$337,894.45
Overhead (Local)	\$80,087.75	\$84,473.61
Overhead Funded Locally (Non-eligible)	\$3,800.00	\$3,800.00
Total Internal Budget	\$ 1,429,708.65	\$ 1,518,355.31

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Contracted Planning Federal and Local Match	2025	2026
Federal CPG	\$588,721.05	\$141,193.60
Moorhead I-94 & 20th Street Interchange Analysis	\$16,000.00	
University Drive & 10th Street Corridor Study - Phase II	\$16,296.53	
NDSU ATAC Annual Participation	\$8,000.00	
Heartland Trail Alignment Analysis (Year 2 of 2)	\$50,000.00	
Horace Downtown/Core Neighborhoods Plan (Year 2 of 2)	\$54,156.38	
Moorhead Intersection Traffic Data Collection (Year 1 of 3)	\$13,193.60	
West Perimeter Highway Corridor Study (Year 2 of 2)	\$79,832.86	
Metro Railroad Needs Study (Year 2 of 2)	\$170,000.00	
West 94 Area Transportation Plan (Year 2 of 2)	\$79,979.82	
MATBUS Transit Development Plan (Year 2 of 2)	\$79,664.75	
Kindred Comprehensive Plan (Year 2 of 2)	\$21,597.11	
Moorhead Intersection Traffic Data Collection (Year 2 of 3)		\$13,193.60
NDSU ATAC Annual Participation		\$8,000.00
45th Street Interchange with I-94 Study		\$120,000.00
Local Match for CPG	\$237,679.87	\$35,298.40
Moorhead I-94 & 20th Street Interchange Analysis	\$4,000.00	
University Drive & 10th Street Corridor Study - Phase II	\$4,074.13	
NDSU ATAC Annual Participation	\$2,000.00	
Heartland Trail Alignment Analysis (Year 2 of 2)	\$12,500.00	
Horace Downtown/Core Neighborhoods Plan (Year 2 of 2)	\$13,539.10	
Moorhead Intersection Traffic Data Collection (1 of 3)	\$3,298.40	
West Perimeter Highway Corridor Study (Year 2 of 2)	\$19,958.22	
Metro Railroad Needs Study (Year 2 of 2)	\$130,000.00	
West 94 Area Transportation Plan (Year 2 of 2)	\$19,994.96	
MATBUS Transit Development Plan (Year 2 of 2)	\$19,916.19	
Kindred Comprehensive Plan (Year 2 of 2)	\$8,398.87	
Moorhead Intersection Traffic Data Collection (2 of 3)		\$3,298.40
NDSU ATAC Annual Participation		\$2,000.00
45th Street Interchange with I-94 Study		\$30,000.00
State Funding Participation	\$0	\$0
	\$0.00	\$0.00
Total Contracted Planning (Federal, Local and State)	\$ 826,400.92	\$ 176,492.00

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

Figure 10 - Metro COG 2025-2026 UPWP Operating Budget by Program Area

Program Area	2025		2026	
	Budget	Staff Hours	Budget	Staff Hours
100 – Policy & Administrative Forums	\$80,165.80	1,280	\$95,270.80	1,380
200 – Contracted Planning	\$156,608.13	2,555	\$72,278.48	1,094
300 – Federal Transportation Planning & Documentation	\$175,011.18	2,749	\$221,096.13	3,227
400 – Technical Transportation Data & Analysis	\$108,859.44	2,188	\$158,133.91	3,048
500 – Transit Planning	\$18,480.70	360	\$29,886.40	510
600 – Bicycle & Pedestrian Planning	\$60,859.79	1,344	\$61,318.54	1,198
700 – Local Planning Assistance	\$89,448.61	1,587	\$90,466.66	1,456
800 – General Administration*	\$304,140.34	5,006	\$323,884.26	5,000
900 – Publications, Public Information & Communications	\$22,237.67	441	\$32,554.30	633
1000 – Community Planning & Technical Assistance	\$9,690.74	190	\$7,380.92	134

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

Set-aside for Increasing Safe and Accessible Transportation Options

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

The Bipartisan Infrastructure Law (BIL) requires each MPO to set aside 2.5% of all PL (planning) funds for Safe and Accessible Transportation Options projects. This equates to approximately \$56,000 annually for the entire State of North Dakota, which is then distributed to the four North Dakota MPOs based on a percentage of their respective populations from the 2020 Census. The table in Figure 11 shows the amounts Metro COG is programmed to receive in 2025 and 2026. To help incentivize implementation of the Safe and Accessible Transportation Options program, the BIL allows waiving the usual 20% local match for funding certain selected projects.

Metro COG staff has identified the purchase of bike-ped counters and software as a Safe and Accessible Transportation Options project to utilize these funds on an annual basis. It is estimated that the annual amount of Set-Aside Funding will

allow the purchase of 4 counters. Metro COG has historically been the repository for transportation-related counts since none of the local jurisdiction possess counting equipment of their own. This assists in prioritizing needs utilizing performance-based planning methods supported by hard data. Metro COG currently has a small number of bike-ped counters which are used throughout the region to count bike-ped use in specific areas to help identify bike-ped infrastructure needs but could use more. Metro COG’s Bike-Ped Committee identified and prioritized over a dozen locations throughout the region which currently have no counters, and indicated to staff they could easily prioritize more, if asked. Their recommendations to the TTC and Policy Board were unanimously approved.

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

Year	Metro COG Safe and Accessible Transportation Options Set-Aside Amounts
2025	\$26,217
2026	\$26,742

De-obligation & Re-obligation of CPG Funds

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

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

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2025 and 2026 Projects

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

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

Figure 12 - 2025 Contracted Planning Projects

2025 Contracted Projects							
Project	Jurisdiction	Total Cost	Federal %	Federal Share	Local %	Local Share	Other
NDSU ATAC Annual Participation (MPO Tech Assist)	Regional	\$10,000	80%	\$8,000	20%	\$2,000	\$0
Heartland Trail Alignment Analysis (Year 2 of 2)	Clay County, Dilworth, Moorhead, Glyndon, Hawley	\$62,500	80%	\$50,000	20%	\$9,500	\$3,000
University Drive & 10th Street (Uni10) Corridor Study	Fargo, NDDOT	\$20,370.66	80%	\$16,296.53	20%	\$4,074.13	\$0
West 94 Area Transportation Plan Year 2 of 2)	West Fargo	\$99,974.78	80%	\$79,979.82	20%	\$19,994.96	\$0

West Perimeter Highway Corridor Study (Year 2 of 2)	Cass County	\$99,791.08	80%	\$79,832.86	20%	\$19,958.22	\$0
Moorhead I-94 & 20th Street Interchange Analysis	Moorhead, MnDOT	\$20,000.00	80%	\$16,000.00	20%	\$4,000.00	\$0
Metro Railroad Needs Study ² (Year 2 of 2)	Fargo, Moorhead, West Fargo, Horace, Dilworth, Cass Co., Clay Co., BNSF	\$300,000.00	80%	\$170,000.00	20%	\$42,500	\$87,500.00
Horace Downtown/Core Neighborhoods Plan (Year 2 of 2)	Horace	\$67,695.48	80%	\$54,156.38	20%	\$13,539.10	\$0
Moorhead Intersection Traffic Data Collection (Year 1 of 3)	Moorhead	\$16,492.00	80%	\$13,193.60	20%	\$3,298.40	\$0
Kindred Comprehensive Plan (Year 2 of 2)	Kindred	\$29,995.98	80%	\$23,996.78	20%	\$5,999.20	\$0
MATBUS Transit Development Plan (TDP) (Year 2 of 2)	MATBUS	\$99,580.94	80%	\$79,664.75	20%	\$19,916.19	\$0.00
Total		\$826,400.92		\$591,120.74		\$144,780.18	\$90,500

¹ Other match sources include Glyndon and PartnerSHIP 4 Health

² Overmatch
of \$62,500 by
BNSF

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Figure 13 - 2026 Contracted Planning Projects

2026 Contracted Projects							
Project	Jurisdiction	Total Cost	Federal %	Federal Share	Local %	Local Share	Other
NDSU ATAC Annual Participation (MPO Tech Assist)	Regional	\$10,000	80%	\$8,000	20%	\$2,000	\$0
Moorhead Intersection Traffic Data Collection (Year 2 of 3)	Moorhead	\$16,492.00	80%	\$13,193.60	20%	\$3,298.40	\$0
45th Street Interchange at I-94 Study	Fargo	\$150,000.00	80%	\$120,000.00	20%	\$30,000.00	\$0
Total		\$176,492		\$141,194		\$35,298	\$0

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Strategic Plan

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

Figure 14 - Metro COG Strategic Plan for Major Activities

Major Program Activity	2021-2022 UPWP		2023-2024 UPWP		2025-2026 UPWP	
	2021	2022	2023	2024	2025	2026
Metropolitan Transportation Plan (MTP)				✓		
MTP Origin Destination/Travel Time	✓					
Transit Development Plan (TDP)					✓	
Metropolitan-Wide Traffic Counts	✓			✓		
Traffic & Bicycle Counts (Annually/As needed)	✓	✓	✓	✓	✓	✓
Bicycle & Pedestrian Plan		✓				
Demographics	✓	✓				
Model Calibration		✓	✓			
Intelligent Transportation Plan		✓				
Regional Freight Plan (2018)						✓*
Congestion Management Process		✓		✓		
Regional Railroad Safety Plan (2018)					✓	
Aerial Photography			✓			✓
Regional Safety Plan				✓		
TIP Development/Management	✓	✓	✓	✓	✓	✓

*potential project, if funding is available

Statement of Nondiscrimination

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

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

Ben Griffith, Executive Director
Metro COG Title VI Coordinator
Case Plaza, Suite 232
One North 2nd Street
Fargo, North Dakota 58102-4807
griffith@fmmetrocog.org
701.532.5103

The 2020 Title VI and Non-Discrimination Plan and a downloadable version of the Discrimination Complaint Form can also be found on the Metro COG website at: <https://www.fmmetrocog.org/titlevi>.

Self-Certification and Restrictions on Lobbying

Self-Certification

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

The requirements of self-certification include:

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

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

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

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

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

Signed copies of three resolutions are included in Appendix F. They include a resolution endorsing the FY 2025 – FY 2028 TIP for the Fargo-Moorhead Metropolitan Area, a Resolution Confirming the MTP as being Currently Held Valid, and a Transportation Planning Process Self Certification Statement.

Restrictions on Lobbying

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

Program Areas and Subtasks

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

100 – Policy and Administrative Forums

Objective:

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

Relation to Planning Factors:

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

Relation to IJJA Planning Emphasis Areas:

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

Assigned Staff Hours in UPWP:	2025	2026
	1,260	1,380

Previous Accomplishments:

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

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

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

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

Funding Source	2025		2026		Total Activity Budget 2025-2026
	Percent	Amount	Percent	Amount	
CPG	80%	\$64,133	80%	\$76,217	\$140,349
Local	20%	\$16,033	20%	\$19,054	\$35,087
Total	100%	\$80,166	100%	\$95,271	\$175,437

101 Metro COG Policy Board

Participant(s): Metro COG

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

Activities:

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

Products	Completion Date
2025 Monthly Policy Board meetings	Monthly
2026 Monthly Policy Board meetings	Monthly

102 Metro COG Executive Committee

Participant(s): Metro COG

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

Activities:

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

Products	Completion Date
2025 Monthly Executive Committee meetings	As Needed
2026 Monthly Executive Committee meetings	As Needed

103 Transportation Technical Committee (TTC)

Participant(s): Metro COG

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

Activities:

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

- General meeting facilitation

Products	Completion Date
2025 Monthly TTC meetings	Monthly
2026 Monthly TTC meetings	Monthly

104 Federal, State, and Local Committee Meetings

Participant(s): Metro COG

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

Activities:

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

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

200 – Contracted Planning Services

Objective:

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

Relation to Planning Factors:

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

Relation to IJJA Planning Emphasis Areas:

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

Assigned Staff Hours in UPWP:	2025	2026
	2,555	1,094

Previous Accomplishments:

- Veterans Boulevard Corridor Extension Study
- Metro Area Bicycle and Pedestrian Plan Update
- 76th Avenue S Corridor Study
- Northwest Metro Transportation Plan
- Horace Comprehensive and Transportation Plan
- Moorhead 12th Avenue S Corridor Study
- FM Diversion Recreation Plan
- West Fargo 9th Street Corridor Study
- 2019 MATBUS Transit Development Plan
- Interstate Operations Analysis

- 25th Street Corridor Study
- Transportation Moving Ahead – 2050 Metropolitan Transportation Plan

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

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

Funding Source	2025		2026		Total Activity Budget 2025-2026
	Percent	Amount	Percent	Amount	
CPG	80%	\$125,286	80%	\$57,823	\$183,109
Local	20%	\$32,322	20%	\$14,456	\$45,777
Total	100%	\$156,608	100%	\$72,278	\$228,887

2025 Planning Projects – Continued from 2024

2025 – 207 Moorhead I-94 & 20th Street Interchange Analysis

Participant(s): Metro COG/Moorhead/MnDOT/Consultant

2025 Budget: \$20,000 (CPG: \$16,00/Local Match: \$4,000)

The purpose of this project is to reanalyze interchange concepts at I-94 and 20th Street in Moorhead to determine the feasibility of modifying the interchange to include ramps to and from the east on I-94. This was studied nearly 15 years ago, and the City of Moorhead is interested in reanalyzing the area to determine how ramps to/from the east would affect local traffic flow on the City's street network, and how such a change may fit into the City's future land use plans for the area. Past interchange concepts will be reviewed and new or modified concepts will further examine feasibility of modifying this interchange.

Relation to Planning Factors:

This project relates to the planning factors of supporting economic vitality, accessibility and mobility, economic development, connectivity, and system resiliency.

Relation to IIJA Planning Emphasis Areas:

Tackling the Climate Crisis – by facilitating access to I-94 at 20th Street, circuitous vehicular trips will be reduced, resulting in reduction of greenhouse gases.

Equity and Justice⁴⁰ in Transportation Planning – studying the feasibility of a full interchange at this location has the potential to better serve disadvantaged communities in close proximity to 20th Street who currently have to go out of their way or take a slower route on local streets to access eastbound I-94.

Public Involvement – meaningful public involvement will be sought using a variety of methods for engagement and input.

Planning and Environmental Linkages (PEL) – PEL considerations will be included in the form of early identification of environmental impacts and opportunities and constraints.

Data in Transportation Planning – Data from the Interstate Operations Analysis will be made available for use in this study.

Activities:

- Review of background material, such as City’s future land use plan, Interstate Operations Analysis, and other pertinent documentation
- Interchange concept development (at least four concepts)
- Analysis of travel demand changes with ramps to/from the east
- Early identification of environmental impacts
- Opportunities and constraints analysis
- Project management and oversight
- Public and stakeholder engagement
- Coordination between Moorhead, MnDOT and Metro COG

Products	Completion Date
Interchange Study Report	2 nd QTR 2025

2025 – 208 West Metro Perimeter Highway Corridor Study (Year 3 of 3)

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

2025 Budget: \$99,791.08 (CPG: \$79,832.86/Local Match: \$19,958.22)

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

available or will cost significantly more in the future. South of I-94, section line corridors exist, minimizing the need for additional right-of-way.

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

Relation to Planning Factors:

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

Relation to IJJA Planning Emphasis Areas:

Tackling the Climate Crisis – the study will provide connectivity to the roadway network both within and outside the area protected by the Diversion Project, intended to prevent annual and seasonal flooding of the urbanized areas of the Red River Valley.

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

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

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

Activities:

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

Products	Completion Date
West Perimeter Highway Corridor Study	2 nd QTR 2025

2025 – 209 Horace Downtown Core Neighborhoods Plan (Year 2 of 2)

Participant(s): Metro COG/Horace/Consultant

2025 Budget: \$67,695.48 (CPG: \$54,156.38/Local Match: \$13,539.10)

The City of Horace has requested a study that would focus on their core neighborhoods and their downtown area. These areas were initially built without the pedestrian and bicycle features being put into the newly developed areas of the city, and connectivity to surrounding neighborhoods is limited. The City of Horace is looking for guidance for bicycle and pedestrian safety and connectivity improvements, traffic calming, conceptual designs of downtown neighborhood streetscape, areas for communal gathering, and overall accessibility to the City's core.

Relation to Planning Factors:

The City of Horace seeks assistance with adding bicycle and pedestrian infrastructure in its core downtown neighborhoods which were developed without any. The intent is to identify complete streets strategies and infrastructure that responds to desired outcomes of Horace's downtown residents and creates a safe and welcoming environment for both transportation and community needs.

Relation to IJJA Planning Emphasis Areas:

Equity and Justice⁴⁰ in Transportation Planning – The neighborhoods surrounding Horace's traditional downtown area are comprised of affordable single-family and senior residences as well as a mobile home park. Unlike the newer areas of Horace, the residents are generally lower income and older than other areas of the community. Currently, no sidewalks or other bicycle and pedestrian amenities exist to provide safe opportunities to access downtown businesses as well as public parks within the neighborhoods. This study is specifically looking at retrofitting infrastructure within these neighborhoods to give those residents the same opportunities as the newer, wealthier areas of Horace.

Complete Streets – development of a specific Complete Streets strategy will guide future growth and redevelopment of Downtown Horace.

Data in Transportation Planning – collection of quantifiable data will be important in assessing multi-modal infrastructure needs.

Public Involvement – will be robust and crucial for success in an area which is actively engaged and vocal regarding their community.

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

Activities:

- Project management
- Data collection
- Identification of existing roadway features
- Public and stakeholder engagement
- Development of a specific Complete Streets strategy
- Planning level cost estimates
- Preparation and presentation of final report
- Approval process

Products	Completion Date
Horace Downtown Core Neighborhoods Plan	3 rd QTR 2025

2025 – 211 Heartland Trail Alignment Analysis (Year 2 of 2)

(this project had originally been assigned a project number ending in 208)

Participant(s): Metro COG/Clay County/Moorhead/Dilworth/Glyndon/
PartnerSHIP4Health/Consultant

2025 Budget: \$62,500(CPG: \$50,000/Local Match: \$12,500)

The purpose of this project is to build upon the work that has been done with the Heartland Trail alignment previously identified by Metro COG in consultation with the Heartland Trail Committee. The study would document planning level opportunities and constraints associated with the route previously identified and would identify potential routes that are likely to overcome constraints. Route characteristics such as right-of-way, wetlands, prime farmland, cultural or historical features, land use, and so forth will need to be documented to identify route alternatives. Public and property owner engagement will need to be included as part of the project. Funding opportunities should be researched and documented. The overall goal of the project is to provide the type of plan that can be used to secure funding for this facility.

Project got underway in 2024. Due to the rapid pace of work, additional funds were programmed to increase the amount of work completed in 2024, reducing the funds necessary for completion in 2025.

Relation to Planning Factors:

This study will address a broad range of planning factors, including economic vitality, safety, accessibility and mobility, environment, economic development, connectivity, and tourism.

Relation to IJJA Planning Emphasis Areas:

Tackling the Climate Crisis – the Heartland Trail will serve bicyclists and pedestrians, resulting in a facility that will not increase greenhouse gases.

Equity and Justice40 in Transportation Planning – the planning of a regional trail moves our region in the direction of providing a low-cost opportunity for recreation and transportation that is accessible to all users. Public health benefits of trail use are equally accessible to all.

Complete Streets – this study will review connectivity to the future trail, looking at the safety and convenience of accessing the trail from local roadway networks.

Public Involvement – public and stakeholder engagement efforts will seek input from all potential users in both urban and rural areas served by the trail.

Planning and Environmental Linkages (PEL) – a significant aspect of this study will be reviewing the characteristics of route alternatives, and conducting an early identification of environmental issues, opportunities, and constraints.

Activities:

- Documentation of surrounding trail network
- Documentation of existing conditions in area where routes will be sought
- Coordination with Study Review Committee
- Data collection – right-of-way, wetlands, cultural/historical, land use, terrain, soils, prime farmland, etc. as needed for planning level alignment and property owner coordination
- Comparison of route alternatives
- Early identification of environmental considerations
- Identification of opportunities and constraints
- Project management and oversight
- Public and stakeholder engagement
- Preparation of graphics showing data collected and alignment alternatives, and a draft and final report
- Approval process

Products	Completion Date
Heartland Trail Alignment Study	2 nd QTR 2025

2025 – 212 MATBUS 2026-2030 Transit Development Plan (Year 2 of 2)

Participant(s): Metro COG / MATBUS / Consultant

2025 Budget: \$99,580.94 (CPG: \$79,664.75/Local Match: \$19,916.19)

In 2024, the Metro COG will begin updating the 2021-2025 Transit Development Plan (TDP) for the Metropolitan Area. Metro COG will work in cooperation with MATBUS on the TDP update. A portion of the scope of work will require procurement of a consultant and Metro COG staff will work in coordination on various aspects of the TDP update. The TDP update will address transit operations within the metro area for the years 2026-2030.

Relation to Planning Factors:

This broad-based plan relates to and draws upon all of the planning factors. At a metro-wide level, the Plan particularly emphasizes integration and connectivity of the transit system for all people. Resiliency and reliability, along with system preservation and system management, are also critical.

Relation to IJJA Planning Emphasis Areas:

Tackling the Climate Change – efficient use of public transit is a proven method to reduce carbon and greenhouse gas emissions; low or no-emission transit vehicles even more so.

Equity and Justice⁴⁰ in Transportation – transit service provides low-cost transportation to a wide cross-section of the community, especially disadvantaged and underserved communities. Reducing single-occupancy vehicle use helps in the overall reduction of carbon and greenhouse gas emissions in dense, high-volume transportation corridors.

Complete Streets – making our streets safe and easy to use for all modes of transportation, including transit, increases the efficiency and effectiveness of the overall transportation system.

Public Involvement – robust public engagement and outreach by a variety of means throughout the

Planning and Environmental Linkages (PEL) – identify any potential environmental issues associated with the establishment of new, or expansion of existing transit routes.

Data in Transportation Planning – data collection and analysis will help policy makers, administrators and management make informed decisions.

Activities:

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

Products	Completion Date
MATBUS 2026-2030 Transit Development Plan	4 th QTR 2025

2025 – 214 West 94 Area Transportation Plan

Project formally known as “15th Street West Connectivity Study (I-94 and Sheyenne Diversion Overpass” and assigned new project number from 211 to 214.

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

2025 Budget: \$99,974.78 (CPG: \$79,979.82/Local Match: \$19,994.96)

The purpose of this project is to build upon the concept that was developed as part of West Fargo’s 13th Avenue S Corridor Study in approximately 2018-2019. As part of that study, a concept was developed that identified a future connection of 15th Street West over both the Sheyenne Diversion and I-94. The study would further examine the opportunities and constraints of such a connection, alignment alternatives, and provide planning level cost estimates.

The study will also need to examine the future right-of-way needs of the corridor, along with opportunities and constraints associated with greater urbanization of the corridor in the area that will receive protection from the Red River Diversion. Multi-modal characteristics should be considered, as well as connectivity to other roadways.

Amendment #1 - While previous planning efforts have provided some initial analysis of a conceptual reconfiguration of the interchange of I-94/Main

Ave/26th St, no development was anticipated in the West 94 Area. This additional task will provide traffic modeling for a reconfigured interchange at I-94/Main Ave/26th St, which will include estimated trips generated from the West 94 Area. Amendment #1 was approved in 2024 for a total of \$25,000 (\$20,000 in CPG funding, \$5,000 in local match provided by West Fargo).

Relation to Planning Factors:

This study will address a broad array of planning factors including economic vitality and economic development, accessibility and mobility, environment, and integration and connectivity for multiple modes of travel.

Relation to IJA Planning Emphasis Areas:

Public Involvement – this project will seek to engage the public through a variety of methods including online, virtual, and in-person.

Planning and Environmental Linkages (PEL) – early identification of environmental issues as well as opportunities and constraints will be part of this analysis.

Activities:

- Review of relevant studies, including the 13th Avenue S Corridor Study completed in approximately 2019 and the Northwest Metro Transportation Plan, which addressed the nearby interchange of I-94 and Main Avenue, and the Interstate Operations Analysis, which is expected to be completed in 2023.
- Documentation of existing conditions
- Coordination with Study Review Committee
- Data collection – right-of-way, hydrology, wetlands, cultural/historical, land use, terrain, soils, prime farmland, etc. as needed for planning level alignment and stakeholder coordination
- Comparison of alternatives
- Early identification of environmental issues and permitting
- Identification of future ROW needed
- Planning level cost estimates
- Identification of future multi-modal roadway characteristics
- Project management and oversight
- Public and stakeholder engagement

- Preparation of graphics showing data collected and corridor alternatives, and a draft and final report
- Approval process

Products	Completion Date
West 94 Area Transportation Plan	2 nd QTR 2025

2025 – 215 Metro Railroad Needs Study (Year 2 of 2)

Participant(s): Metro COG/Cass County/Fargo/West Fargo/Horace/Clay County/Moorhead/Dilworth/BNSF Railroad/Consultant

2025 Budget: \$300,000 (CPG: \$170,000/Local Match: \$130,000)

BNSF Railroad has participated in two meetings with Metro COG and additional meetings with local officials to request the metro area's participation in a rail study. They have offered \$150,000 in financial participation. Local jurisdictions have identified several matters that they would like studied relative to railroad bridges, street alignments near railroads, conversion of at-grade crossings to grade separations, and future roadway extensions that will require railroad grade separations.

Relation to Planning Factors:

This study will address a broad range of planning factors, including economic vitality, safety, access and mobility, environment, economic development, connectivity, resiliency and reliability.

Relation to IJJA Planning Emphasis Areas:

Tackling the Climate Crisis – evaluate vehicular idling time at rail crossings and options to reduce or eliminate these activities.

Equity and Justice⁴⁰ in Transportation Planning – review and assess impacts of regional equity indicators related to accessibility, connectivity, environment, health, engagement, and how transportation systems affect and/or influence safe and equitable outcomes.

Complete Streets – evaluate the safety and connectivity of the transportation system located within rail corridors, paying particular attention to safety of at-grade rail crossings.

Data in Transportation Planning – robust data collection and analysis to prepare for planned growth and economic development.

Public Involvement – strong engagement with multiple local jurisdictions as well as engagement with underserved and disadvantaged communities within the corridor study areas.

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

Activities:

- Project Management and Administration
- Transportation Equity Review
- Data Collection
- Coordination with Stakeholder Review Committee
- Safety Analysis of Existing and Proposed Conditions
- Public and Stakeholder Engagement
- Planning Level Cost Estimates
- Preparation and Presentation of Plan
- Approval Process

Products	Completion Date
F-M Metro Railroad Needs Study	3 rd QTR 2025

2025-225 University Drive & 10th Street Corridor Study

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

2025 Budget: \$20,370.66 (CPG: \$16,296.53/Local Match: \$4,074.13)

Metro COG, the City of Fargo, and NDDOT will study the impacts and feasibility of converting the one-way portion of University Drive and 10th Street (Hwy 81) from a one-way pair to two-way streets between 19th Avenue N and 13th Avenue S. Traffic forecasts and traffic operations analyses will be conducted to examine the extent to which the roadway sections can be used in their existing configurations and to identify roadway segments that would require reconstruction. Impacts to intersecting and parallel roadways must be identified and analyzed. Impacts to freight and delivery services shall be identified and analyzed. Impacts to transit routes, bicyclists and pedestrians will be identified and addresses as part of the study. Complete streets components, including on-street parking (where applicable) and aesthetic improvements shall be identified. Roadway components, traffic control modifications, and other improvements needed to make such a change will be identified. Planning-level

cost estimates will be provided. Stakeholder and public engagement will be conducted to determine the level of support for leaving the corridors the same, and for changing them to two-way streets. A land use and economic analysis will be required to identify the pros and cons of changing this long-standing one-way pair, drawing upon public input received by the City of Fargo during the development of the Core Neighborhoods Plan.

Project was amended by the Metro COG Policy Board on November 16, 2023 to include scoping for the second phase of the project which was left unscoped in the initial contract in order to incorporate the findings of the initial phase. Phase 2 of the Study, which consists of addressing issues discovered in the first phase, will continue into 2024 and 2025. The study will also further examine a switch to two-way operations of just the downtown portion of University Drive and 10th Street. It will also address the westward growth of downtown and how bicycle and pedestrian amenities can be integrated to make it more multimodal-friendly.

Relation to Planning Factors:

This broad-based project has some level of relationship to all 10 of the planning factors.

Relation to IJJA Planning Emphasis Areas:

Equity and Justice40 in Transportation Planning – this study examines transportation alternatives along two one-way corridors along which a significant amount of naturally occurring affordable housing is located. A high level of underserved and disadvantaged households exists in close proximity to these corridors.

Complete Streets – impacts on safety are being examined for all road uses, with special emphasis on pedestrians and bicyclists and adjacent land uses.

Public Involvement – the project involves extensive public engagement, both virtually, on-line and in person.

Data in Transportation Planning – data developed as part of other recent studies, as well as the regional travel demand model, has been shared with this project.

Activities:

- Project Management
- Data Collection
- Public and Stakeholder Engagement

- Development of Traffic Projections
- Traffic Analyses
- Identification of Complete Streets components
- Land use and economic impact analysis
- Freight and delivery service impacts and analyses
- Identification of traffic control modifications and other changes needed if a conversion were to take place
- Conceptual layouts
- Development of planning-level cost estimates
- Identify existing and future roadway responsibilities (City of Fargo, NDDOT)
- Draft and final report
- Approval process

Products	Completion Date
University Drive & 10 th Street (Hwy 81) One-Way Pair Conversion Study	2 nd QTR 2025

2025-228 Kindred Comprehensive Plan (Year 2 of 2)

Participant(s): Metro COG/Kindred/Cass County

2025 Budget: \$29,995.98 (CPG: \$23,996.78/Local Match: \$5,999.20)

The objective of this project is the preparation of a new Comprehensive and Transportation Plan for Kindred, North Dakota which will document a vision for the city's future and provide strategic guidance relative to future growth decisions. This plan will examine existing conditions and economic, demographic, and social trends in the city and surrounding area, as well as an in-depth look at transportation and related infrastructure needs. Emphasis will also be placed on an assessment of existing land use patterns, an analysis of supplementary planning strategies, goals and policies, and an action and implementation matrix to achieve community objectives and initiatives. Important roadway corridors including County Highway 15 and County Highway 18 will be analyzed as part of a citywide transportation plan to improve mobility and safety for pedestrians, bicyclists, and vehicular traffic. The total project cost will be \$100,000.

Based on the scope of work, 90 percent of work elements are eligible to be funded by an 80/20 split (approximately \$72,000 federal Consolidated Planning Grant funds, \$18,000 local match). The remaining 10 percent (\$10,000) is based on scope of work elements ineligible for federal transportation funds and would be 100 percent locally funded. The total local match for eligible and ineligible

scope of work elements (\$28,000) will be split evenly between the City of Kindred (\$14,000) and Cass County (\$14,000).

Activities:

- SRC Meetings
- Public Presentations/Open Houses
- Document Development
- Citywide Transportation Plan
- Future Land Use Planning

Products	Completion Date
Final Comprehensive and Transportation Plan	2 nd QTR 2025

2025 Planning Projects – New

**2025-201 NDSU ATAC 2025-2027 Participation (Year 1 of 3)
(Technical Support)**

Participant(s): Metro COG/ATAC

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

2025 Budget: \$10,000 (CPG: \$8,000/Local Match: \$2,000)

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

Relation to Planning Factors:

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

Relation to IJJA Planning Emphasis Areas:

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

Activities:

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

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

2025 – 205 Moorhead Intersection Data Collection (Year 1 of 3)

Participant(s): Metro COG/ATAC/Moorhead

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

2025 Budget: \$16,492 (CPG: \$13,193.60/Local Match: \$3,298.40)

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

Relationship to Planning Factors:

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

Relationship to IJJA Planning Factors:

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

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

Activities:

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

Products	Completion Date
Intersection turning movement counts	3 rd QTR 2025 & 2026

2026 Planning Projects – Continued from 2025

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

Participant(s): Metro COG/ATAC

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

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

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

Relation to Planning Factors:

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

Relation to IJJA Planning Emphasis Areas:

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

Activities:

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

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

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

Participant(s): Metro COG/ATAC/Moorhead

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

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

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

Relationship to Planning Factors:

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

Relationship to IJJA Planning Factors:

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

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

Activities:

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

Products	Completion Date
Intersection turning movement counts	3 rd QTR 2025 & 2026

2026 Planning Projects – New

2026 – 229 – 45th Street/I-94 Interchange Study

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

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

The purpose of this project is to conduct a safety improvement study on southbound 45th Street from 19th Avenue S to the I-94 westbound and eastbound ramps. A large commercial truck stop in the northwest quadrant of the 45th Street and I-94 interchange brings an extraordinarily high number of tractor-trailer traffic, significantly adding to already-high traffic volumes. The road segment has heavy traffic congestion and has had a number of crashes. The study would include a review of crash statistics, traffic analysis and operations. Complete streets components would be reviewed as the area has high foot-traffic due to the number of hotels and restaurants in the area. Conceptual alternatives that could aid in reducing the number of rear-end crashes could be developed, along with planning-level cost estimates. The resulting work products

from this study could assist the City of Fargo in securing HSIP funds for possible improvements.

Relation to Planning Factors:

This broad-based project has some level of relationship to all 10 of the planning factors, but primarily safety.

Relation to IJJA Planning Emphasis Areas:

Tackling the Climate Crisis – be decreasing traffic congestion and idling times, especially of large tractor-trailers, there could be a reduction of greenhouse gas emissions as well as particulate matter.

Complete Streets – taking into consideration pedestrian movements throughout this area will help make it safer for all users.

Data in Transportation Planning – a high degree of analytical inquiry will be involved with this project. Crash analysis, traffic operations and congestion management will all come into play with this safety study.

Activities:

- Project management
- Data collection
- Traffic and crash analyses
- Identification of Complete Streets Improvements
- Identification of any traffic control modifications and/or improvements
- Conceptual layouts
- Planning-level cost estimates
- Agency coordination between City of Fargo and NDDOT
- Draft and final plans
- Approval process

Products	Completion Date
45 th Street/I-94 On-Ramp Improvement Plan	4 th QTR 2025

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

- Bridge Crossing Study – 76th Avenue S and 100th Avenue S
- Regional Freight Plan Update
- Cass County CR-17 Corridor Study
- Clay County CSAH-26 Corridor Study

300 – Federal Transportation Planning Documentation

Objective:

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

Relation to Planning Factors:

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

Relation to IJJA Planning Emphasis Areas:

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

Assigned Staff Hours in UPWP	2025	2026
	2,749	3,227

Previous Accomplishments:

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

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

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

Funding Source	2025		2026		Total Activity Budget 2025-2026
	Percent	Amount	Percent	Amount	
CPG	80%	\$140,009	80%	\$176,877	\$316,886
Local	20%	\$35,002	20%	\$44,219	\$79,221
Total	100%	\$175,011	100%	\$221,096	\$396,107

301 Transportation Improvement Program (TIP)

Participant(s): Metro COG

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

Activities:

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

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

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

Participant(s): Metro COG

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

Activities:

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

Products	Completion Date
2025-2026 Updated UPWP and Amendments	Ongoing
2025-2026 Quarterly Reports to NDDOT & MnDOT	Quarterly
2025 Annual Report	1 st QTR
2026 Annual Report	1 st QTR
2025-2026 Monthly Report to Policy Board	Monthly
2025-2026 Quarterly Reports to Policy Board	Quarterly

303 Public Participation

Participant(s): Metro COG

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

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

Products	Completion Date
Implementing the Public Participation Plan	Ongoing

304 Congestion Management Process

Participant(s): Metro COG

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

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

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

Activities:

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

Products	Completion Date
Implementation of CMP Recommendations	Ongoing

305 Federal and State Rules and Regulations Compliance and Maintenance**Participant(s):** Metro COG

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

Activities:

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

Products	Completion Date
Updated Documents	Ongoing
Certification Review	As required
Mid-year reviews (2025-2026)	2 nd QTR

306 Civil Rights / Title VI / LEP/ Environment Justice

Participant(s): Metro COG

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

Activities:

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

Products	Completion Date
2025 Annual Report on Title VI/LEP Activities	1 st QTR 2025
2026 Annual Report on Title VI/LEP Activities	1 st QTR 2026
2025 Annual Report of Environmental Justice Areas	1 st QTR 2025
2026 Annual Report of Environmental Justice Areas	1 st QTR 2026
Maintenance and update of Title VI, LEP, and Environmental Justice Plans	Ongoing

307 Metropolitan Transportation Plan (MTP) Implementation and Maintenance

Participant(s): Metro COG

In 2025 and 2026 Metro COG will seek to further the implementation of the adopted MTP entitled Transportation Moving Ahead, the 2050 MTP. Implementation will be accomplished through the development and completion of smaller work tasks relevant to the surface transportation program for the FM Metropolitan area. Metro COG will annually review the MTP in coordination with the TIP development process to ensure consistency between the MTP and projects seeking federal aid and respond to early opportunities for input on environmental documents being prepared for projects moving toward final design and implementation to ensure consistency with adopted plans and

with the TIP. Metro COG periodically reviews and assesses key elements of the MTP to ensure the document is still valid and consistent with local, state, and federal objectives and initiatives.

Activities:

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

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

308 US Census Coordination and Technical Assistance

Participant(s): Metro COG

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

Activities:

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

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

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

309 TMA Transition

Participant(s): Metro COG / NDDOT

Metro COG began to prepare for transitioning to a Transportation Management Area (TMA) in the years following the 2010 Census. With the eventual release of the 2020 Census data, it was determined that Metro COG's urbanized planning area had exceeded the population threshold of 200,000 to become a TMA. On October 1, 2023, Metro COG was officially designated as a TMA. Time spent in this program area will ensure that Metro COG is working towards and ready to meet the requirements of a TMA certification review. In 2022, the Policy Board bylaws were updated to ensure TMA requirements would be met. It has also involved a large amount of coordination and communication with local jurisdictions and NDDOT to establish an understanding of Metro COG's and their responsibilities regarding the programming and use of suballocated funds.

Activities:

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

Products	Completion Date
Preparation for TMA Certification	Ongoing

310 TIP Project Monitoring

Participant(s): Metro COG/NDDOT

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

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

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

Activities:

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

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

400 - Technical Transportation Data & Analysis

Objective:

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

Relation to Planning Factors:

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

Relation to IJJA Planning Emphasis Areas:

All planning emphasis areas are relevant to and addressed by this work.

Assigned Staff Hours in UPWP:	2025	2026
	2,188	3,048

Previous Accomplishments:

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

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

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

Funding Source	2025		2026		Total Activity Budget 2025-2026
	Percent	Amount	Percent	Amount	
CPG	80%	\$87,088	80%	\$126,507	\$213,595
Local	20%	\$22,772	20%	\$31,627	\$53,399
Total	100%	\$108,859	100%	\$158,134	\$266,993

401 Performance Measures

Participant(s): Metro COG

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

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

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

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

Activities:

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

Products	Completion Date
Performance Measure Reporting and Monitoring	Ongoing

402 Federal Functional Classification Update

Participant(s): Metro COG

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

Activities:

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

Products	Completion Date
Updated Minnesota and North Dakota FFC Maps	3 rd QTR 2025
Continuous monitoring of FFC changes as they occur	Ongoing

403 Travel Demand Model (TDM) Maintenance and Operation

Participant(s): Metro COG/ATAC

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

Activities:

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

Products	Completion Date
Updated Travel Demand Model, as needed	Ongoing

404 Freight and Goods Movement

Participant(s): Metro COG

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

North Dakota completed its most recent freight and rail plan in 2023 and Minnesota is currently working on their rail plan, scheduled for completion in December of 2024. Metro COG participated on both committees and helped identify freight stakeholders for the study review committees. As a result, Metro COG did not hold its own freight committee meetings, and instead, focused on seeking freight input as part of the Interstate Operations Analysis and the statewide plans. Metro COG's FM Regional Freight Plan was completed in 2017 and is in need of an update, tentatively in 2026 if funding becomes available.

Activities:

- If needed, purchase data to conduct planning studies, analysis and modeling of freight and goods movement in the region

- Integration of Regional Freight Plan into the Metro COG planning process.
- Biannual meetings of the Regional Freight Committee.

Products	Completion Date
2025 Biannual Regional Freight Committee (RFC) Meetings	Quarterly
2026 Biannual Regional Freight Committee (RFC) Meetings	Quarterly
Implementation of Freight Plan Recommendations	Ongoing

405 FM Metropolitan Profile

Participant(s): Metro COG

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

Activities:

- Annual FM Metropolitan Profile development and approval

Products	Completion Date
2025 Annual Update to the FM Metropolitan Profile	4 th QTR
2026 Annual Update to the FM Metropolitan Profile	4 th QTR

406 Traffic Data Collection and Analysis

Participant(s): Metro COG

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

Activities:

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

- Origin-Destination studies

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

407 Metropolitan Transportation Technical Assistance

Participant(s): Metro COG

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

Activities:

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

Products	Completion Date
Technical Assistance	Ongoing

408 ITS/Traffic Operations Technical Assistance

Participant(s): Metro COG

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

Activities:

- Participate in Traffic Operations Roundtable meetings arranged by NDSU's ATAC

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

Products	Completion Date
2025 Quarterly Traffic Operations Committee (TOC) Meeting Facilitation	As needed
2026 Quarterly Traffic Operations Committee (TOC) Meeting Facilitation	As needed
Annual review and update of the Regional ITS Architecture	Ongoing
2025 Review of TIP projects against Architecture	3 rd QTR
2026 Review of TIP projects against Architecture	3 rd QTR

409 GIS Management, Mapping and Graphics

Participant(s): Metro COG

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

Additionally, on a cyclical basis, Metro COG updates 'base' metropolitan maps (i.e., federal-aid urban area, roadway functional classification, metropolitan traffic counts). This program area supports overall development and distribution of GIS data used by Metro COG as requested by the public, cognizant agencies or other interested persons. As part of this program area within the 2025-2026 UPWP, Metro COG will continually update its GIS page on Metro COG's website, disseminating metropolitan-specific GIS data. This work task also provides Metro COG resources in both 2025 and 2026 to coordinate the Metropolitan Geographic Information System (GIS) Committee.

Activities:

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

Products	Completion Date
Technical Assistance	Ongoing
2026 Review of TIP projects against Architecture	3 rd QTR

DRAFT

500 - Transit Planning

Objective:

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

Relation to Planning Factors:

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

Relation to IJJA Planning Emphasis Areas:

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

Equity and Justice40 in Transportation Planning – transit is an important component of the transportation system, often serving underserved and disadvantaged communities.

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

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

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

Assigned Staff Hours in UPWP	2025	2026
	360	510

Previous Accomplishments:

- MAT Coordinating Board Meetings
- Coordination and arrangements needed for purchase of transit routing software

- Furtherance of Transit Authority Model
- Technical assistance to MATBUS and on-going coordination

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

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

Funding Source	2025		2026		Total Activity Budget 2025-2026
	Percent	Amount	Percent	Amount	
CPG	80%	\$14,785	80%	\$23,909	\$38,694
Local	20%	\$3,696	20%	\$5,977	\$9,673
Total	100%	\$18,481	100%	\$29,886	\$48,367

501 Transit Technical Assistance

Participant(s): Metro COG

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

Activities:

- Staff assistance as required/requested

Products	Completion Date
Assistance as required	Ongoing

502 MATBUS Coordinating Board

Participant(s): Metro COG

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

implementation of MATBUS's most recent Reorganization Study, which proposed a new staffing structure for MATBUS and a new oversight board which has yet to be established at the time of preparation of this UPWP document.

Activities:

- Meeting facilitation and support
- Attend meetings

Products	Completion Date
2025 MATBUS Coordinating Meetings	Ongoing
2026 MATBUS Coordinating Meetings	Ongoing

DRAFT

600 - Bicycle & Pedestrian Planning

Objective:

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

Relation to Planning Factors:

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

Relation to IJJA Planning Emphasis Areas:

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

Equity and Justice⁴⁰ in Transportation Planning – walking and bicycling are important components of the transportation system, often serving underserved and disadvantaged communities, and providing public health benefits for all.

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

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

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

Assigned Staff Hours in UPWP	2025	2026
	1,344	1,198

Previous Accomplishments:

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

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

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

Funding Source	2025		2026		Total Activity Budget 2025-2026
	Percent	Amount	Percent	Amount	
CPG	80%	\$48,688	80%	\$49,055	\$97,743
Local	20%	\$12,172	20%	\$12,264	\$24,436
Total	100%	\$60,860	100%	\$61,319	\$122,178

601 Bicycle-Pedestrian Activities and Technical Assistance

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

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

Activities:

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

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

Products	Completion Date
2025 Bike/Ped Committee Meetings	Quarterly
2026 Bike/Ped Committee Meetings	Quarterly

602 Bicycle and Pedestrian Counts and Analysis

Participant(s): Metro COG

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

Over time, Metro COG intends to pursue additional automated bike and ped counters to improve and enhance the available data and the flexibility with which the data can be gathered. The intent is to use counters that can be moved from one location to another for the purpose of documenting changing travel demand, such as before and after trail improvements, before and after trail extensions, etc.

Activities:

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

Products	Completion Date
2025 Updated Bicycle and Pedestrian Counts Database	4 th QTR
2026 Updated Bicycle and Pedestrian Counts Database	4 th QTR
2025 Annual Report to MnDOT and NDDOT	4 th QTR
2026 Annual Report to MnDOT and NDDOT	4 th QTR
Collection and processing of manual and automatic bike and ped counts	Ongoing
Pursuit of additional bike and ped counting equipment including placement and maintenance of equipment	Ongoing

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

Participant(s): Metro COG

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

Activities:

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

Products	Completion Date
Heartland Trail Advisory Committee and Committee Support	2 nd QTR 2025

604 West Fargo School District Safe Routes to School Plan Update

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

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

Activities:

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

Products	Completion Date
West Fargo SRTS Plan Update/Phase 1	4 th QTR 2025
West Fargo SRTS Plan Update/Phase 2	4 th QTR 2026

DRAFT

700 - Local Planning Assistance

Objective:

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

Relation to Planning Factors:

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

Relation to IJJA Planning Emphasis Areas:

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

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

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

Assigned Staff Hours in UPWP	2025	2026
	1,587	1,456

Previous Accomplishments:

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

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

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

Funding Source	2025		2026		Total Activity Budget 2025-2026
	Percent	Amount	Percent	Amount	
CPG	80%	\$71,559	80%	\$72,373	\$143,932
Local	20%	\$17,890	20%	\$18,093	\$35,983
Total	100%	\$89,449	100%	\$90,467	\$179,915

701 Agency Outreach

Participant(s): Metro COG

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

Activities:

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

Products	Completion Date
Local outreach and participation	Ongoing

702 Local Planning Assistance

Participant(s): Metro COG

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

Activities

- Working with local units of government on long-range planning
- Development of local transportation initiatives that tie into regional efforts
- Completion of eligible comprehensive and transportation planning activities for the Mapleton, ND and Dilworth, MN, and Kindred, ND Comprehensive Plans

Products	Completion Date
Local Planning Assistance	Ongoing
Kindred Comprehensive & Transportation Plan	2 nd QTR 2025
Dilworth Comprehensive Plan	4 th QTR 2025

703 Dilworth Comprehensive Plan Update

Participant(s): Metro COG/Dilworth

Update Dilworth Comprehensive Plan based on an agreed upon scope of work. Carry out public engagement and stakeholder involvement. Dilworth will supplement with local funds in an amount yet to be determined, but estimated at approximately \$15,000 to 20,000, to allow Metro COG staff to fully address elements of the plan that are ineligible for use of CPG funds.

Activities

- Data Collection and Mapping
- Draft Chapter and Final Draft development
- Study Review Committee Meetings
- Travel time to meetings
- Public Engagement, presentations and information exchanges

Products	Completion Date
Dilworth Comprehensive Plan	4 th QTR 2025

DRAFT

800 - General Administration

Objective:

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

Relation to Planning Factors:

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

Relation to IJJA Planning Emphasis Areas:

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

Assigned Staff Hours in UPWP	2025	2026
	5,006	5,000

Previous Accomplishments:

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

Figure 22 provides a breakdown of staff hours and budget in General Administration.

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

Funding Source	2025		2026		Total Activity Budget 2025-2026
	Percent	Amount	Percent	Amount	
CPG	80%	\$243,312	80%	\$259,107	\$502,420
Local	20%	\$60,828	20%	\$64,777	\$125,605
Total	100%	\$304,140	100%	\$323,884	\$628,025

801 General Administration, Management, IT, and Secretarial

Participant(s): Metro COG

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

Activities:

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

Products	Completion Date
2025 Employee Benefits	Ongoing
2026 Employee Benefits	Ongoing
2024 Audits in 2025 (Financial and Indirect Rate)	3 rd QTR
2025 Audits in 2026 (Financial and Indirect Rate)	3 rd QTR
Staff Performance Evaluations	As required
QAQC Policy and Procedure	2 nd QTR
Timesheets	Biweekly
Quarterly Report	Quarterly
Travel Requests	As needed
Expense Reports	As needed

802 Financial Budgeting and Tracking

Participant(s): Metro COG

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

Activities:

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

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

803 Professional Development, Education and Training

Participant(s): Metro COG

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

Activities:

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

Products	Completion Date
Training and Educational Opportunities	Ongoing

900 - Publications, Public Information, and Communication

Objective:

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

Relation to Planning Factors:

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

Relation to IJJA Planning Emphasis Areas:

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

Assigned Staff Hours in UPWP	2025	2026
	441	633

Previous Accomplishments:

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

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

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

Funding Source	2025		2026		Total Activity Budget 2025-2026
	Percent	Amount	Percent	Amount	
CPG	80%	\$17,790	80%	\$26,043	\$43,834
Local	20%	\$4,448	20%	\$6,511	\$10,958
Total	100%	\$22,238	100%	\$32,554	\$54,792

901 Metro COG Newsletter

Participant(s): Metro COG

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

Activities:

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

Products	Completion Date
2025 Metro COG Newsletter	Annually
2026 Metro COG Newsletter	Annually

902 Website and Social Media

Participant(s): Metro COG

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

COG utilizes the website to post project- and study-specific information and other surface transportation-related information. This activity also includes maintaining project level or task-specific websites managed by Metro COG.

Activities:

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

Products	Completion Date
2025 Updated Metro COG website and Social Media platforms	Ongoing
2026 Updated Metro COG website and Social Media platforms	Ongoing

DRAFT

1000 - Community Planning and Technical Assistance

Objective:

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

Assigned Staff Hours in UPWP	2025	2026
	190	134

Previous Accomplishments:

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

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

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

Funding Source	2025		2026		Total Activity Budget 2025-2026
	Percent	Amount	Percent	Amount	
CPG	80%	\$7,753	80%	\$5,905	\$13,657
Local	20%	\$1,938	20%	\$1,476	\$3,414
Total	100%	\$9,691	100%	\$7,381	\$17,072

1001 Cass-Clay Food Systems Advisory Commission

Participant(s): Metro COG/CCFSAC

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

Activities:

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

Products	Completion Date
2025 Regional Food Commission Support	Ongoing
2026 Regional Food Commission Support	Ongoing

1002 Dilworth Comprehensive Plan Update (2025)

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

Update Dilworth Comprehensive Plan based on an agreed upon scope of work. Carry out public engagement and stakeholder involvement. Dilworth will supplement with local funds in an amount yet to be determined, but estimated at approximately \$15,000 to 20,000, to allow Metro COG staff to fully address elements of the plan that are ineligible for use of CPG funds.

Activities:

- Data Collection and Mapping
- Draft Chapter and Final Draft development
- Study Review Committee Meetings
- Travel time to meetings
- Public Engagement, presentations and information exchanges

Products	Completion Date
Dilworth Comprehensive Plan Update	4 th QTR 2024

Summary

Estimates of staff hours for 2025 and 2026 are shown in Figures 25 - 28. Figures 25 and 27 show staff hours for each category of the UPWP for 2025 and 2026, and Figure 26 and 28 show staff hours estimated for consultant led projects in the 200 category for 2025 and 2026.

Figure 25 - Estimates of Staff Hours for 2025

	TOTAL COST	TOTAL HOURS	Exec Dir	Senior Planner	Transp Planner	C/T Analyst	Asst Planner (Transit)	Asst Planner (TIP)	GIS Spclst	Off Mgr	P/T Intern
			105.32	74.01	58.24	54.73	48.70	54.43	48.11	39.80	19.38
100	\$80,165.80	1,260	310	110	100	110	90	90	90	340	20
200	\$156,608.13	2,555	230	626	540	364	250	140	245	0	160
300	\$175,011.18	2,749	413	455	208	113	90	1134	204	52	80
400	\$108,859.44	2,188	30	210	290	75	406	110	791	0	276
500	\$18,480.70	360	0	50	0	0	260	0	40	0	10
600	\$60,859.79	1,344	0	10	468	10	295	75	152	4	330
700	\$89,448.61	1,587	90	145	40	808	160	120	140	0	84
800	\$304,140.34	5,006	996	454	394	384	384	380	380	1584	50
900	\$22,237.67	441	11	20	40	94	95	31	30	100	20
1000	\$9,690.74	190	0	0	0	122	50	0	8	0	10
TOTAL	\$1,025,502.40	17,680	2080	2080	2080	2080	2080	2080	2080	2080	1040

Figure 26 - 2025 Breakdown of 200 Contracted Planning Services by Project

	TOTAL COST	TOTAL HOURS	Exec Dir	Senior Planner	Transp Planner	C/T Analyst	Asst Planner (Transit)	Asst Planner (TIP)	GIS Spclst	Off Mgr	P/T Intern
			105.32	74.01	58.24	54.73	48.70	54.43	48.11	39.80	19.38
201	\$3,439.20	50	10	10	20	0	0	0	10	0	0
205	\$4,604.00	70	10	10	40	0	0	0	10	0	0
207	\$5,398.90	105	5	0	100	10	0	10	10	0	20
208	\$8,310.90	155	5	0	100	10	0	10	10	0	20
209	\$25,650.35	370	5	300	0	0	30	10	15	0	10
211	\$17,819.80	335	5	0	150	20	40	50	50	0	20
212	\$16,140.30	310	10	35	10	20	150	0	65	0	20
214	\$11,222.90	205	5	0	150	10	0	10	10	0	20
215	\$23,122.72	274	175	0	15	34	0	20	10	0	20
225	\$22,161.16	311	0	271	5	10	0	10	15	0	0
228	\$18,737.90	370	0	0	0	250	30	20	40	0	30
TOTAL	\$156,608.13	2555	230	626	590	364	250	140	245	0	160

Figure 27 - Estimates of Staff Hours for 2026

	TOTAL COST	TOTAL HOURS	Exec Dir	Senior Planner	Transp Planner	C/T Analyst	Asst Planner (Transit)	Asst Planner (TIP)	GIS Spclst	Off Mgr	P/T Intern
			111.17	81.08	60.51	58.22	52.13	58.16	51.59	42.6	19.38
100	\$95,270.80	1,380	360	160	100	110	90	90	90	340	40
200	\$72,278.48	1,094	30	370	400	64	90	10	100	0	30
300	\$221,096.13	3,227	515	596	298	113	90	1199	224	52	140
400	\$158,133.91	3,048	30	240	380	415	551	110	852	0	470
500	\$29,886.40	510	40	50	20	0	340	0	40	0	20
600	\$61,218.54	1,198	0	20	400	90	230	140	120	4	194
700	\$90,466.66	1,456	98	160	48	678	210	120	110	0	32
800	\$323,884.26	5,000	996	454	394	384	384	380	384	1584	40
900	\$32,554.30	633	11	30	40	136	95	31	120	100	70
1000	\$7,380.92	134	0	0	0	90	0	0	40	0	4
TOTAL	\$1,092,270.40	17,680	2080	2080	2080	2080	2080	2080	2080	2080	1040

Figure 28 - 2026 Breakdown of 200 Contracted Planning Services by Project

	TOTAL COST	TOTAL HOURS	Exec Dir	Senior Planner	Transp Planner	C/T Analyst	Asst Planner (Transit)	Asst Planner (TIP)	GIS Spclst	Off Mgr	P/T Intern
			111.17	81.08	60.51	58.22	52.13	58.16	51.59	42.58	19.38
201	\$8,489.40	130	10	10	100	0	0	0	10	0	0
205	\$26,435.78	464	10	10	200	64	80	0	80	0	20
229	\$37,353.30	500	10	350	100	0	10	10	10	0	10
TOTAL	\$72,278.48	1094	30	370	400	64	90	10	100	0	30

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

Metro COG Policy Board (as of October 2024)

Voting Members

Duane Breitling (C)*	Cass County, North Dakota – County Commission
Chuck Hendrickson	City of Moorhead, Minnesota – City Council
Rory Jorgensen	City of West Fargo, North Dakota – City Commission
Denise Kolpack	City of Fargo, North Dakota – City Commission
Stephanie Landstrom	City of Horace, North Dakota – City Council
Jenny Mongeau (VC)*	Clay County, Minnesota – County Commission
Julie Nash	City of Dilworth, Minnesota – City Council
Ryan Nelson	City of Moorhead, Minnesota – City Council
Brad Olson	City of West Fargo, North Dakota – City Commission
Dave Piepkorn	City of Fargo, North Dakota – City Commission
Art Rosenberg	City of Fargo, North Dakota – Planning Commission
Thomas Schmidt	City of Fargo, North Dakota – Planning Commission
John Strand	City of Fargo, North Dakota – City Commission
Maranda Tasa	City of Fargo, North Dakota – Planning Commission
Michelle Turnberg	City of Fargo, North Dakota – City Commission
Deb White	City of Moorhead, Minnesota – City Council

*(C) Chair and (VC) Vice Chair

Ex-Officio Members

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

Associate Members

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

Voting and Associate Member Alternates

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

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

Metro COG Transportation Technical Committee (as of October 2024)

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

Metro COG Staff (as of October 2024)

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

Appendix B – Transportation Technical Committee and Policy Board meeting schedules for 2025 and 2026

2025		2026	
Transportation Technical Committee	Policy Board	Transportation Technical Committee	Policy Board
January 9	January 16	January 8	January 15
February 13	February 20	February 12	February 19
March 13	March 20	March 12	March 19
April 10	April 17	April 9	April 16
May 8	May 15	May 14	May 21
June 12	June 19	June 11	June 18
July 10	July 17	July 9	July 16
August 14	August 21	August 13	August 20
September 11	September 18	September 10	September 17
October 9	October 16	October 8	October 15
November 13	November 20	November 12	November 19
December 11	December 18	December 10	December 17

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

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

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

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

Appendix C – Notice of 2021 Planning Emphasis Areas Letter



U.S. Department
of Transportation
Federal Highway
Administration

Office of the Administrator

1200 New Jersey Ave., SE
Washington, D.C. 20590

Federal Transit
Administration

December 30, 2021

Attention: FHWA Division Administrators
FTA Regional Administrators

Subject: 2021 Planning Emphasis Areas for use in the development of Metropolitan and Statewide Planning and Research Work programs.

With continued focus on transportation planning the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) Offices of Planning are jointly issuing updated Planning Emphasis Areas (PEAs). The PEAs are areas that FHWA and FTA field offices should emphasize when meeting with the metropolitan planning organizations, State departments of transportation, Public Transportation Agencies, and Federal Land Management Agency counterparts to identify and develop tasks associated with the Unified Planning Work Program and the Statewide Planning and Research Program. We recognize the variability of work program development and update cycles, so we encourage field offices to incorporate these PEAs as programs are updated.

Please note that this letter is intended only to provide clarity regarding existing requirements. It is not binding and does not have the force and effect of law. All relevant statutes and regulations still apply.

Sincerely,

Nuria Fernandez
Administrator
Federal Transit Administration

Stephanie Pollack
Deputy Administrator
Federal Highway Administration

Enclosure

2021 Planning Emphasis Areas:

Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future

Federal Highway Administration (FHWA) divisions and Federal Transit Administration (FTA) regional offices should work with State departments of transportation (State DOT), metropolitan planning organizations (MPO), and providers of public transportation to ensure that our transportation plans and infrastructure investments help achieve the national greenhouse gas reduction goals of 50-52 percent below 2005 levels by 2030, and net-zero emissions by 2050, and increase resilience to extreme weather events and other disasters resulting from the increasing effects of climate change. Field offices should encourage State DOTs and MPOs to use the transportation planning process to accelerate the transition toward electric and other alternative fueled vehicles, plan for a sustainable infrastructure system that works for all users, and undertake actions to prepare for and adapt to the impacts of climate change. Appropriate Unified Planning Work Program work tasks could include identifying the barriers to and opportunities for deployment of fueling and charging infrastructure; evaluating opportunities to reduce greenhouse gas emissions by reducing single-occupancy vehicle trips and increasing access to public transportation; shift to lower emission modes of transportation; and identifying transportation system vulnerabilities to climate change impacts and evaluating potential solutions. We encourage you to visit FHWA's [Sustainable Transportation](#) or FTA's [Transit and Sustainability](#) Webpages for more information.

(See [EO 14008](#) on "Tackling the Climate Crisis at Home and Abroad," [EO 13990](#) on "Protecting Public Health and the Environment and Restoring Science to Tackle the Climate Crisis," [EO 14030](#) on "Climate-Related Financial Risk," See also [FHWA Order 5520](#) "Transportation System Preparedness and Resilience to Extreme Weather Events," FTA's "[Hazard Mitigation Cost Effectiveness Tool](#)," FTA's "[Emergency Relief Manual](#)," and "[TCRP Document 70: Improving the Resilience of Transit Systems Threatened by Natural Disasters](#).")

Equity and Justice⁴⁰ in Transportation Planning

FHWA Division and FTA regional offices should work with State DOTs, MPOs, and providers of public transportation to advance racial equity and support for underserved and disadvantaged communities. This will help ensure public involvement in the planning process and that plans and strategies reflect various perspectives, concerns, and priorities from impacted areas. We encourage the use of strategies that: (1) improve infrastructure for non-motorized travel, public transportation access, and increased public transportation service in underserved communities; (2) plan for the safety of all road users, particularly those on arterials, through infrastructure improvements and advanced speed management; (3) reduce single-occupancy vehicle travel and associated air pollution in communities near high-volume corridors; (4) offer reduced public transportation fares as appropriate; (5) target demand-response service towards communities with higher concentrations of older adults and those with poor access to essential services; and (6) consider equitable and sustainable practices while developing transit-oriented development including affordable housing strategies and consideration of environmental justice populations.

[Executive Order 13985](#) (*Advancing Racial Equity and Support for Underserved Communities*) defines the term "equity" as the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian

Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality. The term “underserved communities” refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the list in the preceding definition of “equity.” In addition, [Executive Order 14008](#) and [M-21-28](#) provides a whole-of-government approach to advancing environmental justice by stating that 40 percent of Federal investments flow to disadvantaged communities. FHWA Division and FTA regional offices should work with State DOTs, MPOs, and providers of public transportation to review current and new metropolitan transportation plans to advance Federal investments to disadvantaged communities.

To accomplish both initiatives, our joint planning processes should support State and MPO goals for economic opportunity in disadvantaged communities that have been historically marginalized and overburdened by pollution and underinvestment in housing, transportation, water and wastewater infrastructure, recreation, and health care.

Complete Streets

FHWA Division and FTA regional offices should work with State DOTs, MPOs and providers of public transportation to review current policies, rules, and procedures to determine their impact on safety for all road users. This effort should work to include provisions for safety in future transportation infrastructure, particularly those outside automobiles.

A complete street is safe, and feels safe, for everyone using the street. FHWA and FTA seek to help Federal aid recipients plan, develop, and operate streets and networks that prioritize safety, comfort, and access to destinations for people who use the street network, including pedestrians, bicyclists, transit riders, micro-mobility users, freight delivery services, and motorists. The goal is to provide an equitable and safe transportation network for travelers of all ages and abilities, including those from marginalized communities facing historic disinvestment. This vision is not achieved through a one-size-fits-all solution – each complete street is unique and developed to best serve its community context and its primary role in the network.

Per the National Highway Traffic Safety Administration’s 2019 data, 62 percent of the motor vehicle crashes that resulted in pedestrian fatalities took place on arterials. Arterials tend to be designed for vehicle movement rather than mobility for non-motorized users and often lack convenient and safe crossing opportunities. They can function as barriers to a safe travel network for road users outside of vehicles.

To be considered complete, these roads should include safe pedestrian facilities, safe transit stops (if present), and safe crossing opportunities on an interval necessary for accessing destinations. A safe and complete network for bicycles can also be achieved through a safe and comfortable bicycle facility located on the roadway, adjacent to the road, or on a nearby parallel corridor. Jurisdictions will be encouraged to prioritize safety improvements and speed management on arterials that are essential to creating complete travel networks for those without access to single-occupancy vehicles.

Public Involvement

Early, effective, and continuous public involvement brings diverse viewpoints into the decisionmaking process. FHWA Division and FTA regional offices should encourage MPOs, State DOTs, and providers of public transportation to increase meaningful public involvement in transportation planning by integrating Virtual Public Involvement (VPI) tools into the overall public involvement approach while ensuring continued public participation by individuals without access to computers and mobile devices. The use of VPI broadens the reach of information to the public and makes participation more convenient and affordable to greater numbers of people. Virtual tools provide increased transparency and access to transportation planning activities and decisionmaking processes. Many virtual tools also provide information in visual and interactive formats that enhance public and stakeholder understanding of proposed plans, programs, and projects. Increasing participation earlier in the process can reduce project delays and lower staff time and costs. More information on VPI is available [here](#).

Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination

FHWA Division and FTA regional offices should encourage MPOs and State DOTs to coordinate with representatives from DOD in the transportation planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to DOD facilities. According to the Declaration of Policy in 23 U.S.C. 101(b)(1), it is in the national interest to accelerate construction of the Federal-aid highway system, including the Dwight D. Eisenhower National System of Interstate and Defense Highways, because many of the highways (or portions of the highways) are inadequate to meet the needs of national and civil defense. The DOD's facilities include military bases, ports, and depots. The road networks that provide access and connections to these facilities are essential to national security. The [64,200-mile STRAHNET system](#) consists of public highways that provide access, continuity, and emergency transportation of personnel and equipment in times of peace and war. It includes the entire 48,482 miles of the Dwight D. Eisenhower National System of Interstate and Defense Highways and 14,000 miles of other non-Interstate public highways on the National Highway System. The STRAHNET also contains approximately 1,800 miles of connector routes linking more than 200 military installations and ports to the primary highway system. The DOD's facilities are also often major employers in a region, generating substantial volumes of commuter and freight traffic on the transportation network and around entry points to the military facilities. Stakeholders are encouraged to review the STRAHNET maps and recent Power Project Platform (PPP) [studies](#). These can be a useful resource in the State and MPO areas covered by these route analyses.

Federal Land Management Agency (FLMA) Coordination

FHWA Division and FTA regional offices should encourage MPOs and State DOTs to coordinate with FLMAs in the transportation planning and project programming process on infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal lands. Through joint coordination, the State DOTs, MPOs, Tribal Governments, FLMAs, and local agencies should focus on integration of their transportation planning activities and develop cross-cutting State and MPO long range transportation plans, programs, and corridor studies, as well as the Office of Federal Lands

Highway's developed transportation plans and programs. Agencies should explore opportunities to leverage transportation funding to support access and transportation needs of FLMAs before transportation projects are programmed in the Transportation Improvement Program (TIP) and Statewide Transportation Improvement Program (STIP). Each State must consider the concerns of FLMAs that have jurisdiction over land within the boundaries of the State (23 CFR 450.208(a)(3)). MPOs must appropriately involve FLMAs in the development of the metropolitan transportation plan and the TIP (23 CFR 450.316(d)). Additionally, the Tribal Transportation Program, Federal Lands Transportation Program, and the Federal Lands Access Program TIPs must be included in the STIP, directly or by reference, after FHWA approval in accordance with 23 U.S.C. 201(c) (23 CFR 450.218(e)).

Planning and Environment Linkages (PEL)

FHWA Division and FTA regional offices should encourage State DOTs, MPOs and Public Transportation Agencies to implement PEL as part of the transportation planning and environmental review processes. The use of PEL is a collaborative and integrated approach to transportation decisionmaking that considers environmental, community, and economic goals early in the transportation planning process, and uses the information, analysis, and products developed during planning to inform the environmental review process. PEL leads to interagency relationship building among planning, resource, and regulatory agencies in the early stages of planning to inform and improve project delivery timeframes, including minimizing duplication and creating one cohesive flow of information. This results in transportation programs and projects that serve the community's transportation needs more effectively while avoiding and minimizing the impacts on human and natural resources. More information on PEL is available [here](#).

Data in Transportation Planning

To address the emerging topic areas of data sharing, needs, and analytics, FHWA Division and FTA regional offices should encourage State DOTs, MPOs, and providers of public transportation to incorporate data sharing and consideration into the transportation planning process, because data assets have value across multiple programs. Data sharing principles and data management can be used for a variety of issues, such as freight, bike and pedestrian planning, equity analyses, managing curb space, performance management, travel time reliability, connected and autonomous vehicles, mobility services, and safety. Developing and advancing data sharing principles allows for efficient use of resources and improved policy and decisionmaking at the State, MPO, regional, and local levels for all parties.

Appendix D – Documentation of Local Match

The following table shows Metro COG’s operations and overhead and the breakout between Federal and local funding for 2025.

Jurisdiction Operations Dues Summary - 2025 Budget										
Dues and Local Match on Contracted Planning Projects	Participating Jurisdictions	Jurisdiction								Total Cost Split Between Jurisdictions
		Cass Co.	Clay Co.	Dilworth	Fargo	Horace	Moorhead	West Fargo	Other	
Metro COG Dues										
Approved Dues Formula		5.3%	6.1%	2.0%	50.0%	1.3%	19.3%	16.2%	0.0%	100.00%
Internal Operations (eligible costs)										
Metro COG Personnel (Total Loaded Wage)	All	\$10,869.98	\$12,510.73	\$4,101.88	\$102,546.99	\$2,666.22	\$39,583.14	\$33,225.22	\$0.00	\$ 1,025,469.88
Metro COG Overhead Costs	All	\$4,244.65	\$4,885.35	\$1,601.76	\$40,043.88	\$1,041.14	\$15,456.94	\$12,974.22	\$0.00	\$ 400,438.77
MnDOT Match Requirement	All	\$405.19	\$466.35	\$152.90	\$3,822.50	\$99.39	\$1,475.49	\$1,238.49	\$0.00	\$ 38,225.00
Total Dues (Internal)		\$15,519.82	\$17,862.43	\$5,856.53	\$146,413.37	\$3,806.75	\$56,515.56	\$47,437.93	\$0.00	\$1,464,133.65
Internal Operations (ineligible costs)	All	\$201.40	\$231.80	\$76.00	\$1,900.00	\$49.40	\$733.40	\$615.60	\$0.00	\$3,800.00
Total		\$15,721.22	\$18,094.23	\$5,932.53	\$148,313.37	\$3,856.15	\$57,248.96	\$48,053.53	\$0.00	\$1,467,933.65

Notes:

- ¹Contracted Studies will be billed to jurisdictions when the project is to begin.
- ²Contracted Planning Studies are contingent on the availability of federal funding.
- ³Total is for 10 counting units.
- ⁴Projects "on deck" if federal funding becomes available.
- ⁵Local match for the project has not yet been determined but may come from agency(s) other than Metro COG jurisdictions.

Appendix D – Documentation of Local Match

The following table shows the projects, project budgets, and breakout between Federal and local funding for 2025.

Jurisdiction Project Dues Summary - 2025 Budget

Dues and Local Match on Contracted Planning Projects	Participating Jurisdictions	Jurisdiction ¹								Total Cost	Federal Share ²	Federal %	Local Share
		Cass Co.	Clay Co.	Dilworth	Fargo	Horace	Moorhead	West Fargo	Other				
Approved Metro COG Dues Formula		5.3%	6.1%	2.0%	50.0%	1.3%	19.3%	16.2%	0.0%	100.00%			
Regional Contracted Planning Projects													
NDSU ATAC Annual Participation	All	\$154.70	\$163.81	\$38.98	\$1,000.00	\$23.54	\$368.75	\$250.22	\$0.00	\$10,000.00	\$8,000.00	80%	\$2,000.00
Total - Projects Shared Across Metro Area		\$154.70	\$163.81	\$38.98	\$1,000.00	\$23.54	\$368.75	\$250.22	\$0.00	\$10,000.00	\$8,000.00		\$2,000.00
Jurisdiction-Specific Contracted Planning Studies													
Moorhead I-94 & 20th Street Interchange Analysis (Dues Already Paid)	Moorhead, MnDOT						\$2,000.00		\$2,000.00	\$20,000.00	\$16,000.00	80%	\$4,000.00
University Drive & 10th Street Corridor Study - Phase II (Dues Already Paid)	City of Fargo, Moorhead, Dilworth, Glyndon, Clay County, PS4H				\$4,074.13					\$20,370.66	\$16,296.53	80%	\$4,074.13
Heartland Trail Alignment Analysis (2025 is Year 2 of 2)			\$6,250.00	\$1,500.00			\$1,750.00		\$3,000.00	\$62,500.00	\$50,000.00	80%	\$12,500.00
Horace Downtown/Core Neighborhoods Plan (Dues Already Paid)	City of Horace					\$13,539.10				\$67,695.48	\$67,695.48	80%	\$13,539.10
Moorhead Intersection Traffic Data Collection (Year 1 of 3)	Moorhead						\$3,298.40			\$16,492.00	\$13,193.60	80%	\$3,298.40
West Perimeter Highway Corridor Study (Year 2 of 2) (Dues Already Paid)	Cass County	\$19,958.22								\$99,791.08	\$79,832.86	80%	\$19,958.22
Metro Railroad Needs Study (BNSF provided match)	All Jurisdictions, BNSF								\$130,000.00	\$300,000.00	\$170,000.00	57%	\$130,000.00
West 94 Area Transportation Plan (Dues Already Paid)	City of West Fargo, City of Moorhead, City of Fargo, (MATBUS)							\$19,994.96		\$99,974.78	\$79,979.82	80%	\$19,994.96
MATBUS Transit Development Plan					\$13,277.46		\$6,638.73			\$99,580.94	\$79,664.75	80%	\$19,916.19
Kindred Comprehensive Plan (Dues Already Paid)	City of Kindred								\$8,398.87	\$29,995.98	\$21,597.11	72%	\$8,398.87
Total - Jurisdiction-Specific Planning Studies		\$19,968.22	\$6,250.00	\$1,500.00	\$17,361.69	\$13,639.10	\$15,887.13	\$19,994.96	\$143,388.87	\$816,400.82	\$684,280.16		\$236,879.86
Grand Total		\$20,112.91	\$6,413.81	\$1,538.98	\$18,361.69	\$13,682.94	\$14,056.88	\$20,246.18	\$143,388.87	\$826,400.82	\$682,280.16		\$237,879.86

Notes:
¹Contracted Studies will be billed to jurisdictions when the project is to begin.
²Contracted Planning Studies are contingent on the availability of federal funding.

Appendix D – Documentation of Local Match

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

Jurisdiction Operations Dues Summary - 2026 Budget										
Dues and Local Match on Contracted Planning Projects	Participating Jurisdictions	Jurisdiction								Total Cost Split Between Jurisdictions
		Cass Co.	Clay Co.	Dilworth	Fargo	Horace	Moorhead	West Fargo	Other	
Metro COG Dues										
Approved Dues Formula		5.3%	6.1%	2.0%	50.0%	1.3%	19.3%	16.2%	0.0%	100.00%
Internal Operations (eligible costs)										
Metro COG Personnel (Total Loaded Wage)	All	\$11,577.18	\$13,324.68	\$4,368.75	\$109,216.72	\$2,839.69	\$42,158.43	\$35,386.87	\$0.00	\$ 1,092,187.25
Metro COG Overhead Costs	All	\$4,477.10	\$5,152.89	\$1,689.47	\$42,236.81	\$1,098.16	\$16,303.41	\$13,684.73	\$0.00	\$ 422,368.07
MnDOT Match Requirement	All	\$405.19	\$466.35	\$152.90	\$3,822.50	\$99.39	\$1,475.49	\$1,238.49	\$0.00	\$ 38,225.00
Total Dues (Internal)		\$16,459.47	\$18,943.92	\$6,211.12	\$155,278.03	\$4,037.23	\$59,937.32	\$50,310.08	\$0.00	\$1,552,780.31
Internal Operations (Ineligible costs)	All	\$201.40	\$231.80	\$76.00	\$1,900.00	\$49.40	\$733.40	\$615.60	\$0.00	\$3,800.00
Total		\$16,660.87	\$19,175.72	\$6,287.12	\$157,178.03	\$4,086.63	\$60,670.72	\$50,925.68	\$0.00	\$1,556,580.31

Notes:

¹Contracted Studies will be billed to jurisdictions when the project is to begin.

²Contracted Planning Studies are contingent on the availability of federal funding.

³Total is for 10 counting units.

⁴Projects "on deck" if federal funding becomes available.

⁵Local match for the project has not yet been determined but may come from agency(s) other than Metro COG jurisdictions.

Appendix D – Documentation of Local Match

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

Jurisdiction Project Dues Summary - 2026 Budget

Dues and Local Match on Contracted Planning Projects	Participating Jurisdictions	Jurisdiction ¹								Total Cost	Federal Share ²	Federal %	Local Share	Local %
		Cass Co.	Clay Co.	Ditworth	Fargo	Hornes	Moorhead	West Fargo	Other					
Approved Metro COG Dues Formula		5.3%	6.1%	2.0%	50.0%	1.3%	19.3%	16.2%	0.0%	100.00%				
Regional Contracted Planning Projects														
NDSU ATAC Annual Participation	All	\$154.70	\$163.81	\$38.98	\$1,000.00	\$23.54	\$368.75	\$250.22	\$0.00	\$10,000.00	\$8,000.00	80%	\$2,000.00	20%
Total - Projects Shared Across Metro Area		\$154.70	\$163.81	\$38.98	\$1,000.00	\$23.54	\$368.75	\$250.22	\$0.00	\$10,000.00	\$8,000.00		\$2,000.00	
Jurisdiction-Specific Contracted Planning Studies														
45th Street Interchange at I-94 Study	City of Fargo				\$30,000.00					\$150,000.00	\$120,000.00	80%	\$30,000.00	20%
Moorhead Intersection Data Collection (Year 2 of 3)	City of Moorhead						\$3,298.40			\$16,482.00	\$13,193.60	80%	\$3,298.40	20%
Total - Jurisdiction-Specific Planning Studies		\$0.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$3,298.40	\$0.00	\$0.00	\$166,482.00	\$133,193.60		\$33,298.40	
Grand Total		\$154.70	\$163.81	\$38.98	\$1,000.00	\$23.54	\$3,687.15	\$250.22	\$0.00	\$176,482.00	\$141,193.60		\$36,288.40	

Notes:

¹Contracted Studies will be billed to jurisdictions when the project is to begin.

²Contracted Planning Studies are contingent on the availability of federal funding.

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 2025-2026 Unified Planning Work Program (UPWP). It is intended to describe the procedures used by Metro COG to distribute indirect costs incurred over the 24-month period (January 1, 2025 – December 31, 2026) among local, state and federal granting agencies.

Metro COG Funding and Billing Procedures

Federal

For 2025-2026, Metro COG will receive the majority of its revenues from a Consolidated Planning Grant (CPG) administered by the North Dakota Department of Transportation (NDDOT). The 20% share of the CPG eligible costs are covered through local and state sources of funding. Metro COG bills NDDOT monthly for reimbursement of eligible CPG activities. Metro COG reimbursement requests to NDDOT break out costs by direct labor, indirect costs and contracted planning costs.

State

Metro COG will receive approximately \$30,580 and \$31,191 (based on estimates for FY 2025 and 2026 respectively) 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 jurisdictions. The 20% match on the MnDOT amount is estimated annually at approximately \$6,177 based on the estimated MnDOT grant amount. The other 80% of the MnDOT grant is used as the 20% match on CPG eligible activities. Metro COG bills MnDOT quarterly for ¼ of the annual estimated amount for reimbursement of the state planning grant funds.

Local

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

Appendix E – Metro COG Cost Allocation Plan

Labor Costs (Direct Costs)

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

Indirect Costs (Overhead, Administration and Release Time)

Metro COG's indirect costs for 2025 and 2026 are demonstrated in Program Area 800 and overhead costs 800a – 800r. Program Area 800 is administrative time billed by Metro COG staff that is not attributable to any specific program activity in that it benefits the overall operation of Metro COG, as discussed under Program Area 800. Program Area 800a – 800r is overhead costs incurred to support the operations of Metro COG.

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

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

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

Appendix E – Metro COG Cost Allocation Plan

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

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

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

Appendix E – Metro COG Cost Allocation Plan

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

801 Locally Funded Overhead

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

The table on the following page shows Metro COG's Overhead Costs as estimated for the 2025-2026 UPWP.

Appendix E – Metro COG Cost Allocation Plan

Overhead Costs - 2025/2026 Budget

800 Overhead		2025	2026
800a	Travel / Registrations/ Training/etc..	\$20,000.00	\$20,000.00
800b	Dues / Subscriptions	\$10,530.00	\$10,530.00
800c	Office Supplies	\$2,000.00	\$2,000.00
800d	Postage	\$2,184.00	\$2,184.00
800e	Advertising	\$1,500.00	\$1,500.00
800f	Office Rent	\$98,803.52	\$100,779.59
800g	Insurance	\$7,432.00	\$8,546.80
800h	Communications	\$4,000.00	\$4,000.00
800i	Information Systems	\$173,186.00	\$190,911.00
800j	Audit	\$17,871.00	\$17,871.00
800k	Office Equipment	\$500.00	\$500.00
800l	Printing	\$5,696.00	\$5,696.00
800m	Legal Services	\$2,000.00	\$1,500.00
800n	Accounting Services	\$19,100.00	\$20,045.00
800o	HR Services	\$500.00	\$500.00
800p	Traffic Count Equipment Maintenance and Replacement	\$33,271.25	\$33,926.68
800q	Payroll Services	\$1,865.00	\$1,878.00
Total Overhead¹		\$400,438.77	\$422,368.07
801 Overhead (Funded Locally)		2025	2026
801a	Bike Map App Updates and misc. locally funded supplies	\$1,800.00	\$1,800.00
801b	Traffic Count Equipment Replacement Fund	\$1,000.00	\$1,000.00
801c	Misc. Office Supplies	\$1,000.00	\$1,000.00
Total Overhead (Funded Locally)²		\$3,800.00	\$3,800.00
Total 2025 and 2026 Overhead Costs		\$404,238.77	\$426,168.07



Appendix E – Metro COG Cost Allocation Plan

Metro COG's Indirect Rate

Metro COG's indirect rate is determined based on a reconciliation of past year costs (e.g., the FY 2025 indirect rate will be based on actual reconciled indirect costs for 2024). A new indirect rate is approved periodically by NDDOT. Review for a new rate is currently underway in the fall of 2024. Indirect costs take into account all overhead costs (as shown in Program 800a – 800r) and administrative costs shown in Program Area 800, as a factor of total direct costs (indirect costs ÷ direct costs = indirect rate). The indirect rate is applied to all work (almost exclusively in the 1000 Program Area) provided by Metro COG for which costs are not reimbursed by NDDOT with CPG funds.

Contracted Planning Costs

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

Special Project Costs

Metro COG has estimated that less than 5% of all billable labor by Metro COG staff over the calendar years os 2025-2026 will not be eligible for reimbursement through the CPG funds administered by NDDOT. These costs are exclusive to Program 1000, Community Planning and Technical Assistance. Fore services provided in the 1000 Program Area, Metro COG recoups ineligible direct costs and indirect costs based on an hourly billing rate through a contract with the recipient community. For projects with a partial CPG component, costs are tracked and billed accordingly and reconciled at the end of the project and the end of each calendar year. Metro COG timesheets and indirect costs tracking procedures allow for accurate tracking of costs by UPWP Program Area and task activity.

Appendix F – Metro COG 2024 Transportation Improvement Program Self Certification Statement

**A RESOLUTION ENDORSING THE FY 2025 - FY 2028
TRANSPORTATION IMPROVEMENT PROGRAM
FOR THE
FARGO-MOORHEAD METROPOLITAN AREA**

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

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

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

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

WHEREAS, the Fiscal Year 2025 - 2028 Transportation Improvement Program, dated September 19, 2024, which defines the capital improvements for streets, highways, bicycle and pedestrian facilities, and public transit in the metropolitan area for a four-year period, has been approved by the Transportation Technical Committee; and

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

WHEREAS, the Fiscal Year 2025 - 2028 Transportation Improvement Program has been given due consideration by the public and Metro COG Policy Board;

THEREFORE, BE IT RESOLVED, that Metro COG approves the Fiscal Year 2025 - 2028 Transportation Improvement Program, dated September 19, 2024, and recommends said program be forwarded to the appropriate state and federal agencies; and be it further

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

PASSED this 19th day of September, 2024



Duane Breitling, Chair
Metro COG Policy Board

Appendix F – Metro COG 2024 Transportation Improvement Program Self Certification Statement

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

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

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

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

WHEREAS, Metro COG adopted its Metropolitan Transportation Plan, *Metro Grow: 2045 Fargo-Moorhead Metropolitan Transportation Plan* in November of 2019, as well as detailed ancillary modal documents including the Metropolitan Bikeway & Pedestrian Plan (adopted October 2022), a Metropolitan Transit Development Plan (adopted July 2021); a Metropolitan Comprehensive ITS Plan (adopted January 2023); and

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

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

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



Duane Breitling, Chair
Metro COG Policy Board
9/19/24

Date



Ben Griffith, AICP
Metro COG Executive Director
9/19/2024

Date

Appendix F – Metro COG 2024 Transportation Improvement Program Self Certification Statement

TRANSPORTATION PLANNING PROCESS SELF CERTIFICATION STATEMENT

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

- 23 USC 134 and 49 USC 5303, and 23 CFR Part 450;
- In non-attainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended [42 USC 7504, 7506 (c) and (d)] and 40 CFR part 93;
- Title VI of the Civil Rights Act of 1964, as amended [42 USC 2000d-1] and 49 CFR part 21;
- 49 USC 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- Section 1101(b) of the Infrastructure Investment and Jobs Act (IIJA) (PL 117-58) and 49 CFR part 26 regarding the involvement of Disadvantaged Business Enterprises in USDOT funded planning projects;
- 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- The provisions of the Americans with Disabilities Act of 1990 [42 USC 12101 et seq.] and 49 CFR parts 27, 37, and 38;
- The Older Americans Act, as amended [42 USC 6101], prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- Section 324 of Title 23 USC regarding the prohibition of discrimination based on gender; and
- Section 504 of the Rehabilitation Act of 1973 [29 USC 794] and CFR part 27 regarding discrimination against individuals with disabilities.
- Executive Order 12898 - Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations

Full documentation of Metro COG's federal certification can be obtained by contacting Metro COG at (701) 532-5100, metrocoe@fmimetrocog.org, or by visiting in person at One 2nd Street North Suite 232, Fargo, North Dakota 58102.

F-M Metropolitan Council of Governments


Signature _____ Date _____

Policy Board Chair _____
Title _____

North Dakota Department of Transportation

 9/17/2023
Signature _____ Date _____

Local Government Engineer _____
Title _____

Appendix G – Certification of Restrictions on Lobbying

I, Duane Breitling, Fargo-Moorhead Metropolitan Council of Governments (Metro COG) Policy Board Chair, hereby certify on behalf of Metro COG 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 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 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.

Entered into this 17th day of October, 2024.

By: _____

Date: _____

Duane Breitling, Chair
Fargo-Moorhead Metropolitan Council of Governments
Policy Board

Appendix H – MATBUS FTA Section 5307 Projects

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

Objective:

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

Assigned Staff Hours: 520 (2025) 600 (2026)

Activities:

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

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

Appendix H – MATBUS Section 5307 Projects

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

Objective:

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

Assigned Staff Hours: 520 (2025) 600 (2026)

Activities:

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

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

Appendix I – Meeting Minutes and Adopting Resolution from the October 17, 2024 Policy Board Meeting

[To Be Inserted Here]

DRAFT