

2011-2012 UNIFIED PLANNING WORK PROGRAM

**Grand Forks – East Grand Forks
Metropolitan Planning
Organization**

Prepared By

**Grand Forks – East Grand Forks
Metropolitan Planning Organization
December 2010**

The signature below constitutes the official adoption of the 2011-2012 Unified Planning Work Program (UPWP) by the Grand Forks – East Grand Forks Metropolitan Planning Organization (MPO). The Unified Planning Work Program (UPWP) was adopted by the MPO Executive Policy Board at its _____, 2010, meeting.

Gary Malm, Chairman
Grand Forks – East Grand Forks MPO

Date

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INTRODUCTION

This document presents the Unified Planning Work Program for the Grand Forks – East Grand Forks Metropolitan Planning Organization (MPO). In 1997, authorization was granted by the North Dakota Department of Transportation (NDDOT) to prepare a work program covering two program years. The most recent UPWP covered 2009 and 2010. The UPWP identifies the activities for the metropolitan area that involve transportation planning. The activities were developed through solicitation from member jurisdictions; the final UPWP was developed in cooperation of the MPO, the respective state departments of transportation and the local transit operators.

The basic format of the work program remains unchanged, with three major program areas: 100 – Program Administration, 200 – Program Support and Coordination, and 300 – Planning and Implementation. The UPWP has tasks that add flexibility to funding programming. Flexibility has been encouraged by NDDOT to reduce the potential for numerous amendments due to underestimation of funding. Task 300.1 Transportation Plan Update and Implementation, no longer contains the traditional sub-tasks related to various plan element update activities (Street and Highway Element Update, etc.). Consistent with oversight agency requests, updates and related activities will be addressed as updates to the Transportation Plan, hence eliminating the need for specific sub-tasks.

Major work activities scheduled over the past two year period include traffic signal coordination along major arterial streets, updating the Pavement Management Data, a new aerial photograph and finalizing the Freight Study. The major work activities scheduled for the next two years include updating the 5 year Transit Development Program, finishing the Grand Forks Land use Plan, assisting East Grand Forks determine traffic circulation for its NW area, and preparing data and updating travel demand forecasting model for the next update to the Long Range Transportation Plan.

Technical Assistance is a sub-task that provides flexibility to address unidentified study requests. For the work program, Technical Assistance resources new studies or planning reports that come-up during the year that are short, small specific issues needing quick action.

100.1 GENERAL ADMINISTRATION

OBJECTIVE:

To administer and manage the Metropolitan Planning Organization's staff and selected consultants. This means empowering the staff to become more responsible for initiation, execution, and follow-up on elements of the work program. It will include staffing, supervision, and program management to ensure that programs are efficiently and effectively managed.

PROPOSED WORK:

Administrative activities include coordinating and managing MPO accounts, records, and contracts. This element will include all activities normally associated with general administration, personnel supervision, and program management. The contracts include the Federal Transit Administration (FTA) and Federal Highway Administration (FHWA) grants received as pass-through from the States of Minnesota and North Dakota. An additional contract is signed annually with the Minnesota Department of Transportation (MNDOT) for a small amount of Minnesota State funds. The amount of funds received by federal or state agencies is found in the funding source summary table attached to this work program.

Salary costs billable to this item include such administrative tasks as maintaining MPO personnel records, performing annual performance evaluations, correspondence, and filing.

This Work Program also anticipates two changes in staff positions. First, the current Planning Technician position will end at the conclusion of the contract. This position was created with the supplemental infusion of CPG funds in August of 2010. The position was created as a contract position with the funding ending at the end of 2011. The 2012 budget does not carry this position's funding.

The second change in staff position would be the elevation of the current Planner position to become a Planner, Senior. This would be the natural progression of the position as the incumbent gains experience and knowledge in the position. It was anticipated that this would occur during the last UPWP; however, the transition did not occur. The corresponding impact of increased compensation towards this position on the Work Program is shown in the 2012 Budget as well.

PRODUCTS:

The Human Resource activities needed to maintain, evaluate, and complete all necessary personnel items are products. Office filing and other general office management

COMPLETION DATE:

Ongoing activity.

100.2 UNIFIED PLANNING WORK PROGRAM DEVELOPMENT

OBJECTIVE:

To amend and update, as necessary, the 2011-2012 Unified Planning Work Program (UPWP) for the Grand Forks – East Grand Forks Metropolitan Planning Organization. Prepare amendments to the 2011-2012 UPWP and prepare the 2013-2014 Unified Planning Work Program. Each year, FTA and FHWA jointly develop “planning emphasis areas”. These are areas in planning that are encouraged to be the focus of MPO planning activities. The UPWP attempts to incorporate these as quickly as they are identified; one unfortunate component of these is the lateness of their being identified.

PROPOSED WORK PROGRAM:

Project solicitation will remain open, and amendments or additional work activities will be added as required. In anticipation of unidentified work elements, additional funding will be programmed under technical assistance. Requests will be reviewed and submitted to the MPO Technical Advisory Committee (TAC) for approval. Major requests will be followed by authorization of the MPO Executive Policy Board. The preparation of minutes for the Executive Policy Board and its Finance Committee, as well as the Technical Advisory Committee (TAC), will also be absorbed by this task

The resources to hold the monthly Technical Advisory Committee and the Executive Policy Board meetings are products of this activity. These include assembling the agenda packets, scheduling the meeting room logistics and preparing accurate minutes. Detailed narratives will be completed for each task in the Annual Work Program for the Mid-year Report and the Final Report. Other products include maintaining an accurate set of minutes detailing various ad hoc committee and sub-committee actions.

PRODUCT:

1. Monthly TAC and Executive Board meetings and detailed minutes.
2. Necessary 2011 and/or 2012 work activity revisions and financial amendments to the UPWP will be made.
3. Amended 2011-2012 UPWP.
4. Adoption of 2013-2014 UPWP.

COMPLETION DATE:

1. Ongoing.
2. As needed.
3. October 1, 2012.

100.3 FINANCIAL MANAGEMENT

OBJECTIVE:

To provide the financial management and oversight of the MPO accounting system as required by the Executive Policy Board and federal and state regulations.

PROPOSED WORK:

In September 2004, the MPO Executive Policy Board approved the reclassification of the Administrative Specialist, Senior to Executive Assistant. In 2008, this position was changed to Office Manager. The purpose of these changes are due to the addition of the monthly accounting functions and human resources for the MPO. The charge for annual audits and the monthly financial reports, as well as the time necessary to prepare the various accounting functions (e.g., payroll, journal entries, general ledger entries, invoicing, payment of taxes, workers' compensation, unemployment, and pension benefits), will be completed under this task. The cost of purchasing bonding insurance for the members of the Finance Committee and staff will also be charged to this task.

Annually, the MPO will produce an Indirect Cost Proposal. At the beginning of each year, this proposal will be a provisional rate. At the end of the year, reconciliation of records will result in an actual indirect cost to be established. This new actual indirect costs will be the basis of the next indirect cost proposal

PRODUCTS:

Monthly and year-end financial statements including monthly billings, the Year 2010 and 2011 annual audit, and fidelity bond insurance (basic employee dishonesty insurance) for the MPO Finance Committee and staff.

COMPLETION DATES:

1. Monthly Financial Information – the 15th of the following month.
2. Year-End Financial Report – January 31, 2011 and 2012.
3. Indirect Cost Proposal - Annually
3. 2010 Annual Audit – April 30, 2011.
4. 2011 Annual Audit – April 30, 2012.

100.4 FACILITIES AND OVERHEAD

OBJECTIVE:

To improve monitoring and tracking of non-salaried administrative items.

PROPOSED WORK:

Non-salaried costs for miscellaneous photocopying and office supplies are included in this task. Small equipment purchases, paper, postage, commercial printing and advertising (to include public hearing notices) will be charged to this task when not appropriate to other elements in the work program.

Items covered also include fixed administrative costs for office rent in Grand Forks and East Grand Forks. Having MPO staff physically located within both City Halls provides better insight and working relationships with important local elected officials and staff. The physical being in both City Halls provide MPO staff easy access to vital information of various City Offices by being attached to their computer networks. The rental agreement for office space is negotiated on a square foot basis of reasonable market rates and includes the cost of heat, utilities, janitorial services and furnishings.

PRODUCTS:

1. MPO office space in both cities.
2. Non-salaried administrative costs of supplies (folders, paper clips, pens, markers, staplers, etc.), paper, small office equipment (calculators, adding machines, etc.).

COMPLETION DATE:

1. Not applicable.

200.1 INTERAGENCY COORDINATION

OBJECTIVE:

To increase communication among member units of government through participation and coordination in the Technical Advisory Committee, MPO, City Council, Planning Commission, and various other meetings.

PROPOSED WORK:

The Metropolitan Planning Organization staff will continue to provide assistance to various committees involved in transportation planning. Currently, the MPO provides staff services to the MPO Executive Policy Board; the Technical Advisory Committee; the Grand Forks and East Grand Forks Bikeway Committees, City Councils, and City Planning and Zoning Commissions. Special committees are normally formed to address specific studies. The time spent staffing and coordinating these special committees will be charged against those specific work elements whenever possible. MPO staff also attend the Area Transportation Partnership (ATP) meetings in northwest Minnesota, usually held in McIntosh, Minnesota. Those meetings, like many of the county and city meetings, are held monthly.

The time spent attending or participating in various non-project-specific meetings (non-educational) in either North Dakota or Minnesota will be charged to this task. This will include, but not be limited to, meetings with federal and state personnel on various matters, attending MPO Directors meetings in both Minnesota and North Dakota, staff meetings, and TIP development meetings.

PRODUCTS:

Meetings, agendas, attendance, rosters, reading minutes, recommendations, official communications, press releases, and committee action on specific transportation issues.

COMPLETION DATE:

1. Ongoing activity.

200.2 PUBLIC INFORMATION AND CITIZEN PARTICIPATION

OBJECTIVE:

To ensure broad-based citizen input into the transportation planning process undertaken by the MPO.

PROPOSED WORK:

In 1994, the MPO adopted a Public Participation Plan (PPP). This plan provides guidance and defines the process to ensure public participation in the transportation planning process. The Plan was updated in 2006, and will continue to be monitored and updated as appropriate, with the more effective techniques emphasized and ineffective ones discarded. The MPO will continue the practice of publishing an annual Citizen's Report near Labor Day, as set forth in the PPP. This is distributed as a supplement to the Grand Forks Herald and East Grand Forks Exponent.

SAFETEA-LU added techniques such as visualization via the internet. This activity will keep the MPO website up-to-date.

PRODUCTS:

1. Maintain the Public Participation Plan and carry out the citizen-input process outlined in it.
2. Publish the annual Citizen's Report.
3. Continue to assist the NDDOT and MNDOT by performing complementary public involvement assistance as requested.
4. Maintain the Website.

COMPLETION DATES:

1. Maintain the PPP – ongoing activity.
2. Annual Citizen's Report – September 2011/2012.
3. As requested.
4. As needed.

200.3 EDUCATION/TRAINING AND TRAVEL

OBJECTIVE:

To educate and maintain a staff with the skills and knowledge to carry out the planning activities of the Metropolitan Planning Organization.

PROPOSED WORK:

Staff members will attend various workshops, short courses, and seminars that will enhance their knowledge and working skills. Training will be based on MPO programming needs and staff deficiencies. Staff attendance at other meetings, either in North Dakota or Minnesota, shall be approved in advance by the Executive Director. Staff time for attendance at any approved training or educational conference or seminar will be charged to this element. Per Diem and mileage costs to attend meetings listed in this element, or in either the Public Information or the Interagency Coordination elements, will be at the rate set by the Executive Board, which is the GSA rate.

- Minnesota MPO Conference.
- Traffic and Transportation Engineering Seminar at Northwestern University.
- Highway Capacity Workshop at Northwestern University.
- Transportation Research Board Small/Medium Cities Bi-Annual Conference
- FHWA/FTA Regional MPO Conference
- Others to be identified.

PRODUCT:

A better educated and trained staff that is more capable of performing the job duties.

COMPLETION DATES:

1. Not applicable.

200.4 EQUIPMENT

OBJECTIVE:

To improve the MPO's ability to store, retrieve, and analyze transportation related data and to operate an efficient office.

PROPOSED WORK:

This item includes the purchase, maintenance, and repair of computer equipment and traffic counters. The anticipated equipment purchases for 2011-12 may include, but are not limited to, the following:

1. Upgrade computer network (CPUs, printers, etc.).
2. Purchase additional Histar Traffic Counters.
3. Maintenance and upgrades for software. Including a program to create 3D imaging with GIS.

COMPLETION DATE:

1. December 31, 2011-2012.

300.1 TRANSPORTATION PLAN UPDATE AND IMPLEMENTATION

OBJECTIVE:

To complete updates of elements of the Transportation Plan.

PROPOSED WORK:

In 2011, the MPO will finish an update to the Bike and Pedestrian portion of the Alternative Transportation Modes Plan. This will include an update of the ADA Curb Ramp Plan. An activity within this will include an education workshop/seminar of current practices in planning for bicycle facilities and pedestrian facilities.

In 2011, the MPO will hire a consultant to assist us in updating our Transit Development Plan. This will include a complete analysis of the existing transit routes. Currently, some of the routes in Grand Forks are experiencing congestion that prevents the bus from achieving consistent on-time schedules. This creates a problem since our system is a pulse system, which relies on routes meeting at scheduled locations for ease of transfers. The City of Grand Forks was able to install Transit Signal Priority (TSP) as part of its traffic signal coordination system. This system was originally intended to be installed early in 2010 but have been delayed until just recently. The TSP component is still experiencing operational issues that will be resolved in early December 2010. The early part of 2011 will provide an example of how routes have improved and whether they have improved enough to leave the route alone. As the community grows, certain routes may need revisions. One possible outcome may be major revisions to routes that have existed for quite some time. Also, with the recent new contracted costs for demand response service being considerably higher than anticipated, the consultant will assist in ways to mitigate the increased costs. A new financial plan is needed as a result of the cost escalation.

In 2011, the MPO will consider a request by the City of Grand Forks to amend the long range transportation plan's schedule of implementing certain road improvements, specifically the urbanizing of S. Columbia Road. This activity will require an examination of the financial plan and possibly switching projects from the mid-range into the long range so that the City's request can be considered. Public participation will be an important aspect of this amendment request.

Included as a subtask is the contract with the ATAC for maintenance and assistance with the travel demand forecasting software and products. In 2012, ATAC will be contracted to complete an update to the model. With new 2010 census data

along with 5 year ACS data combined with 2010 traffic counts, the model is ripe to be updated. As significant part of this update may include conducting a new bridge traffic intercept survey to assist in calibrating/validating the model's ability to simulate the ground traffic patterns. A consultant will also be hired to assist the MPO in updating its Street and Highway Element of its LRTP. The work in 2012 is anticipated to include financial planning as well as developing alternate street improvements and their forecasted effect on the traveling public. An integration of the Freight Study will also be completed.

In 2012, new turning movement counts will be completed at all signalized intersections. This data is necessary for two purposes. First, the data is critical to the development of an updated travel demand forecasting model and the model's ability to predict capacity improvements. The second is that it will allow an update to the recent signal timing coordination plans. Traffic will have possibly changed significantly enough on some corridors to require the development of new timing plans. The consultant hired to assist in the Street/Highway Element will assist in the development of new timing plans, as needed. This will allow the consultant to become even more knowledgeable about traffic flow in the metro area.

With the updating of the various elements of the LRTP, the MPO will evaluate the transportation's contribution to greenhouse gas. Included in this will be the emphasis of alternative modes as well as evaluating UND's Climate Action Plan's proposal of closing University Avenue during certain times of the day.

The actual update to the LRTP is expected to be completed during the first half of 2013; but a lot of the "leg work" will be completed during these next two years. Included in this will be the creation of a new Executive Summary document that consolidates all the various modal elements into one LRTP document.

PRODUCTS:

1. Updated Long Range Transportation Plan (Bike/Ped Section).
2. Updated Transit Development Plan
3. Updated Travel Demand Forecasting Model.

COMPLETION DATE:

1. December 31, 2011
2. December 31, 2011
3. December 31, 2012.

300.2 CORRIDOR PLANNING

OBJECTIVES:

300.21 NW Full Intersection Traffic Study 2011 – To re-examine the impacts a full intersection at 5th Ave NW and US #2 would have on traffic circulation in northern part of East Grand Forks.

No Activity for 2012

300.22 Corridor Preservation: To evaluate, on a monthly basis, conformance of proposed developments with existing metropolitan plans and roadway design standards and policies.

300.23 Grand Forks Downtown Parking Study: 2011 – To examine parking requirements and evaluate financing of “free parking”.

No Activity for 2012

OBJECTIVES: - Carry-Overs from 2010

Washington Street Corridor Study: 2010/11 - To examine the possible work needed to reconstruct the segment of Washington between Hammerling and N. 8th Street.

SW Grand Forks Collector Street Network Study: 2010/11 - To examine the various street network potentials with focus on the collector street network in SW Grand Forks.

47th Avenue Corridor Study: 2010/11 – To examine the corridor improvements needed to convert this rural section of street into an urban section.

S. Washington Street Corridor Study: 2010/11 – To study the street network and circulation needs for the area near the 40th Ave. S. Intersection.

PROPOSED WORK: Existing

300.21 NW EGF Traffic Study: 2011 – The study will re-examine the impacts to traffic patterns that a full intersection of 5th Ave NW and US #2 would have. This full intersection is part of the LRTP and has several other projects recommended because of the changed traffic pattern. East Grand Forks has delayed constructing this full intersection due to some recent concerns about possible negative impacts to businesses along Central Avenue and residences along 5th Ave NW. The study should

assist both the City and the MPO in determining whether this improvement should remain in the LRTP or if removed, what other improvements must be made to off-set the benefit it provided. ATAC work will be required

- 300.22 Corridor Preservation: This ongoing process will evaluate zoning amendments, proposed subdivision plats, planned unit developments (PUDs), and site plans for consistency with the traffic engineering and highway policies of the plan. The review process is designed to preserve and enhance our transportation corridors.

The review process ensures that rights-of-way are considered with the recommendations in the Long Range Street and Highway Plan, Bikeway Plan, Pedestrian Plan, and Transit Development Plan.

- 300.23 Downtown Parking Study: 2011 – The Study would evaluate and recommend appropriate parking standards for the downtown and an appropriate schedule for assessments of free parking to downtown businesses/property owners. The last study in this area was conducted over 25 years ago and the new study would take into consideration changes in the downtown since the last study was done.

PROPOSED WORK: Carryovers from 2010

Washington Street Corridor Study: 2010/11 – NDDOT and the City are aware of needed reconstruction and improvements along this segment of this corridor. Included are the chronic LOS issues of DeMers Avenue and Washington Street intersection and underpass condition. Along with these would be issues related to access control and ADA facilities. Part of the study's purpose would be to assist in determining the phasing of improvements and determining whether the underpass is a better candidate for rehabilitation rather than replacement.

SW Grand Forks Collector Street Network Study: 2010/11 - Grand Forks and the Grand Forks Park District are trying to determine the appropriate street network in southwestern Grand Forks. The area is generally the land bordered by S. Columbia Road on the east; 32nd Ave S. on the north; I-29 on the west; and 47th Ave S. on the southern boundary.

Traditionally, the collector grid pattern would suggest that 34th St continue south to connect 47th Ave with 32nd Ave. Likewise, 40th Ave S. would continue west to connect S. Columbia Road with S. 38th Str. However, Kiwanis Park and the southend drainway

have disrupted the ease of completing this grid pattern. This study will assist both entities in reaching a conclusion as to how the street pattern should be developed.

47th Avenue Corridor Study: 2010/11 – A rural, temporary asphalt road was built on this corridor to accommodate the construction of a community-wide park complex; after the flood, a new middle school was located on this corridor. This rural road needs to be converted into an urban section. The purpose of the study will be to assist in understanding the future improvements to accommodate the future traffic along this corridor.

S. Washington Street Corridor Study: 2010/11 – The Park District, along with other wellness/fitness partners, are proposing to construct a community wellness center on the eastside of S. Washington St near its intersection with 40th Avenue S. The change in land use may cause additional improvements to the street network in the area. This new land use may attract different land uses than previous included in traffic operation analysis for this corridor. The study will provide any additional recommended improvements as a result of this land use change.

PRODUCTS: Existing

- 300.21 NW Traffic Study 2011
- 300.22 Corridor Preservation – A location map of the monthly plan reviews.
- 300.23 Downtown Parking Study 2011

PRODUCTS: Carryovers from 2010

Washington Street Corridor Study
SW Grand Forks Collector Street Network Study
47th Avenue Corridor Study
S. Washington Corridor Study

COMPLETION DATES: Existing

- 300.21 December 31, 2011.
- 300.22 On-going activity.
- 300.23 July 15, 2011.

COMPLETION DATES: Carryovers from 2010

All December of 2011

300.3 TIP AND ANNUAL ELEMENT

OBJECTIVE:

To prepare a multi-year intermodal Transportation Improvement Plan (TIP) for the metropolitan area that is consistent with federal requirements.

PROPOSED WORK:

Preparation of the TIP for 2012-2015 and the 2013-2016, to include a self-certification review and statement. The TIP will need to address the eight (8) factors that the MPO must consider as required by SAFETEA-LU.

The TIPs will be developed in accordance with the MPO's Public Participation Plan.

The MPO will meet with the state DOTs and local transit operators prior to project selection. The MPO will assist the ATP with the development of the NWATP ATIP.

The MPO will cooperate with the states to develop state TIPs (STIPs).

PRODUCTS:

1. 2012-2015 TIP.
2. 2013-2016 TIP.

COMPLETION DATE:

As required by Minnesota and North Dakota Departments of Transportation.

300.4 LAND USE PLAN

OBJECTIVE:

To assist each city in their efforts towards creating “livable communities” through consideration of “new urbanism” land use concepts; to continue the connection between transportation and land use.

PROPOSED WORK:

The connection between land use and transportation is well documented. How and what types of activities are located where has a profound impact on the needed transportation facilities to serve that area. The MPO and both Grand Forks and East Grand Forks have a long standing history of coordinating via the 3C planning process. This history has allowed the metropolitan area to enjoy the benefits of this relationship. The Long Range Transportation Plan is scheduled to be updated in 2012/13. Even though renewed emphasis at the national level has emerged regarding the relationship of land use and transportation, the MPO area has been implementing coordinated planning efforts since the 1960s. The national focus via the recent partnering among the DOT, EPA and HUD is already well established in the MPO area; this activity will ensure its continued success. Further, climate change has focused on the connection between land use and transportation; this activity will ensure the already existing efforts the MPO has participated in local jurisdictions with addressing climate change, particularly the Green Grand Forks initiative.

As a standard practice that recognizes this, the MPO has assisted each City to update their Land Use Plans in order to ensure the Transportation Plan is reflecting future traffic forecasts based upon future land activities. East Grand Forks did complete an update to their Land Use Plan in 2010. This work activity will provide assistance to Grand Forks to complete their Land Use Plan during the first half of 2011.

A new work activity for 2011 will be to assist East Grand Forks in identifying methods to secure financing and installation of transportation infrastructure in new or redeveloping areas of their community. The City has struggled with how to get the necessary improvements installed in a timely and least expensive method. The study will provide options for financing and installation of infrastructure, with an option for a proposed amendment to the City’s Ordinance.

An additional component of this activity is to establish working knowledge and relationships with jurisdictions that control land use within the MPO Study area but outside city jurisdiction. This is especially true for the North Dakota area. Recent legislation and resulting actions by local governments has changed how future land

uses may be allowed in the MPO Study area. This activity will entail creating the working relationships with these jurisdictions so that the MPO transportation planning efforts can be effective within the MPO Study Area.

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PRODUCTS:

300.41 Updated Land Use Plans for Grand Forks and Proposed Ordinance for East Grand Forks.

COMPLETION DATE:

300.41 July 2011

300.5 SPECIAL STUDIES

Additional Studies are being identified

OBJECTIVES:

- 300.51 SAFETEA-LU Reauthorization: To participate in the new transportation reauthorization bill.
- 300.52 School Safety Study: 2011/12– To work with Safe Kids and local school districts to develop strategies to improve safety in and around middle schools.
- 300.53 Technical Assistance: To provide technical assistance to the Cities of Grand Forks and East Grand Forks in areas related to transportation planning.

PROPOSED WORK:

- 300.51 SAFETEA-LU Reauthorization: Staff activities as necessary to keep involved with the process of reauthorizing the transportation bill. Experience has shown that reauthorization requires significant staff time. No lobbying activities can take place; however, staff needs to answer direct questions from Congressional staff. Involvement also means maintaining an understanding of issues, participating with either state department of transportation efforts regarding reauthorization.
- 300.52 School Safety Study: 2011/12 – The MPO, City and School District have been working with the SAFE KIDS Coalition to identify safety improvements at local middle schools. Each year, a number of schools will be studied to evaluate current traffic circulation and pedestrian safety conditions, identify safety issues, and recommend improvements to address the identified issues. For 2011, the schools to be studied are Schoeder and Valley Middle Schools in Grand Forks. Schools to be studied in 2012 will be identified during the fall of 2011.
- 300.53 Technical Assistance: This task allows for work to be done on various studies requested throughout the annual program year. Unidentified requests will be approved on a priority basis after evaluation of resource commitment. It is envisioned that formal proposals will be required prior to approval.

PRODUCTS:

300.51	Undetermined.
300.52	School Safety Study
300.53	Undetermined.

COMPLETION DATE:

300.51	As needed.
300.52	December 31, 2011/12
300.53	As needed

300.6 PLAN MONITORING, REVIEW AND EVALUATION

OBJECTIVE:

To provide up-to-date information for use in updating and preparing transportation plans and studies, and to prepare an annual Monitoring and Surveillance Report. In addition, transportation related data is to be provided, as requested, to decision-makers and the public relating to housing, demographics, traffic volumes, turning movements, etc.

PROPOSED WORK:

- 300.61 *Monitoring and Surveillance Report.* 2011/12 - To prepare a Monitoring and Surveillance Report which documents data collection activities and provide analyses of the trends relative to the projections and assumptions outlined in the Transportation Plan. In addition, socioeconomic and land use conditions and trends will be evaluated. The data collected will be based on the needs identified in the updated Monitoring and Surveillance Program.
- 300.62 *Data Collection:* Continue to collect data as needed to carry out the 3-C Planning Process including information for decision-makers, the general public, and program and special studies. A counting of the designated pedestrian crossing at schools will be done as one item under this activity.

PRODUCTS:

- 300.61 Monitoring and Surveillance Report.
300.62 Data compilations as needed for planning purposes.

COMPLETION DATE:

- 300.61 December 31, 2011/12.
300.62 Ongoing activity.

300.7 GIS DEVELOPMENT AND APPLICATION

OBJECTIVE:

To maintain and expand the Geographic Information System (GIS) for the MPO study area, which includes the Cities of Grand Forks and East Grand Forks, and approximately two miles of adjacent territory.

PROPOSED WORK:

During 2011/12 the focus of the program will be to become more familiar with the software upgrades of ArcMap 9.0, and project application. The turnover in staff will necessitate time and resources being committed to this task to bring the new staff “up-to-speed”. For the few GIS power users, the new software upgrades will allow advanced analysis to be done on projects in lieu of consultants.

Maintenance of the existing GIS resources is also a high priority. The inventory of GIS resources will be maintained in order of relevance and priority. When possible GIS resources will be integrated with others to provide a user -friendly interface and to simplify maintenance responsibilities.

The basic property layers for both cities and the extraterritorial areas have been completed and that portion of the GIS is now fully functional and productive. In 2011/12 the program development will focus on cooperation and assisting both county GIS programs as their capabilities and resources are becoming more advanced and useful.

PRODUCT:

An integrated GIS, complete with software, digital maps, attribute tables, which is readily available to staff. More specifically, this will include property level GIS analysis for the entire MPO study area, with the internal training available to maximize use by staff.

Additional transportation and land use planning applications that will provide staff with tools necessary to efficiently provide information to their respective entity and the public.

COMPLETION DATA:

1. Maintenance – ongoing activity.

**GRAND FORKS-EAST GRAND FORKS
FUNDING SOURCE SUMMARY
2011 ANNUAL WORK PROGRAM**

	FUNDING SOURCES				BUDGETED AMOUNTS			
	Fed/St	St/Loc*	Total	%	Fed/St	St/Loc*	Total	%
CPG 2011**	\$457,103	\$103,064	\$560,167	54.69%	\$457,103	\$103,064	\$560,167	100.0
CPG PREVIOUS YRS***	\$60,000	\$15,000	\$75,000	7.32%	\$60,000	\$15,000	\$75,000	100.0
Added CPG***	\$260,000	\$65,000	\$325,000	36.61	\$300,000	\$75,000	\$375,000	100.0
Minnesota State Funding*	\$11,211	\$2,803	\$14,014	1.37%	\$11,211	\$2,803	\$14,014	100.0
TOTAL	\$788,314	\$185,867	\$974,181	100.0	\$788,314	\$185,867	\$974,181	100.0

- * **Minnesota State Money is used for match for federal funds reducing local match.**
- ** Contains \$414,952 ND CPG and \$42,151 MN CPG
- *** Contains \$60,000 ND CPG
- **** Contains \$300,000 in ND CPG additional funds in August 2010

**GRAND FORKS – EAST GRAND FORKS
COST ALLOCATION
2011 ANNUAL WORK PROGRAM**

Fund	Amount	Percent
Consolidated Planning Grant	\$777,103	79.78%
MN State	\$11,211	1.09%
Local Match to MN State	\$2,803	0.27%
Other Local Match	\$183,064	18.859%
TOTAL	\$974,181	100%

**GRAND FORKS-EAST GRAND FORKS
 FUNDING SOURCE SUMMARY
 2012 ANNUAL WORK PROGRAM**

	FUNDING SOURCES				BUDGETED AMOUNTS			
	Fed/St	St/Loc*	Total	%	Fed/St	St/Loc*	Total	%
CPG 2012**	\$457,103	\$103,064	\$560,167	54.69%	\$457,103	\$103,064	\$560,167	100.0
Minnesota State Funding*	\$11,211	\$2,803	\$14,014	1.37%	\$11,211	\$2,803	\$14,014	100.0
TOTAL	\$468,314	\$105,867	\$574,181	100.0	\$468,314	\$105,867	\$574,181	100.0

* Minnesota State Money is used for match for federal funds reducing local match.

** Contains \$414,952 ND CPG and \$42,151 MN CPG

**GRAND FORKS – EAST GRAND FORKS
 COST ALLOCATION
 2012 ANNUAL WORK PROGRAM**

Fund	Amount	Percent
Consolidated Planning Grant	\$457,103	79.78%
MN State	\$11,211	1.09%
Local Match to MN State	\$2,803	0.27%
Other Local Match	\$103,064	18.859%
TOTAL	\$574,181	100%

GRAND FORKS - EAST GRAND FORKS												
2011 ANNUAL WORK PROGRAM												
FUNDING SOURCE 2011	TOTAL			STAFF								
	FED/STATE	STATE/LOCAL	TOTAL	Ex. Dir FTE=1	Planner FTE=.85	Plan Sen FTE=.6	Office Man FTE=.9	Plan Tech FTE=1	Intern FTE=1.6	TOTAL Staff Hrs	Consultant Cost	
100.0 PROGRAM ADMINISTRATION												
100.1	General Administration	22,400	5,600	28,000	160	35	40	250			485	
100.2	UPWP Development/Maintenance	9,600	2,400	12,000	50	10	10	220			290	
100.3	Financial Management	8,000	2,000	10,000	25			225			250	\$1,500
100.4	Facilities and Overhead	\$24,000	\$6,000	30,000								\$30,000
200.0 PROGRAM SUPPORT AND COORDINATION												
200.1	Interagency Coordination	25,600	6,400	32,000	150	110	50	550	50		910	
200.2	Pub. Info. & Cit. Part.	6,400	1,600	8,000	34	20	25	135	50		264	
200.3	Education/Training & Travel	19,520	4,880	24,400	100	140	100	10	50		400	9000
200.4	Equipment	\$13,600	\$3,400	17,000	15	50	40					\$16,000
300.0 PLANNING AND IMPLEMENTATION												
300.1	Transportation Plan Update & Imp.	152,000	38,000	190,000	300	575	75	225	50	150	1375	\$125,000
	ATAC	20,000	5,000	25,000								\$25,000
300.2	Corridor Planning	361,256	82,314	441,570								
	300.21 5th St NW Study	48,000	12,000	60,000	125		65				190	\$50,000
	300.22 Corridor Preservation	5,256	1,314	6,570	70		60				130	
	300.23 Downtown Parking	40,000	10,000	50,000	125		100				225	\$36,000
	Added CPG	268,000	59,000	325,000							1175	\$270,000
	Washington St Study	124,000	31,000	155,000	175				200		375	\$135,000
	SW GF Grid Study	52,000	13,000	65,000					200		200	\$50,000
	47th Ave Corridor	40,000	10,000	50,000			100		200		300	\$40,000
	S. Washington Study	44,000	11,000	55,000			100		200		300	\$45,000
300.3	TIP and Annual Element	9,926	2,482	12,408	200			80			280	
300.4	Land Use Plan	32,503	8,126	40,629	50		160		900	1750	2860	\$0
300.5	Special Studies	49,018	10,445	59,463								
	300.51 SAFETEA-LU Reauthorization	17,018	2,445	19,463	190	90	90				370	
	300.52 School Safety	16,000	4,000	20,000	10		60				70	\$12,000
	300.53 Technical Assistance	16,000	4,000	20,000	15	15	15	5			50	\$17,000
300.6	Plan Monitoring, Review & Evaluation	9,400	2,350	11,750								
	300.61 Monitoring & Surveillance Annual	4,800	1,200	6,000	6	10		25		500	541	
	300.62 Data Collection	4,600	1,150	5,750		15	5	30		500	550	
300.7	GIS Development	25,569	6,392	31,961	40	540				600	1180	\$7,000
TOTAL		788,314	185,867	974,181	\$125,538	\$51,988	\$42,982	\$56,652	\$43,909	\$30,135	\$351,204	\$598,500
					1840	1610	1095	1755	1900	3500	11700	

* Minnesota State Funding will be used for local match.

GRAND FORKS - EAST GRAND FORKS											
2012 ANNUAL WORK PROGRAM											
FUNDING SOURCE 2012	TOTAL			STAFF							
	FED/STATE	STATE/LOCAL	TOTAL	Ex. Dir FTE=1	Planner FTE=.85	Plan Sen FTE=.6	Office Man FTE=.9	Intern FTE=1.6	TOTAL Staff Hrs	Consultant Cost	
100.0 PROGRAM ADMINISTRATION											
100.1	General Administration	22,400	5,600	28,000	160	35	40	250		485	
100.2	AWP Development	9,600	2,400	12,000	50	10	10	220		290	
100.3	Financial Management	8,000	2,000	10,000	25			225		250	\$1,500
100.4	Facilities and Overhead	\$24,000	\$6,000	30,000							\$30,000
200.0 PROGRAM SUPPORT AND COORDINATION											
200.1	Interagency Coordination	25,600	6,400	32,000	150	110	150	550		960	
200.2	Pub. Info. & Cit. Part.	6,400	1,600	8,000	34	20	25	135		214	
200.3	Education/Training & Travel	19,520	4,880	24,400	100	140	100	10		350	9000
200.4	Equipment	\$12,000	\$3,000	15,000	15	50	40				\$16,000
300.0 PLANNING AND IMPLEMENTATION											
300.1	Transportation Plan Update & Imp.	210,103	44,526	252,629	725	575	367	225	150	2042	\$175,000
300.2	ATAC	32,000	8,000	40,000							\$40,000
	Corridor Planning	5,256	1,314	6,570							
300.3	300.21 Corridor Preservation	5,256	1,314	6,570	70		60			130	
	TIP and Annual Element	9,926	2,482	12,408	200			80		280	
300.4	Land Use Plan	8,000	2,000	10,000	50		160		1750	1960	\$0
300.5	Special Studies	41,018	8,445	49,463							
300.6	300.51 SAFETEA-LU Reauthorization	17,018	2,445	19,463	190	90	90			370	
	300.52 School Safety	12,000	3,000	15,000	10		60			70	\$0
	300.53 Technical Assistance	12,000	3,000	15,000	15	15	15	5		50	\$0
300.6	Plan Monitoring, Review & Evaluation	9,400	2,350	11,750							
	300.61 Monitoring & Surveillance Annual	4,800	1,200	6,000	6	10		25	500	541	
300.7	300.62 Data Collection	4,600	1,150	5,750		15	5	30	500	550	
	GIS Development	25,569	6,392	31,961	40	540			600	1180	\$0
TOTAL		468,314	105,867	574,181	\$129,194 1840	\$53,502 1610	\$45,325 1122	\$58,302 1755	\$30,135 3500	\$316,458 9827	\$271,500

* Minnesota State Funding will be used for local match.

APPENDIX I

**TRANSPORTATION PLANNING PROCESS
CERTIFICATION STATEMENT**

The Grand Forks – East Grand Forks Metropolitan Planning Organization, the Metropolitan Planning Organization for the Grand Forks, North Dakota and East Grand Forks, Minnesota metropolitan region, 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;
- Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- Section 1101(b) of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: Legacy for Users (SAFETEA-LU) (Pub. L. 109-59) and 49 CFR part 26 regarding the involvement of Disadvantaged Business Enterprises in USDOT funded planning projects;
- 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;
- The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- Section 324 of Title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

Grand Forks – East Grand Forks
Metropolitan Planning
Organization

North Dakota Department
of Transportation

Signature

Signature

Title

Title

Date

Date

SELF-CERTIFICATION

It is a requirement of the federal government that the Metropolitan Planning Organization (MPO) annually certify that the 3-C transportation planning process supports the development of a comprehensive transportation plan, and Transportation Improvement Program that are consistent with federal regulations concerning the following:

1. Planning Requirements [Applicable FHWA and FTA United States codes (23 USC 134), Chapter 53 of Subtitle III of the FTA Act (49 USC 5303) and 23 CFR Part 450]
 - A. Based upon a continuing, cooperative, and comprehensive planning process based upon the complexity of the transportation problems.
 - B. Private enterprise participation in the 3-C planning process.
 - C. Opportunity for comment.
2. Requirements of Title VI of the Civil Rights Act of 1964, as amended (42 USC 2000d-1) and 49 CFR part 21.
3. 49 USC 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity.
4. Section 1101(b) of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: Legacy for users (SAFETEA-LU) (Pub. L. 109-59) and 49 CFR part 26 regarding the involvement of Disadvantage Business Enterprises in USDOT funded planning projects.
5. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts.
6. The provisions of the American with Disabilities Act of 1990 (42 USC 12101 et seq) and 49 CFR parts 27,37, and 38.
7. The Older Americans Act, as amended (42 USC 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal Financial Assistance.
8. Section 324 of Title 23 USC regarding the prohibition of discrimination based on gender.
9. Section 504 of the Rehabilitation Act of 1973 (29 USC 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

Each year, when the Grand Forks-East Grand Forks Metropolitan Planning Organization (MPO) approves the Transportation Improvement Program, they also certify that the 3-C planning process used in the Grand Forks and East Grand Forks Urbanized Area is in compliance with the above federal requirements.

By resolution, the MPO certifies that its 3-C planning process meets the federal requirements through the actions stated below:

1. Planning Requirements

- A. 23 United States Code 134 and Section 8 of the Urban Mass Transportation Act (49 United States Code 1607), which requires that any program of projects in any urban area of more than a 50,000 population shall be based on a continuing comprehensive transportation planning process carried on cooperatively by state and local communities, and that the urbanized area planning process shall be carried on by local officials acting through a Metropolitan Planning Organization (MPO), designated by the governor of each state, in cooperation with state and federal officials.

The Grand Forks-East Grand Forks MPO has been designated by the Governor's of Minnesota and North Dakota as the Metropolitan Planning Organization for the Grand Forks-East Grand Forks urbanized area. The MPO's Policy Board is comprised of active representatives from four (4) local jurisdictions: Grand Forks, East Grand Forks, Grand Forks County, and Polk County. It is the policy of the MPO that all transportation related planning documents be completed utilizing the 3-C planning process, as indicated in this memorandum and other documents. This policy is annually certified in the T.I.P.

Therefore, through the process of self-certification, the Grand Forks-East Grand Forks MPO does meet the requirements of UMTA (original language preserved) and FHWA.

- B. 49 United States Code 5306 requires the involvement of private transportation providers in the planning and development of public transportation systems.

In the past year the MPO has met these requirements by:

1. Maintaining a Private Sector Participation Procedure related to the involvement of appropriate transportation providers in the 3-C transportation planning process
2. Inviting private transportation providers the opportunities to review and comment on metropolitan transportation studies. Such

plans include the Transit Development Plan and Transportation Improvement Program.

3. Liaison, coordination, and direct input on transportation plans is obtained by the private sector by direct membership on the Technical Advisory Committee with one member from the Chamber of Commerce.
4. Selected transit support services have had task forces created to study the specific service and the private operators have participated at those task force meetings. Their comments and views and how they were received are documented in the minutes of the task forces.
5. To date, no complaints no complaints from the private sector concerning any facet of our local public transportation efforts have been received.

- C. 23 United States Code, Section 134, Metropolitan Planning, (H) Transportation Improvement Program, (1) (b) Opportunity for comment, as amended; requires MPO's to "provide citizens, affected public agencies, representatives of transportation agency employees, freight shippers, providers of freight transportation services, representatives of use of public comment, and other interested parties with a reasonable opportunity to comment on the proposed program."

Each year, during the preparation of the T.I.P., the MPO begins the T.I.P. preparation process by soliciting transportation projects from the Cities of Grand Forks and East Grand Forks; Grand Forks and Polk Counties; the North Dakota and Minnesota Departments of Transportation; and other transportation agencies and providers by written notification.

Public meetings were held at various times and dates to invite the public to nominate projects for consideration for funding. Because each state has developed separate timelines for project submission, project nomination meetings begin as early as September, and continue through November. During this time, public meetings are announced and held to allow the public to comment upon the list of projects being submitted for funding consideration. Meetings were held separately for the Safe Routes to School projects, NDDOT transportation enhancement projects, and MnDOT transportation enhancement projects.

In January, a separate public meeting was conducted to allow the public to comment upon the list of projects being proposed for the traditional street and highway funds. This meeting concluded with the MPO approving a list of projects to be submitted to both state DOTs for consideration of funding. The MPO also approved the listed projects as being consistent with the MPO's Long Range Transportation Plan.

Furthermore, a public hearing was held on April 14, 2010, during a Technical Advisory Committee Meeting. The purpose of this hearing was to receive comments on a draft list of transportation improvement projects for 2011-2014 for the Minnesota side. After closing the hearing, at which no comments were received, the document was approved and adopted by the MPO Executive Committee on April 21, 2010 as the Draft 2011-2014 T.I.P for Minnesota.

A second public hearing was held on June 9, 2010, during a Technical Advisory Committee Meeting. The purpose of this hearing was to receive comments on a draft list of transportation improvement projects for 2011-2014 for the North Dakota side. After closing the hearing, many significant comments and changes occurred. The public hearing was continued until the document was approved and adopted by the MPO Executive Committee on June 16, 2010 as the Draft 2011-2014 T.I.P. for North Dakota.

A third public hearing was scheduled for August 11, 2010, for consideration of a draft final T.I.P. by the Technical Advisory Committee (T.A.C.). Subsequently, a recommendation was forwarded to the Executive Committee for consideration and approval at its August 18, 2010, meeting.

Each hearing notice is placed in a non-legal section, in a two-column advertisement format, with a minimum 10-day advance printing prior to the hearing. A copy of the notice is attached at the end.

2. Section 174 and 176 (c) and (d) of the Clean Air Act, require that state and local government officials develop a State Implementation Plan for areas that do not attain the national primary air quality standards, and that no MPO shall give its approval to any project, program, or plan which does not conform to the Implementation Plan.

The State Implementation Plans for Minnesota and North Dakota still do not require any transportation control measures for the Grand Forks-East Grand Forks urbanized area.

3. Title VI of the 1964 Civil Rights Act, Section 601, states:

"No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Title VI compliance documentation includes the following information:

- A. Since the last self-certification, the MPO has not received, nor been notified of any lawsuits or complaints alleging discrimination.

- B. The MPO receives Consolidated Planning Grant (CPG) funds, which are transportation planning funds from the Federal Highway Administration and the Federal Transit Administration. All of these funds are secured through the annual adoption of an Annual Unified Work Program. All necessary Civil Rights compliance documents needed to properly obtain these funds have been completed, submitted, and approved. Proposals to secure federal funds for FY 2010 are part of the MPO's 2009-2010 work program process. These funds are utilized beginning January 1, 2010, the beginning of the MPO's fiscal year.
 - C. No formal civil rights compliance review has been performed on the MPO in the past three years by any level of government. The MPO did, however, provide the FTA a Title VI Update Report in January 1988. The FTA reviewed this report for compliance with Circular 4702.01 and noted no deficiencies or corrective actions. Since that time, the MPO has updated its Title VI Report as part of its annual TIP Self-certification.
 - D. As a one-time submission, the Civil Rights Assurance was previously submitted to FTA in January 1988. Annually, the MPO adopts a State DOT Title VI Standard Assurance as part of its TIP approval.
4. Section 1003 (b) of the Intermodal Surface Transportation Efficiency Act requires that agencies using Urban Mass Transportation Administration and Federal Highway Administration funds utilize Minority and Disadvantaged Business to perform a percentage of their work.

The MPO cooperates with the NDDOT, since it is the lead state agency, in fulfilling its goal of percentage of work. The MPO includes in all its Requests for Proposals a clause that encourages all submittals to include minority and disadvantaged businesses to participate in the response. Further, the MPO submits a copy of the RFP for the NDDOT Office of Transit to distribute to its list of eligible DBE consultants. Lastly, the MPO reports to the NDDOT Office of Transit its actions in assisting the NDDOT fulfilling this requirement.

5. Section 16 of the Urban Mass Transportation Administration Act 49 United States Code 1612, Section 165 (b) of the Federal-Aid Highway Act of 1973, and 49 CFR, Part 27, require special efforts to plan public mass transportation facilities and services that can effectively be utilized by elderly and handicapped persons.

The 3-C planning activities of the MPO are sensitive to the needs of the elderly and handicapped persons by:

- a. Creating a liaison with the elderly and handicapped community and service agencies on the Transportation Improvement Program.

- b. Specific notification of Transit Development Plan updates and associated activities and public meetings.
- c. A Section 504 Handicapped Transportation Services Program for Grand Forks and East Grand Forks was adopted in December 1987.
- d. ADA Paratransit plans and updates.

Additional opportunities take place during each City's process to approve projects and plans, which are submitted to the MPO for consideration.

6. Provisions of the American with Disabilities Act.

The MPO does include a statement with all its notices and agendas: "ANY INDIVIDUAL REQUIRING A SPECIAL ACCOMMODATION TO ALLOW ACCESS OR PARTICIPATION AT THIS MEETING IS ASKED TO NOTIFY THE ADA COORDINATOR (746-2665) OF THEIR NEEDS PRIOR TO THE MEETING."

Further, the MPO ensures that all of its meetings are held in accessible places.

Lastly, the MPO includes, as part of its Pedestrian Plan Section of its LRTP, the ADA Curb Cut Plan for both cities. At least every five years, the MPO conducts an inventory of the ADA designated accessible routes and the status of needed curb ramps. Included in this inventory is whether the existing ramp incorporates the necessary truncated dome, which was suspended for a long time while ADA was in place. So, many curb ramps were installed without truncated domes; therefore, many will need to be updated even though a curb ramp exists. When responding to an SOV, the MPO replies on issues such as the ADA requirements that may pertain to that particular projects.

7. "Anti-lobbying" provisions found in 49 CFT part 20.

The MPO requires in each of its contract with consultants a provision signed by the consultant that this "anti-lobbying" provisions were met.

APPENDIX II

Title VI and Environmental Justice Activities

Title VI of the 1964 Civil Rights Act, Section 601, states:

"No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Title VI compliance documentation includes the following information:

- A. Since the last self-certification, the MPO has not received, nor been notified of any lawsuits or complaints alleging discrimination.
- B. The MPO receives Consolidated Planning Grant (CPG) funds, which are transportation planning funds from the Federal Highway Administration and the Federal Transit Administration. All of these funds are secured through the annual adoption of an Annual Unified Work Program. All necessary Civil Rights compliance documents needed to properly obtain these funds have been completed, submitted, and approved. Proposals to secure federal funds for FY 2010 are part of the MPO's 2009-2010 work program process. These funds are utilized beginning January 1, 2010, the beginning of the MPO's fiscal year.
- C. No formal civil rights compliance review has been performed on the MPO in the past three years by any level of government. The MPO did, however, provide the FTA a Title VI Update Report in January 1988. The FTA reviewed this report for compliance with Circular 4702.01 and noted no deficiencies or corrective actions. Since that time, the MPO has updated its Title VI Report as part of its annual TIP Self-certification.
- D. As a one-time submission, the Civil Rights Assurance was previously submitted to FTA in January 1988. Annually, the MPO adopts a State DOT Title VI Standard Assurance as part of its TIP approval.

Environmental Justice (EJ):

Presidential Executive Order 12898 states: "Each Federal agency shall make achieving Environmental Justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations." Though the Order was issued in 1994, the spirit of environmental justice dates back at least to Title VI of the 1964 Civil Rights Act. The Federal Highway Administration has identified three fundamental environmental justice principles:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
- To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
- To prevent denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

By incorporating these principles into the transportation planning process, the MPO will be able to make better transportation decisions to meet the needs of all people, improve the public involvement process, and improve data collection and monitoring, all of which lead to better design of transportation facilities that fit more harmoniously into communities.

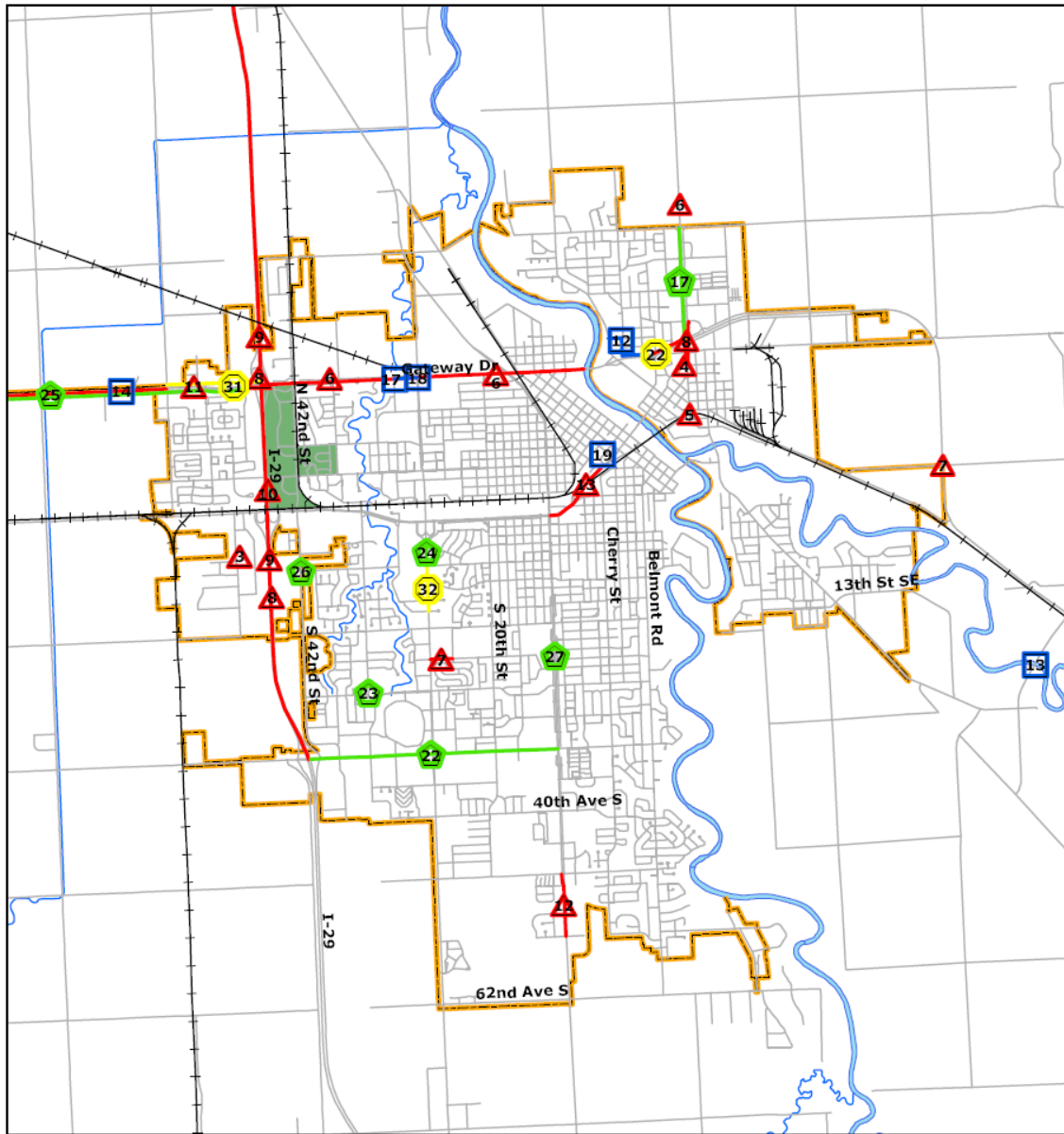
It should be noted here that most TIP projects are construction projects, which do have adverse impacts to the nearby area during the time of construction, such as increased congestion, delays, detours, noise, or dust. It should also be noted that TIP construction projects can result in positive benefits to the traveler (including those who live nearby) such as increased capacity or level-of-service, lower commute times, or increased safety at intersections. For purposes of the EJ analysis in the TIP, the MPO will identify the spatial relationships that exist between projects and minority or low-income populations (MLIPs).

Map 1 displays the locations of the 2011-2014 TIP projects and their spatial relationship to metropolitan populations (census block groups) that have been identified as MLIPs. A situation of particular concern from an EJ standpoint would be a grouping of projects in or around a MLIP, or a particular MLIP being impacted in more than one year, which may be an indication of disproportionately adverse health or environmental effects on that neighborhood.

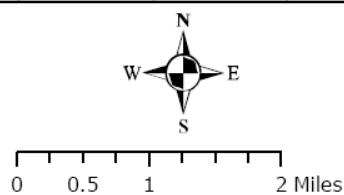
Overall, the TIP projects for 2011-2014 appear to be well dispersed temporally and spatially throughout the metropolitan area. Thus, any negative impacts resulting from the implementation of these projects should also be well dispersed throughout the neighborhoods of the metro area.

There several rehabilitation projects in the 2011-2014 TIP that occur immediately adjacent to the identified MLIP. Most are simple spot concrete panel replacements and minor repair work; these should have no impact to the MLIP. Moreover, the location of these projects is such that they are entirely within existing ROW.

2011-2014 Transportation Improvement Plan



	2011		Railroads
	2012		City Limits
	2013		Rivers
	2014		High Minority Density



Grand Forks - East Grand Forks
Metropolitan Planning Organization

APPENDIX III

Grand Forks – East Grand Forks Metropolitan Planning Organization Cost Allocation Proposal

The Grand Forks – East Grand Forks Metropolitan Planning Organization (GF-EGF MPO) developed and began using a Cost Allocation Proposal as a basis for identifying and allocating costs to various grants/projects/in its accounting system in 2011. The proposal was prepared in accordance with guidelines set forth in *Account Manual for Multi-Funded Economic Development Districts* and *OMB Circular A-87*.

The cost allocation system includes a Statement of Actual Release Time/Fringe Benefit Costs and a Statement of Indirect Costs are included in the official audit document. *Estimated* Release Time/Fringe Benefit and Indirect Cost Rates are used to allocate costs to projects/program areas in the annual budget. These *estimated* rates are considered to be the most accurate reflection of anticipated costs and are also used in the preparation of grant applications and/or contract budgets for that budget year.

However, due to specific grantor requests, the previous year's *actual* Release Time/Fringe Benefit and Indirect Costs Rates are used for allocating costs to programs/projects during the year and for the completion of financial reports required by the various grantor agencies. Thus, the *actual* Release Time/Fringe Benefit and Indirect Costs Rates from the previous year become the provisional billing rates for the following year. At the end of each year, actual rates are determined and adjustments made to each project/program area to reflect actual costs. If required by the grantor agency, adjustment reports are prepared to reflect actual costs. The audit report received by each grantor agency will verify the accuracy of costs charged through the use of the Release Time/Fringe Benefit and Indirect Cost Rates.

Direct/Indirect Policy Statement

Direct Costs are those that can be identified specifically with a particular project/program. These costs will be charged directly to the project/program identified.

Indirect Costs are those which: 1) are incurred for a common or joint purpose benefiting more than one project/program area; and, 2) are not readily assignable to those areas specifically benefited without effort disproportionate to the results received. Indirect Costs will be charged equitably to all project/program areas.

Based on an analysis of common GF-EGF MPO expenses, these expenses will be generally allocated to project/programs in the following manner:

Salaries — most salary costs will be charged direct to a project/program area. Some salary costs (general administration, bookkeeping, payroll, general clerical, etc.) will be charged to projects/programs according to the calculated Indirect Cost Rate. Some salary costs will be charge to local partners for “contracted services”. All salary costs and allocation to projects/programs will be documented by detailed time sheets.

Release Time/Fringe Benefits — will be allocated to program/projects based on the calculated Release Time/Fringe Benefit Rate.

Printing — printing charges are generally direct. However, printing of the future GF-EGF MPO’s newsletters and annual reports are charged indirect.

Consultant Fees — will generally be charged direct to the project/program benefited.

Other Expenses —The following typical GF-EGF MPO expenses are usually charged indirect: supplies, equipment maintenance, copying, postage, telephone, dues & subscriptions, insurances, audit, rent and depreciation.

Calculation of Rates

Release Time/Fringe Benefit Rate is calculated by dividing total release time/fringe benefits by total gross wages. This rate is applied to the direct salaries charged to each project/program.

Indirect Cost Rate is calculated by dividing the total of the indirect expenses by the total of direct personnel costs (direct salaries and release time/fringe benefits). This rate is applied to the direct salaries *and* release time/fringe benefits charged to each project/program.

The below table demonstrates how the GF-EGF MPO established its indirect rate for 2011. First, the “overhead costs” were calculated. These are both salary and non-salary costs that are not attributable directly to a specific study. These include salary costs such as general administration related to human resources, financial work related to payroll and billings, and salary while staff is in training or travel. Non-salary costs include items such as office supplies, rent, travel costs and equipment, to name a few examples. Once the overhead is known, a division of the overhead by total base salary costs is done to determine the indirect rate. This rate will need to be reconciled annually to ensure accuracy and consistency. The indirect rate also applies to all contracted work provided by GF-EGF MPO.

	2011
Indirect Salary	\$45,586.47
Indirect Non-salary	\$53,750.00
Total Indirect	\$99,336.47
Total Salary	\$325,811.04
Indirect Rate	30.49%