



TECHNICAL ADVISORY COMMITTEE MEETING
WEDNESDAY, NOVEMBER 13TH, 2019 - 1:30 P.M.
EAST GRAND FORKS CITY HALL TRAINING ROOM

MEMBERS

- Kadrmass/Peterson
Ellis
Bail/Emery
Gengler/Halford
Riesinger/Audette
Hopkins/Laesch
Johnson/Hanson
Kuharenko/Williams
Bergman/Rood
West
Magnuson
Sanders
Christianson

- 1. CALL TO ORDER
2. CALL OF ROLL
3. DETERMINATION OF A QUORUM
4. MATTER OF APPROVAL OF THE OCTOBER 9TH, 2019, MINUTES OF THE TECHNICAL ADVISORY COMMITTEE
5. MATTER OF FY2020-2023 T.I.P. AMENDMENTS HAUGEN
a. Public Hearing
b. Committee Action
6. MATTER OF CAT/UND MERGER STUDY KOUBA
7. MATTER OF UPDATE ON FAMILY OF PUBLIC PARTICIPATION PLANS..... HAUGEN/KOUBA
a. Limited English Proficiency/Private Sector Participation
b. Public Participation Plan
8. MATTER OF ANNOUNCEMENT OF CANDIDATE PROJECT SOLICITATION HAUGEN
a. North Dakota Side
b. Minnesota Side
9. OTHER BUSINESS
a. 2019 Annual Work Program Project Update
b. Skewed Intersection Steering Committee Meeting November 25th
c. Downtown Parking Study Presentation To City Council December 2nd
11. ADJOURNMENT

ANY INDIVIDUAL REQUIRING A SPECIAL ACCOMMODATION TO ALLOW ACCESS OR PARTICIPATION AT THIS MEETING IS ASKED TO NOTIFY EARL HAUGEN, MPO EXECUTIVE DIRECTOR AT (701) 746-2660 OF HIS/HER NEEDS FIVE (5) DAYS PRIOR TO THE MEETING. ALSO, MATERIALS CAN BE PROVIDED IN ALTERNATIVE FORMATS: LARGE PRINT, BRAILLE, CASSETTE TAPE, OR ON COMPUTER DISK FOR PEOPLE WITH ISABILITIES OR WITH LIMITED ENGLISH PROFICIENCY (LEP) BY CONTACTING THE MPO EXECUTIVE DIRECTOR (701) 746-2667 FIVE (5) DAYS PRIOR TO THE MEETING.

**PROCEEDINGS OF THE
TECHNICAL ADVISORY COMMITTEE
Wednesday, October 9th, 2019
East Grand Forks City Hall Training Conference Room**

CALL TO ORDER

Earl Haugen, Chairman, called the October 9th, 2019, meeting of the MPO Technical Advisory Committee to order at 1:31 p.m.

CALL OF ROLL

On a Call of Roll the following members were present: Jane Williams, Grand Forks Engineering; Dale Bergman, Cities Area Transit; Stephanie Halford, Grand Forks Planning; Patrick Hopkins, MnDOT Planning Engineer; Ryan Riesinger, Airport Authority; Jason Peterson, NDDOT-Local District; Brad Bail, East Grand Forks Engineering; and Becky Hanson (via conference phone), NDDOT-Local Government.

Absent: Steve Emery, Jesse Kadrmas, Richard Audette, Darren Laesch, Dustin Lang, Ryan Brooks, Brad Gengler Ali Rood, Paul Konickson, Lane Magnuson, Mike Johnson, Mike Yavarow, Lars Christianson, and Rich Sanders.

Staff: Earl Haugen, GF/EGF Executive Director; Teri Kouba, GF/EGF MPO Senior Planner; Jairo Viafara, GF/EGF MPO Senior Planner; and Peggy McNelis, GF/EGF Office Manager.

DETERMINATION OF A QUORUM

Haugen declared a quorum was present.

MATTER OF APPROVAL OF THE SEPTEMBER 11TH, 2019, MINUTES OF THE TECHNICAL ADVISORY COMMITTEE

MOVED BY BERGMAN, SECONDED BY PETERSON, TO APPROVE THE SEPTEMBER 11TH, 2019, MINUTES OF THE TECHNICAL ADVISORY COMMITTEE, AS PRESENTED.

MOTION CARRIED UNANIMOUSLY.

MATTER OF APPROVAL OF FY2020 SAFETY TARGETS

Viafara reported that he has a presentation that will touch on three topics:

1. Proposed MPO's Safety Targets for CY2020
2. A presentation of a comparison between the targets set for CY2018 and the actual results.

**PROCEEDINGS OF THE
TECHNICAL ADVISORY COMMITTEE
Wednesday, October 9th, 2019**

3. A response to a stakeholder's questions concerning a difference on why the rates for the millions of vehicle miles traveled differ.

Viafara stated that the number one point is for us to bear in mind that even though most of emphasis has been placed on the safety targets, it is also important to remember that there are other sets of targets that will come that have to do with transit asset management, system performance, bridge condition, pavement condition and transit safety, so we will be discussing those later.

Viafara said that what he would like to present today are the proposed MPO Safety Targets for FY2020. He pointed out that there is information in the packet that he would like to go over, including tables.

Viafara reported that Tables 1, 2, 3, and 4 show what the calculations are indicated and those are based on the 5-year rolling averages. He said that the ones highlighted in red are the proposed numbers for us to consider.

Viafara referred to Table 2 and explained that it shows that for the number of traffic fatalities the expectation is to have 1.8 or fewer for the rates of fatalities that means that 100 million vehicle miles traveled will be 0.57492; for the number of crashes these are related serious injuries we are expecting to have 16.56 or fewer, and the rate of those serious crashes will be 5.06422, and the number of non-motorized fatalities and non-motorized injuries will be 3 or fewer.

Viafara commented that the mechanics and the data that is supporting this measure, it is indicated and has been provided to you, so later we would like to request your cooperation in approving or accepting recommending these measures.

Viafara stated that the second point is the discussion concerning the targets for the year 2018. He said that if you look carefully at the table, at the rate of fatalities, we have number 0.673 and then for the rate of serious injuries we have 5.93; where do these numbers come from, these numbers come from the analysis using a 5-year rolling average; so in that case we have the 0.67, but when we have the serious injuries, remember that these were set prior to our engaging in an analysis. He said that it was decided to take the 5.9 to be the highest number at that particular moment as a possible target. He added that when we have the targets for the year 2018 set, and then when we compare with the actual results now we can see the trend lines in one particular direction, which is kind of declining; so for the number of fatalities we were expecting or were set to have 3 or fewer but in reality when we did the 5-year rolling average it was 1.8. He said that the rate of fatalities, 0.73, you will see we now have 0.55; the number of injuries we were expecting 18 or fewer but the actual number when we did the analysis came to be 13; and then for the rate of serious injuries we expected 5.933, but the actual number was 3.76. He added that we then have the number of non-motorized fatalities or non-motorized injuries, and we were expecting 3 but the real number was 2.

Viafara said that overall we can see a declining trend concerning the comparison between the targets and the actual numbers that are happening.

**PROCEEDINGS OF THE
TECHNICAL ADVISORY COMMITTEE
Wednesday, October 9th, 2019**

Viafara commented that the final point is the response to the Technical Advisory Committee's question that came to the MPO Staff's attention. He stated that on the draft submitted last month the FY2020 rates he made a mistake. He explained that the mistake was that he used one 5-year rolling analysis rather than using 5 sets of rolling averages, that was the reason the numbers were rather low, but when they compare now the 5 sets of 5-year rolling averages we get the correct numbers, so he is asking the committee to please consider these targets set as the numbers that are the real ones, and they are following what was provided by the feds.

Williams asked if this is something that we have to do every year. Haugen responded it is. Williams said, though, that we don't have to make any adjustments to the numbers, we just need to look at them and decide whether we are going to change the target or not, correct. Haugen responded that really one of our basic decisions would be whether we want to carry through on some decimal points versus full numbers. He said that you will notice that both States, now, on some of these numbers you have a decimal point, that is following truly the federal method, but we have in the past thought it made little sense to talk about a portion of a fatality, or a portion of a person injured, but we are presenting you what the federal methodology is to the "t" and we've done the 5 sets of 5-year rolling average, with the exception of the very first time that we did this, to set the 2018 target where we, instead of using the 5 sets of these 5-year rolling averages we determined to the highest of the 5 sets as a starting point. He added, though, that that was in 2018 but in 2019 we used the average of the 5-sets, and maybe last month we received the 5-year rolling averages of the most recent set, and now we are presenting you with the average of 5 sets.

Peterson referred to the table and commented that the column there is the targets that we would be recommending be approved for 2020. Haugen responded that that is correct. Peterson said that that takes into account the comment that Mr. Kuharenko had, that was listed in the packet. Viafara responded that it does. Haugen explained that they noticed that in 2019 the serious injury rate was 5.2 something, and last month we had presented 3.97, and that was based on just one set so now that we've done the 5 sets it is 5.06. Peterson said that it should be a more representative set. Haugen responded that that is correct. He added that when we would start analyzing the performance, that is why we look at just the most recent 5-years, and the growing average that comes out of those 5-years, not 5 sets of 5-year rolling averages.

Bergman asked what happens when you go to say 1.8 or 1.9, will it be fluctuating every year. Haugen responded that it likely will be fluctuating every year, or at least until you reach zero fatalities it will fluctuate every year, some years you will have less fatalities some you will have more fatalities, so until you have 5 years of continuous zero fatalities you will have fluctuation. Haugen added that it will be a state of circumstances if it happens to be the same number of fatalities for many years in a row, then there wouldn't be any fluctuation, but that would be atypical. Bergman asked, so if you do go to like 1.9, do they want to you to fix something or is it just a keep an eye on it and then the next year it goes back to 1.9, you need to readjust it then and say it's good. Haugen responded that from the MPOs targets there is no federal penalty if we meet or don't meet, however we are trying to help the State meet it's targets by having our targets set, so if we have a target at 1.8 and go to 1.9, first year it probably isn't that big of a deal but if we see the trend line going up instead of going down then we probably will have to do some rethinking of how we are programming projects for safety.

**PROCEEDINGS OF THE
TECHNICAL ADVISORY COMMITTEE
Wednesday, October 9th, 2019**

Peterson asked if this methodology with the decimal point, is that what is recommended by the feds or are they actually mandating that we do that. Haugen responded that it is a recommendation; you can see both States do this, but we don't have to if we were to decide to go whole number, that is within our ability, but we couldn't go to a much more radical whole number, but one that is reasonable, so if you want to go from 1.88 to 1.9 or to 2 whole people you could.

Williams asked how these goals compare to what the State goals are. Haugen referred to both Minnesota's and North Dakota's goals and stated that you can see that both States, for the most part, are targeting fewer. He said that on the Minnesota side there is the issue of in 2016 they changed the definition of some of their crash reports, so they had a big spike in their serious injuries in particular, and that data set is still in there.

Peterson commented that he thinks that what we have before us is actually a much more accurate representation, but, to Mr. Kuharenko's point, he thinks it would make sense that if it is actually 1.88 that we call it 1.9 or 2 to try to not set ourselves up for an unrealistic goal, so that would be his recommendation.

MOVED BY PETERSON, SECONDED BY BERGMAN, TO APPROVE FORWARDING A RECOMMENDATION TO THE MPO EXECUTIVE POLICY BOARD THAT THEY APPROVE THE FY2020 SAFETY TARGETS AS PRESENTED SUBJECT TO ROUNDING THE FATALITIES UP ONE DECIMAL POINT TO 1.9.

Bergman asked for clarification that there is no penalty if we don't meet these goals. Haugen responded that at the MPO level there are no penalty. Williams asked if our goals work in both States. Haugen responded that they do as we are a much smaller geography and a much smaller population. Williams said, though, that it is all based on miles traveled. Haugen responded that it is based on our 327 million miles traveled in the metro area.

Voting Aye: Riesinger, Bergman, Hanson, Williams, Peterson, Halford, Hopkins, and Bail.

Voting Nay: None.

Abstain: None.

Absent: Kadrmas, Ellis, Emery, Gengler, Brooks, Audette, Laesch, Konickson, Johnson, Kuharenko, Rood, West, Magnuson, Sanders, and Christianson.

Haugen reported that we have to update the Safety Targets every year; transit asset is updated every year; system performance, bridge condition and pavement condition are all updated every four years, however each State has the ability to adjust theirs after two years if they wish, so there might be something coming on these in the next six months should North Dakota or Minnesota adjust theirs. He added that he isn't sure if transit safety will be updated every year, but it isn't due until next July so we'll find out more then.

**PROCEEDINGS OF THE
TECHNICAL ADVISORY COMMITTEE
Wednesday, October 9th, 2019**

**MATTER OF APPROVAL OF THE PLANNED FUNCTIONAL CLASSIFICATION
MAP**

Haugen reported that we took action on the existing functional classification to update it, but the MPO Executive Policy Board did not have a quorum at their September meeting so you will see it on their October agenda as well.

Kouba commented that these existing and future functional classification maps were requested by the Technical Advisory Committee in order to be able to show future road classifications.

Kouba referred to the Grand Forks map and stated that she did put in the various areas that were discussed last month, mostly those areas south of 62nd. She said that there were a few more connections added within the Tier 1 Growth Area as well, which is the reason why these maps now have the Tier 1 Growth Area included on them.

Kouba referred to the East Grand Forks map and stated that it is new to everyone, so the discussion for that is pretty wide open. She said that once again they reviewed the growth area between 2015 and 2045 to make sure that the network is extended into those areas.

Kouba commented that she is asking for any additional changes or additions anyone may have for either map.

Williams referred to the Grand Forks map and asked if it can be noted that the bridge location is still under study. Haugen responded that that is the designated spot. Williams said, though, that it is being studied for possible change. Haugen responded that yes there are additional studies being done, but whether there will be a change or not we don't know yet. Williams said that this is her point. Haugen asked why would you confuse the map. He added that by this time next year there will probably be different Tier 1 Growth areas as well, so we are reflecting what is current in the plan.

Haugen stated that, as noted, these maps are not forwarded to the State or Feds for their formal consideration or approval. He added that if at some time in the future we decide that locations are different as part of the adoption of the amended transportation plan we would also be amending the future classification maps as well.

***MOVED BY BAIL, SECONDED BY BERGMAN, TO APPROVE FORWARDING A
RECOMMENDATION TO THE MPO EXECUTIVE POLICY BOARD THAT THEY
APPROVE THE EXISTING AND FUTURE FUNCTIONAL CLASSIFICATION MAPS
FOR GRAND FORKS AND EAST GRAND FORKS, AS SUBMITTED.***

***Voting Aye: Riesinger, Bergman, Hanson, Williams, Peterson, Halford, Hopkins,
and Bail.***

Voting Nay: None.

Abstain: None.

**PROCEEDINGS OF THE
TECHNICAL ADVISORY COMMITTEE
Wednesday, October 9th, 2019**

Absent: Kadrmas, Ellis, Emery, Gengler, Brooks, Audette, Laesch, Konickson, Johnson, Kuharenko, Rood, West, Magnuson, Sanders, and Christianson.

MATTER OF APPROVAL OF THE ENVIRONMENTAL JUSTICE MANUAL

Haugen reported that as our work program for 2019 indicates we are updating the Public Participation Plan, and today we are discussing the Environmental Justice Manual. He pointed out that included in the packet were suggested changes.

Kouba commented that most of the changes were due to additional data; we updated the years that we used the data, the ACS data, from 2013 to 2017, and the most significant change is how we look at the meaningfully greater, otherwise if we didn't change some things we would have ended up without very much on the ground truth, basically. She stated that we can go into certain areas and we can see whether it is a high minority or a high low income area, so we changed that from three times to two time the total percent of population within the MPO boundary, and the wording in the document itself was changed to represent that as well.

Haugen stated that they already kind split both sides of the river. Kouba added that they did change it to, also just looking at East Grand Forks and Grand Forks because otherwise East Grand Forks gets overshadowed and areas that would be considered and EJ area wouldn't be seen in East Grand Forks.

Haugen commented that one other thing that they kept constant is the switch from three times to two times, that was a change, but if it is 50% or larger that is maintained and that really affects the low-income, there is no minority population that is 50% or larger, but when you look at the low-income calculations there are, in Grand Forks, some census block groups that are 50% or larger; otherwise the body of the document, the essence has not been changed too much.

Haugen stated that comments are welcome. He added that as the months proceed, before the end of the year, you will notice some updates on Limited English Proficiency, updates in Title VI, plus the actual Participation Planning document itself. He explained that because there are quite a few parts to the Public Participation Plan they thought that instead of hitting you with five to six different things at once it would be better to give you pieces as we progress and the first one was the Environmental Justice Manual. He added that, as Ms. Kouba explained, as we compared it to our current Environmental Justice Manual, and what has happened with the ACS data is that we've become a more diverse metro area, so we have more minority populations, so that three times threshold became, would zero everything out, so we felt that that would be too obvious of us trying to eliminate populations, further consideration, not following the intent Environmental Justice, so we went to two times and we came up with some geographies that made sense to us, but we still had the Minnesota side overshadowed by North Dakota so we separated out the two sides of the river to get specifics on their characteristics of their populations.

Peterson asked when the final document is due. Haugen responded that it is due by the end of the year.

**PROCEEDINGS OF THE
TECHNICAL ADVISORY COMMITTEE
Wednesday, October 9th, 2019**

Haugen commented that he would also note that our local transit operations rely on this public participation process as their required public participation process.

MOVED BY BERGMAN, SECONDED BY BAIL, TO APPROVE FORWARDING A RECOMMENDATION TO THE MPO EXECUTIVE POLICY BOARD THAT THEY APPROVE ENVIRONMENTAL JUSTICE MANUAL UPDATE, AS PRESENTED.

Voting Aye: Riesinger, Bergman, Hanson, Williams, Peterson, Halford, Hopkins, and Bail.

Voting Nay: None.

Abstain: None.

Absent: Kadrmas, Ellis, Emery, Gengler, Brooks, Audette, Laesch, Konickson, Johnson, Kuharenko, Rood, West, Magnuson, Sanders, and Christianson.

MATTER OF ANNOUNCEMENT OF SOLICITATION OF CANDIDATE T.I.P. PROJECTS

Haugen commented that it is that time of year, on our annual cycle of T.I.P. updating, when we announce the solicitation of projects.

Haugen stated that on the Minnesota side they are only announcing one open solicitation, and that is for their Transportation Alternatives program. He added that on the Minnesota side this program includes a State program for Safe Routes To School. He said that there is a two step process on the Minnesota side; first is a letter of intent, then that letter of intent gets vetted to make sure it is for an eligible project before it goes through the full application process, so the letter of intents are due at the end of October, and as noted we typically announce the solicitation for the other programs at the end of November/December.

Haugen said that on the North Dakota side we have distributed letters of solicitation to our local partners. He added that North Dakota also has their Transportation Alternative program open for solicitation; the Highway Safety Improvement, the Highway Safety Improvement subset of railroad crossings. He stated that all of those are due December 4 to the MPO.

Haugen reported that there was a meeting in Bismarck on Monday, and we are not ready to announce the formal solicitation for the Urban Grant; the Urban Roads or Regional Roads, but it is coming soon. He said that the expectation is that if it does come out soon that December 4th will be the same timeline for submittal.

Haugen commented that the only other piece of information he can share is that the State is revamping their forms, so anticipate having to answer more questions than in the past.

Haugen stated that the last thing to note is that North Dakota will be releasing their Recreational Trails. He explained that they had a switch over in staff so he isn't sure if they are ready to do it this December or January, but keep an eye out for that as well

**PROCEEDINGS OF THE
TECHNICAL ADVISORY COMMITTEE
Wednesday, October 9th, 2019**

Information only.

MATTER OF DIFFERENCE BETWEEN NORTH DAKOTA S.T.I.P./T.I.P.

Haugen reported that although the NDDOT has not formally released their final Statewide Transportation Improvement Program, they have released a document they term “Final Urban Program” which impacts the Urban Roads and the Urban Regional Roads Program; and when he compared what that list was to what was just in our approved T.I.P. there were some changes. He stated that he did have a chance to visit with Stacey Hanson with the NDDOT, to somehow improve our process so that we aren’t approving a document that then gets changed when they approve their document.

Haugen commented that there are five projects, the first two are something that you are aware of that are coming down the pike, and we mentioned that as we approved the T.I.P. we would have to visit an amendment for those projects. He stated that the next two are projects that were originally programmed to be done in 2019, and for a variety of reasons the State has decided to use 2020 funds and timeline for them, and there has also been some cost increase for the projects as well. He said that the fifth one was a project that was programmed in our T.I.P. in FY2023, but is now being considered programmed in 2020.

Haugen stated that part of what we are discussing with Ms. Hanson is to improve when they are considering changes, but he would ask our local partners, as you are discussing changes in your projects and costs and scopes, that you communicate with the MPO early so that we have some sense how that would impact our documents and when we should be processing changes.

Haugen commented that, again, at the meeting on Monday; and he isn’t sure of the outcome yet, but as noted in this agenda item, more paperwork; there was a considerable amount of discussion on project creep, so whereas the last three or four years the examples used were mostly on the State Highway side regional projects, where some scopes have doubled or tripled in cost from the programming stage to the contract award stage, and how there is only an “x” amount of federal dollars and if your project goes up double or triple in cost, that means a project has to go down, so there are more checks and balances that are being established in the system to somewhat wrangle that in on the North Dakota side, so that will be part of the things that are happening from these results that haven’t taken place in the past.

Haugen said that maybe in December you will be receiving amendments to process to reconcile the North Dakota side S.T.I.P. and T.I.P.

Information only.

OTHER BUSINESS

- a. 2019 Annual Work Program Project Update

Haugen reported that attached is the monthly update to the work activities.

**PROCEEDINGS OF THE
TECHNICAL ADVISORY COMMITTEE
Wednesday, October 9th, 2019**

Viafara commented that for your information you may be seeing posted an updated version of this report, that will include the final dates for the completed projects and also the projected completion dates for a couple of projects in response to the stakeholders insights and review, and therefore we have heeded their advice and produced a new revised version.

Information only.

b. TAC Agenda/Package Notification Issue

Williams asked if, when the packet is posted on a Friday and it isn't always complete, is there any way that they can get an e-mail to let us know when additional information has been updated instead of having to just keep going on the website and looking and looking. Haugen responded that there is a way to do that; whether there is staffing available and knowledge to do that is the issue. He explained that this past Friday in particular we had to post what we had available as staff was going to be out of the office, so the remaining staff did the best they could to get additional information posted, so we promise to do our best.

ADJOURNMENT

MOVED BY BERGMAN, SECONDED BY HALFORD, TO ADJOURN THE OCTOBER 9TH, 2019 TECHNICAL ADVISORY COMMITTEE MEETING AT 2:15 P.M.

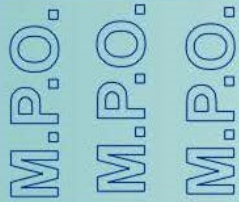
MOTION CARRIED UNANIMOUSLY.

Respectfully submitted by,

Peggy McNelis,
Office Manager

Overcoming Barriers

Strengthening Connections



Grand Forks - East Grand Forks Metropolitan Planning Organization

Ensuring Opportunities

Planning One Community

*“A community that provides a variety of complementary transportation choices, that are fiscally constrained,
for people and goods.”*

MPO Staff Report

Technical Advisory Committee: November 13, 2019

MPO Executive Board: November 20, 2019

RECOMMENDED ACTION: Recommend the approval of FY2020 TIP amendment to the MPO Executive Board.

Matter of the Public Hearing on FY2020 TIP Amendment.

Background: After the MPO adopts a four year TIP, amendments may need to be process when a project cost estimate changes significantly or the scope of the project changes or federal programs have announced funding awards.

The attached proposed project listing shows the new projects. Also attached is the public hearing notice (being held at the TAC meeting) that was published concerning these proposed amendments.

Findings and Analysis:

- Project modifications have been identified.
- The proposed projects are consistent with the MPO Metropolitan Transportation Plan.
- A Public Hearing is scheduled for January 9th at the TAC meeting; written comments are being accepted until 11:00 am, November 13th.
- These amended projects do not impact funds in the TIP so fiscal constraint is maintained.

Support Materials:

- Copy of Public Hearing Notice.
- Copy of Amendments

Overcoming Barriers

Strengthening Connections



Ensuring Opportunities

Planning One Community

PUBLIC NOTICE

The Grand Forks - East Grand Forks Metropolitan Planning Organization (MPO) will hold a public hearing on the proposed amendment to the MPO 2020 to 2023 Transportation Improvement Program (TIP). The TIP also incorporates the local transit operators' Program of Projects (POP). The hearing will be held in the Training Room of East Grand Forks City Hall, 600 DeMers Ave., East Grand Forks, Minnesota. The hearing will start at 1:30 PM on November 13th. The public, particularly special and private sector transportation providers, are encouraged to attend.

The TIP potential amendments involve reprogramming projects that were to be done in 2019 into the 2020 year. Also, some previously listed 'illustrative' projects are now being programmed in 2022. A copy of the proposed amendment to the TIP is available for review and comment weekdays between 8 AM and 5 PM at the MPO Offices in Grand Forks City Hall and East Grand Forks City Hall. Comments on the draft TIP can be submitted to either MPO Office until noon on November 12th.

For further information, contact Mr. Earl Haugen at 701/746/2660. The GF-EGFMPO will make every reasonable accommodation to provide an accessible meeting facility for all persons. Appropriate provisions for the hearing and visually challenged or persons with limited English Proficiency (LEP) will be made if the meeting conductors are notified 5 days prior to the meeting date, if possible. To request language interpretation, an auxiliary aid or service (i.e., sign language interpreter, accessible parking, or materials in alternative format) contact Earl Haugen of GF-EGFMPO at 701-746-2660. TTY users may use Relay North Dakota 711 or 1-800-366-6888.

Materials can be provided in alternative formats: large print, Braille, cassette tape, or on computer disk for people with disabilities or with LEP by Earl Haugen of GF-EGFMPO at 701-746-2660. TTY users may use Relay North Dakota 711 or 1-800-366-6888.

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2020 - 2023

URBAN AREA	PROJECT LOCATION	FACILITY	PROJECT DESCRIPTION	ESTIMATED COST (THOUSANDS) AND SOURCE OF FUNDING					STAGING	ANNUAL ELEMENT	FUTURE EXPENDITURES			
	RESPONSIBLE AGENCY	CLASSIFICATION								2020	2021	2022	2023	
PROJECT NUMBER	PROJECT TYPE	FUNDING STATUS		TOTAL	FEDERAL	STATE	OTHER	LOCAL	Operations					
				FUNDING SOURCE					CONSTR.					
									TOTAL					
Grand Forks #6 PCN 21842	Grand Forks	N. 5th St.	Pavement project likely to be a mill and overlay of N. 5th St. between Gateway Dr and DeMers Ave.	REMARKS: AMENDED November 2019										
	NDDOT	Minor Arterial	Amended scope to reconstruct N. 5th St between DeMers Ave and 1st Ave N						Operations					
	Minor Rehabilitation	Discretionary							Capital					
				TOTAL	FEDERAL	STATE	OTHER	LOCAL	P.E.					
				1,813.14	1,467.37	136.43		209.43	R.O.W.					
				Urban Regional Secondary Roads Program					CONSTR.	1,813.14				
				TOTAL					TOTAL	1,813.14				
Grand Forks #7 PCN 22372	Grand Forks	University Ave	Pavement preservation work tentatively described as a mill and overlay between State Road and N. 3th St.	REMARKS: AMENDED November 2019 to reduce Federal funds										
	Grand Forks	Minor Arterial							Operations					
	Rehabilitation	Discretionary							Capital					
				TOTAL	FEDERAL	STATE	OTHER	LOCAL	P.E.					
				3,461.00	2,209.00			1,252.00	R.O.W.					
				Urban Roads Program					CONSTR.	3,461.00				
				TOTAL					TOTAL	3,461.00				
Grand Forks #8 PCN 22543	Grand Forks	Gateway Dr.	Install red light running confirmation lights to the traffic signal on Gateway Dr.	REMARKS:										
	Grand Forks	Principal Arterial	Safety projects on various corridors to install backplates and leading pedestrian timing						Operations					
	Safety	Discretionary							Capital					
				TOTAL	FEDERAL	STATE	OTHER	LOCAL	P.E.					
				398.00	359.00	3.00	0.00	36.00	R.O.W.					
				Highway Safety Improvement Program					CONSTR.	398.00				
				TOTAL					TOTAL	398.00				

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2020 - 2023

URBAN AREA	PROJECT LOCATION	FACILITY	PROJECT DESCRIPTION	ESTIMATED COST (THOUSANDS) AND SOURCE OF FUNDING					STAGING	ANNUAL ELEMENT	FUTURE EXPENDITURES			
	RESPONSIBLE AGENCY	CLASSIFICATION								2020	2021	2022	2023	
PROJECT NUMBER	PROJECT TYPE	FUNDING STATUS		TOTAL	FEDERAL	STATE	OTHER	LOCAL	Operations					
				FUNDING SOURCE					CONSTR.					
									TOTAL					
Grand Forks #8b PCN 22211	Grand Forks	Washington St	Address ADA curb ramps along Washington St between Hammerling and DeMers and also between 1st Ave N and 8th Ave N.	REMARKS: Project reprogrammed from 2019 AMENDED November 2019										
	NDDOT	Principal Arterial							Operations					
	ADA Transition	Discretionary							Capital					
				TOTAL	FEDERAL	STATE	OTHER	LOCAL	P.E.					
				670.00	542.00	60.00		67.00	R.O.W.					
				Urban Regional Secondary Roads Program					CONSTR.	670.00				
									TOTAL	670.00				
Grand Forks #8c PCN 21884	Grand Forks	32nd Ave S	completing safety improvements at various intersection along 32nd Ave S between I29 and S. Washington St.	REMARKS: Project reprogrammed from 2019 AMENDED November 2019										
	Grand Forks	Principal Arterial							Operations					
	Safety	Discretionary							Capital					
				TOTAL	FEDERAL	STATE	OTHER	LOCAL	P.E.					
				7,373.00	6,636.00	369.00		369.00	R.O.W.					
				Urban Roads Program					CONSTR.	7,373.00				
									TOTAL	7,373.00				
Grand Forks #8d PCN 22167	Grand Forks	US2	Project entails mill and overlay and a chip seal of US2 between N. 69th St and N. 55th St.	REMARKS: Project reprogrammed from 2023 AMENDED November 2019										
	NDDOT	Principal Arterial							Operations					
	Rehabilitation	Discretionary							Capital					
				TOTAL	FEDERAL	STATE	OTHER	LOCAL	P.E.					
				568.00	454.00	114.00	0.00	0.00	R.O.W.					
				Urban Regional Secondary Roads Program					CONSTR.	568.00				
									TOTAL	568.00				

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

0.00

FISCAL YEARS 2020 - 2023

URBAN AREA	PROJECT LOCATION	FACILITY	PROJECT DESCRIPTION	ESTIMATED COST (THOUSANDS) AND SOURCE OF FUNDING					STAGING	ANNUAL ELEMENT	FUTURE EXPENDITURES					
	RESPONSIBLE AGENCY	CLASSIFICATION								2020	2021	2022	2023			
PROJECT NUMBER	PROJECT TYPE	FUNDING STATUS	REMARKS:	TOTAL	FEDERAL	STATE	OTHER	LOCAL	Operations	Capital	P.E.	R.O.W.	CONSTR.	TOTAL		
		FUNDING SOURCE					TOTAL									
Grand Forks #8e PCN 22263	Grand Forks	17th Ave S	Construct a multi-use trail along 17th Ave S between S. 20th St and S. 25th St. AMENDED November 2019													
	Grand Forks	Minor Arterial														
	Multi-use Trail	Discretionary		TOTAL	FEDERAL	STATE	OTHER	LOCAL	R.O.W.	CONSTR.	351.00					
				Transportation Alternative Program					TOTAL	351.00						
Grand Forks #8f			Intentionally left blank													
				TOTAL	FEDERAL	STATE	OTHER	LOCAL	R.O.W.	CONSTR.						
									TOTAL							
Grand Forks #8g			Intentionally left blank													
				TOTAL	FEDERAL	STATE	OTHER	LOCAL	R.O.W.	CONSTR.						
									TOTAL							

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2020 - 2023

URBAN AREA	PROJECT LOCATION	FACILITY	PROJECT DESCRIPTION	ESTIMATED COST (THOUSANDS) AND SOURCE OF FUNDING					STAGING	ANNUAL ELEMENT	FUTURE EXPENDITURES							
	RESPONSIBLE AGENCY	CLASSIFICATION								2020	2021	2022	2023					
PROJECT NUMBER	PROJECT TYPE	FUNDING STATUS	TOTAL	FEDERAL	STATE	OTHER	LOCAL	Operations	CONSTR.	TOTAL	TOTAL	TOTAL	TOTAL					
		CONSTR.																
Grand Forks #9 PCN 21982	Grand Forks	US #2	The entails concrete overlay US #2 from N. 69th St. west to the Grand Forks Air Force Base Project is on eastbound lane	REMARKS: Eastern three miles in the MPO Study Area Amount in the MPO Study area is 4,700,000 with federal amount of \$3,760,000.					Operations									
	NDDOT	Principal Arterial							Capital									
	Pavement Rehab	Discretionary							P.E.									
				TOTAL	FEDERAL	STATE	OTHER	LOCAL	R.O.W.									
				17,240.00	13,952.00	3,288.00	0.00	0.00	CONSTR.	17,240.00								
				Rural National Highway Program					TOTAL	17,240.00								
Grand Forks #10 PCN 22437	Grand Forks	Interstate 29	Install ITS equipment for SE ramp traffic queing concern at the Gateway Dr (US2) Interchange	REMARKS:					Operations									
	NDDOT	Interstate 29							Capital									
	Safety	Discretionary							P.E.									
				TOTAL	FEDERAL	STATE	OTHER	LOCAL	R.O.W.									
				100.00	90.00	10.00	0.00	0.00	CONSTR.	100.00								
				Highway Safety Improvement Program					TOTAL	100.00								
Grand Forks #11 PCN 22566	Grand Forks	S. Columbia Rd	Construction of a multi-use trail along S. Columbia Road between 40th Ave S and 47th Ave S	REMARKS:					Operations									
	Grand Forks	Principal Arterial							Capital									
	New Construction	Discretionary							P.E.									
				TOTAL	FEDERAL	STATE	OTHER	LOCAL	R.O.W.									
				435.00	290.00	0.00	0.00	145.00	CONSTR.	435.00								
				Transportation Alternative Program					TOTAL	435.00								

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2020 - 2023

URBAN AREA	PROJECT LOCATION	FACILITY	PROJECT DESCRIPTION	ESTIMATED COST (THOUSANDS) AND SOURCE OF FUNDING					STAGING	ANNUAL	FUTURE EXPENDITURES			
	RESPONSIBLE AGENCY	CLASSIFICATION								ELEMENT	2020	2021	2022	2023
PROJECT NUMBER	PROJECT TYPE	FUNDING STATUS		TOTAL	FEDERAL	STATE	OTHER	LOCAL	Operations	Capital	P.E.	R.O.W.	CONSTR.	
				FUNDING SOURCE					TOTAL					
Grand Forks #14 PCN 21981	Grand Forks	US #2	The entails HBP mill/overlay US #2 from N. 69th St. west to the Grand Forks Air Force Base Work is on westbound lane	REMARKS: Eastern three miles in the MPO Study Area Amount in the MPO Study area is 4,800,000 with federal amount of \$3,850,000.										
	NDDOT	Principal Arterial		Operations										
	Reconstruction	Discretionary		Capital										
				P.E.										
				R.O.W.										
				CONSTR.	17,627.00	14,266.00	3,361.00	0.00	0.00				17,627.00	
				TOTAL	Rural National Highway Program									17,627.00
Grand Forks #15 No PCN	Grand Forks	N. Columbia Rd	Reconstruct the segment of N. Columbia Road between the northend of the Columbia Road Overpass to just north of the University Ave. intersection	REMARKS:										
	Grand Forks	Principle Arterial		Operations										
	Reconstruction	Discretionary		Capital										
				P.E.										
				R.O.W.										
				CONSTR.	6,244.00	4,376.00	0.00	0.00	1,868.00				6,244.00	
				TOTAL	Urban Roads Program									6,244.00
Grand Forks #16 PCN 22515	Grand Forks	N. 3rd St	reconstruct N. 3rd St between DeMers and University Avenue wi curb bulb-outs, landscaping, aesthetic lighting and other enhancements	REMARKS: Governor's Main Street Program award										
	Grand Forks	Minor Arterial		Operations										
	Reconstruction	Discretionary		Capital										
				P.E.										
				R.O.W.										
				CONSTR.	3,458.00	2,447.00	0.00	0.00	1,011.00				3,458.00	
				TOTAL	Urban Program									3,458.00

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2020 - 2023

URBAN AREA	PROJECT LOCATION	FACILITY	PROJECT DESCRIPTION	ESTIMATED COST (THOUSANDS) AND SOURCE OF FUNDING					STAGING	ANNUAL	FUTURE EXPENDITURES			
	RESPONSIBLE AGENCY	CLASSIFICATION								ELEMENT	2020	2021	2022	2023
PROJECT NUMBER	PROJECT TYPE	FUNDING STATUS		TOTAL	FEDERAL	STATE	OTHER	LOCAL	Operations					
				FUNDING SOURCE					CONSTR.					
									TOTAL					
Grand Forks #17 PCN 22600	Grand Forks	I29	Project entails repainting of the bridge structure of I29 north of the Gateway Dr Interchange	REMARKS:										
	NDDOT	Interstate												
	Rehabilitation	Discretionary												
				TOTAL	FEDERAL	STATE	OTHER	LOCAL	R.O.W.					
				432.00	389.00	43.00	0.00	0.00	CONSTR.		432.00			
				Interstate Maintenance					TOTAL		432.00			
Grand Forks #18 No PCN	Grand Forks	varies	Replace school flashing beacons at various locations throughout Grand Forks	REMARKS:										
	Grand Forks	varies												
	Safety	Discretionary												
				TOTAL	FEDERAL	STATE	OTHER	LOCAL	R.O.W.					
				700.00	630.00			70.00	CONSTR.		700.00			
				Highway Safety Improvement Program					TOTAL		700.00			
Grand Forks #19 PCN	Grand Forks	University Ave	Construction of multi-use trail along University Avenue between N. 48th St to mobile home park entrance	REMARKS:										
	Grand Forks	Principal Arterial												
	New Construction	Discretionary												
				TOTAL	FEDERAL	STATE	OTHER	LOCAL	R.O.W.					
				405.00	290.00	0.00	0.00	115.00	CONSTR.		405.00			
				Transportation Alternatives Program					TOTAL		405.00			

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2020 - 2023

URBAN AREA	PROJECT LOCATION	FACILITY	PROJECT DESCRIPTION	ESTIMATED COST (THOUSANDS) AND SOURCE OF FUNDING					STAGING	ANNUAL ELEMENT	FUTURE EXPENDITURES			
	RESPONSIBLE AGENCY	CLASSIFICATION								2020	2021	2022	2023	
PROJECT NUMBER	PROJECT TYPE	FUNDING STATUS		TOTAL	FEDERAL	STATE	OTHER	LOCAL	Operations					
				FUNDING SOURCE					CONSTR.					
									TOTAL					
Grand Forks #22 PCN 22167	Grand Forks	N. Washington	Reconstruct the underpass of the BNSF railway on N. Washington St (US 81B) just north of the intersection with DeMers Ave (ND297)	REMARKS: Aproximately 50% funding through Regional Urban and other 50% funding through Rural Program										
	NDDOT	Principle Arterial		Operations										
	Bridge Reconstruct	Discretionery		Capital										
				P.E.										
				TOTAL	FEDERAL	STATE	OTHER	LOCAL	R.O.W.					
				17,600.00	14,244.00	1,596.00		1,760.00	CONSTR.			17,600.00		
				Urban Regional Secondary Roads Program					TOTAL			17,600.00		
Grand Forks #23 PCN	Grand Forks	varies	The City of Grand Forks will rehab traffic signals on the Urban Road system throughout Grand forks	REMARKS: Originally these were listed in the TIP as Illustrative NDDOT changed how it funds pending projects This project is pending funding in 2022 and if not will be funded in 2023. AMENDED November 2019										
	Grand Forks	varies		Operations										
	ITS Rehab	Discretionery		Capital										
				P.E.										
				TOTAL	FEDERAL	STATE	OTHER	LOCAL	R.O.W.					
				3,100.00	2,280.00	0.00	0.00	820.00	CONSTR.			3,100.00		
				Urban Roads Program					TOTAL			3,100.00		
Grand Forks #24 PCN ??	Grand Forks	varies	The NDDOT will rehab traffic signals on the Urban Regional Roads system throughout Grand forks	REMARKS: Originally these were listed in the TIP as Illustrative NDDOT changed how it funds pending projects This project is pending funding in 2022 and if not will be funded in 2023. AMENDED November 2019										
	NDDOT	varies		Operations										
	ITS Rehab	Discretionery		Capital										
				P.E.										
				TOTAL	FEDERAL	STATE	OTHER	LOCAL	R.O.W.					
				6,200.00	4,960.00	914.00		326.00	CONSTR.			6,200.00		
				Urban Regional Secondary Roads Program					TOTAL			6,200.00		

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

2019 ANNUAL LISTING OF OBLIGATIONS AND PROGRESS REPORT

URBAN AREA	PROJECT LOCATION	FACILITY	PROJECT DESCRIPTION	ESTIMATED COST (THOUSANDS) AND SOURCE OF FUNDING					STAGING	ANNUAL ELEMENT	FUTURE EXPENDITURES							
	RESPONSIBLE AGENCY	CLASSIFICATION								2020	2021	2022	2023					
PROJECT NUMBER	PROJECT TYPE	FUNDING STATUS		TOTAL	FEDERAL	STATE	OTHER	LOCAL	Operations									
				FUNDING SOURCE					CONSTR.									
									TOTAL									
East Grand Forks #1a	East Grand Forks	NA	Operating subsidy for proposed East Grand Forks fixed-route transit service. The service will operate 6 days a week and averages 62.5 hours of revenue service daily. Bus for the period January 1, 2019 to December 31, 2019 (Costs for fixed-route service are estimates).	REMARKS: Contract fixed route services with City of Grand Forks Estimated payment to GF is \$338,800 Estimated fare is \$14,200 Other is MN Transit Formula Funds														
	East Grand Forks	Operations		AMENDED in November 2019 to rollover 2019 Federal Funds					Operations	85.00								
	Fixed-Route Transit Service	Entitlement	TRF-0018-19B	TOTAL	FEDERAL	STATE	OTHER	LOCAL	R.O.W.	NA								
									0.00	85.00	0.00	0.00	0.00	CONSTR.	NA			
									FTA 5307					TOTAL	85.00			
				REMARKS:														
				Operations	0.00													
				Capital	0.00													
									P.E.	NA								
									TOTAL	FEDERAL	STATE	OTHER	LOCAL	R.O.W.	NA			
														CONSTR.	NA			
									TOTAL					0.00				
				REMARKS:														
				Operations	0.00													
				Capital	0.00													
									P.E.	NA								
									TOTAL	FEDERAL	STATE	OTHER	LOCAL	R.O.W.	NA			
														CONSTR.	NA			
									TOTAL					0.00				

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

Illustrative Projects

URBAN AREA	PROJECT LOCATION	FACILITY	PROJECT DESCRIPTION	ESTIMATED COST (THOUSANDS)					STAGING	Pending
	RESPONSIBLE AGENCY	CLASSIFICATION		AND SOURCE OF FUNDING						Year
PROJECT NUMBER	PROJECT TYPE	FUNDING STATUS		TOTAL	FEDERAL	STATE	OTHER	LOCAL	Operations	2022
				FUNDING SOURCE					CONSTR.	
									TOTAL	
Grand Forks #1 No PCN	Grand Forks	varies	The City of Grand Forks will rehab traffic signals on the Urban Road system throughout Grand forks	REMARKS: NDDOT has identified this as a "PENDING" project for FY2022, meaning funds are not secured or not within the fiscally constrained program of projects. If funding does become available, the TIP will need to be amended. AMENDED November 2019 into Program list						
	Grand Forks	varies		Operations	NA					
	Grand Forks	varies		Capital	NA					
	ITS Rehab	Discretionary						P.E.	NA	
				TOTAL	FEDERAL	STATE	OTHER	LOCAL	R.O.W.	
				3,100.00	2,280.00	0.00	0.00	820.00	CONSTR.	3,100.00
				TOTAL						
Grand Forks #2 No PCN	Grand Forks	varies	The NDDOT will rehab traffic signals on the Urban Regional Roads system throughout Grand forks	REMARKS: NDDOT has identified this as a "PENDING" project for FY2022, meaning funds are not secured or not within the fiscally constrained program of projects. If funding does become available, the TIP will need to be amended. AMENDED November 2019 into Program list						
	NDDOT	varies		Operations						
	NDDOT	varies		Capital						
	ITS Rehab	Discretionary						P.E.		
				TOTAL	FEDERAL	STATE	OTHER	LOCAL	R.O.W.	
				6,200.00	4,960.00	914.00		326.00	CONSTR.	6,200.00
				TOTAL						6,200.00
	Grand Forks	US Bus2	complete a chip seal on US Bus2 (N. 5th St) between DeMers Ave and Gateway Dr	REMARKS:						
	NDDOT	Minor Arterial		Amended November 2019 into Program List					Operations	
	Rehabilitation	Discretionary		Capital						
								P.E.		
				TOTAL	FEDERAL	STATE	OTHER	LOCAL	R.O.W.	
				100.00	81.00	9.00	0.00	10.00	CONSTR.	100.00
				TOTAL						100.00



MPO Staff Report
Technical Advisory Committee: November 13, 2019
MPO Executive Board: November 20, 2019

RECOMMENDED ACTION: Approval of the CAT/UND Shuttle Merger Study.

Matter of Approval of the CAT/UND Shuttle Merger Study.

Background:

Cities Area Transit and University of North Dakota have been having continued discussions about merging the two systems. Essentially, the merger is conceptualized that UND would contract with CAT to operate a public transportation service like the current UND Campus Shuttle system.

In March SRF started more in-depth review of costs and put a report together for a review by CAT and UND. On April 24th CAT and UND met with the MPO and SFR to go over the costs and discuss if this is still a viable venture. Since then a more in-depth review of what it would cost for CAT to run the campus shuttle service occurred.

On April 24th the possibility of this merger was presented to the public. A meeting was held in the Lecture Bowl in the Memorial Union on the UND campus. While it was open to the public it was held at time that the students could attend and get information. A meeting was also held that day in Grand Forks City Hall aimed at the general public. The last day for comments was May 10th.

At the start of this study it was thought that if CAT started running the campus shuttle service it would be for the 2019-2020 school year. UND has decided to run the campus shuttle for the 2019-2020 school year. CAT will start running the service on Aug. 2020.

In May a five-year cost comparison was put together. Cost of service done by CAT was compared over a five-year period with that of costs if UND continued with the service as they have it today. This was important to understand so both CAT and UND could negotiate in good faith.

Negotiations continued from May until the beginning of September. On September 16th the Grand Forks City Council approved an integration proposal between CAT and UND. For the most part the cost of service and bus purchase was agreed to between the City and UND. Other things were agreed upon, like faculty/staff riding the whole system, but were not part of this study.

The final draft of the CAT/UND Shuttle Merger study was sent out to CAT and UND at the end of September. In October the final document was sent to the steering committee for comment. No comments were provided by the deadline.

Findings and Analysis:

- Analysis of the Small Transit Intensive Cities (STIC) funding factors found that the increase in miles, hours and passengers was not enough to meet the goals set for additional STIC funding.
- The agreement is for CAT to provide three routes in the day and one night route during classes in the spring and fall semesters. The estimated cost for 2020 service is:

Cost Element	Cost Allocation Model Distribution						
	With UND Service Included				Without UND Service		
	2020 Budget Cost	Grand Forks	East Grand Forks	UND	2020 Budget Cost	Grand Forks	East Grand Forks
Vehicle Hours (Drivers)	\$1,625,452	\$1,138,741	\$272,597	\$214,114	\$1,452,019	\$1,171,571	\$280,447
Vehicle Miles (Maintenance)	\$673,804	\$479,249	\$116,818	\$77,738	\$630,625	\$507,092	\$123,533
Vehicles (Administration)	\$794,606	\$462,519	\$132,434	\$198,653	\$757,853	\$589,441	\$168,412
Totals	\$3,093,862	\$2,081,509	\$521,849	\$490,504	\$2,840,496	\$2,268,104	\$57,239

- The agreement also has CAT applying for Federal (5339) funds to purchase three (3) buses needed for the routes. The cost of the buses are:

Item	Item Cost	Vehicle Cost	# Vehicles	Total Purchase	Federal Funds	Local Funds
Specified Bus Model	\$480,000					
Syncromatics AVL	\$17,000					
Farebox	\$16,500					
Wrap	\$8,000					
Totals		\$521,500	3	\$1,564,500	\$1,216,800	\$347,700

- CAT would pay for the local match with UND paying back the match over a five (5) year period. The cost of the buses would be added to the cost of what just the shuttle service would be:

Year	CAT Operated Shuttle Cost- No Vehicle Cost			CAT Operated Shuttle- With Vehicle Cost		
	Annual Increase	Estimated Allocation Model Operating Cost ⁽¹⁾	UND Allocated Operating Cost ⁽²⁾	Annualized Vehicle Reimbursement ⁽³⁾	Fully Allocated Model Cost	Grand Forks Retains Partial Admin Cost
2020 ⁽⁴⁾	0.0%	\$490,500	\$376,000	\$66,000	\$556,500	\$442,000
2021	2.7%	\$503,700	\$389,200	\$66,000	\$569,700	\$455,200
2022	2.7%	\$517,300	\$402,800	\$66,000	\$583,300	\$468,800
2023	2.7%	\$531,300	\$416,800	\$66,000	\$597,300	\$482,800
2024	2.7%	\$545,600	\$431,100	\$66,000	\$611,600	\$497,100

Notes: (1)- 2020 Operating Cost reflects amount assigned to UND through CAT Cost Allocation Model

(2)- \$114,500 in administrative costs from Allocation Model reassigned from UND to City of Grand Forks

(3)- Local match cost of \$330,000 evenly distributed over a five-year payback

(3)- 2020 Operating cost payment will be prorated to account for an August 2020 start date (coinciding with the beginning of the academic year).

- It was agreed that any possible changes would include UND in the process of review to make any changes.

Support Materials:

- Final Draft of CAT-UND Shuttle Merger Study.



M.P.O.
M.P.O.
M.P.O.
Grand Forks - East Grand Forks
Metropolitan Planning Organization

UND Shuttle Merger with Cities Area Transit

Grand Forks – North Dakota



University of North Dakota Shuttle – Cities Area Transit

Merger of Shuttle with CAT

FINAL REPORT

**Grand Forks-East Grand Forks Metropolitan Planning
Organization**

Prepared by:



November 2019

SRF No. 12278

Notice

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Table of Contents

Notice	2
List of Figures	ii
List of Tables.....	ii
Introduction	1
Background.....	1
Purpose of the UND Shuttle – CAT Merger Study.....	2
Goals of Merger Analysis – Grand Forks and University of North Dakota	3
Questions to be Addressed Through the Merger Study	4
Outreach and Engagement.....	5
University of North Dakota Shuttle Service Information.....	6
Overview of Shuttle Route Parameters	6
Shuttle Route Service Level.....	9
Shuttle Route Operating Cost.....	9
Cities Area Transit Cost Allocation Model	12
Cost Allocation Model Assumptions – Add Shuttle to CAT	13
Cost Allocation Model Results – Add Shuttle to CAT.....	14
Small Transit Intensive Cities (STIC) Funding Assessment	16
CAT Fixed Route Operating Costs (2013-2019) and Trend Line.....	17
Grand Forks – UND Operating Funding Discussion	19
Shuttle Route Vehicle Capital Costs.....	20
Appendices	

List of Figures

Figure 1. UND Shuttle - Red-Blue-Purple Route Paths.....	7
Figure 2. UND Shuttle - Night Route Path.....	8
Figure 3. UND Shuttle Hourly Rent Per Vehicle by Year (2013-2019).....	11
Figure 4. CAT Fixed Route Operating Costs (2013-2019) and Trend Extension.....	18

List of Tables

Table 1. Benefits and Limitations of State Fleet Vehicle Acquisition	1
Table 2. Cost Components of Shuttle Operations	2
Table 3. Merger Goals/Requirements by Participant.....	3
Table 4. Summary of Campus Shuttle Routes.....	6
Table 5. Estimated 2018-2019 Academic Year Shuttle Statistics.....	10
Table 6. UND Shuttle Operational Expenditures (2018)	11
Table 7. Estimated 2020 CAT Fixed Route Operating Budget by Model Component.....	13
Table 8. Estimated 2020 CAT Fixed Route Operating Budget – Including Shuttle.....	14
Table 9. 2020 Cost Allocation Model Inputs – With and Without CAT Operating UND Shuttle.....	15
Table 10. 2020 Cost Allocation Model Results – With and Without CAT Operating UND Shuttle.....	15
Table 11. Small Transit Intensive Cities Threshold Review.....	17
Table 12. Vehicle Cost Estimate and Local Share	20

Introduction

Background

During the academic year¹, the University of North Dakota (UND) operates a shuttle service for the purposes of providing safe and effective campus area transportation for students, faculty and staff. The primary purpose of the service is to connect university residential areas with campus and to connect campus origins-destinations with longer walk distances than can be made during the passing period between classes.

The campus shuttle is managed by staff in Parking and Transportation Services using almost exclusively student drivers. Management through the university, a state entity, requires acquisition of service vehicles through State Fleet Services, which results in benefits and limitations for effective operations. Table 1 provides a summary of the key benefits and limitations associated with acquiring vehicles through the state.

Table 1. Benefits and Limitations of State Fleet Vehicle Acquisition

Benefits	Limitations
Assistance with purchasing. State purchases vehicles that university pays for through a lease for a specified period. Thus, reducing upfront cost.	Vehicle configuration is limited to a "school bus" which is not the optimal vehicle for shuttle operation.
State addresses larger maintenance items (engine rebuild/replacement, tire replacement, transmission rebuild/replacement).	Adjust lease rate quarterly. If need to recoup maintenance costs from previous quarter, increase lease amount – Lease rate can be volatile over the life of the vehicle making academic year budgeting difficult.

Over the life of the shuttle service, the university observed a wide range of vehicle lease costs, charged at a rate per hour. Vehicle rent is the highest of the three cost components making up the cost of operation. Table 2 defines the cost components of shuttle operations.

Variability in lease rates and the overall cost of service, has made budgeting for service more difficult. Variability in lease costs quarter-to-quarter has been one of the most difficult elements for the university, as departmental budgets are set in March for the next fiscal year (July through June). While modest quarterly changes ($\pm 5 - 10$

¹ The 2019/2020 academic year began August 26, 2019 and runs through May 15, 2020 with scheduled breaks on the following dates: August 26, 2019; September 2, 2019; November 11, 2019; November 27-November 29, 2019; December 22, 2019-January 12, 2020; March 16-March 20, 2020; April 10-April 13, 2020

percent) can be addressed within a fiscal year, quarterly costs have increased by as much as 33 percent in the most recent five-year period; an amount difficult to accommodate in the department's budgeting process.

Table 2. Cost Components of Shuttle Operations

Component	Comments
Vehicle Cost	Vehicles are leased from the State of North Dakota Fleet Services.
Operating Cost	Driver, shuttle administration (scheduling, dispatching, driver management), fuel, routine maintenance (oil changes, fueling, washing, etc.)
Miscellaneous and Communications Costs	

Purpose of the UND Shuttle – CAT Merger Study

Volatility in quarter-to-quarter costs, the typical lease period for a vehicle (15-plus years) and the daily management responsibility of providing transportation service that are somewhat outside the university's main mission, led administrators in Transportation and Parking to inquire about Cities Area Transit (CAT) taking over operation of the shuttle service. Addressing questions regarding the benefits and costs for the university and the city/CAT associated with a merger is the primary purpose of conducting the merger study.

Through developing a partnership with Cities Area Transit (CAT) to operate the shuttle, the university is anticipating the potential quarter-to-quarter cost volatility would be eliminated, which substantially improves budgeting for the service. Establishing a more predictable academic year cost for the shuttle service is a primary reason for initiating study of the CAT-operated service concept.

A secondary purpose of investigating CAT being the service provider was to determine whether total **local** costs for transit service could be reduced. Adding the shuttle service to CAT's present service would increase overall CAT costs, however, adding revenue miles, passengers, and revenue hours has the potential make CAT eligible for additional **federal** funds. As a public transit operator in a region of less than 200,000 population, CAT is eligible for federal funding through the Small Transit Intensive Cities (STIC) program administered by the Federal Transit Administration (FTA). The STIC program provides opportunity for small to medium sized metro transit operators to compete for federal funding in addition to the formula-based allocation of the following programs accessed by CAT:

- Section 5307: Federal program that allows flexible use of funding for diverse activities such as planning, project development, project engineering, bus

purchase/replacement, mobility management and in urban areas with populations below 200,000 persons, funding can be used for operations.

- Section 5310: Federal program focused on the special needs of elderly, persons with disabilities and low-income populations. Funding can be used for capital purchase and/or operating costs.
- Section 5339: Federal program arranged in two primary components, formula grants and competitive grants. Through either component, funding is available for purchasing buses and costs associated with maintaining/constructing bus facilities.

STIC allocates additional federal funding to transit agencies in metropolitan areas of less than 200,000 when the community can demonstrate level of service consistent with metro areas of 200,000 to 1 million population. Transit service levels are compared across six categories measuring the level of service provided. Small-medium sized metros are provided added federal funding (that does not require a local match) when the local service exceeds the larger metro average in any one or combination of the six categories. Additional detail on the STIC program and analysis completed as part of the project are included in the Cities Area Transit Cost Allocation Model chapter.

Goals of Merger Analysis – Grand Forks and University of North Dakota

The city and university both entered the analysis with the expectation there are benefits to consolidating shuttle routes into CAT's operations. While both entities look at consolidation as a potential win-win, there are unique goals and requirements of a merger for each partner. Table 3 highlights the key goals for the university and the city considered throughout the merger analysis.

Table 3. Merger Goals/Requirements by Participant

University Requirements to Advance Merger	Grand Forks Requirements to Advance Merger
<ul style="list-style-type: none"> • Cost: Comparable to Current • Coverage: Comparable to Current • Service Hours: 7 AM to 10 PM • Retain Fare Free (Add Faculty/Staff) • Service Days: Monday-Friday • Only Pay for In-session Periods • Service Frequency: <ul style="list-style-type: none"> – 15 Minute Bi-directional on University – 20 Minute to Medical/Arena – 30 Minute Night Service 	<ul style="list-style-type: none"> • Cost: UND Pays Equitable Share • Do Not Raise Local Matching Funds from Grand Forks • UND: Pays Local New Capital Match • No Impact to Paratransit: Service Hours remain within 6:00 AM to 10 PM Span • Ability to Count Ridership

Questions to be Addressed Through the Merger Study

The primary purpose of completing the study is to determine whether it is reasonable and sustainable for CAT to operate the university shuttle routes on days and hours consistent with the current university operated service. For the merger to be successful and sustainable, making a change must create positives for both the university and the City of Grand Forks/CAT.

Information needed to make a logical determination includes addressing the following questions:

- Does the cost of CAT operated shuttle service fit within the university's transit budget? Appropriately addressing this question requires input from university administration and students who would be paying the shuttle service costs through fees.
- Can CAT provide shuttle service comparable to the current without increasing local matching costs generated through the transit levy element of property taxes?
- Can CAT cost effectively acquire the vehicles needed to operate the shuttle and is the local capital cost portion affordable to the university? A foundational assumption throughout the study process was UND would provide the required local matching funds for transit vehicles needed for CAT to operate the shuttle.
- Would adding university shuttle revenue miles, revenue hours, and passenger trips to the CAT system provide an opportunity for added federal or state funding? As the shuttle operator, CAT would include shuttle ridership, revenue hours and revenue miles in FTA performance reports. Selected federal funding programs, such as the STIC program, use the level of service (measured in ridership, revenue miles and/or revenue hours) in determining funding allocation. Adding the shuttle may provide an increment of ridership, hours or miles to positively impact the level of federal funding received.

The remainder of this document focuses on addressing each of the questions.

Appendices include a summary of the Working Group Meeting and the Public Information meeting.

Outreach and Engagement

For the merger study and analysis input from participants/stakeholders was gathered and information was provided through the following:

- **Public Information Meetings:** Two public information meetings were held as part of the study process. Meetings were held on the UND campus and in City Hall to make attendance more convenient for the range of stakeholders. Meetings focused on presenting the study process and gathering input on gaps in travel that are influenced by the shuttle system and where people desired to travel.
- **Working Group:** Throughout the study a working group with representation from the university (including Parking and Transportation, Student Involvement and Leadership, Student Government), city administration, Cities Area Transit and the MPO met to review and discuss the critical decision elements of a potential merger of service. Meetings were held at key milestones including:
 - **Study Introduction:** Discuss the critical needs from the shuttle system from the university perspective and capacity of CAT to meet those needs.
 - **Financial Analysis of Merging Services:** Critical to the decision-making process was understanding the cost implications for the university and for CAT. Multiple meetings/discussions were held focusing on costs, allocation of cost responsibility, potential for added federal funding from a combined service, etc.

Material from the public meetings is included in the appendix.

University of North Dakota Shuttle Service Information

Overview of Shuttle Route Parameters

The current UND campus shuttle system comprises four routes, including:

- **Red Route/Blue Route:** These routes operate as loops running on University Drive and Campus Drive from Odegard Hall on the west end of campus to Columbia Road. Each route operates on a 15-minute frequency from 7:30 AM to 4:30 PM on weekdays when class is in session. The primary purpose is to transport students, faculty and staff from the west end of the academic functional areas to the east end academic functional areas.
- **Purple Route:** The Purple Route connects the Medical School/Ralph Engelstad Arena parking/Student Wellness Center area to campus academic areas and to residential areas between 6th Avenue North and University and east of 42nd Street. From 7:30 AM to 4:30 PM the clockwise loop route provides 20-minute frequency service connecting the listed activity centers.
- **Night Route:** The Night Route integrates the connectivity provided through the day routes into a single route. As the route is longer than any of the day routes, the frequency is reduced to 30-minutes, which allows a single vehicle to provide the service. Starting at 4:30 PM, the Night Route operates weekday evenings until approximately 10:30 PM.

Figure 1 displays the current Red Route, Blue Route and Purple Route alignment. Figure 2 displays the Night Route alignment. A summary of the routes parameters is documented in Table 4.

Table 4. Summary of Campus Shuttle Routes²,

Route	Operating Hours	Days of Operations	Bus Frequency (Minutes)	Peak Vehicles
Red	7:30 AM – 4:30 PM	M-F	15	1
Blue	7:30 AM – 4:30 PM	M-F	15	1
Purple	7:30 AM – 4:30 PM	M-F	20	1
Night	4:30 PM – 10:30 PM	M-TH	30	1

² The 2019/2020 academic year began August 26, 2019 and runs through May 15, 2020 with scheduled breaks on the following dates: August 26, 2019; September 2, 2019; November 11, 2019; November 27-November 29, 2019; December 22, 2019-January 12, 2020; March 16-March 20, 2020; April 10-April 13, 2020

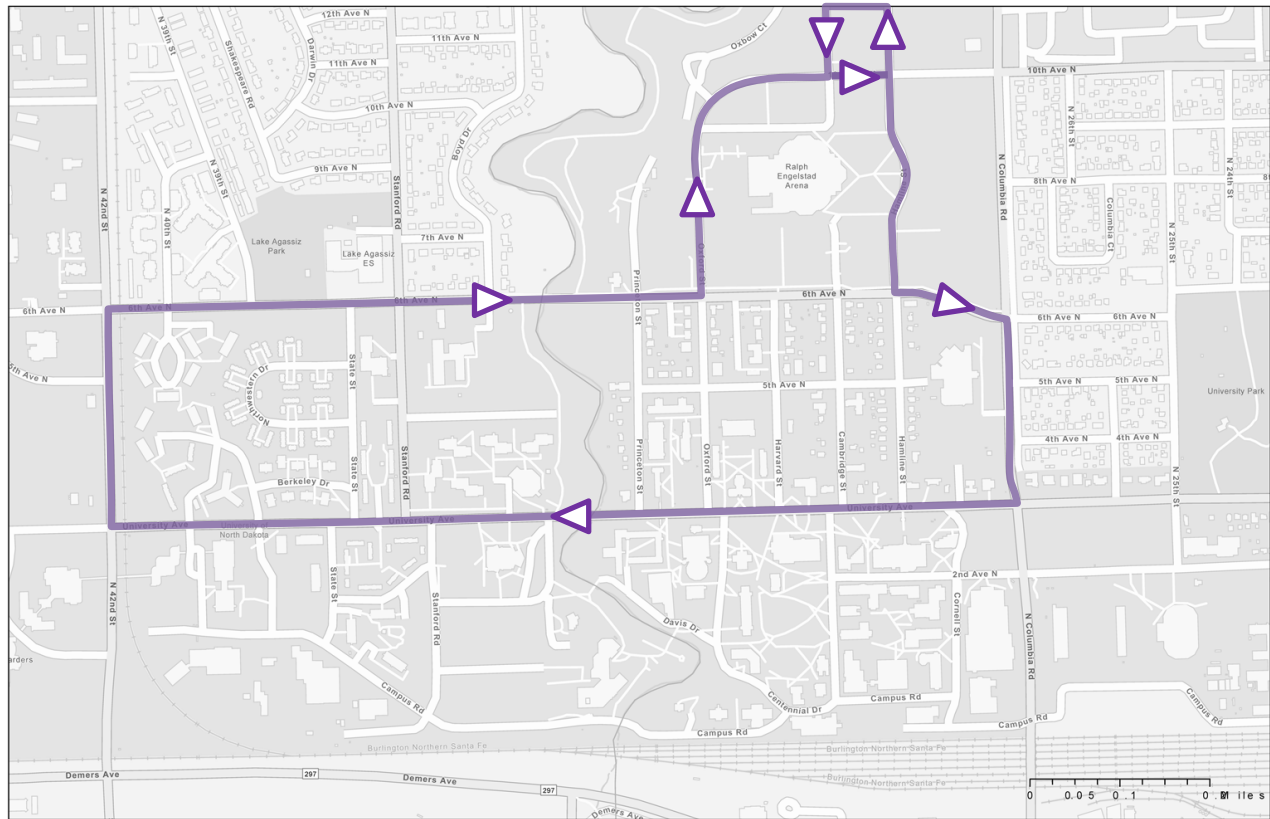
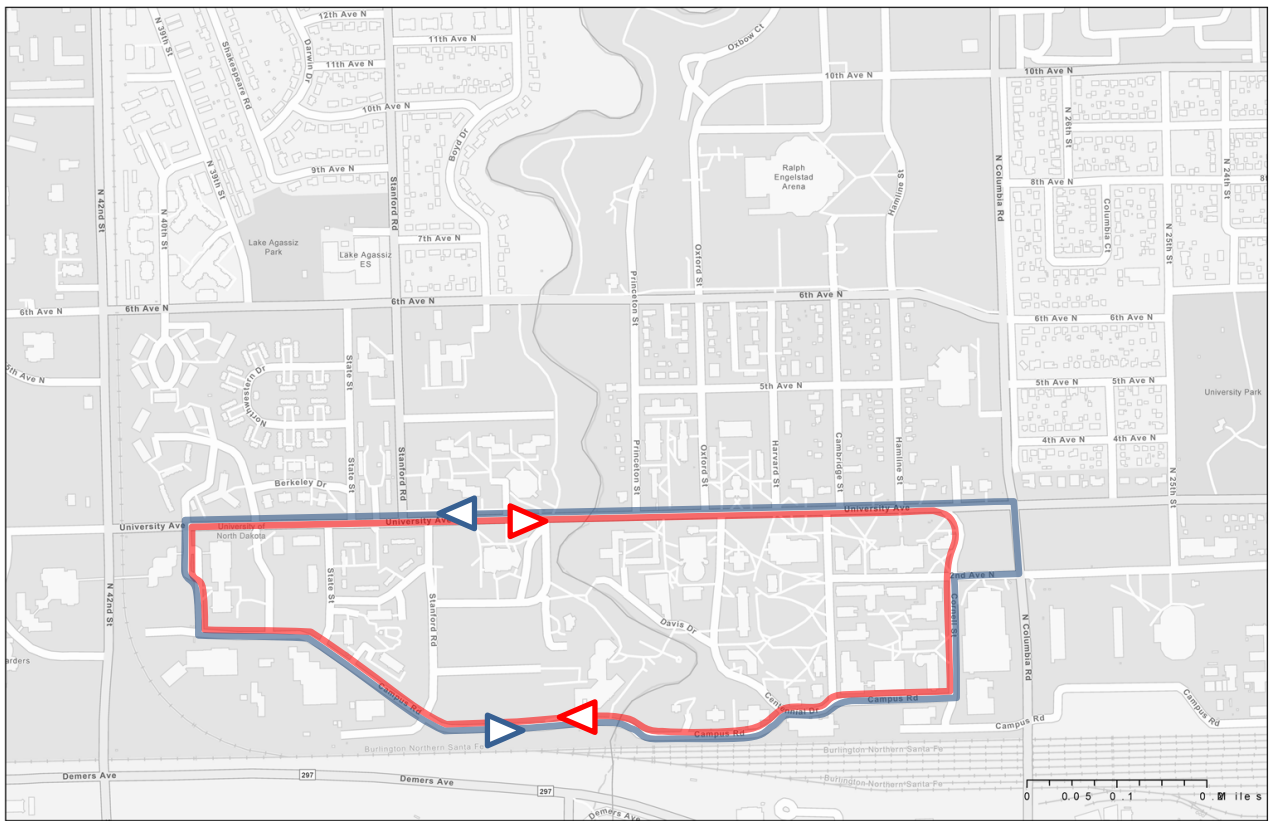


Figure 1: UND Shuttle – Red-Blue-Purple Routes Path

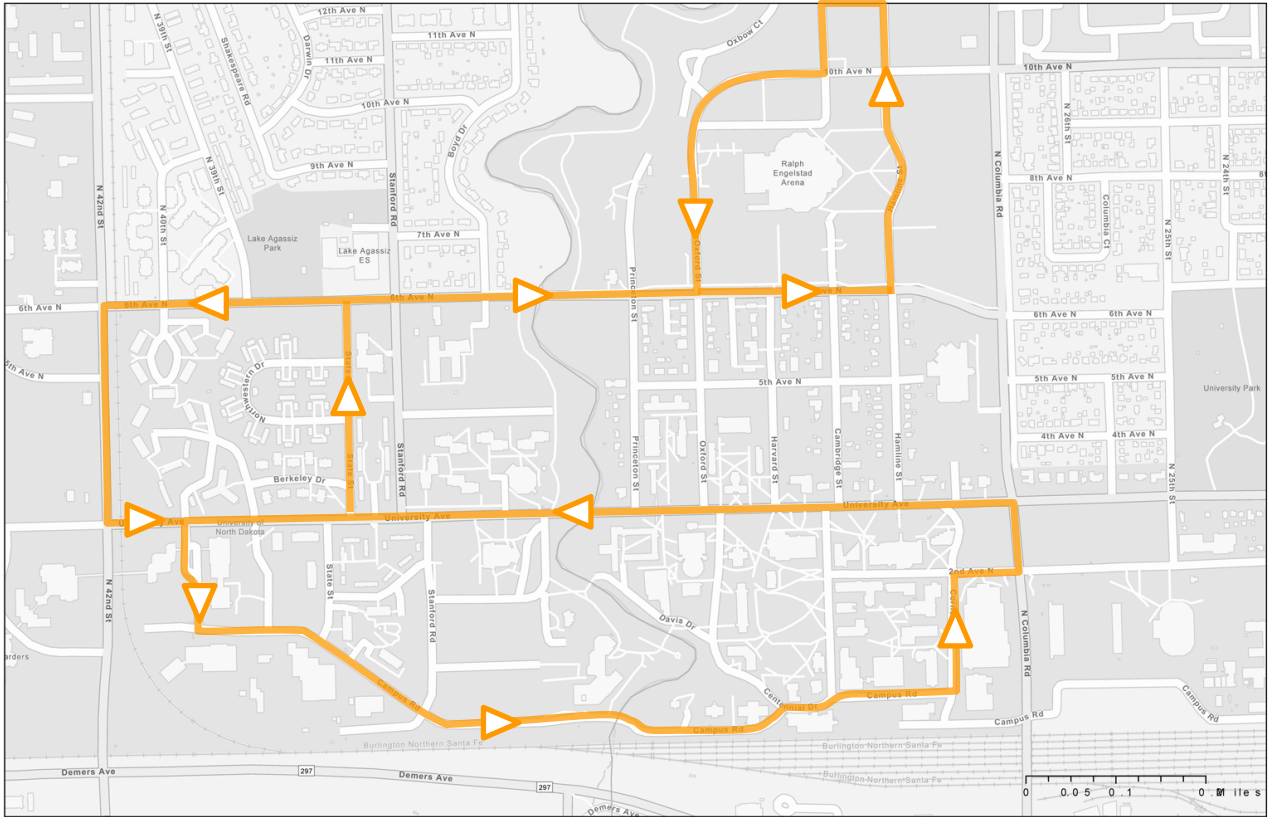


Figure 2: UND Shuttle – Night Route Path

Shuttle Route Service Level

In March 2018, UND reduced the number of daytime shuttle routes from four to three. The expectation is that three daytime routes would be maintained into the future. Understanding this drop is important in the analysis as it limits the ability to use academic year 2017-18 service information (ridership, revenue miles, revenue hours) for the cost analysis. The cost analysis should reflect an entire academic year, and as 2018-19 year was not complete at the time of preparing ridership, revenue miles and revenue hours for the cost analysis. Thus, an estimate of the operating parameters for March through May was required. To complete the estimate, monthly data for the entire 2017-2018 academic year and the August to February period for the 2018-2019 year was provided by UND.

SRF estimated the March through May 2019 monthly boardings, monthly revenue hours, and monthly revenue miles through the following steps:

- Step 1: Sum the August 2017 through February 2018 totals for each parameter from the 2017-2018 academic year data.
- Step 2: Calculate the March 2018, April 2018, and May 2018 percentage of the August 2017 through February 2018 totals.
- Step 3: Apply the individual monthly percentages for March 2018, April 2018, May 2018 for each parameter to the August 2018 through February 2019 totals to estimate the potential ridership, revenue miles and revenue hours for each of the incomplete 2019 months.
- Step 4: Sum each category for the academic year for use in the merger analysis.

The results of the ridership, miles and hours estimation are displayed in Table 5.

Shuttle Route Operating Cost

Annual operating costs comprise the following components:

- Vehicle costs including rent, maintenance, fuel, etc.
- Driver/Operator labor
- Administration

Table 5. Estimated 2018-2019 Academic Year Shuttle Statistics

Red/Blue/Purple Routes	Total		
	Passengers	Miles	Hours
August- 2018	5,206	2,150	252
September 2018	13,430	4,530	516
October 2018	22,189	5,470	642
November 2018	21,414	4,512	523
December 2018	7,211	2,119	244
January 2019	20,827	3,281	409
February 2019	29,880	4,146	470
March 2019	18,384	2,880	345
April 2019	21,838	3,687	438
May 2019	4,648	1,476	177
Red/Blue/Purple Route Total	165,027	34,251	4,016
Night Route Academic Year	10,554	7,074	715
TOTAL YEAR TO DATE	175,581	41,325	4,731

Driver and administration costs are relatively consistent year to year, as long as the number of routes operated is similar. Vehicle rent costs are more variable as maintenance costs influence the hourly rate charged for vehicles. Figure 3 displays hourly rates charged from 2012 through 2019. Over the period, the hourly rate charged for each vehicle ranged from \$23.00 to \$52.00, for essentially the same vehicle pool. Higher hourly rates reflect periods immediately following significant maintenance (i.e. engine or transmission replacements) activities.

Understanding the influence vehicle rent charges have on total operating cost, an estimate of annual cost associated with the trending hourly estimate was also prepared. The trending hourly rate represents the rate derived through establishing a trend line associated with the 2012 through 2019 actual charged rates. The current trending rate is approximately \$37.50 per hour, which results in an 2017-2018 academic year cost of approximately \$361,800 compared to the actual annual cost of approximately \$440,200.

Rates are reviewed throughout the year and, as demonstrated in Figure 3 information, can change within an academic year. The hourly rental rate for much of the 2017-2018 academic year was \$52.00 per hour, the highest in the seven-year period. Rates set for the beginning of the 2019-20 academic year are \$26.00 per hour. As rent changes, overall system cost changes. To characterize the impact the variable lease rate has on overall cost, academic year 2017-2018 costs (a high rental cost level) and the beginning of the 2019-2020 academic year are displayed in Table 6. The lease

rate proposed for the beginning of the 2019-2020 academic year is lower than the trendline rate developed using information in the 2012-2019 period.

Figure 3. UND Shuttle Hourly Rent Per Vehicle by Year (2013-2019)

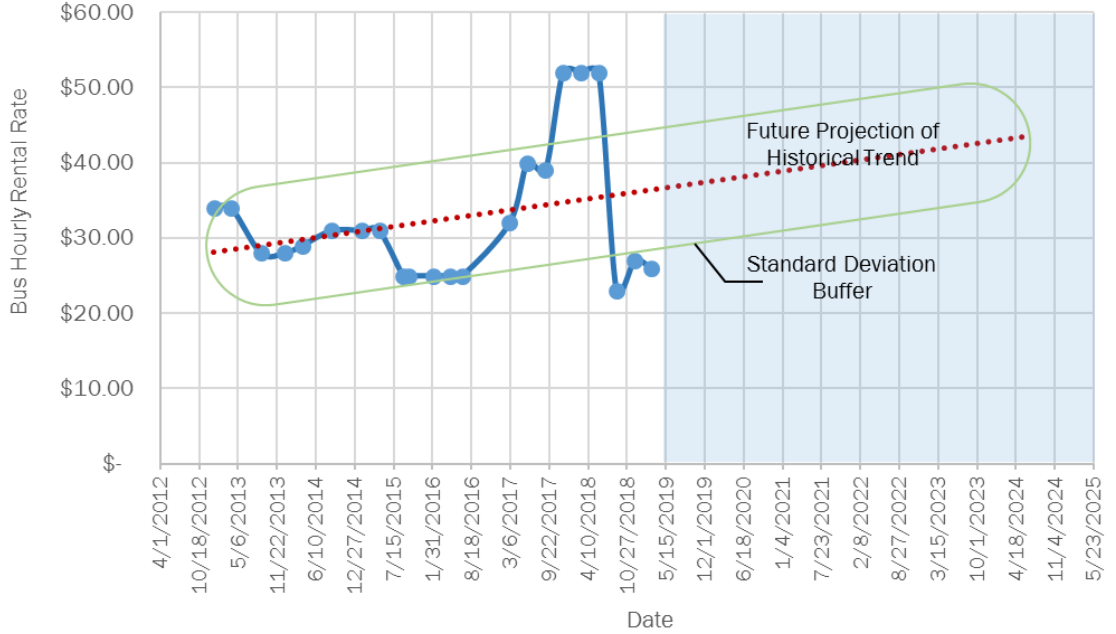


Table 6. UND Shuttle Operational Expenditures (2018)

Source	2017-2018 Expenses	Estimated 2019-2020 Expenses
Vehicle Cost	\$281,253	\$140,600
Operating Cost	\$156,059	\$156,100
Miscellaneous and Communications Costs	\$2,931	\$3,000
Total	\$440,243	\$299,700

Cities Area Transit Cost Allocation Model

CAT developed a cost allocation model for determining an appropriate and agreeable method of consistently estimating the cost of providing service in East Grand Forks. The cost allocation model was developed working with the City of East Grand Forks and is used annually to equitably divide CAT operating costs between Grand Forks and East Grand Forks based on the level of service provided.

The cost allocation model employs a three-part the formula to estimate cost responsibility for specific services. Parameters included are:

- **Vehicle hours of service:** This measure is a surrogate for estimating the annual cost of drivers assigned to routes. Driver labor accounts for approximately 70 percent of the cost of the part of service people see on the street. While drivers are required to complete annual training and there are mandatory meetings throughout the year, approximately 95 percent of the time drivers are working, they are on the street providing service. Thus, there is a direct two-way relationship supporting the use of revenue hours as a surrogate for driver costs.
- **Vehicle miles of service:** Maintenance costs are reflective of the level of use of each bus while in service. There are two primary measures of use: revenue miles and revenue hours. As a moving bus incurs more wear and tear than a stationary bus, revenue miles are likely the most appropriate measure of the level of use tied to maintenance costs.
- **Peak buses in service:** This parameter is used to estimate the administrative costs associated with providing service. The number of buses in peak operation reflects the maximum number of people required to provide service, including drivers, dispatchers, mechanics. As the number of people required to drive, maintain and make sure buses are where they should be increases, the number of administrative staff needed to manage recruiting and training drivers, setting schedules, reporting activity to the state and FTA, insurance costs, etc. increase proportionately. Thus, using peak buses as a measure of the level of administrative demand is logical.

CAT applies the model structure assumptions to the line item annual operating budget, which results in an intermediate model subtotal of costs by category of:

- Driver/Operator costs
- Maintenance costs
- Administration costs

Intermediate subtotals are then divided by the applicable annual value of revenue hours, revenue miles and peak buses in use for the system to derive a rate to apply to the level of service/personnel by jurisdiction. Table 7 documents the anticipated 2020 budget for CAT fixed route service. The costs of paratransit will not be included in the cost analysis because there is not an expected change in paratransit service level or paratransit service costs with shuttle operations brought under CAT management.

Table 7. Estimated 2020 CAT Fixed Route Operating Budget by Model Component

Cost Element	Allocation Model Unit	2020 Budget Amount	Units	Rate Per Unit
Driver Cost	Vehicle Hours	\$1,452,019	33,597	\$43.22
Maintenance/Mechanic Costs	Vehicle Miles	\$630,625	372,563	\$1.69
Administration Cost	Peak Buses in Operation	\$757,853	9	\$84,206
Total		\$2,840,497		

Cost Allocation Model Assumptions – Add Shuttle to CAT

Incorporating UND shuttle route service into CAT will impact costs in the following ways:

- **Driver Costs:** Adding shuttle routes would result in CAT adding four full-time driver equivalents to cover the routes over the anticipated span.
- **Mechanic Costs:** Assume only a small change in the labor. Potentially, a part time mechanic could be needed to address the needs of adding three vehicles.
- **Administration:** No new personnel would be added however, the administration element of the cost allocation model also includes the cost of benefits, vehicle insurance and other minor items. Adding shuttle routes to CAT operations would increase administration costs a modest amount.

Table 8 documents anticipated 2020 costs with shuttle operations added to CAT fixed operating service. Adding UND shuttle operations is anticipated to increase CAT overall fixed route service operating costs by approximately \$253,400 through impacting the following elements:

- **Driver Costs:** \$173,400 to account for the labor costs of four added drivers.
- **Maintenance/Mechanical:** \$43,200 in added overall vehicle maintenance costs.

- Administration: \$36,800 which addresses increases in vehicle insurance costs, employee benefits, and some facility costs.

Table 8. Estimated 2020 CAT Fixed Route Operating Budget – Including Shuttle

Cost Element	Allocation Model Unit	2020 Budget Amount	Units	Rate Per Unit
Driver Cost	Vehicle Hours	\$1,6425,452	38,693	\$42.01
Maintenance/Mechanic Costs	Vehicle Miles	\$673,804	422,880	\$1.59
Administration Cost	Peak Buses in Operation	\$794,606	12	\$66,217
Total		\$3,093,862		

Vehicle hours and miles were estimated by CAT using the 2019-2020 academic calendar to identify total operating days, through measured routes distances and service frequency, and span of service per vehicle. Numbers vary from UND provided partial values from 2018-2019 supplemented by SRF estimates to complete the year.

Cost Allocation Model Results – Add Shuttle to CAT

Adding the UND shuttle service to the CAT fixed route cost allocation distribution results in some costs borne in the current condition by Grand Forks and East Grand Forks to be shared between all three partners in public transportation. The cost allocation methodology continues to use the same surrogates for distributing equitable costs between each entity, with the primary changes being the increments of hours, miles and buses associated with shuttle operations. Table 9 documents key units by entity. Table 10 documents the costs allocated to each entity for conditions of the shuttle service being operated by CAT and not within the CAT system. Listed below are key takeaways from review of the allocation model output:

- By adding a third funding partner to the CAT system there are shared fixed costs between the partners. Thus, when the UND shuttle service is added, there are observed “cost savings” to Grand Forks and East Grand Forks. These shared costs include items such as:
 - Cities Area Transit building costs: Each of the partners benefit from vehicles being stored inside the CAT facility. Adding UND shuttle vehicles to the CAT facility on South 48th Street, will not require expansion. Thus, many of the building cost will not increase with the addition of three shuttle buses, but it is equitable that as all partners benefit, all partners share the cost.
 - Management costs: CAT does not anticipate adding management personnel (i.e. Executive Director, Mobility Manager, Operations Supervisor or Marketing Specialist), but each partner will benefit from the services provided by management. As the number of staff in most positions will not increase, overall costs will not increase, but as all partners benefit, it is equitable that all pay a portion of the cost.

Table 9. 2020 Cost Allocation Model Inputs – With and Without CAT Operating UND Shuttle

Cost Basis Element	Jurisdiction						Total	
	Grand Forks		UND		East Grand Forks			
	Without Shuttle	With Shuttle	Without Shuttle	With Shuttle	Without Shuttle	With Shuttle	Without Shuttle	With Shuttle
Vehicle Hours	27,107	27,107	0	5,096	6,489	6,489	33,597	38,694
Vehicle Miles	299,582	299,582	0	48,788	72,981	72,891	372,563	421,261
Vehicles	7	7	0	3	2	2	9	12

Table 10. 2020 Cost Allocation Model Results – With and Without CAT Operating UND Shuttle

Cost Basis Element	Jurisdiction						Total	
	Grand Forks		UND		East Grand Forks			
	Without Shuttle	With Shuttle	Without Shuttle	With Shuttle	Without Shuttle	With Shuttle	Without Shuttle	With Shuttle
Vehicle Hours (Drivers)	\$1,171,572	\$1,138,741	\$0	\$214,114	\$280,447	\$272,597	\$1,452,019	\$1,625,452
Vehicle Miles (Maintenance)	\$507,092	\$479,249	\$0	\$77,738	\$123,533	\$116,818	\$630,625	\$673,804
Vehicles (Administration)	\$589,441	\$463,519	\$0	\$198,653	\$168,412	\$132,434	\$757,853	\$794,606
Totals	\$2,268,105	\$2,081,509	\$0	\$490,504	\$572,392	\$521,849	\$2,840,497	\$3,093,862

Understanding the influence vehicle rent charges have on total operating cost, an estimate of annual cost associated with the trending hourly estimate was also prepared. The trending hourly rate represents the rate derived through establishing a trend line associated with the 2012 through 2019 actual charged rates. The current trending current rate is approximately \$37.50 per hour, which reduces the actual academic year cost from \$440,200 to approximately \$361,800.

Small Transit Intensive Cities (STIC) Funding Assessment

The general concept of the federal funding program incentivizing small communities to provide more transit service for residents was provided in the introduction. The Federal Transit Administration established the Small Transit Intensive Cities (STIC) grant in 2005 to provide additional funds to agencies if they perform equal or above the mean performance levels of mid-sized transit agencies on six pre-defined performance indicators. For the program, small urban areas have a population in the range between 50,000 and 199,999. Mid-sized metro areas range in population from 200,000 to less than 1 million.

In the STIC program, the level of service a small metro agency provides is assessed relative to the mean/average for the mid-sized metro area agencies in the following categories:

- Revenue Hours per Capita
- Revenue Miles per Capita
- Unlinked Passenger Trips per Capita
- Passenger Miles per Capita
- Passenger Miles per Revenue Hour
- Passenger Miles per Revenue Mile

Table 11 documents CAT measures in each of the categories for the most recent review period that uses 2017 reported data.

Table 11. Small Transit Intensive Cities Threshold Review, 2017

Scenario	Passenger Miles per Vehicle Revenue Mile	Passenger Miles per Vehicle Revenue Hour	Vehicle Revenue Mile per Capita	Vehicle Revenue Hour per Capita	Passenger Miles per Capita	Passenger Trips per Capita
Current CAT Service	2.22	26.75	9.69	0.81	21.56	5.44
CAT + UND Campus Shuttle	2.36	27.74	10.34	0.88	24.43	8.30
Average for Mid-size Metro Areas (Populations 200,000 - 999,999)	6.00	105.11	11.63	0.74	79.17	12.14

Source: NTD. Green - Met category in Scenario

Adding the shuttle routes to the CAT system, while enhancing the Grand Forks position relative to each of the STIC categories, does not result in meeting thresholds for additional categories that would provide more federal funding. It should be noted that for four of the remaining five unsatisfied categories, current CAT system characteristics are well below the thresholds. In most categories, the current level of service would need to be doubled or tripled to meet the category threshold.

For the most promising category, the primary reason for falling short is the relatively short distance of shuttle trips. The Red and Blue Routes are the higher ridership routes in the shuttle network. The distance from Odegard Hall to Memorial Union, which represents the longest trip on the routes, is approximately 0.85 miles. As a reference, the average trip for the CAT system is estimated at approximately three miles. Thus, even with the 50 percent increase in CAT recorded ridership that could come with adding shuttle consolidation, passenger miles would increase by just over 15 percent as shuttle trips are less than 1/3 the length of CAT trips.

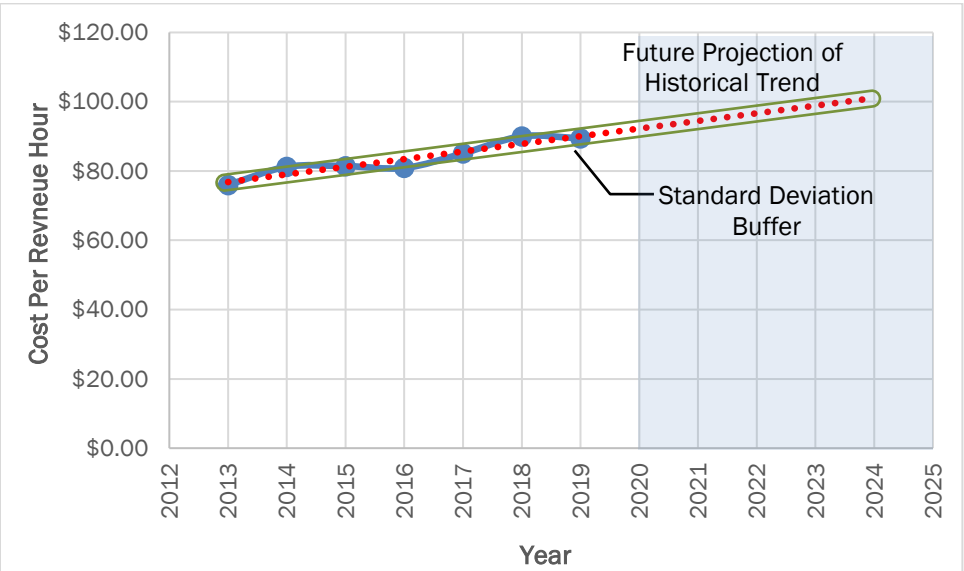
CAT Fixed Route Operating Costs (2013-2019) and Trend Line

To aid in understanding how costs may change for the parties going forward, CAT operating costs for the period between 2013 and 2019 were reviewed. Using the historical information, a straight-line trend analysis was established to provide an estimate of how cost may change going forward. Understanding future costs is important to the university as one of their key goals of considering merging shuttle route operation with CAT is greater predictability in operating costs.

Historical costs and the associated cost trend are displayed in Figure 4. From the analysis, the following conclusions were established:

- The average change in operating costs over the period was approximately two percent per year.
- The standard deviation in operating cost (a measure of volatility from year-to-year) over the period was \$2.91, which is approximately 3.5 percent of the average operating cost over the period. Over the period, volatility in CAT operating cost change was considerably less than the level observed for the UND shuttle.

Figure 4. CAT Fixed Route Operating Costs (2013-2019) and Trend Extension



Grand Forks – UND Operating Funding Discussion

Consolidating the UND shuttle routes into the CAT network with UND as a funding partner provides opportunity for the City of Grand Forks and the City of East Grand Forks to see a reduction in allocated operating costs. University costs for shuttle operation by CAT would be an increase over the costs observed in the most recent high rental cost period. The combination of a potential operating cost reduction for the city and the cost increase for the university prompted discussion of post-allocation model adjustments that would result in benefits for Grand Forks and the university.

With UND as a funding partner of CAT operations, the cost allocation model assignment for Grand Forks would drop by approximately \$187,000 in the 2020 budget year. For the same period, the allocation model assignment to UND would be approximately \$130,000 higher than the trend line estimate for the 2020 academic year. The decision process for the university is not strictly based on the cost of providing the service themselves relative to contracting with CAT for the service. However, as there is potential for a cost reduction for the city, the university requested consideration of making an adjustment to the allocation model output to support a win-win opportunity. A win for the city to still have opportunity for a cost reduction; and a win for the university to transition from a condition where their costs can vary considerably from one quarter to the next while having a cost close to an average period observed over the last five or so years.

Through a series of discussions, the city and university agreed in principal to the following:

- Accept the methodology and output of the cost allocation model is a logical initial step to determining operating cost responsibility.
- Agree to the city retaining \$114,500 of the cost responsibility differential between the cost allocation model results with and without UND as a funding partner for a five- year period. After the initial period, observed costs for shuttle service would be reviewed and the need for/desire for revision to the amount would be discussed. The city's obligation to retain any of the cost differential responsibility would not extend past the initial five-year period.

Shuttle Route Vehicle Capital Costs

One key benefit of merging shuttle operations with CAT is an enhanced vehicle for shuttle service. Vehicles currently leased through the State Fleet are school buses configured with dual rows of seats. High floors and narrow aisles slow boarding and alighting. CAT buses are designed to speed boarding and alighting through both sets of doors (if needed) and seating can be configured to reflect the type of service (for example: more standing capacity for shorter trips).

In 2018, in anticipation of merging shuttle operations with CAT, Cities Area Transit submitted a grant application (Section 5339, Bus and Bus Facilities) for three heavy duty transit buses. In early 2019 CAT was notified the grant request for \$1,216,800 in federal funding for a total capital cost of \$1,521,000 was approved. The 20 percent local matching funds (\$304,200) would come from the University of North Dakota.

In the period between investigation of the cost of the desired vehicle and the decision to advance from study to implementation of the merger, the per vehicle cost of approximately \$507,000 has increased to approximately \$512,000 or total purchase of \$1,535,700. The local matching fund amount would increase to \$318,900 for the three vehicles. The components of the local matching funds are shown below:

- \$313,000 (rounded): 20 percent of the \$1,535,700 project cost.
- \$34,800: Increased vehicle costs between late 2018 and mid-2019 resulted in the 80 percent portion of the capital cost (\$1,251,600) exceeding the approved grant of \$1,216,800. The balance would be incorporated into the local match, which is to be provided by UND.

Table 12 documents the cost breakdown for each of the three shuttle vehicles.

Table 12. Vehicle Cost Estimate and Local Share

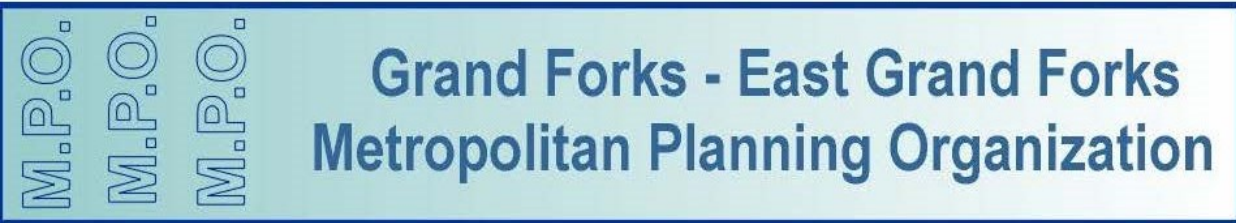
Item	Item Cost	Vehicle Cost	Vehicles	Total Purchase	20% Local Funds
Specified Model Bus	\$480,000				
Syncromatics AVL	\$17,000				
Farebox	\$16,500				
Wrap	\$8,000				
TOTALS		\$521,500	3	\$1,564,500	\$312,900

The City of Grand Forks has agreed to provide the initial local matching funds and include for up to five years in invoices provided to the university for shuttle costs a prorated cost of the local matching funds for vehicle purchase. Details on invoicing frequency would be determined as part of the memorandum of understanding between the city and the university.

Appendices

Overcoming Barriers

Strengthening Connections



Ensuring Opportunities

Planning One Community

MPO Staff Report

Technical Advisory Committee: November 13, 2019

MPO Executive Board: November 20, 2019

RECOMMENDED ACTION: Matter of Updating the Public Participation Plan documents – Approval of Update to Limited English Proficiency and Private Sector Participation

Matter of Discussion of Draft Limited English Proficiency and Private Sector Participation Update

Background:

The Forks MPO has a Public Participation Plan (PPP). This Plan is comprised of several documents that individually address specific populations yet collectively work together as the entire PPP. The documents are:

- Public Participation Plan
- Environmental Justice Manual (EJ)
- Limited English Proficiency (LEP)
- Civil Rights (Title VI)
- American with Disabilities Act (ADA)

The local transit operators also rely on the Forks MPO PPP as their respective public participation plans.

This staff report will focus on the **Limited English Proficiency Plan** and the **Private Sector Participation Plan**. The main changes occurring with this update are addressing the concept of “meaningful greater” concentrations of specific populations. A population is of a “meaningfully greater” interest, if it is **two times** the total percent population within the metropolitan boundary or if the geographic unit exceeds 50% of the population. These areas with “meaningfully greater” interest are identified as areas of high concentration. Meaningfully greater is a detailed screening “threshold level” analysis technique used to support the Forks MPO planning and programming activities.

Additionally, we are recommending to separate out the population characteristics of the North Dakota side from the Minnesota side. This is primarily being done to recognize slightly different population characteristics between the two and to further recognize that concentrations do exist on the Minnesota side.

Lastly, the American Community Survey data promulgated by the US Census is being updated from the 5 year data set of 2008-2012 to be the 5 year data set of 2013-2017.

With the local transit operators relying on the MPO’s PPP, the requirement to actively engage the private

sector must be established. Although it is specific to transit, the private sector is also invited to participate in all MPO planning and programming activities.

ANALYSIS AND FINDINGS OF FACT:

- State/Federal Partners did encourage us to update our Public Participation Plan documents.
- The FY2019-2020 Work Program identified a work activity to complete the update.
- As noted, there are several documents that comprise the overall Public Participation Plan.
- American Community Survey data is being updated from 2008-2012 to 2013-2017.
- MPO staff will be addressing some documents individually.
- NDDOT has audited the Forks MPO Title VI and ADA recently, so not as much work is necessary on those documents.

SUPPORT MATERIALS:

- Draft Limited English Proficiency Plan, 2019
- Draft Private Sector Participation Plan, 2019

Overcoming Barriers

Strengthening Connections

M.P.O. M.P.O. M.P.O.	Grand Forks - East Grand Forks Metropolitan Planning Organization
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Ensuring Opportunities

Planning One Community

Limited English Proficiency Plan

LEP



2019

INTRODUCTION

This *Limited English Proficiency (LEP) Plan* has been prepared to address the **Grand Forks-East Grand Forks Metropolitan Planning Organization (MPO)** responsibilities as a recipient of federal financial assistance as they related to the needs of individuals with limited English proficiency language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 200d, et seq, and its implementing regulations, which state that no person shall be subjected to discrimination on the basis of race, color, or national origin.

Executive Order 13166, titled *Improving Access to Services for Persons with Limited English Proficiency*, indicated that differing treatment based upon a person's inability to speak, read, write or understands English is a type of national origin discrimination. It directs each agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds, including the Grand Forks-East Grand Forks MPO which receives federal grant funds.

PLAN SUMMARY

The MPO has developed this *LEP Plan* to help identify reasonable steps for providing language assistance to persons with limited English proficiency (LEP) who wish to access services provided. As defined Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English. This plan outlines how to identify a person who may need language assistance, the ways in which assistance maybe provided, staff training that may be required, and how to notify LEP persons that assistance is available.

In order to prepare this plan, the Grand Forks-East Grand Forks MPO used the four-factor LEP analysis which considers the following factors:

1. The number or proportion of LEP persons in the service who may be served by the MPO.
2. The frequency with which LEP persons come in contact with the services.
3. The nature and importance of services provided by the MPO to the LEP population.
4. The interpretation services available to the MPO and overall cost to provide LEP assistance. A summary of the results of the four-factor analysis is in the following section.

MEANINGFUL ACCESS: FOUR-FACTOR ANALYSIS

1. The number or proportion of LEP persons in the service area who may be served or are likely to require Grand Forks-East Grand Forks MPO services.

The MPO staff examined the U.S. Census Bureau American Community Survey 5-Year Estimates from 2013-2017 using the Age by Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over table. Staff was able to determine that approximately 6.2% or 4,044 people spoke a language other than English in the Grand Forks-East Grand Forks MPO Area. Of the 4,044 people reporting they speak languages other than English, 1,465 or 2.2% of respondents speak English “less than very well”.

MPO Area ACS* Data 2013-2017			
	MPO Area	Grand Forks	East Grand Forks
Total Population Age 5+ Years	65,679	56,533	9,146
Population Speaking English Less Than Very Well	1,465	1,209	256
Percent	2.2%	2.1%	2.8%
2 Times Percent	4.5%	4.3%	5.6%

*American Community Survey Census Block Group

2. The frequency which LEP persons come in contact with Grand Forks-East Grand Forks MPO services.

The MPO staff reviewed the frequency with which the Executive Board, Technical Advisory Committee (TAC), and office staff have, or could have, contact with LEP persons. This includes documenting phone inquiries or office visits. To date, the MPO has received no request for interpreters and no request for translated program documents. The MPO Executive Board, Technical Advisory Committee, and office staff are mostly likely to encounter LEP individuals through office visits, phone conversations, and attendance at Executive Board/TAC meetings.

3. The nature and importance of services provided by the Grand Forks-East Grand Forks MPO to the LEP population.

The Forks MPO adheres to the concept of “meaningfully greater” areas in its determination of the thresholds of populations of interest. A population is of a “meaningfully greater” interest, if it is two times the total percent population within the metropolitan boundary or if the geographic unit exceeds 50% of the

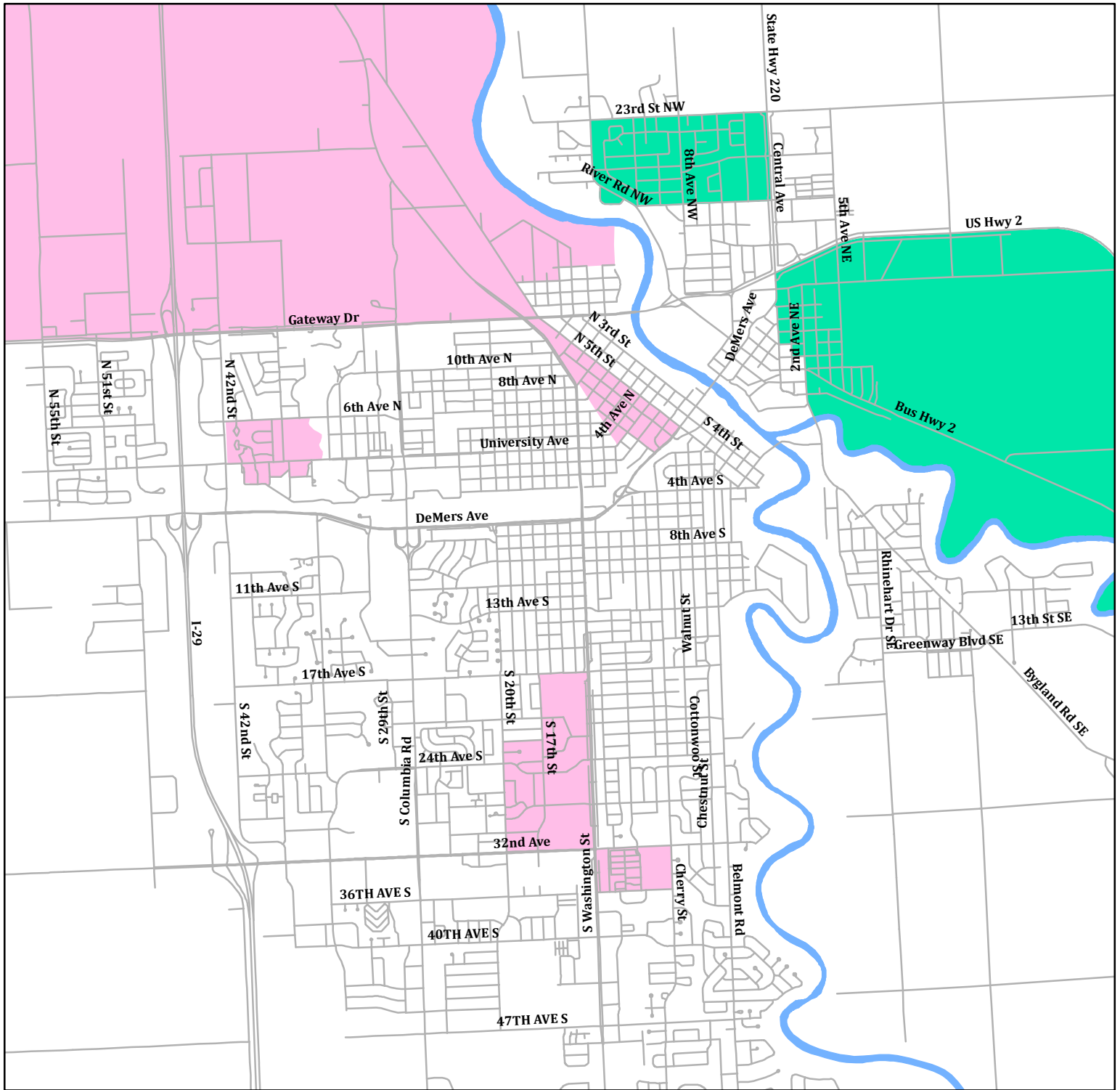
minority population. These areas with “meaningfully greater” interest are identified as areas of high concentration. Meaningfully greater is a detailed screening “threshold level” analysis technique used to support transportation long range, improvement, and state strategic improvement plans. The “threshold level” analysis does require a robust knowledge of Geographic Information System; coupled with a sound understanding of Census data. It does not require an intense data collection.

Data from the American Community Survey (ACS) at the Block group level (2013-2017) was used for the creation of the high concentration LEP map. All data from the ACS is estimated; thus, there are margins of error that were not taken into consideration. The U.S Census Block Group is an appropriate geographic unit level of analysis to address MPO’s requirements.

The overwhelming majority of the population, 93.8%, speaks only English. As a result, there are a few social, services, or professional and leadership organizations within the MPO service area that focus on outreach to LEP individuals. The MPO staff is most likely to encounter LEP individuals through office visits, phone conversations, notifications from maintenance staff of impacts on city/service area services and attendance at meetings. With the areas identified as having “meaningfully greater” proportion of LEP population, MPO staff will examine in greater detail the necessity of distributing notices and other information in another language. The ACS Urban Area Data does breakdown the languages spoken in the Grand Forks- East Grand Forks Urban Area.

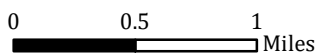
Language Spoken At Home By Ability to Speak English for Age 5 Years & Older ACS* Data 2013-2017						
	MPO Area		Grand Forks		East Grand Forks	
	Number	Percent	Number	Percent	Number	Percent
Speaks English	61,635	93.8%	52,998	93.7%	8,637	94.4%
Speaks Spanish	856	1.3%	682	1.2%	174	1.9%
Speaks Other Indo-European	1,319	2.0%	1,220	2.2%	99	1.1%
Speaks Asian & Pacific Island	977	1.5%	916	1.6%	61	0.7%
Speaks Other	892	1.4%	717	1.3%	175	1.9%
Total Non-English Speakers	4,044	6.2%	3,535	6.3%	509	5.6%
Total Population	65,679		56,533		9,146	
*American Community Survey Census Block Groups						

High Concentration of Limited English Proficiency



Limited English Proficiency

- EGF: 6% or Higher
- GF: 4% or Higher



MPO Area ACS* Data 2013-2017			
	MPO Area	Grand Forks	East Grand Forks
Total Population Age 5+ Years	65,679	56,533	9,146
Population Speaking English Less Than Very Well	1,465	1,209	256
Percent	2%	2%	3%
2 Times Percent	4%	4%	6%

*American Community Survey

Language Spoken at Home for Population 5 Years and Over		
	Total	Percentages
All Populations	60,311	
English Speakers	56,407	93.5%
Non-English Speakers	3,904	6.5%
Speaks Very Well	2,473	4.1%
Speaks Less Than Well	1,431	2.4%
Spanish Speakers	810	1.3%
French, Haitian, or Cajun Speakers	246	0.4%
German or Other West Germanic Speakers	267	0.4%
Russian, Polish, or Other Slavic Speakers	163	0.3%
Other Indo-European Speakers	608	1.0%
Korean Speakers	45	0.1%
Chinese (incl. Mandarin, Cantonese) Speakers	479	0.8%
Vietnamese Speakers	50	0.1%
Tagalog (incl. Filipino)	103	0.2%
Other Asian and Pacific Island Speakers	241	0.4%
Arabic Speakers	155	0.3%
Other & Unspecified Speakers	737	1.2%
Note: American Communittee Survey Census Urban Area		

4. The resources available to the Grand Forks-East Grand Forks MPO and overall cost to provide LEP assistance.

The MPO reviewed its available resources that could be used for providing LEP assistance, which of its documents would be most valuable to be translated if the need should arise, and contacted local citizens that would be willing to provide voluntary **Spanish** (the most common language spoken after English) translation if needed within a reasonable time period. Other language translation if needed would be provided through a telephone interpreter line for which the MPO would pay a fee.

LANGUAGE ASSISTANCE

A person who does not speak English as their primary language and who has limited ability to read, write, speak, or understand English may be a Limited English Proficient person and may be entitled to language assistance with respect to the MPO services. Language assistance can include interpretation, which means oral or spoken transfer of a message from one language into another language and/or translation, which means the written transfer of a message from one language to another language.

How the MPO staff may identify an LEP person who needs language assistance

- Post notice of LEP Plan and the available of interpretation or translation services free of charge in languages LEP persons would understand.
- All MPO staff will be provided with “I Speak” cards to assist in identifying the language interpretation needed if the occasion arises.
- All MPO staff will be informally surveyed periodically on their experience
- concerning any contacts with LEP persons during the previous year. Any contacts will be formally documented on a form and evaluated for frequency.
- When the MPO sponsors an informational meeting or event, a staff person may greet participants as they arrive. By informally engaging participants in conversation it is possible to gauge each attendee’s ability to speak and understand English. Although translation may not be able to be provided at the event it will help identify the need for future events.

Language Assistant Measures

Although there are a very low percentage of LEP individuals in the service area, that is, persons who speak English “not well” or “not at all”, it will strive to offer the following measures:

1. The MPO staff will take reasonable steps to provide the opportunity for meaningful access to LEP clients who have difficulty communicating English.
2. The following resources will be available to accommodate LEP persons:
 - The MPO website will have translation capability to convert from English to other languages.
 - Language interpretation/translations services will be pursued to accommodate the LEP request within a reasonable time period.
 - Language interpretation will be accessed for all other languages through a telephone interpretation service.

STAFF TRAINING

The following training will be provided to all staff:

- Information on the LEP responsibilities.
- Description of language assistance services offered to the public.
- Use the “I speak” cards.

- Documentation of language assistance request.
- How to handle a potential LEP complaint.

All contractors or subcontractors performing work for the Grand Forks-East Grand Forks MPO will be required to follow the LEP guidelines.

TRANSLATION OF DOCUMENTS

As stated earlier, the MPO website has the capability to translate from English to other languages. When it comes to printed items, the MPO weighed the cost and benefits of translating documents for potential LEP groups. Considering the expense of translating the documents, the likelihood of frequent changes in documents and other relevant factors, at this time it is an unnecessary burden to have any documents translated.

Due to the very small LEP population, the Grand Forks-East Grand Forks MPO does not have a formal outreach procedure in place. Translation services have been identified and are limited in this region. However, when and if the need arises for LEP outreach, the MPO will consider the following options:

- When staff prepares a document, or schedules a meeting, for which the area of LEP concentration is included or adjacent to the topic, the documents, meeting notices, flyers, and agendas will be printed in an alternative language based on the known LEP population.

MONITORING

Monitoring and Updating the LEP Plan- The Grand Forks-East Grand Forks MPO will update the LEP Plan as required. **At a minimum, the plan will be reviewed and updated every four years using the most current American Community Survey data.** Updates will include the following:

- The number of documented LEP person contacts encountered annually.
- How the needs of LEP persons have been addressed.
- Determination of the current LEP population in the service area.
- Determination as to whether the need for translation services has changed.
- Determine whether local language assistance programs have been effective and sufficient to meet the need.
- Determine whether the MPO financial resources are sufficient to

fund language assistance resources needed.

- Determine whether the MPO fully complies with the goals of this LEP Plan.
- Determine whether complaints have been received concerning the agency's failure to meet the needs of LEP individuals.

DISSEMINATION OF THE GRAND FORKS-EAST GRAND FORKS MPO LEP PLAN

- Post signs in the MPO service area notifying LEP person of the LEP Plan and how to access language services.
- Post on the MPO website the LEP Plan and how to access language services.
- State on agendas and public notices in the language those LEP persons would understand that documents are available in that language upon request within 5 business days at 701-746-2660.
- However based on the limited LEP population and request for translation services, all initial documents will be publish in English with the availability to translate upon request.
- State on agendas and public notices in the language LEP persons would understand that documents are available in that language upon request at the **MPO** office.
- Post on the **MPO** website the LEP Plan and how to access language services.
- State on agendas and public notices in the language that LEP persons would understand that documents are available in that language upon request at 701-746-2660

Overcoming Barriers

Strengthening Connections



Ensuring Opportunities

Planning One Community

**Grand Forks – East Grand Forks Metropolitan Planning
Organization’s Private Sector Procedure
Plan**

It shall be the procedure of the Grand Forks-East Grand Forks Metropolitan Planning Organization (MPO), together with the Cities of Grand Forks, North Dakota, and East Grand Forks, Minnesota, to involve the private sector in the planning and provision of transit/paratransit service in the Metropolitan Area. 49 U.S.C. 5306(a) requires that plans and programs required for Federal transit assistance must encourage the participation of private enterprise to the maximum extent feasible. The MPO's Public Participation Plan provides the full extent of the procedure.

- I. The early and often involvement of private operators in local planning process, which must comply with rigorous planning and private enterprise requirements and the joint FHWA/FTA planning regulations (FTA C 9030.1C)
 - A. Early notification to private transportation providers and potential providers of proposed services and opportunities,
 - B. Early consultation opportunities for participating in the development of transit/paratransit plans,
 - C. Reasonable opportunity for private operators to offer their own service proposals for consideration.

- II. The early and often involvement of private operators in the development of each City's Program of Projects (POP), which are integrated with the MPO's Transportation Improvement Program (TIP) (49 U.S.C. 5307 (c) (1-7) (49 U.S.C. 5304) 23 C.F.R. 450.316(b)).
 - A. Make available to the private operator's information concerning the amount of funds available that will be programmed and the purposes the funds will be programmed for.
 - B. Develop a proposed TIP for activities to be financed, in consultation with private operators.
 - C. Publish the proposed TIP in sufficient detail and in such a manner as to afford private operators an opportunity to examine the proposed TIP and to submit comments on it and on the performance of the service.
 - D. Consider comments and views received from the private operators and if deemed appropriate modify the proposed TIP.
 - E. Make available the final TIP to the private operators.

Overcoming Barriers

Strengthening Connections



Ensuring Opportunities

Planning One Community

MPO Staff Report

Technical Advisory Committee: November 13, 2019

MPO Executive Board: November 20, 2019

RECOMMENDED ACTION: Matter of Updating the Public Participation Plan documents – Approval of Update to Limited English Proficiency and Private Sector Participation

Matter of Discussion of Draft Limited English Proficiency and Private Sector Participation Update

Background:

The Forks MPO has a Public Participation Plan (PPP). This Plan is comprised of several documents that individually address specific populations yet collectively work together as the entire PPP. The documents are:

- Public Participation Plan
- Environmental Justice Manual (EJ)
- Limited English Proficiency (LEP)
- Private Sector Participation Plan
- Civil Rights (Title VI)
- American with Disabilities Act (ADA)

The local transit operators also rely on the Forks MPO PPP as their respective public participation plans.

This staff report will focus on the **Public Participation Plan**. The main changes occurring with this update are removing appendices that contained federal law, example of public hearing notices, press releases, and other duplicative information.

Additionally, we are recommending to identify the more detailed manuals the MPO has for both the MTP development or amendment and the process for TIP. This draft simplifies the general information of what each is rather than trying to duplicate the info from the manuals.

With the local transit operators relying on the MPO's PPP, the requirement to explicitly state that the transit operator are relying on the MPO PPP has been added. That fulfills a corrective action from the most recent transit triennial review.

ANALYSIS AND FINDINGS OF FACT:

- State/Federal Partners did encourage us to update our Public Participation Plan documents.

- The FY2019-2020 Work Program identified a work activity to complete the update.
- As noted, there are several documents that comprise the overall Public Participation Plan.
- American Community Survey data is being updated from 2008-2012 to 2013-2017.
- MPO staff will be addressing some documents individually.
- NDDOT has audited the Forks MPO Title VI and ADA recently, so not as much work is necessary on those documents.

SUPPORT MATERIALS:

- Draft Public Participation Plan, 2019

Public Participation Plan

2019

PREPARED BY:

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Grand Forks - East Grand Forks
Metropolitan Planning Organization

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**Presented for
Consideration to the
Metropolitan Planning Organization
Executive Policy Committee**

Warren Strandell
Michael Powers
Bob Rost
Jeanie Mock
Marc DeMers
Al Grasser
Chair Clarence Vetter
Ken Vein

Polk County Commission
East Grand Forks Planning and Zoning
Grand Forks County Commission
Grand Forks City Council
East Grand Forks City Council
Grand Forks Planning and Zoning
East Grand Forks City Council
Grand Forks City Council

**Prepared by:
Metropolitan Planning Organization
Staff**

Earl Haugen
Terri Kouba
Peggy McNelis
Neha

Executive Director
Senior Planner
Executive Assistant
Intern

The preparation of this Report was financed, in part, through the U.S. Department of Transportation's Federal Highway Administration, and through local contributions from the governments of Grand Forks, North Dakota, and East Grand Forks, Minnesota.

Table of Contents

I. Introduction 1

 Figure 1. Grand Forks/East Grand Forks Study Area 3

 Figure 2. MPO Organizational Chart 5

 Figure 3. Technical Advisory Committee Makeup 6

II. Public Participation Requirements 7

III. Public Participation Plan 10

IV. Implementation 19

 Figure 4. Transportation Plan Update Process 23

 Figure 5. Transportation Improvement Program Process 25

V. Conclusion 27

APPENDIX

Table of Contents

Appendix A. Public Participation Techniques For Transportation Planning..... 28

I. INTRODUCTION

OVERVIEW

The Grand Forks/East Grand Forks Metropolitan Planning Organization (GF/EGF MPO) developed this Public Participation Plan (PPP) to define principles and strategies for public involvement throughout the transportation planning process. Since passage of the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA), public participation in transportation planning has had a broader scope. In 2005, Safe, Accountable, Flexible, and Efficient Transportation Equity Act - A Legacy for Users (SAFETEA-LU) was enacted. This legislation increased the public involvement standards of transportation planning entities. To guide the preparation of this PPP, the GF/EGF MPO adopted this mission statement:

To make public participation an integral element of all transportation planning activities.

To ensure compliance with this statement, this Public Participation Plan has the following goals:

- To provide a proactive public involvement process
- To provided complete information associated with transportation planning and programming
- To provide timely public notice; and
- To provide full public access to key decisions.

These goals support early and continuing involvement of citizens, public agencies, transportation agencies, operators of major transportation systems, and other interested parties affected by transportation plans, programs, and projects. The PPP will foster an intermodal approach to transportation planning, in that all modes of transportation are considered.

In March 2006, the MPO received a completed FHWA review including recommendations and commendations of all ND MPOs and the state DOT. Other reviews occurred in 2011 and 2015. Each FHWA review is a key basis for updates of the PPP.

**GRAND FORKS/EAST GRAND FORKS
METROPOLITAN PLANNING ORGANIZATION (GF/EGF MPO)**

Established in 1982, the GF/EGF MPO is the federally assisted metropolitan planning organization serving the City of Grand Forks in Grand Forks County, North Dakota; and the City of East Grand Forks in Polk County, Minnesota (Figure 1). The GF/EGF MPO is responsible for fulfilling the federally and state mandated planning requirements needed in order for the Grand Forks/East Grand Forks area to receive federal funding for federal transportation facility construction projects and transit operation.

Federal regulations require MPOs to develop documents in order to receive federal transportation funds: an Unified Planning Work Program; a 20-year multi-modal Metropolitan Transportation Plan (MTP), and a Transportation Improvement Plan (TIP). The Metropolitan Transportation Plan consists of both long-range and short-range goals/strategies that lead to the development of an integrated intermodal transportation system that facilitates the efficient movement of people and goods. Under FAST requirements, the plan must consider ten (10) factors in determining the social, economic, and environmental goals of the region, as well as the impact of transportation on achieving those goals.

These are the ten (10) factors:

- 1) Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- 2) Increase the safety of the transportation system for motorized and non-motorized users;
- 3) Increase the security of the transportation system for motorized and non-motorized users;
- 4) Increase accessibility and mobility of people and freight;
- 5) Protect and enhance the environment, promote energy conservation, improve the 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 the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
- 10) Enhance travel and tourism.

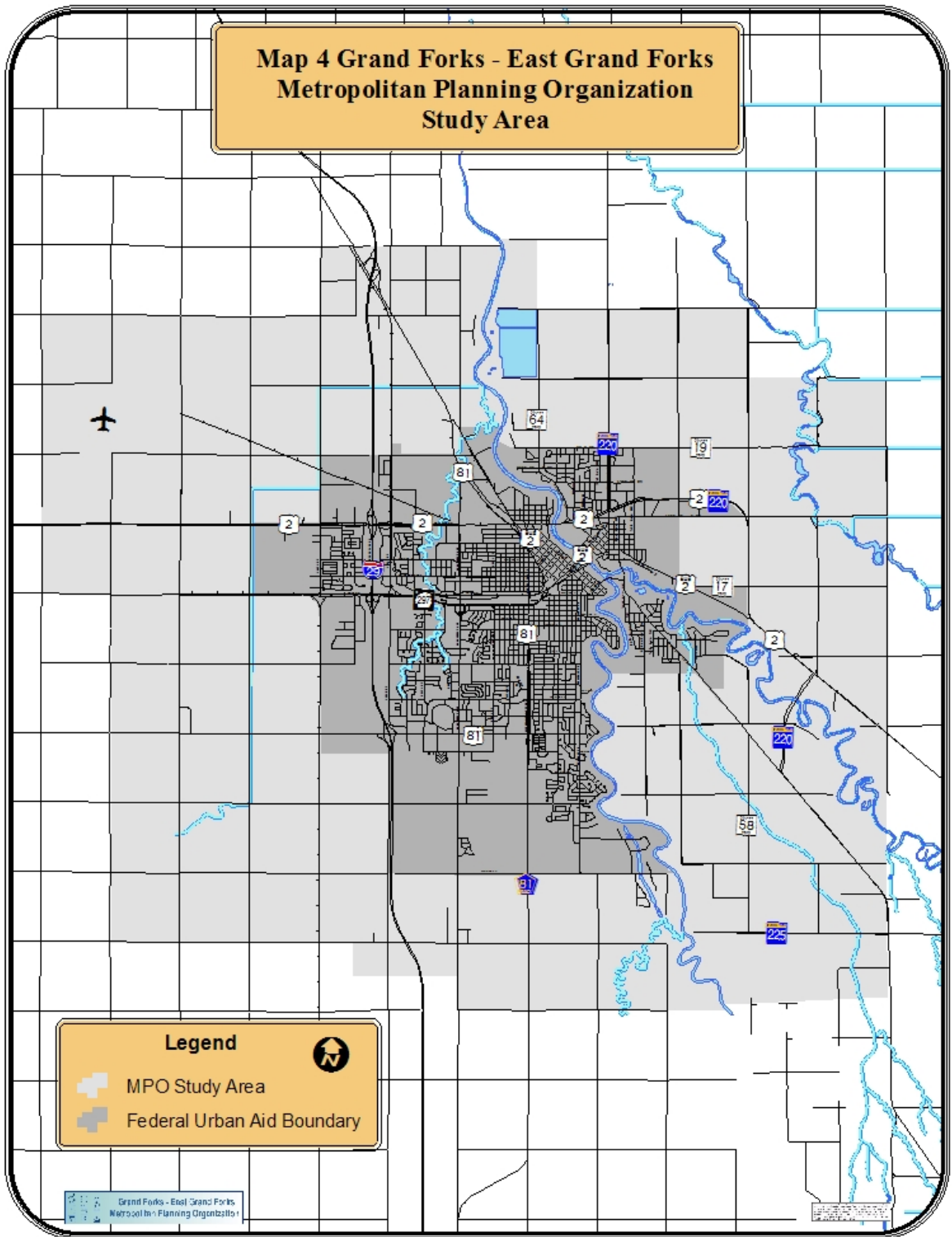


Figure 1: Grand Forks/East Grand Forks MPO Study Area

The GF/EGF MPO's organizational structure includes an Executive Policy Committee comprised of representatives from:

- the Grand Forks and East Grand Forks Planning Commissions;
- the Grand Forks and East Grand Forks City Councils; and
- Grand Forks County and Polk County (Figure 2).

The Executive Policy Committee appoints the Executive Director, who is the chief administrative officer and technical advisor of the MPO. The director, in cooperation with GF/EGF MPO staff creates a Unified Work Program, Transportation Improvement Plan (TIP), and Long Range Transportation Plan (LRTP).

A Technical Advisory Committee (TAC) assists and advises the MPO staff and Executive Policy Board by providing an advisory committee of professional planners and engineers. TAC members review Transportation Plans, TIPs, and additional plans/updates/studies prior to approval by the MPO (Figure 3).

The Grand Forks/East Grand Forks Metropolitan Transportation Plan is currently comprised of three elements: street and highway plan, transit development plan and the bicycle and pedestrian plan. A key objective of all plans includes engaging the public in preparation of the plan through a variety of methods. These elements are part of the respective Cities' of Grand Forks and East Grand Forks Comprehensive Plans. The GF/EGF MPO reviews and updates each of these elements at least every five years to confirm their validity and consistency with current and forecasted transportation and land use conditions/trends, in addition to extending the forecast period.

The TIP is a short-term transportation programming document that is prepared every year by the GF/EGF MPO and submitted to the North Dakota and Minnesota Departments of Transportation. All transportation projects proposed for federal funding, or are regional significant, or need a federal action, in the next four years must be included in the TIP. At minimum, the TIP must be revised every four years.

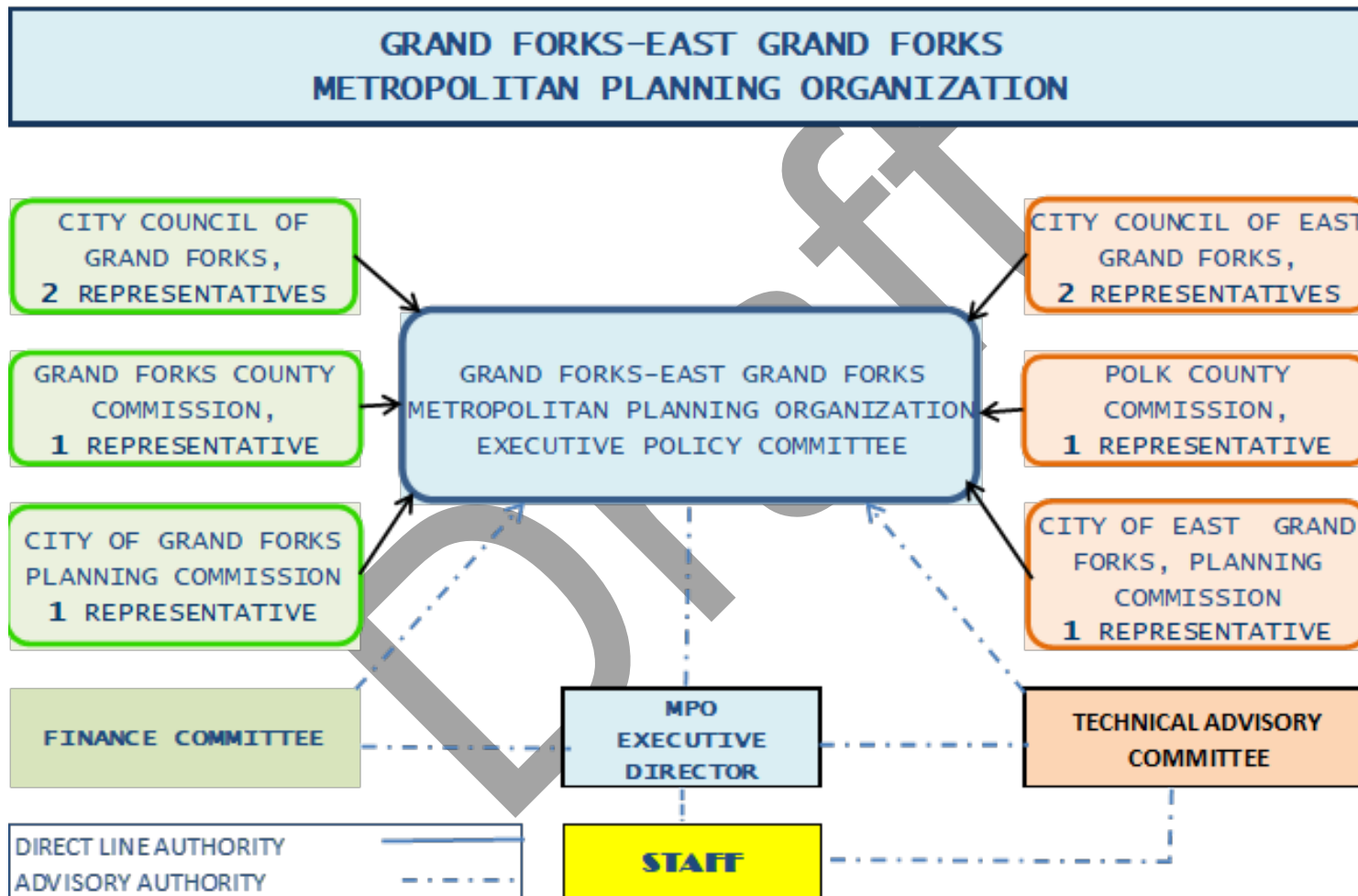


Figure 2: MPO Organizational Chart

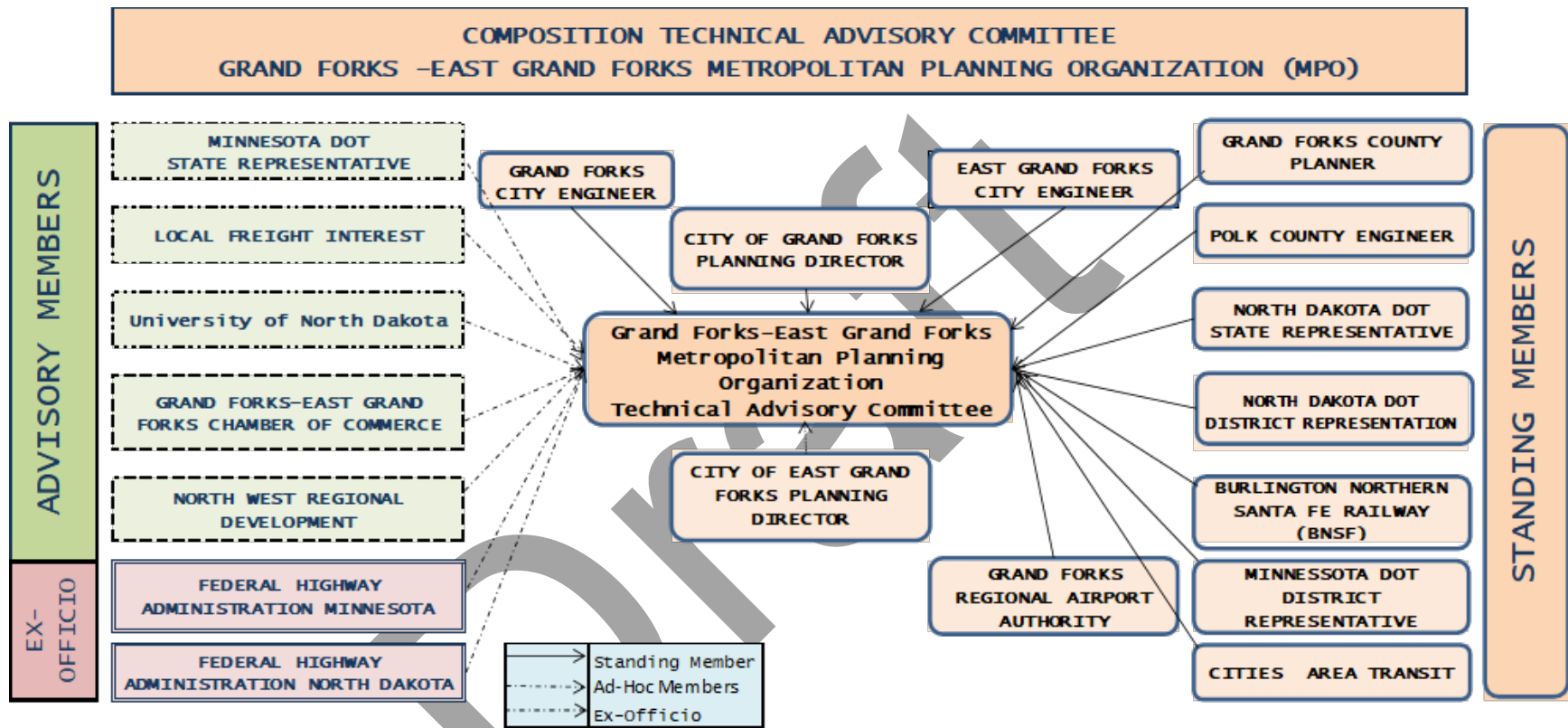


Figure 3: Technical Advisory Committee Makeup

II. PUBLIC PARTICIPATION REQUIREMENTS

FEDERAL REQUIREMENTS

The MPO public participation process follows the six (6) useful elements in planning for effective public involvement according to guidance by the FHWA are:

1. Clearly-defined purpose and objectives for initiating a public dialogue on transportation plans, programs, and projects
2. Identification of specifically who the affected public and other stakeholder groups are with respect to the plan(s), program(s), and project(s) under development
3. Identification of techniques for engaging the public in the process
4. Notification procedures which effectively target affected groups
5. Education and assistance techniques which result in an accurate and full public understanding of the transportation problem, potential solutions, and obstacles and opportunities within various solutions to the problem
6. Follow through by public agencies demonstrating that decision makers seriously considered public input.

Regulations call for coordination between the public participation process for statewide planning and the public involvement procedures followed by each MPO. The purpose was to enhance public involvement in the issues, plans, and programs, in addition to reducing redundancies and costs. The intent was not simply to encourage public input, but to foster full public participation in MPO decision-making processes. The Memorandum of Understanding among the MPO, State and Transit operators more specifically identifies the respective coordination in public participation.

Metropolitan planning organizations are required to allow at least 45 days for comment before the public involvement process is adopted or revised. Furthermore, public involvement procedures must be periodically reviewed by the MPO in terms of their effectiveness in assuring that the process provides full and open access to all.

In accordance with federal law, this Public Participation Plan is developed in consultation with interested parties and allows for reasonable opportunities for all parties to comment. These parties will have an opportunity to comment prior to approval of the Plan

To carry out the participation plan, public meetings are to be conducted at easily accessible locations at convenient times. Meetings will also employ visualization techniques to describe plans and make public information available in an electronically accessible format, such as on the MPO website (<http://www.theforksmpo.org>).

Federal legislation has expanded over the years by including encouragement for MPO's to "consult or coordinate" with other types of planning officials affected by transportation. These parties may be involved in planned growth, economic development, environmental protection, airport operations or shipping and freight movement. The legislation also requires the MPO to promote consistency between transportation improvements and state and locally planned economic development patterns. Elements of transportation and security of the transportation system are also separate planning factors need to be considered during the MPO planning process.

The entire Metropolitan Transportation Plan (MTP) will be developed by consulting with state and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation concerning development of the Plan. Explicitly added in federal law, the MPO must provide the opportunity for representatives of users of pedestrian walkways, bicycle transportation facilities and the disabled to participate in the planning process. The MPO's MTP will now be required to specifically include a discussion of potential environmental mitigation activities with future sites to carry out the activities to be included. This section of discussion will be developed in consultation with federal, state and tribal entities concerned with wildlife, land management and environmental regulation. For the financial plan section of the MTP, the MPO will go beyond consultation and will work in cooperative development with state and transit operators to determine funding estimates.

TITLE VI OF CIVIL RIGHTS ACT

The public participation process must comply with the requirements of Title VI of the 1964 Civil Rights Act and the Title VI assurance under 23 U.S.C. 324 and 29 U.S.C. 794. The basic requirement of these Titles is to ensure that no person shall, on the grounds of race, color, sex, national origin, or physical handicap, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program receiving federal assistance. See the MPO's Title VI documents for more details

ADA PUBLIC PARTICIPATION REQUIREMENTS

The public participation process must also comply with the requirements of the Americans with Disabilities Act of 1990 (ADA). The ADA mandates that all public materials, meetings/hearings, and facilities are made fully accessible to all members of the public on an equal basis.

PRIVATE SECTOR REQUIREMENTS

In addition to the above requirements, the public participation process must also comply with the private sector requirements as outlined in 49 United States Code 5306(a), which requires that MPO's "shall encourage to the maximum extent feasible the participation of private enterprise." See the MPO's Private Sector Participation Plan for more details

LIMITED ENGLISH PROFICIENCY REQUIREMENTS

In addition to the above requirements, the public participation process must also comply with the limited English proficiency requirements as outlined in Executive Order 13166, which requires that MPO's ensure discrimination does not occur due to a person's lack

of ability to fully understand English. See the MPO's LEP Plan for more details.

ENVIRONMENTAL JUSTICE REQUIREMENTS

In addition to the above requirements, the public participation process must also comply with the environmental justice requirements as outlined in Executive Order 12898, which requires that MPO's ensure minority and/or low income populations are not discriminated against. See the MPO's Environmental Justice Manual for more details.

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II. PUBLIC PARTICIPATION PLAN

The Grand Forks/East Grand Forks Metropolitan Planning Organization has long believed in fostering public participation early and often in the planning process. The GF/EGF MPO has actively involved the public through a number of methods. Examples have included public meetings to inform how a particular study was progressing and public hearings to formally obtain public input.

In order to support the GF/EGF MPO's commitment to equally involve the public early and often in the planning and project development process, a cohesive, comprehensive public participation plan was developed. The following mission statement has been adopted by the GF/EGF MPO as an overall guide in the preparation of the goals and strategies that follow.

MISSION STATEMENT:

To make public participation an integral element of all transportation planning activities.

This statement defines the overall desired result of the GF/EGF MPO's Public Participation Plan. However, standing alone it does not produce any results. Goals were established to identify approaches to achieve the desired results. These goals are the foundation upon which the PPP is built. The goals address specific requirements defined by federal regulations and the desires of the GF/EGF MPO.

To develop a system to measure the progress of these goals, a series of objectives were established for each individual goal. Achieving each objective will enable the GF/EGF MPO to make public participation a truly integral element of all of its transportation planning activities. Under each objective is a standard that can be followed to specifically ensure the objective is effectuated. These standards should be viewed as minimally acceptable; efforts will be made to exceed them in so far as it is practical.

The adopted goals, objectives, and standards are outlined in detail below.

GOAL: Provide a proactive public participation process in all transportation planning activities.

Objective: Follow the Public Participation Plan (PPP)

Objective: Notify the following parties to provide recommendations for PPP prior to completion of draft:

Environmental Experts	Airport Operators
Private Transit Operators	Affected Public Agencies
Representatives of the Disabled	Bicycle, Pedestrian Representatives
Representatives of Senior Citizens	Historic Preservation Experts
Transit Users	Economic Development Planners
Transit Employees	Shipping & Freight Companies
Public Transit Operators	Transit Safety & Security Professionals

Objective: Allow opportunity to comment on PPP prior to its approval

Standard: Publish notice for 45 days citizen public comment period prior to PPP final approval

Objective: Seek out all transportation interests, particularly those traditionally under-served such as low-income and minority interests

Standard: Communicate with social service and advocacy agencies to help identify and communicate with underserved transportation interests

Standard: Maintain a demographic profile of the entire metropolitan planning area that includes identification of locations of socio-economic groups including low-income and minority populations

Standard: Compile a list of interests

Standard: Employ creative advertising strategies to try to reach these interests, i.e. posting flyers in buses, grocery stores, churches, or other locations that may reach these interests and other methods

Objective: Develop effective public participation techniques for each specific planning activity

Standard: During the development of the Scope of Work for each specific planning activity, evaluate various techniques and select the appropriate techniques according to activity purpose, geographical area, affected interests, etc.

Standard: Monitor effectiveness of techniques during planning

activity based upon such items as attendance, responses, complaints, inquiries, etc., and adjust accordingly

Standard: Have a variety of meeting locations and times to ensure that those with transportation challenges or work commitments have access to all transportation activities

Objective: Demonstrate explicit consideration and response to public input

Standard: Document all responses to public input by development of public input files for each project

Standard: Provide verbal or written response to public input, as appropriate, within 10 calendar days of receipt of input or through documentation in the final report

Standard: Provide feedback to the public through periodic newsletters, general circulation newspaper inserts, radio programs, telephone hotlines, public access television, or reports or publications describing project or program progression.

Standard: Document all MPO appearances in newspapers, television news segments and radio shows with a digital and/or hardcopy file

GOAL: Provide complete information of all transportation planning activities as early and as often as necessary

Objective: Maintain an "Open Records" policy, as allowed by law, of all files

Standard: Review all laws governing the "openness" of files

Standard: Dispose of files as governed by law or acceptable record keeping practices

Standard: Provide requested information, as appropriate, within 10 calendar days of receipt of request

Standard: Charge reimbursement fee for significant costs of reproducing and retrieving requested records

Standard: Provide space in MPO offices for individuals to review documents

Objective: Distribute drafts of all documents/material to be discussed at public meetings/hearings to key locations, as appropriate, to be available for public review prior to the meeting/hearing

Standard: Distribute to City Halls, libraries, and other appropriate locations

Standard: Distribute drafts 5 calendar days in advance (45 days for Public Participation Plan)

Standard: Post on official MPO website

Objective: If final documents/materials differ significantly from the one that was made available for public comment or raise new material issues which could not reasonably have been foreseen, additional opportunities for public input shall be made available

Standard: During the drafting of the Scope of Work for each specific planning activity, make a determination as to what constitutes a "significant difference which could not reasonably be foreseen"

Standard: Monitor progress of each specific planning activity to review adequacy of significant change determination and adjust accordingly

GOAL: Provide timely public notice, as appropriate, of all meetings/hearings where transportation planning activities will be discussed

Objective: Publish notice, as appropriate, in local newspapers in advance of public hearing

Standard: Publish notice at least 10 calendar days in advance (45 days for Public Participation Plan)

Standard: Avoid *legal notice* format by structuring notices in formats applicable to all interested parties

Objective: Distribute press releases, as appropriate, to all local media in advance of meeting/hearing

Standard: Distribute at least 10 calendar days in advance of public hearings (45 days for Public Participation Plan)

Standard: Distribute at least 5 calendar days in advance of public meetings

Standard: Follow up with local media to ensure press releases were utilized by watching for announcements and by documenting reaction to those releases, such as requests for interviews, telephone inquiries, etc.

Objective: Mail or e-mail notices, as appropriate, to transportation interests in advance of meetings/hearings

Standard: Mail or email notices at least 10 calendar days in advance for public hearings (45 days for Public Participation Plan)

Standard: Mail or email notices at least 5 calendar days in advance for public meetings

Objective: Develop and maintain official mailing list of continuous transportation interests, program interests (separate for street and highway, transit, pedestrian, and bicycle), and specific project interests

Standard: Add citizens requesting to receive mailings to the official continuous mailing list

Standard: Take names and contact information from public hearing/meeting sign-in list to send additional mailings pertinent to specific project approval

Standard: Review both planning and project mailing lists after each are respectively approved or discontinued, deleting citizens and interests no longer requesting to receive mailings

Standard: Review official mailing list of continuous transportation interests annually by sending notice to all parties to call, mail, or email the MPO to remain on the list

Standard: Maintain database of all past list entries to utilize when evaluating effectiveness of public participation

Objective: Consider use of other innovative forms of public notice

Standard: Employ use of local cable TV programming, web site presentation, sign displays, etc. if these methods would be the most effective means of communication (refer to Appendix A)

Standard: Use visualization techniques at public meetings including maps, PowerPoints, digital movies, and handouts

GOAL: Provide full public access to key decision points on all transportation planning activities.

Objective: Establish points of key decisions during the development of the Scope of Work for each planning activity

Standard: During drafting of Scope of Work for each specific planning activity, identify the points of key decisions for that activity

Standard: Monitor progress of activity to determine adequacy of identification of key decisions

and adjust accordingly

- Objective:** Employ expertise of environmental professionals and sources during transportation planning process
- Standard:** Develop a discussion of potential environmental mitigation activities in Metropolitan Transportation Plan
- Standard:** Consult with federal, state, land management, and regulatory agencies when creating discussion section
- Standard:** Consult with federal, state and local agencies responsible for land use management, water resource management, natural resources, environmental protection, conservation, and historic preservation during development of MTP and as needed
- Standard:** Seek out and compare transportation plans with State conservation plans or maps if available
- Standard:** Seek out and compare transportation plans to inventories of natural or historic resources if available
- Objective:** Be consistent with Title VI of the Civil Rights Act of 1964 and the Title VI assurance under 23 U.S.C. 324 and 29 U.S.C. 794
- Standard:** Ensure no person shall, on the grounds of race, color, sex, national origin, or physical handicap, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination
- Standard:** Review MPO policies, practices, and procedures annually to access compliance
- Objective:** Be consistent with Environmental Justice requirements of Presidential Executive Order 12898

Standard: As the GF/EGF MPO Environmental Justice Procedural Manual dictates, planners will assess environmental justice at the start of the planning process. The planners will:

- 1) determine benefits to, and potential negative impacts on minority populations and low-income population from proposed investments or actions;
- 2) quantify expected effects (total, positive and negative) and disproportionately high and adverse effects on minority populations and low-income populations; and
- 3) determine the appropriate course of action, whether avoidance, minimization, or mitigation.

Standard: The fulfillment of the above analytical process will be documented in all MPO planning documents.

Objective: Comply with the requirements of the Americans with Disabilities Act of 1990 and with U.S. DOT regulations "Transportation for Individuals with Disabilities"

Standard: Identify both communities ADA Coordinators as the GF/EGF MPO's ADA Coordinators

Standard: Include in all notices, press releases, and other appropriate materials a statement informing individuals with special accommodation needs or auxiliary aid to contact the ADA Coordinator

Standard: Hold all meetings/hearings in fully accessible buildings/meeting rooms

Objective: Periodically review Public Participation Plan to ensure continued full and open access to all

Standard: Annually assess PPP for consistency with federal, state and local requirements

Standard: Include this annual review as a regular work element in the GF/EGF MPO Annual Unified Work Program

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III. IMPLEMENTATION

ACTIVITIES COVERED

The Grand Forks/East Grand Forks Metropolitan Planning Organization undertakes many different planning activities. Although the federal regulations specifically identify the transportation plan and the transportation improvement program for inclusion in the PPP, the GF/EGF MPO's Public Participation Plan will cover the other planning activities as well. Examples of those activities include:

- corridor studies;
- development of the Annual Unified Work Program; and
- the Monitoring and Surveillance Report.

An important distinction needs to be made between planning activities done by the MPO and project design activities undertaken by either the City, the County or the state DOTs. This PPP covers only the former and not the latter.

Because the PPP as adopted by the GF/EGF MPO covers both administrative issues as well as specific planning activities, the implementation will be broken down into four types:

1. General activities;
2. Transportation Plan;
3. Transportation Improvement Program; and
4. Other planning activities.

The implementation for each type is detailed below.

GENERAL ACTIVITIES

These activities are those that are more administrative in nature. Many have already been implemented by the GF/EGF MPO.

List of Interests

The GF/EGF MPO has developed lists of groups, agencies, and transportation operators for public input prior to the preparation of transportation plans and program documents. These groups, agencies, and transportation operators, along with the media, will be informed of public meeting to ensure that the public is aware of the GF/EGF MPO's activities and have the opportunity to participate in the transportation planning process. Participants included on the list will need to verify each year their desire to remain on the list, by calling in, e-mailing a notice, or sending a letter to the GF/EGF MPO. It is possible that the GF/EGF MPO may request these entities to nominate persons to form special advisory committees to provide expertise in the development of transportation plans.

With the inclusion of certain groups and organizations on mailing lists for public input, the GF/EGF MPO attempts to "seek out and consider" the needs of those traditionally underserved by the existing transportation system. These individuals include, but are not limited to low-income, the elderly, persons with disabilities, and minority populations. In addition, explicit consideration, recognition, and feedback to any public input received during the planning and program development processes must be demonstrated, especially in regards to the underserved.

Open Records

The GF/EGF MPO periodically reviews the laws governing the accessibility of its files.

In North Dakota, the MPO, as a public entity is subject to the Open Record and Open Meeting laws. To deny access to records, the MPO must explain, within a reasonable time, the legal authority or statute for denying the request. Certain MPO employee personal information may be exempt or confidential. Citizens have a right to open records regardless of the reason.

A request for public records can be made in any manner. The MPO must respond to the request within a reasonable time, either by providing the requested record or by explaining the legal authority for denying all or part of the request. Depending on the amount of records requested, a "reasonable" time could be a couple of hours or a few days. If the MPO is unable to fulfill the request within a reasonable timeframe, it should give the requester an estimate of when the record will be available.

A public entity can only deny access to information for which there is a specific statute closing that information.

Public Notice

A standard public notice has been developed for use by the GF/EGF MPO. The notice must be published 10 calendar days prior to the event, or 45 days in advance of a Public Participation Plan. The notice should not be used merely as a "cookie cutter." Some consideration must be given to the specific needs of the planning activity the notice will be addressing. The example provided offers the basic elements of a notice and can be tailored to address the unique circumstances of each specific planning activity.

Due care shall be taken to ensure that each notice prepared by the GF/EGF MPO include the statement informing all individuals with special accommodation needs or auxiliary aids need to contact the ADA Coordinator.

Press Release

Drafting a press release for release prior to a meeting is another great example of a

method to engage the public. The press release must be released 5 calendar days in advance of the event.

Website

The official website of the MPO will be located at <http://www.theforksmmpo.org>. This site contains information on the historical background of the MPO and the entity's primary responsibilities. Contact information for all board members and staff are available, along with upcoming meeting agendas and past meeting minutes. Links are provided for political partners of the MPO, including federal, state, county, and city contacts. Furthermore, each planning document is available for quick and accessible download. Key planning documents highlighted on the site include the Unified Work Program, TIP, MTP and list of annual projects.

The MPO will establish a separate page on the site for each new project. The page will include everything from the beginning Scope of Work to the final plan and recommendations. Press releases, upcoming public hearings, meeting agendas, and any proposed changes will be posted on the project page in a timely manner as available.

As the MPO recognizes the need to serve the underrepresented of the population, links to the MPO website, and plans concerning public transit will be made available on the website of the metropolitan area's public transit operator, Cities Area Transit.

Consistent with State Public Participation Plans

A Memorandum of Understanding was signed between the Minnesota Department of Transportation (MnDOT) and the North Dakota Department of Transportation (NDDOT), the mayors of Grand Forks and East Grand Forks, and the MPO in July 2010. This MOU is currently being revised. The purpose of the memorandum is for the member parties to cooperatively undertake a continuing and comprehensive transportation planning and programming process for the metropolitan planning area in order to achieve a common goal. The MPO plan and program leads to the development and operation of an integrated intermodal transportation system which supports the organized metropolitan community development and social goals.

MPO TRANSPORTATION PLAN

The federal regulations specifically cite a long-range transportation plan and the public participation requirements for MPO's. The MPO maintains a separate MTP Procedure Manual that details the engagement process.

The GF/EGF MPO's transportation plan is actually comprised of three elements: street and highway, alternative modes and intelligent transportation system. Each of these covers a different "long range" and they are updated at a minimum of every five years. Figure 4

illustrates the process that the Transportation Plan goes through during its update.

The common key decision points in each of the transportation plan elements include:

- developing a Scope of Work;
- identifying the issues;
- identifying alternatives;
- evaluating alternatives; and
- approving the preliminary and final drafts.

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Transportation Plan Process

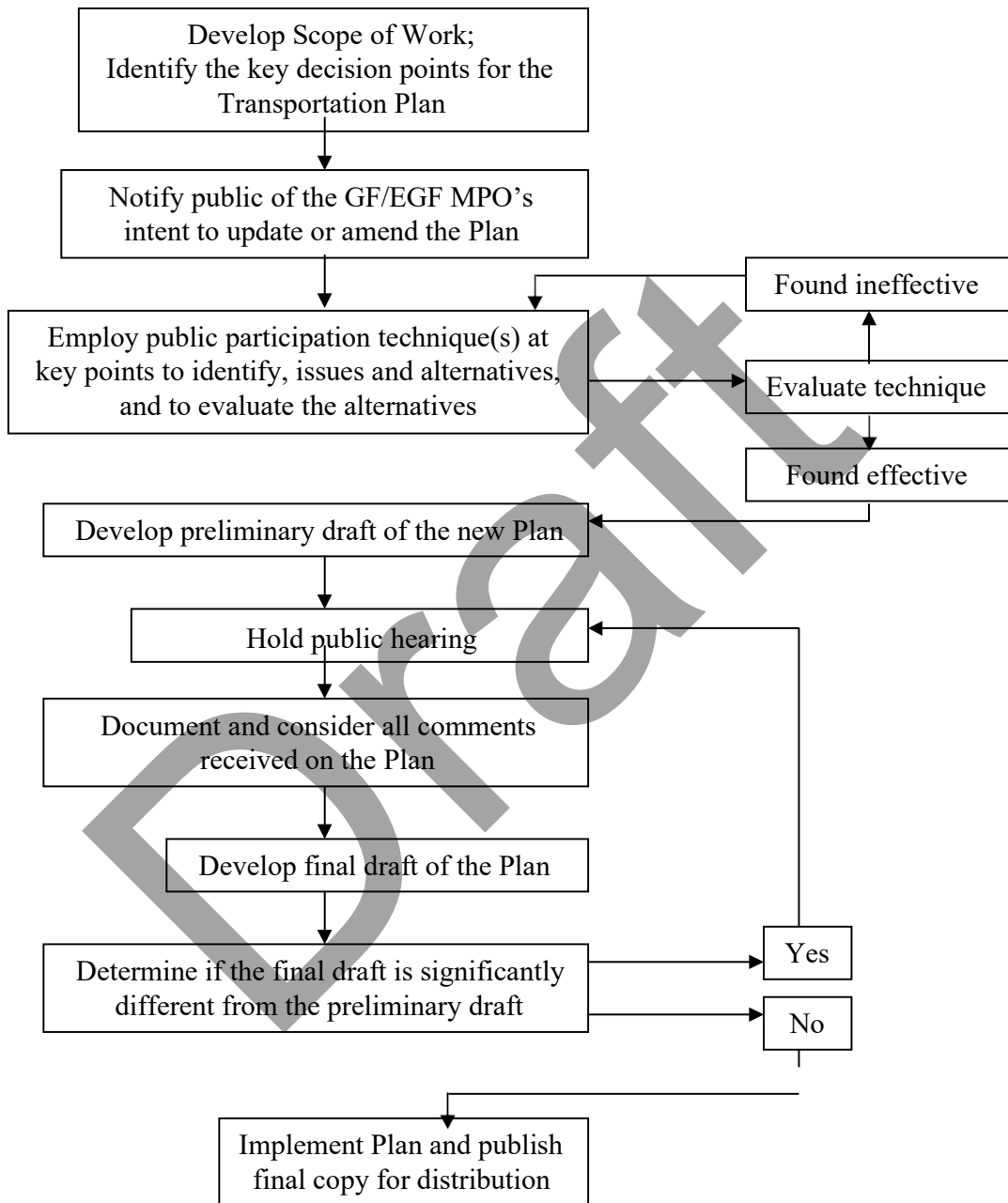


Figure 4: Transportation Plan Update Process

A series of public hearings will be scheduled during the preliminary and final draft approval process of the transportation plan elements. The public hearings will be held concurrent with meetings of the Planning and Zoning Commissions of both cities. A component of the transportation plan approval process includes the formal adoption of the Plan with an amendment to the Grand Forks and East Grand Forks Comprehensive Plans. When adopting amendments to their Comprehensive Plans, both communities are required by state statute to hold public hearings.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

The federal regulations specifically cite the MPO transportation improvement program (TIP) and the public participation requirements that must be met. The MPO maintains a separate TIP Procedural Manual that details the engagement process in developing the TIP.

Annually, the GF/EGF MPO will prepare a TIP for the next four years. A TIP lists all transportation projects that will be undertaken within the metropolitan area during the years covered by that particular TIP. The first year projects are considered committed projects, which mean they can be expected to be constructed. Second year projects have a significant likelihood of being constructed, but may be moved back due to changes in federal funding levels, prior year cost overruns, subsequent project priority changes, or increases in project costs. Third and fourth year projects are tentative due to variability of second year factors. The TIP covers all street and highway, transit, bikeway, pedestrian, and other significant transportation projects. A diagram illustrating the TIP approval process is shown in Figure 5.

The points of key decisions in the TIP development process include:

- soliciting projects;
- categorizing submitted projects;
- ranking and prioritizing projects; and
- approving the preliminary and final drafts.

Transportation Plan Improvement Process

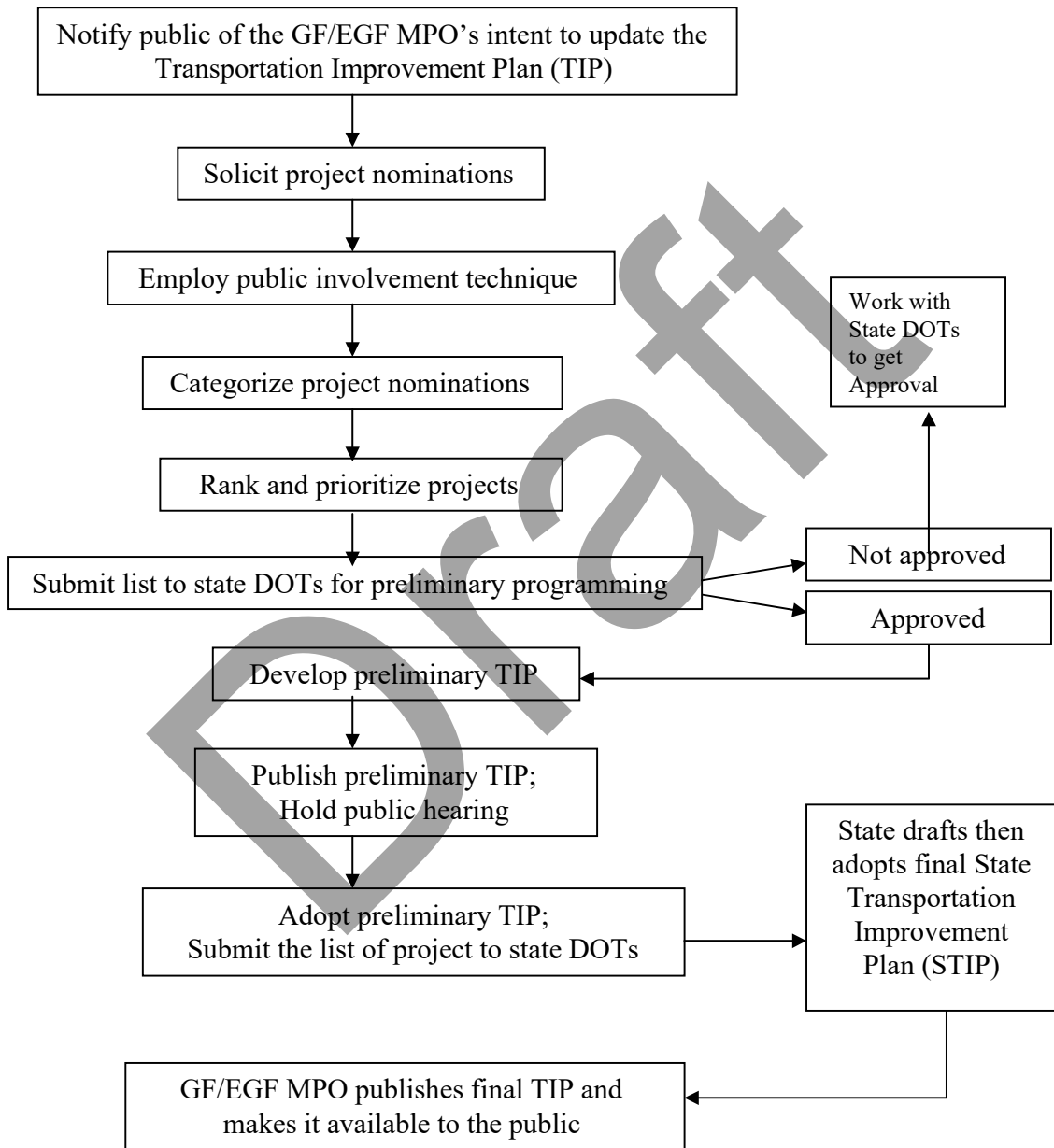


Figure 5: Transportation Improvement Process

OTHER PLANNING ACTIVITIES CONDUCTED BY THE GF/EGF MPO

Each year, the GF/EGF MPO conducts various plans/updates/studies. Examples of these would include corridor studies, Annual Unified Work Program, and Monitoring and Surveillance Report. Upon drafting the Scope of Work for each, the specific public participation plan for the each project will be identified. These specific public participation plans will follow the overall requirements of this PPP.

The points of key decisions will be determined during the specific planning activity's drafting of its scope of work. Each activity will be unique so no common points can be identified in this PPP. However, each specific determination of key decisions will be monitored to evaluate whether additional points are identified and whether additional public input is necessary at those points.

The specific public participation plan will, during the drafting of the scope of work for that specific planning activity, determine the appropriate techniques that will be utilized (Appendix A). A technique may be selected because it:

- meets a particular need and objective of a planning phase;
- is appropriate for the scale of the area or project;
- can reach target publics;
- can be implemented within budgetary and time constraints;
- is compatible with the community's operations, structure, politics, and style.

Also during the drafting of the specific planning activity's scope of work, a determination as to what may constitute a "significant difference" will be made. During the planning activity, the determination will be monitored to ensure that it remains valid. If doubts occur as to whether a change constitutes a significant difference, the GF/EGF MPO normally will require additional input before formal adoption of that change.

The final report for these types of activities will include the public participation process used, the comments received, and the response to the comments.

IV. CONCLUSION

The MPO makes key decisions with the requirement of citizen involvement. Federal law mandates a higher level of public involvement and provide the opportunity to promote greater awareness and more active involvement in the decision-making process. The law encourages informed public comment by requiring that the agencies provide the public with relevant information regarding plans, programs, and studies well in advance of any public hearings.

In response to the MPO's commitment to organizing its public involvement processes, this Public Participation Plan was adopted. It is the desire of the GF/EGF MPO to make public participation an integral element of all of the transportation planning activities it undertakes. By following this Plan, the GF/EGF MPO hopes to create community ownership in the products produced. This community ownership should lead to confidence and trust in the efforts of the GF/EGF MPO.

Reports, analyses, and data relative to transportation plans, TIPs, and specific projects should be accessible and understandable. "Accessible" also means available in enough time to be thoroughly reviewed, and modified by public comment as necessary.

Public participation techniques that offer a variety of opportunities for input would appear to best meet the spirit of public involvement. The GF/EGF MPO attempts to see that these public participation techniques are consistent with this Plan. The results/benefits of different techniques should be documented for evaluation purposes.

This plan is dynamic. As changes occur, the public involvement processes utilized by the GF/EGF MPO are to be periodically reviewed in terms of their effectiveness in assuring that the process provides full and open access to all.

The MPO will be effective with its public participation when a well informed public feels it has opportunities to contribute input into transportation decision making processes at all stages. Instead of relying on one or two public meetings, the MPO will hold several well attended meetings. In addition, indicators to show the plan's effectiveness include frequent news coverage on transportation issues, public forums where a broad representation of diverse interests are in attendance and plans, TIPs, and project designs are reflective of the understood and considered public input. Two-way continuing and consistent communication between the MPO and the public is imperative.

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APPENDIX A.

**PUBLIC PARTICIAPTION TECHNIQUES
FOR
TRANSPORTATION PLANNING**

TECHNIQUES OF PUBLIC PARTICIPATION

Brainstorming brings participants together in a freethinking forum to generate ideas.

Advantages:

- Promotes creative solutions to a problem.
- Often can generate variety of ideas.

Limitations:

- Difficult to involve more than a small number of people.
- Generates many solutions to a problem that may be difficult to evaluate.

A **charrette** is a meeting to resolve a problem or issue, within a specified time limit.

Advantages:

- Effective in achieving consensus among conflicting interests. Participants gain understanding of both sides of an issue

Limitations:

- Crisis issue prerequisite to motivating participants.

A **Citizens' Advisory Committee** is a representative group of stakeholders that meets regularly to discuss issues of common concern.

Advantages:

- Provides a continuing forum for bringing citizens' ideas directly into the transportation planning and development processes

Limitations:

- May not be representative. Sometimes perceived as biased and elitist.

Citizen surveys are used to determine public perceptions and preferences. A survey is administered to a sample group of citizens via a written questionnaire or through interviews in persons, by phone, or by electronic media.

Advantages:

- Representative.
- Can identify values and attitudes.

Limitations:

- Surveys are not interactive
- Costly.
- Design and sampling techniques are critical to level of confidence.
- Difficult to collect.

A **collaborative task force** is assigned a specific task with a time limit to come to a conclusion and resolve a difficult issue, subject to ratification by official decision-making.

Advantages:

- Helps resolve impasses through a participatory process.
- Represents a broad cross-section of interests.

Limitations:

- Process is long and expensive.
- Participants must make an extensive commitment to the process.

Facilitation is guidance of a group in a problem-solving process. A facilitator works with the group as a whole and provides procedural help in moving toward a conclusion.

Advantages:

- Brings out all points of view represented in the group.

Limitations:

- A group may feel manipulated by an agency unless the facilitator is perceived to be impartial.
- There is a limit on the number of interest that can be facilitated in a meeting.
- Opponents may refuse to consider each other's ideas.

Focus groups should be convened when specific problems come up or a particular project or approach needs detailed involvement.

Advantages:

- Provides fast general public reaction to proposal or project.
- Comparatively inexpensive.

Limitations:

- Provides solely qualitative responses. Not statistically representative of society at large.
- Brings no public consensus.

Media strategies inform customers about projects and programs through newspapers, radio, TV and videos, billboards, poster and variable message signs, mass mailings of brochures or newsletters, and distribution of flyers.

Advantages:

- Delivers a uniform message to alleviate the spread of misinformation that often becomes a barrier to understanding or implementation

Limitations:

- Media strategies take a high level of commitment over time to be successful.

Public meetings/hearings are forums for receiving citizen comments. Both are widely used to achieve a basic level of citizen input to transportation planning and project development and to exchange information with a wide representation of citizens.

Advantages:

- Public meetings provide exposure of information to large numbers of people.

- Provides visibility to the political process.
- Public hearings are low cost.
- Meets legal requirements.

Limitations:

- Public meetings allow only a small percent the opportunity to speak.
- May be manipulation of the meeting by interest groups
- Tends to increase polarization of positions
 - Public hearings are at the low end of public participation effectiveness.
 - Reactive public instead of proactive involvement.
 - Often very low attendance.

Telephone techniques offer a unique, two-way medium for public involvement. It can be used to obtain information and to give opinions.

Advantages:

- Basically interactive.
- Reaches out to a broad variety of people who might not otherwise participate, including people with disabilities.

Limitations:

- Does not allow people to hear other opinions.

A **transportation fair** is typically a one-day event used to interest citizens in transportation and in specific projects or programs. A fair focuses on visual exhibits, such as exhibits, videos, and maps or models of projects.

Advantages:

- Creates interest and dramatizes a project or program.
- Keeps participants informed, interested, and up-to-date.

Limitations:

- Does not bring public consensus.
- Representative comments cannot be expected because a fair is not likely to include all potential participants.

Video techniques use recorded visual and oral messages to present information to the public, primarily via videotapes.

Advantages:

- A video may be worth a thousand words.
- Documents a planning process.
- Illustrates different planning scenarios.

Limitations:

Videotapes are not two-way.

Visioning leads to a goals statement. Typically it consists of a series of meetings focused on long-range issues.

Advantages:

- Offers the widest possible participation for developing a long-range plan.
- Visioning is an integrated approach to policy-making.

Limitations:

- Time and staff requirements are significant to maintain contact with the numerous citizen participants and carry the program forward.

The following three tables are guides to choosing techniques appropriate for the type of project, point in the process, and with the resources available. Tables were taken from *Hear Every Voice*, MN DOT.

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KEY							
● Always Appropriate	■ Sometimes Appropriate	◇ Not Very Appropriate	Project Development				
Tool/Technique	Planning	Scoping	Pre-Design & Env. Study	Detail Design & R/W Acq.	Construction & Operation	Requires Facility	Requires Ext. Expert
Civic Advisory Committee (Advise)			■	●		■	
Citizens on Decision & Policy Bodies (Recommend)			■			■	
Collaborative Task Force (Problem Solve)			■			■	
Mailing Lists	●	●	■		●		
Public Information Materials		●	●	●	●		■
Key Person Interviews		●					
Briefings			●	●	●		
Video Techniques		●	■				■
Telephone Techniques			◇			■	
Media Strategies	●	●	●	●	●		
Speakers Bureau & P.I. Volunteers	●	●	■				
Public Meetings/Hearings		●	■				
Open/Forum Hearings /Open Houses		●	●			●	
Conferences, Workshops & Retreats	●		■			●	
Brainstorming	●	●					
Charettes			■	●			
Visioning	●		■				
Small Group Techniques			■				
On-Line Services			■			■	
Drop-in Centers			■			■	
Focus Groups	●		◇			■	■
Public Opinion Surveys	●		■				
Facilitation	●	●	■				
Negotiaion & Meditation			■	●			●
Transportation Fairs	●		■			●	
Games & Contests	●	●				■	
Role Playing			■				
Site Visits	●	●	■	●			
Interactive Television			■			●	■
Interactive Video Displays & Kiosks			■			●	■
Computer Presentations & Simulations	●	●	■	●			■
Teleconferencing	●	●	●	■		●	

KEY					
•Always Appropriate			■Sometimes Appropriate	◇Not Very Appropriate	
Plan Process					
Tool/Technique	Total Planning	Developing Values,	Choosing Alternatives	Plan Implementatio	Feedback-Modification
Civic Advisory Committee (Advise)		●	●	◇	◇
Citizens on Decision & Policy Bodies (Recommend)		◇	◇	●	◇
Collaborative Task Force (Problem Mailing Lists)	●	●	●	●	●
Public Information Materials	●	●	●	●	●
Key Person Interviews	●	●	●	●	●
Briefings	●	●	●	●	●
Video Techniques		■	●	■	◇
Telephone Techniques		■		■	■
Media Strategies	●	●	●	●	●
Speakers Bureau & P.I. Volunteers		●		■	◇
Public Meetings/Hearings		◇	●	◇	◇
Open Forum/Open Houses		■	●	◇	■
Conferences, Workshops & Retreats	●	●	●	●	●
Brainstorming		●		◇	◇
Charrettes	●	●	●	●	●
Visioning		●	●	◇	◇
Small Group Techniques	●	●	●	●	●
On-Line Services		●		■	■
Hotlines		■	●	■	●
Drop-in Centers		■	●	◇	◇
Focus Groups	●	●	●	●	●
Public Opinion Surveys		●	●	◇	●
Facilitation		◇	●	◇	◇
Negotiation & Meditation		◇		●	◇
Transportation Fairs		■	●	◇	◇
Games & Contests		◇	●	◇	◇
Improving Meeting Attendance	●	●	●	●	●
Role Playing		◇		◇	◇
Site Visits		■	●	●	◇
Non-Traditional Meeting Places & Events	●	●	●	●	●
Interactive Television		■	●	◇	◇
Interactive Video Displays & Kiosks		■	●	◇	■
Computer Presentations & Simulations		■	●	●	◇
Teleconferencing		◇	■	◇	■

KEY

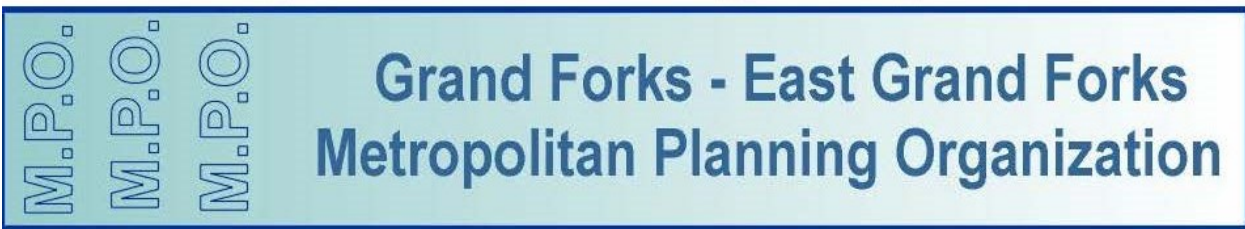
● Very Intensive ■ Moderately Intensive ◇ Less Intensive

Resources Required

Tool/Technique	Use of Time Resources	Use of Money Resources	Use of Staff Resources
Civic Advisory Committee (Advise)	◇	●	●
Citizens on Decision & Policy Bodies (Recommend)	■	◇	■
Collaborative Task Force (Problem Solve)	■		■
Mailing Lists	◇	■	■
Public Information Materials	◇	◇	◇
Key Person Interviews	◇		●
Briefings	◇		●
Video Techniques	■	●	
Telephone Techniques	◇		●
Media Strategies	■		■
Speakers Bureau & P.I. Volunteers	■		■
Public Meetings/Hearings	◇	◇	◇
Open Forum/Open Houses	◇	◇	■
Conferences, Workshops & Retreats	◇	◇	■
Brainstorming	◇	■	■
Charrettes	◇	■	■
Visioning	◇	■	■
Small Group Techniques			■
On-Line Services	◇	◇	■
Hotlines	◇	◇	■
Drop-in Centers	◇	■	■
Focus Groups	■	■	■
Public Opinion Surveys	■	■	●
Facilitation	■	◇	■
Negotiation & Meditation	●	●	■
Transportation Fairs	■	■	■
Games & Contests	◇	■	◇
Improving Meeting Attendance	◇	◇	◇
Role Playing	◇	◇	◇
Site Visits	◇	◇	◇
Non-Traditional Meeting Places & Events	◇	◇	◇
Interactive Television	◇	●	■
Interactive Video Displays & Kiosks	■	●	■
Computer Presentations & Simulations	■	●	■
Teleconferencing	◇	◇	■

Overcoming Barriers

Strengthening Connections



Ensuring Opportunities

Planning One Community

MPO Staff Report

Technical Advisory Committee: November 13, 20189

MPO Executive Board: November 20, 2019

RECOMMENDED ACTION: Update on FY2021-2024 TIP Solicitation

Matter of the FY2021-2024 TIP Solicitation.

Background: Annually, the MPO, working in cooperation with the state dots and transit operators, develop a Transportation Improvement Program (TIP), which also serves as the transit operators' Program of Projects (POP). The TIP covers a four period and identifies all transportation projects scheduled to have federal transportation funding during the four year period. The process runs over an eleven month period with several public meetings ranging from solicitation of projects for specific programs and comments on listed projects. This point in the process is the soliciting for projects.

Minnesota side

The deadline for Transportation Alternatives Program for submitting Letters of Intent is October 31st. There were no LOI within the MPO area.

HSIP is open with a deadline to submit any candidate projects to MnDOT HQ by November 17th.

The rest of the solicitations are open. City Sub-target is already programmed for FY2022. So the focus includes potential projects from the County or the State Highway. The deadline for candidate projects submitted to the MPO is December 27th.

North Dakota side

The solicitations for the Urban, Urban Roads, and Regional have been announced. The deadline for candidate projects submitted to the MPO is noon on December 20th. The Recreation Trails will begin in December or January.

Findings and Analysis:

- NONE

Support Materials:

- NONE

TABLE OF CONTENTS-UPDATE November, 2019

**TRANSPORTATION PLAN UPDATE AND IMPLEMENTATION
ACTIVITIES**

CODE	AREA	TASK	%	ORIGINAL COMPLETION DATE	PROJECTED COMPLETION DATE	
200.2	Public Participation Plan	MPO has draft the update Environmental Justice Manual, have drafted update to LEP, the Private Sector Participation and drafted an update to the Public Participation Plan.	80%	31-Dec-19	30-Jan-20	
3001	Functional Classification (Update)	COMPLETED				
300.1	ITS Regional Architecture (Update)	Consultant has provided draft inventories, services, service packages and needs documents for the stakeholders to review.	70%	31-Dec-19		
	CAT Route Changes	COMPLETED				
300.2	CORRIDOR PLANNING	US 2/US 81 Skewed Intersection Study	Draft final report has been reviewed by MPO staff. A final meeting of the Steering Committee is schedule for this month	95%	31-Oct-19	31-Dec-19
		Grand Forks Downtown Parking Study	Final Steering Committee was held to review the draft report. Generally, the report is being supported and is moving forward towards approval.	99%	30-Jun-19	31-Dec-19
		MN 220 N Corridor Study	COMPLETED			
		Downtown Transportation Study	Consultant has drafted an Existing Conditions Report. The Steering Committee is being finalized and a meeting is being scheduled to present the Study and Existing Coniditions Report.	30%	30-Jun-20	
		Traffic Count Program	Vision Camera Data Collection & Traffic Analysis Enhancements.	60%	On-going	
300.5	SPECIAL STUDIES EGF ADA Transition Plan	COMPLETED				
300.54	CAT/UND Shuttle Merger	Draft Report has been reviewed, revised, and released for comment. It is expected to be finalized this month	95%	30-Jun-19	20-Nov-19	

MPO UNIFIED PLANNING WORK PROGRAM -UPDATE , 2019